






## Adding a New Proximity Tag


You can add a new proximity tag for each user in the system, as required.

### To add a new proximity tag:

1. Press  and enter your code followed by .
2. Using the arrow keys, scroll to the option **Codes/Tags** and press .
3. Scroll to **Define** and press .
4. Select the user to which you want to assign the proximity tag and press . Each proximity tag can be assigned to only one user.

#### Note:

A display of (\*\*\*\*) indicates that a user has already been assigned to a specific proximity tag.



5. Scroll to **(Re)write Tag**. Press .  
Within 10 seconds, approach the proximity tag at a distance of 4 cm. from the front of the keypad bottom. The keypad automatically reads the proximity tag and saves it into the system's memory.  
Once the proximity tag has been successfully recorded, a long confirmation beep sounds, and a confirmation message is displayed.  
If the proximity tag is already stored in the system's memory, the following message is displayed:  
**USER TAG ALREADY IN MEMORY**

#### Notes:




- Once a proximity tag is recognized, it will be functional from all keypads.
- The programmed proximity tag has the same permissions that are defined for the specified user code.
- If a user is defined as having the Cleaner security level, then the proximity tag can operate only if a security code was previously defined for that user.

## Deleting a Proximity Tag





Deleting proximity tags can be performed in either of two manners:

-  **By user number:** Use this option to delete a tag for which the user is known
-  **By tag:** Use this option to delete a tag for which the user is not known

### To delete a proximity tag by user serial number:

1. Follow steps 1-4 of the previous procedure (See *Adding a new proximity Tag*)
2. Scroll to **Delete Tag** and press . The following question appears: **Delete, Are you sure?**
3. Toggle Y or N by using the  key and then pressing . If you select Y, the following confirmation message is displayed:  
**USER XX: TAG DELETED**










### To delete a proximity tag by user tag:

1. Press  and enter your code followed by .
2. Using the arrow keys, scroll to the option **Codes/Tags** and press .
3. Scroll to **Del By Tag** and press .
4. Within 10 seconds, approach the proximity tag at a distance of 4 cm. from the front of the keypad bottom. If the proximity tag was deleted, the following confirmation message is displayed: **USER TAG XX DELETED.**  
If the system does not recognize the proximity tag, the following message is displayed: **TAG NOT DEFINED IN MEMORY.**

## Setting and Changing System Time and Date

The correct time and date must be set to ensure proper operation of LightSYS.

### To set/change the system time:

1. Press  and enter grand master code followed by .
2. Using the arrow keys, scroll to the option **Clock** and press .
3. The display will show **Time and Date**. Press .
4. Enter the correct time in 24-hour format and date. For entering the date use the   keys to move the cursor and the / key to toggle among the choices.
5. Press  to save your settings.