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SYSTEM SUPPORT  
& INTEGRATION

# **Instructional Guide**

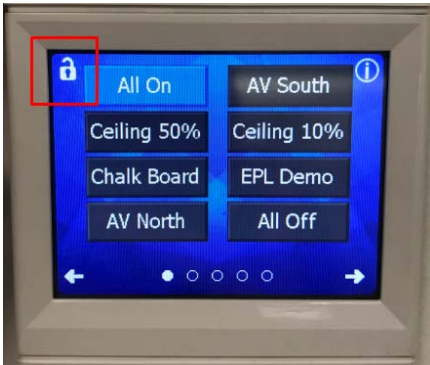
## **How to Program a Passcode & Change Password on NLight GFX Touchscreens**

V1

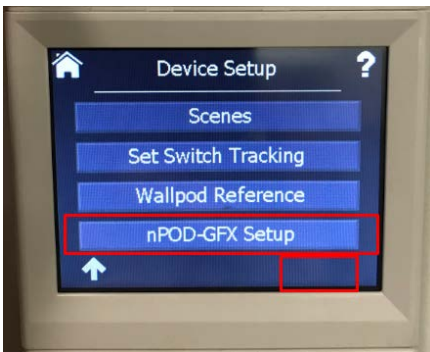
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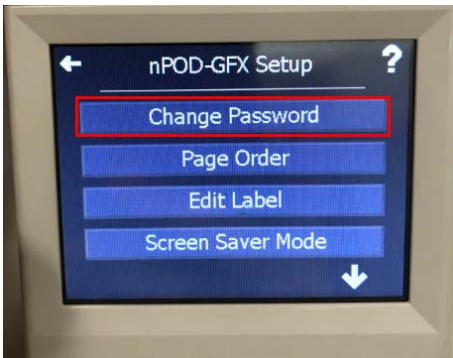
1. Press on the lock screen in the top left hand corner. The DEFAULT Passcode is 1234



2. In the Setup Menu, use the two arrows at the bottom. Hit down till you can see and hit the nPOD-GFX Setup button.



3. In the new setup menu, hit the change password button. There you can add the new password. When you enter the password, hit enter.



4. After the password change, back under the nPOD GFX setup menu. Tap down till you can see the Password Protection button.



5. Select and Highlight SETUP & DEVICES and Hit Apply.



6. Leave the screen alone and let it time out after a minute or so. Once the logo comes back up, when you tap the screen, it will request a password. 😊 So you're all set!
7. For Additional Help,
  - a. Manufacturer – Acuity Brands
    - i. Email: [nlight-support@acuitybrands.com](mailto:nlight-support@acuitybrands.com)
    - ii. Phone: 1(800) 535-2465
  - b. Programming Assistance – System Support & Integration
    - i. Email: [ssi@ksalighting.com](mailto:ssi@ksalighting.com)
    - ii. Phone: 1(630) 283-4044