## How to program a new Lightsys alarm transponder (fob/tag):

You will need to know the “Grandmaster Code”. This is usually your main user code. You will also need to use a wired keypad, as a wireless keypad will not allow you into the appropriate menus. If you are unsure which of your keypads is wired or wireless, please phone our office on 01625 575608.

1. Press **Menu** (see symbols below), enter the grandmaster code then press **Ok** (see symbols below). If the code is correct, you will enter the menu. If it is incorrect, the keypad will make 3 short beeps.
2. Repeatedly press the **Down Arrow** (see symbols below) until the display reads **“Codes/Tags”** then press **Ok**.
3. At **“Define”** press **Ok**, then, using the **Down Arrow**, scroll to an unused user number. If you are not 100% sure which have been used already, count how many fobs and codes you currently have then double the number. Begin programming new codes/fobs from that number. When you are ready to select a user, press **Ok**.
4. Scroll to **“(Re)Write Tag”**, then press **Ok**.
5. The display currently reads **“Approach Tag”**.Within 10 seconds, touch the new tag to the part of the keypad that you would if you were going to set the system (on most Lightsys keypads this is where the “0” button is). The keypad will beep and **“DEFINED FOR RF ID”** will display.\*1
6. The system will automatically move on to the next user, so if you have more than one tag to program, tag the next one now (when the display shows **“Approach Tag”** again). If it does not automatically move on to the next user, repeatedly press the **Menu** button until the display shows **“Codes/Tags”**, press **Ok**,then return to step 3.
7. When done, press the **Menu** button until you’ve returned to the normal screen (usually displaying the date/time).

\*1 Note: If the tag has already been programmed into the system, **“USER TAG ALREADY IN MEMORY”** will display.

### **Symbols:**

**Menu:  or  Ok:  or  Down Arrow:  or **

If you need any further help, please phone our office on 01625 575608.