MC Management System Software
User Operations Guide

**How to add a new user**

1. Touch RED Manager Key and scroll down until USERS is displayed.
2. Select the ADD User option.
3. Enter a USERNAME to identify the user.

**LEGEND**
- ENTER: Press this key
- Touch USER Key
- Scrolled in the direction of the arrow
- Touch RED Manager Key
- Scroll either left or right
- Wait Please...
- Opens another menu

**NO**
- Can the user enter a PIN code instead of using a key?
  - Scroll to select option
- Enter a 4 digit PIN number for the user.

- Are you using an electronic green touch key for the user?
  - Scroll to select option
- User Number Auto/MANUAL

**NO**
- *Always keep a record of the serial number for the green users keys as the number can become illegible after heavy use.*

**How to view configured users**

1. Touch RED Manager Key and scroll down until USERS is displayed.
2. Scroll until the option to VIEW a user is displayed.
3. Scroll to view details of each user present on the system.

**How to delete configured users**

1. Touch RED Manager Key and scroll down until USERS is displayed.
2. Scroll until the option to DELETE a user is displayed.
3. Enter the number of the user that you wish to delete without any preceding zeros. This can be found by following the VIEW USER procedure opposite.

Details of the user selected for deletion will be displayed with a delete confirmation prompt.

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