

# Password Setup Instructions for MR-400 Series Password Configurator

This document explains some features of the password-supported configurator and is only valid for the models **MR-400RP** and **MR-401RP**.

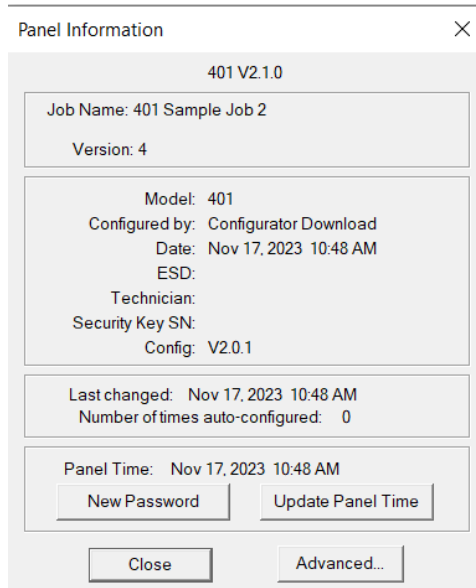
The features are:

1. Setting Up a New Password
2. Changing a Password
3. Resetting a Password
4. Sending a Job

## 1 Setting Up a New Password

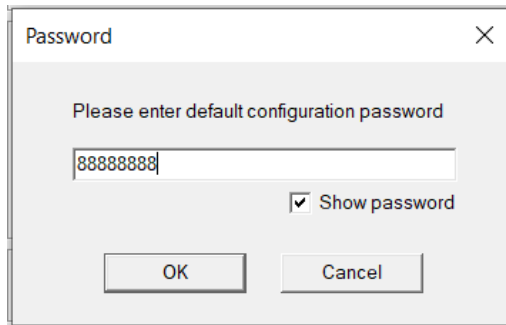
A new password must be set up before performing actions such as sending and getting a job, updating panel time, managing jobs, etc.

1. On the top row, click on **Panel**.
2. Click on **Connect** from the drop down menu to connect the panel to the configurator.
3. Once the connection is successful, click on **Panel** again.
4. Click on **Panel Information** from the drop down menu.



5. Click on **New Password** on this window.

6. Enter default password 88888888, then click **OK**.

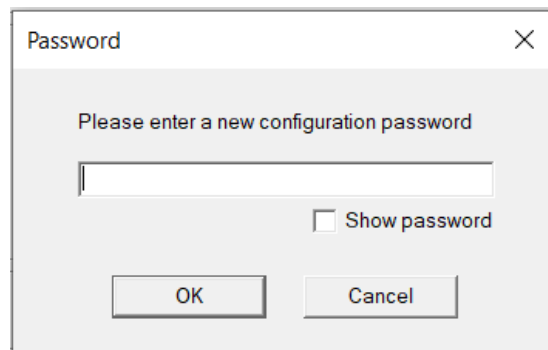


The screenshot shows a dialog box titled "Password" with a close button (X) in the top right corner. The main text reads "Please enter default configuration password". Below this is a text input field containing the password "88888888". To the right of the input field is a checked checkbox labeled "Show password". At the bottom of the dialog are two buttons: "OK" and "Cancel".

The default password cannot be used for any other actions such as sending/getting a job, updating panel time, managing jobs, etc.

The password can be displayed by clicking on the **Show password** check box.

7. Create a new password and enter it.

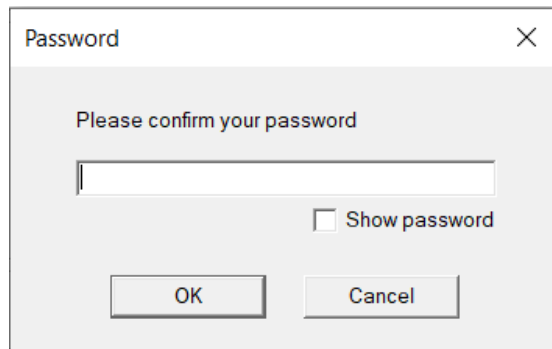


The screenshot shows a dialog box titled "Password" with a close button (X) in the top right corner. The main text reads "Please enter a new configuration password". Below this is an empty text input field. To the right of the input field is an unchecked checkbox labeled "Show password". At the bottom of the dialog are two buttons: "OK" and "Cancel".

**Note:** The new password must meet the following requirements:

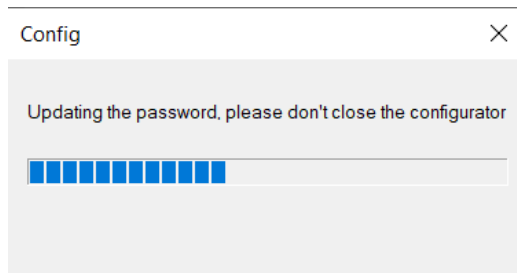
- 6 - 25 digits
- At least 1 numeric character
- At least 1 lower case character
- At least 1 upper case character

8. Enter the new password again.

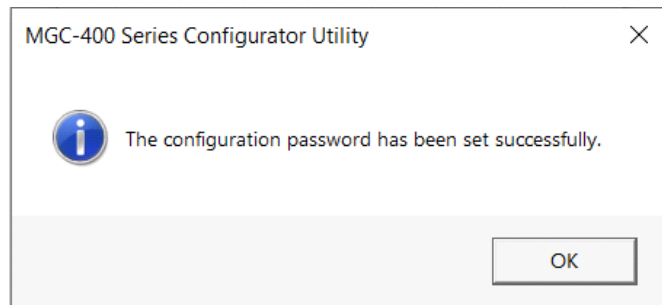


The screenshot shows a dialog box titled "Password" with a close button (X) in the top right corner. The main text reads "Please confirm your password". Below this is an empty text input field. To the right of the input field is an unchecked checkbox labeled "Show password". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Wait until the password is updated

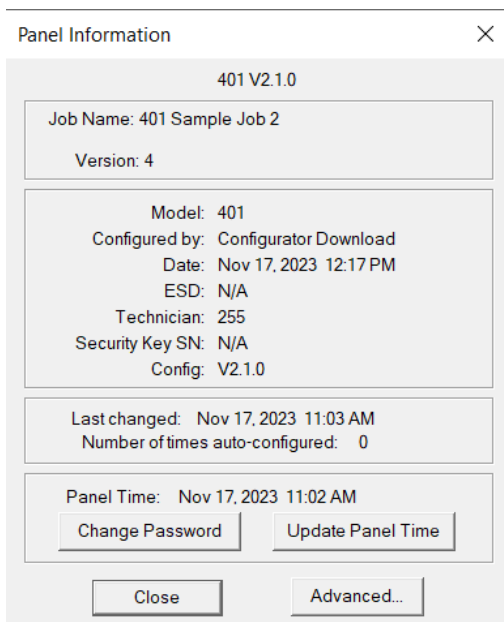


The updated password will take effect immediately.



## 2 Changing a Password

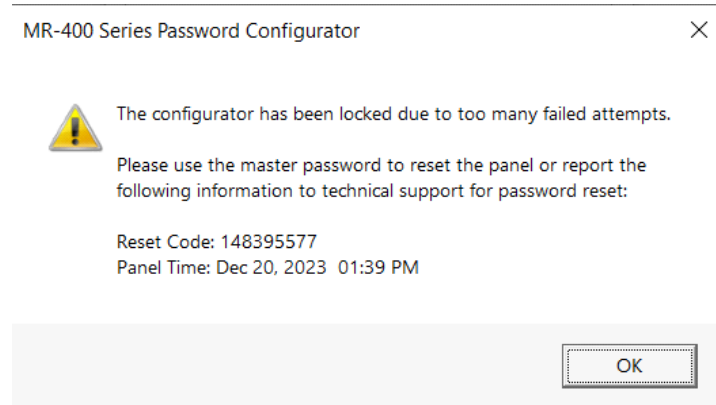
1. On the top row, click on **Panel**.
2. Click on **Connect** from the drop down menu to connect the panel to the configurator.
3. Once the connection is successful, click on **Panel** again.
4. Click on **Panel Information** from the drop down menu.
5. Click on **Change Password**.



6. Follow Steps 7 and 8 of Section 1 to update the password.

### 3 Resetting a Password

When an incorrect password has been entered 5 times, the configurator will be locked, and a message will pop up displaying the Reset Code and Panel Time.

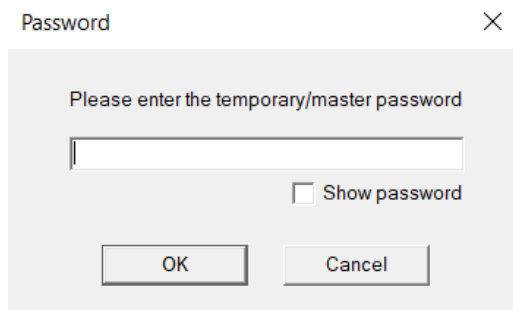


You have 2 options to reset the password.

**Option 1:** Resetting the panel with the **Master Password:**

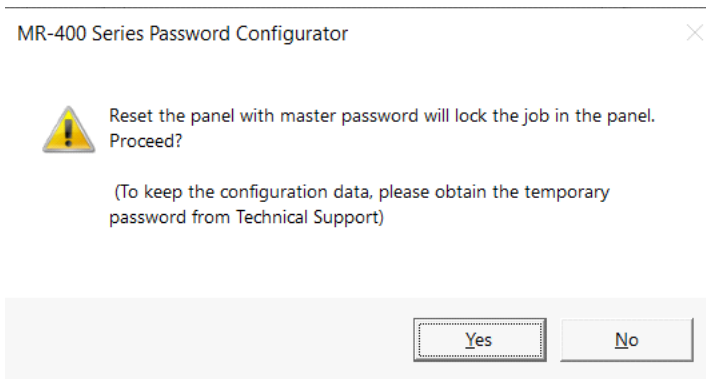
The master password is Password@YYYY.MM.DD, where YYYY.MM.DD represents the current date in the panel (e.g, Password@2023.1.1, Password@2024.12.23)

1. On the top row, click on **Panel**.
2. Click on **Connect** from the drop down menu to connect the panel to the configurator.
3. Once the connection is successful, click on **Panel** again.
4. Click on **Panel Information** from the drop down menu.
5. Click on **Reset Password** on this window.
6. Enter the **Master Password**.



**Note:** Using the master password will allow you to set up a new password, but the current job in the

panel will be locked. You cannot retrieve this job from the panel.



7. Follow Steps 7 and 8 of Section 1 to update the password.

**Option 2:** Obtaining a temporary password from Customer Support.

1. Send the **Reset Code** and **Panel Time** to Mircom Customer Support for a password reset.

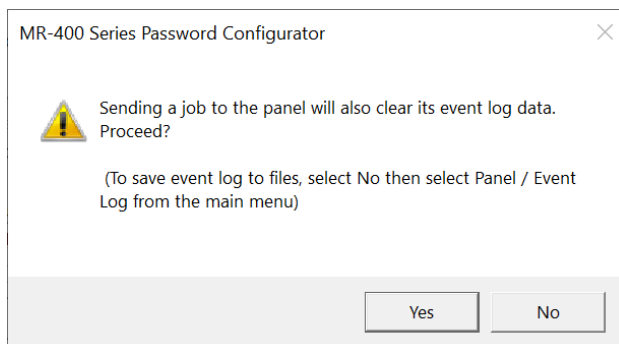
Once verified, Mircom Customer Support will provide a temporary password for the password reset.

**Note:** Unlike master password, using a temporary password will not lock the job.

1. On the top row, click on **Panel**.
2. Click on **Connect** from the drop down menu to connect the panel to the configurator.
3. Once the connection is successful, click on **Panel** again.
4. Click on **Panel Information** from the drop down menu.
5. Click on **Reset Password** on this window.
6. Enter the temporary password provided to you.
7. Follow Steps 7 and 8 of Section 1 to update the password.

## 4 Sending a Job

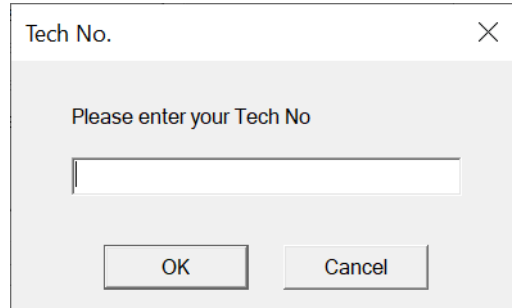
1. On the top row, click on **Panel**.
2. Click on **Send Job**.
3. Click **Yes** on the warning that appears.



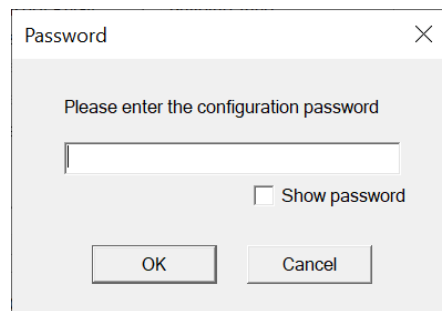
4. Enter **1** for the Technician Number.

Or, if there are multiple technicians at a site, each technician can enter a specific number. In this way, they can keep track of which technician sent the job.

The Technician Number can be any number from 1 to 255.



5. Enter the Configuration Password.



6. Click **OK**.

