

# Keypad EZ Quick Reference

## To program a lock

- 1 To start programming, press **00#**.
- 2 Enter the Administrator PIN or Supervisor PIN, then press **#**. The default PIN is 9998.
- 3 Enter the command, then press **#**. For example, to add a user, press **10#**. For a list of commands, see the back side of this card.
- 4 Enter code 1 associated with the command, then press **#**. For example, enter the PIN you want to add: **1234#**.
- 5 Enter code 2 if required, then press **#**. For example, enter the group for the PIN: **1#**.
- 6 Repeat steps 3–5 to add more users, or to complete other programming commands.
- 7 To end programming, press **99#**.

## Tips

- To cancel a command sequence, press **\*\*#**. This will let you start the command over.
- Skipping a code and pressing **#** will enter the default value, if it exists. See the *Keypad EZ Programming Guide* for a list of all default values.

## Programming command reference

Commd	Description	Code 1	Code 2
00	Begin programming		
10	Add PIN	PIN	Group (1-5)
11	Delete PIN	PIN	
12	Set privileges	0,1,2 or 3*	
13	Delete group	Group (1-5)	
14	Enable group	Group (1-5)	
15	Disable group	Group (1-5)	
21	Set Group 1 Sprvsr PIN	PIN	repeat PIN
22	Set Group 2 Sprvsr PIN	PIN	repeat PIN
23	Set Group 3 Sprvsr PIN	PIN	repeat PIN
24	Set Group 4 Sprvsr PIN	PIN	repeat PIN
25	Set Group 5 Sprvsr PIN	PIN	repeat PIN
99	End programming		

## Commands only for the Administrator

20	Set Administrator PIN	PIN	repeat PIN
30 <sup>†</sup>	Set PIN length	3,4,5 or 6	
32	Set unlock duration	1-60 (secs)	
33 <sup>†</sup>	Reset all	33	

\*Enter 0 to allow no privileges, 1 for passage mode only, 2 for deadbolt override only, or 3 to allow both.

<sup>†</sup>**Warning!** These commands erase all programming and set the Administrator PIN back to its default.

[www.bestaccess.com](http://www.bestaccess.com)

T80912/Rev A  
1880935 ER7991-37 Apr 2003

