



Vista 128BPT Control Panel Quick Guide on User Codes

Please Note: Alamo recommends keeping a log of what codes are in the system. An example is shown below. This is important for locations with multiple users when it is time to add, edit, or delete codes. The installer will set up your master code and any other code you had predetermined at time of installation.

User #	User Code	Name	Partition
002	1234	Master	1, 2, 3
003	4545	John	1,2
004	5555	Mark	2
005	5678	Mike	1, 2, 3
006	8899	Bob	3

User 002 is ALWAYS the master code. New users can be added starting with user 003.

Always start by predetermining what area the user will have access to. The code must then be added at the keypad of that particular area. For example, if user needs access to partition 3, then the code must be added at the partition 3 keypad.

If you do not want to go to that keypad, you can log into that area by entering master code + * + partition number.

To Add a New User

At the keypad, enter: **Master Code + 8 + 3 digit user number + new 4 digit user code**

For example, to add 4567 to user 7, you would enter:
1234 + 8 + 007 + 4567

The keypad will then display the following:

User Edit Mode
Please Stand By

Followed by

User Number=(user#)
Enter Auth.Level

Enter 2 (Always enter 2)

Group Bypassing?
0 = NO, 1 = YES

Enter 0 (Always enter 0)

Multi-Access ?
0 = NO, 1 = YES

Enter 0 if this code will only be allowed in this one partition. If so, all is done and keypad will display a summary of the new code, then return to normal. If the user will have access to other areas, press 1 then follow the next prompt.

Global Arm?
0 = NO , 1 = Yes

Enter 0 (Always enter 0)

NOTE: Global arm is a feature that allows the user to arm/disarm multiple partitions from a single keypad. This feature is normally turned off for easier use.

Part. 2 - P2
0 = NO , 1 = YES

The keypad will display each partition and you will have to answer each question again for each partition (authority level, group bypassing, multi-access, global arm).

To Delete a User

At the keypad, enter: **Master Code + 8 + 3 digit user number + master code**

For example, to delete user 5, you would enter: 1234 + 8 + 05 + 1234

Keypad will display the following:

User Edit Mode
Please Stand By

Followed by

Ok to Delete (user #)
0 = No , 1 = YES

Enter 1 to delete



Thank you for being a loyal Alamo customer!