



# Vista 2Op 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
02	1234	Master	1,2
03	4545	John	1
04	5555	Mike	1
05	5678	Mark	2
06	8899	Bob	1,2

User 02 is ALWAYS the master code. The master code will always have access to all areas. New users can be added starting with user 03.

Users 03-32 are default for partition 1. Users 33-47 are default for partition 2. (See full guide for more information).

**IMPORTANT:** When pushing keys, entry must be made in one continuous sequence.  
Pausing or taking too long will result in entry failure.

## To Add a New User

At the keypad, enter: **Master Code + 8 + 2-digit user number + new 4 digit user code**

For example, to add the code 4545 to user spot 3 (as shown in the table above), you would enter:  
1234 + 8 + 03 + 4545

Once finished, the system should beep once for confirmation. You can then try to arm and disarm the system using the new code to ensure it was added properly.

## To Delete a User

At the keypad, enter: **Master Code + 8 + 2 digit user number + # + 0**

For example, to delete user 5, you would enter: 1234 + 8 + 05 + # + 0

Once finished, the system should beep once for confirmation. You can then try to arm the system with that code. If removed properly, code will not work to arm system.

## To Change a User

To change a user code, repeat the same process for adding a code. The new code will overwrite the old code.

For example, if you want to change user 5 from 5678 to 9999, you would enter:

1234 + 8 + 05 + 9999

The system will beep once for confirmation.

To change the MASTER code, enter: **Current Master Code** + 8 + **2-digit user number** + new **4 digit user code** + new **4 digit user code**

For example, if you want to change the current master code of 1234 to 4321, you would enter:

1234 + 8 + 02 + 4321 + 4321.

The system will beep once for confirmation.

**IMPORTANT:** Please make sure you do not forget or lose the master code. If the code is lost, a service call would be required and you would incur a service charge.

## To Change User's Partition Access

At the keypad, enter: **Master Code** + 8 + **2 digit user number** + # + 3 + 0 + **partition number(s)** + #

For partition number, if you only want them to have access to partition 1, press 1 only. If they are only to have access to partition 2, press 2 only. If they are allowed to have access to both, you will press 1 then 2 in sequence.

For example, to change the code in spot 33 to have access to both partitions, you would enter:

1234 + 8 + 33 + # + 3 + 12 + #

The system will beep once for confirmation.



*Thank you for being a loyal Alamo customer!*