Create passwords in Access application

> **Note:**
>
> The information in this document is valid from Access Application software 5.4 and onwards.

When taking the product into use for the first time passwords must be created. This document describes how to create unique passwords as well as how to proceed if the passwords are lost.

To create an Admin password

When using Access and trying to log in for the first time a pop up message will be shown to create an **Admin** password. The following information will be shown in the Access application:
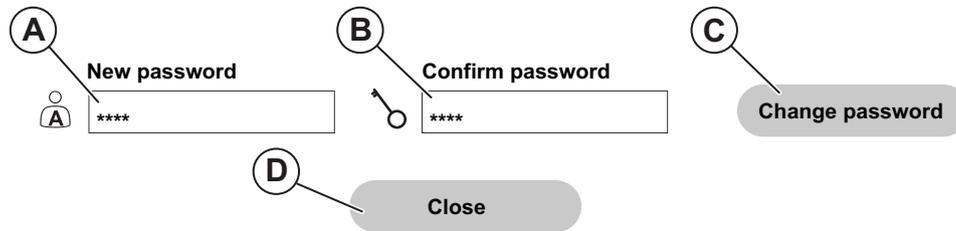
Important note!

The Admin password must be changed to a unique password before the unit is taken into service.

Before Service and Operator authorities can be provided, they need to be activated. To activate them, go to the login menu, log in as Admin and change the password for each authority.

Not setting a unique Admin password will provide guest authority only.

Enter the password below:

A.   New password

B.   Confirm password

C.   Change password

D.   Close

The password must have a minimum of 4 characters.
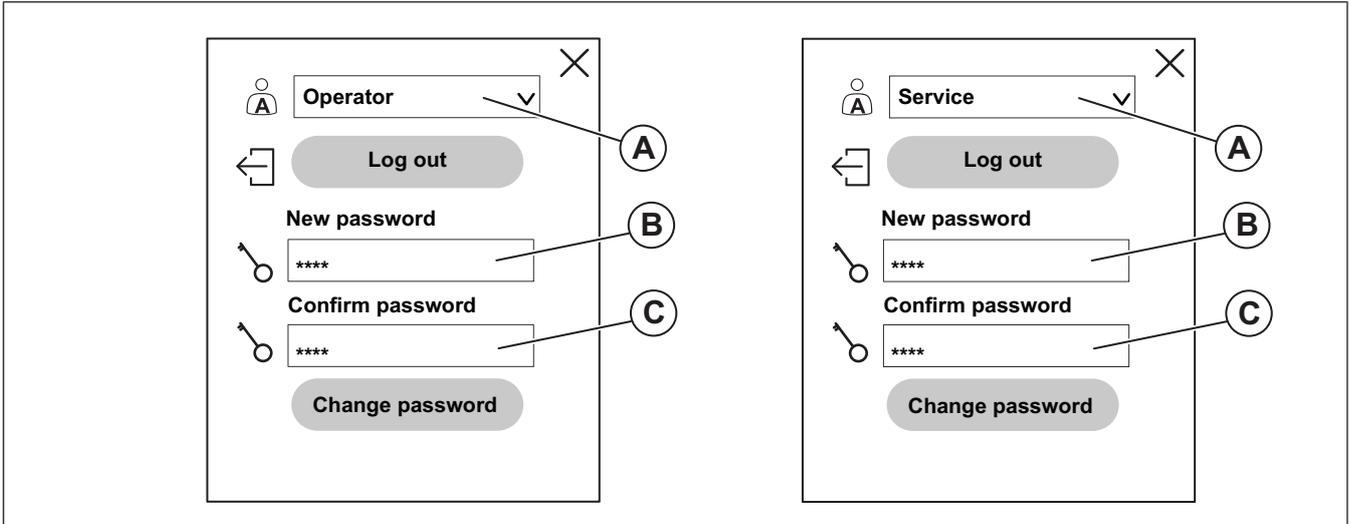
> **Note:**
>
> The number 4108 is not permitted to be used as **Admin** password. Using 4108 will indicate an error message. Refer to Allowed passwords characters for information about allowed passwords.
>
> A message will confirm when the password is accepted.

To create Operator and Service passwords

When the **Admin** password is created, **Service** and **Operator** user modes can be activated. Go to the log in menu and log in as admin. Add password for each user mode.

A. Operator / Service
B. New password
C. Confirm password

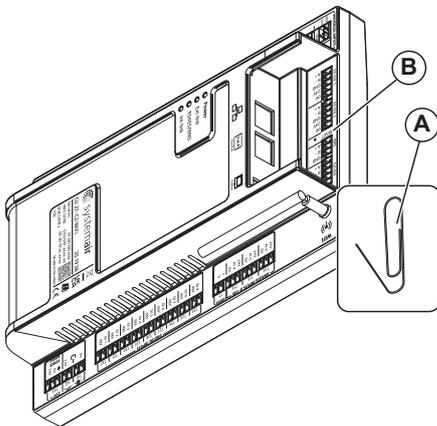A message will confirm when the password is accepted.

Allowed passwords characters

Characters	Length
Uppercase letters: A-Z Lowercase letters: a-z Numbers: 0-9 Symbols: ~`!@#$%^&*()_-+={[}]|::;'<,>.?/	Min 4 characters Max 30 characters

Note:

4108 is not allowed for Admin (legacy factory default password used for Admin)

If passwords are lost

To reset the control unit, use a paper clip (A) and insert into the hole (B).

After the reset, all passwords are disabled and the message to do a **Admin** password will be shown again. The **Service** and **Operator** passwords also needs to be created again.

Note:

After a reset, the system will activate the commissioning settings. If no commissioning settings are available, the Systemair factory settings will be activated.