

TAS-2000 SERIES

ADC Telephone Access System



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Introduction

About this Manual

This user's guide provides information on the most common programming features of the TAS-2000 ADC Scrolling and Non-Scrolling Directories. It is broken down into two sets of instructions: *Part 1 Non-Scrolling Directory Programming* and *Part 2 Scrolling Directory Programming*. With these instructions, you will be able to:

- Add, delete, and edit records
- Set the Main and Aux doors' DTMF
- Set the online and door timers
- Change your password

To determine which type of directory you have, see *Determining the Type of TAS-2000 Directory You Have*, below.

Refer to the **Glossary** page 25 for an explanation of commonly used terms in this manual.

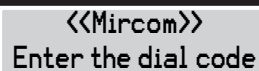
Determining the Type of TAS-2000 Directory You Have

Before you begin programming your TAS-2000 directory, you must first determine which type of directory you have.

Non-Scrolling Directory

A non-scrolling directory lists the resident records on a paper template to the left of the display screen. The easiest way to determine if you have a non-scrolling directory is to look at the screen on your TAS-2000 when it is in normal mode.

The display should look like this:



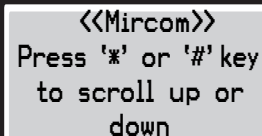
```
<<Mircom>>
Enter the dial code
```

If your screen looks like the one pictured above, then you have a non-scrolling directory.

Scrolling Directory

A scrolling directory lists the resident records electronically on the screen. The easiest way to determine if you have a scrolling directory is to look at the screen on your TAS-2000 when it is in normal mode.

If your LCD display shows four lines, you will see the following message:



```
<<Mircom>>
Press '*' or '#' key
to scroll up or
down
```

If your LCD display shows only two lines, you will see the same message, but it will scroll on two lines from right to left. Either way, if you see the above message on your display, then you have a scrolling directory.

Technical Support

For all technical support inquiries, please contact Mircom's Technical Support Department between 8 A.M. and 5 P.M. (EST) Monday through Friday, excluding holidays.

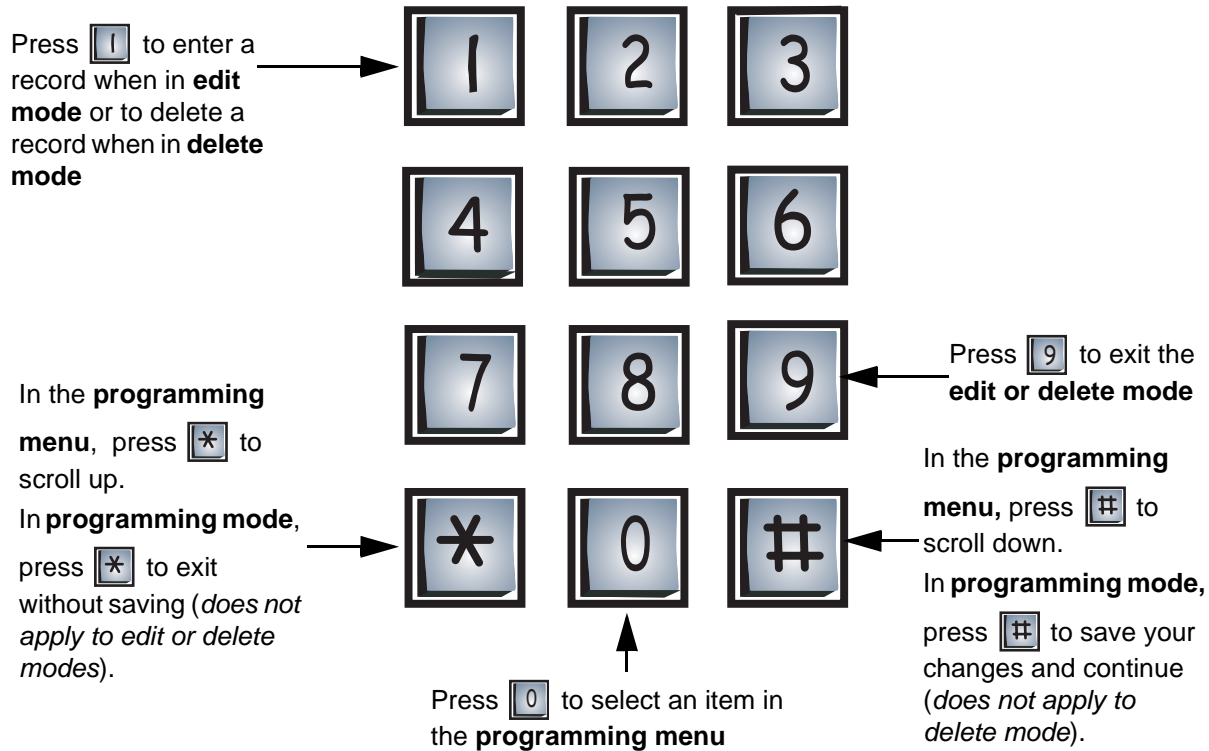
Local Phone: 905-695-3535 **Toll-Free Phone:** 1-888-449-3535

Local Fax: 905-660-4113 **Toll-Free Fax:** 1-888-660-4113

Email: techsupport@mircom.com

Keypad Navigation

The diagram below shows how to use the keypad when in programming mode. It applies to both Scrolling and Non-Scrolling Directory keypads.



Note: If you are programming a function and do not enter information for three minutes, the display will return to the programming menu without saving your changes. If you are in the programming menu for 3 minutes, the display will return to the main screen.

Entering Programming Mode



Note: Before programming the system, make sure you have filled out the Resident Directory Worksheet on page 29.

To make changes to either scrolling or non-scrolling directories, you must first enter programming mode.

Entering Programming mode

Enter the Password

[_ _ _ _ _]

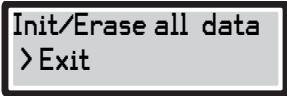


1. Press **9 9 9 9**.
2. Enter the password.

- If you *have not* set a personal password, press **1 1 1 1 1 1 1 1 1 1** (ten-digit factory default).
- If you *have* set a personal password, enter your 10-digit password.

You are now in programming mode.

Exiting Programming Mode

To exit programming mode, you must first be in the programming menu. If you are not in the programming menu, use the keypad navigation diagram to exit from the mode you are currently in.

Exiting Programming Mode	
	<ol style="list-style-type: none">1. Press  to scroll down until the arrow is beside "Exit".2. Press  to select.

Part 1: Non-Scrolling Directory Programming

Programming

Adding New Records

To add a new record, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

Step 1: Enter Add New Record mode

>Add New Record
Edit Record

Press **0** to add a new record. The display enters Add New Record mode.

Step 2: Enter Dial Code

Enter Dial Code
[_ _ _ _]

1. Enter the resident's dial (door) code. The code may be between 1 to 4 digits long.
2. Press **#** to save and continue.

Step 3: Enter Telephone Number

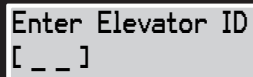
Enter Telephone No.
[_ _ _ _ _]

1. Enter the resident's telephone number (and area code if applicable).
2. Press **#** *twice* to save and continue.


Step 4: Enter Elevator Code

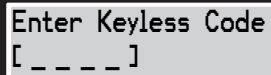
Enter Elevator Code
[_ _]

- If elevator control is not being used, press **#** to save and continue.
- If elevator control is being used, please contact your technician for assistance.



Step 5: Enter Elevator ID

Enter Elevator ID
[_ _]

- If elevator ID is not being used, press  to save and continue.
- If elevator ID is being used, please contact your technician for assistance.



Step 6: Enter Keyless Code

Enter Keyless Code
[_ _ _ _]

- If keyless codes are being used, enter the 4-digit code. Press  to save and continue.
- If keyless codes are not being used, press  to save and continue.

You have successfully added a new record to the system. The display now returns to the programming menu.

To *add another record*,

1. Press  to scroll one step up.
2. Press . This will bring you back into the Add New Record mode. Repeat steps 1 through 6.

Editing Records

To edit a record, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions


Step 1: Enter Edit Record mode



Add New Record
>Edit Record

1. Press (scroll up) or (scroll down).
2. Press when the arrow is pointed beside "Edit Record". The display enters Edit Record mode.

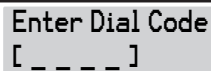
Step 2: Select record



1000 >
1001

1. Press (scroll up) or (scroll down) to find the record you want to change.
2. Press when the arrow is beside the record you want to change. The display now enters the record. *Note: Records are listed according to resident dial code.*

Step 3: Enter Dial Code



Enter Dial Code
[_ _ _ _]

- If you want to change the dial code, enter a code that is between 1 to 4 digits long. Press to save and continue.
- If you do not want to change the dial code, press to continue.

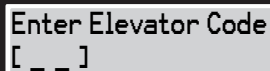
Step 4: Enter Telephone Number



Enter Telephone No.
[_ _ _ _ _ _ _ _]

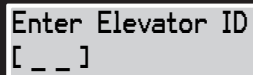
- If you want to change the telephone number, enter the number. Press twice to save and continue.
- If you do not want to change the telephone number, press twice to continue.

Step 5: Enter Elevator Code




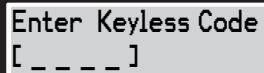
Enter Elevator Code
[_ _]

- If elevator control is not being used, press to continue.
- If elevator control is being used, please contact your technician for assistance.



Step 6: Enter Elevator ID

Enter Elevator ID
[_ _]


- If elevator ID is not being used, press  to continue.
- If elevator ID is being used, please contact your technician for assistance.

Step 7: Enter Keyless Code

Enter Keyless Code
[_ _ _ _]

- If keyless codes are being used, enter the 4-digit code. Press  to save and continue.
- If keyless codes are not being used, press  to continue.

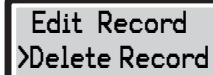
You have successfully edited the record. The display now returns to the previous menu.

- To *edit another record* repeat steps 2 through 7.
- To *exit the Edit Record mode*, press  to return to the programming menu.




Deleting Records

To delete a record, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

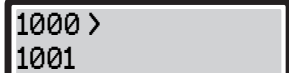
Step 1: Enter "Delete Record" mode






Edit Record
>Delete Record

1. Press  (scroll up) or  (scroll down) to find "Delete record".
2. Press  when the arrow is pointed beside "Delete Record". The display enters Delete Record mode.


Step 2: Select record



1000 >
1001

1. Press  (scroll up) or  (scroll down) to find the record you want to delete. *Note: Records are listed according to resident dial code.*
2. Press  to delete the record.

You have successfully deleted the record. The display now returns to the residents list.

- To *delete another record* repeat step 2.
- To *exit Delete Record mode*, press  to return to the programming menu.

Setting Main and Aux Door DTMF

To set the main and aux door DTMF, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

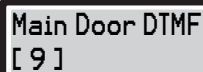
Main Door DTMF setup

Step 1: Select Main Door DTMF setup



1. Press (scroll up) or (scroll down) to find "Main Door DTMF".
2. Press when the arrow is beside "Main Door DTMF". The display enters Main Door DTMF setup.

Step 2: Set Main Door DTMF

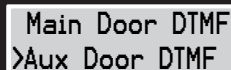


1. Choose any digit between 0 and 9. This will become the designated (touch tone) number that opens the lobby door. the factory default is "9".
2. Press to save and continue.

You have successfully set the main door DTMF. The display now returns to the programming menu.

Aux Door DTMF setup

Step 1: Select Aux Door DTMF setup



- If you have just set up Main Door DTMF, the arrow is now pointed beside "Aux door DTMF". Press to enter Aux Door DTMF setup.
- If you have not just set up Main Door DTMF,
 1. Press (scroll up) or (scroll down) to find "Main Door DTMF".
 2. Press when the arrow is beside "Aux Door DTMF". The display enters Aux Door DTMF setup.

Step 2: Set Aux Door DTMF



1. Choose any digit between 0 and 9. The factory default is "6".
2. Press to save and continue.

You have successfully set the aux door DTMF. The display now returns to the programming menu.

Setting the Online and Door Timers

To set the online and door timers, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

Online Timer setup

Step 1: Select Online Timer setup

>Online Timer
Door Timer

1. Press * (scroll up) or # (scroll down) to find "Online Timer".
2. Press 0 when the arrow is beside "Online Timer". The display enters Online Timer setup.

Step 2: Set Online Timer

Online Timer
[0060]

You can now set the length of time that a visitor may talk with a resident.

1. Enter time duration between 0 to 9999 seconds. The factory default is 60 seconds.
2. Press # to save and continue.

You have successfully set up the online timer. The display now returns to the programming menu.

Door Timer setup

Step 1: Select Door Timer setup

Online Timer
>Door Timer

- If you have just set up Online Timer, the arrow is now pointed beside "Door Timer". Press 0 to enter Door Timer setup.
- If you have not just set up Online Timer,
 1. Press * (scroll up) or # (scroll down) to find "Door Timer".
 2. Press 0 when the arrow is beside "Door Timer". The display enters Door Timer setup.

Step 2: Set Door Timer

Door Timer
[20]

You can now set the length of time the door release stays unlocked.

1. Choose a time duration between 0 and 99 seconds. The factory default is 20 seconds.
2. Press # to save and continue.

You have successfully set up the door timer. The display now returns to the programming menu.




Changing Your Password

To change your password, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

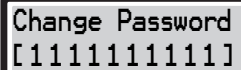
Step 1: Select "Change Password"




Door Timer
>Change Password

1. Press  (scroll up) or  (scroll down) to find "Change Password".
2. Press  when the arrow is beside "Change Password". The display enters Change Password setup.

Step 2: Change your password



Change Password
[1111111111]

1. Enter your new password. It must consist of 10 digits. The factory default is "1111111111".
2. Press  to save and continue.

You have successfully changed your password. The display now returns to the programming menu.


Part 2: Scrolling Directory Programming

Entering Names

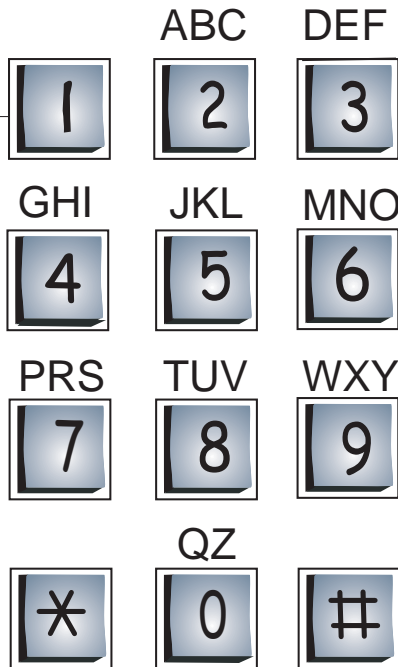
To enter a name, use the number keys to select the appropriate character. See the diagram below for the characters that correspond to each number.

To select a character, press any number key once, twice, or three times to cycle through the character associated with that key (*Note: you will not see the characters on the display as they cycle*). When you reach the character you want, stop pressing the key and after a one second delay, the character will appear in the display.




Note: If you accidentally enter the wrong character while programming a name, press  once to backspace and delete the letter.

press once = backspace
press twice = comma
press 3 times = dash "-"



press once = blank space
press twice = "Q"
press 3 times = "Z"

For example, to enter the last name "Doe",

1. Press "3" once for the letter "D".
2. Press "6" three times for the letter "O".
3. Press "3" twice for the letter "E".
4. Press  to save and continue.



Programming

Adding New Records

To add a new record, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

Step 1: Enter Add New Record mode

>Add New Record
Edit Record

Press **0** to add a new record. The display enters Add New Record mode.

Step 2: Enter resident's name

Enter Name
[_ _ _ _ _]

1. Enter the resident's name (see page 16 for instructions). The name may be up to 15 characters long.
2. Press **#** to save and continue.

Step 3: Enter Dial Code

Enter Dial Code
[_ _ _]

1. Enter the resident's dial (door) code. The code may be between 1 to 4 digits long.
2. Press **#** to save and continue.

Step 4: Enter Telephone Number

Enter Telephone No.
[_ _ _ _ _]

1. Enter the resident's telephone number (and area code if applicable).
2. Press **#** twice to save and continue.


Step 5: Enter Elevator Code

Enter Elevator Code
[_ _]

- If elevator control is not being used, press **#** to save and continue.
- If elevator control is being used, please contact your technician for assistance.



Step 6: Enter Elevator ID

Enter Elevator ID
[_ _]



- If elevator ID is not being used, press  to save and continue.
- If elevator ID is being used, please contact your technician for assistance.

Step 7: Enter Keyless Code

Enter Keyless Code
[_ _ _ _]

- If keyless codes are being used, enter the 4-digit code. Press  to save and continue.
- If keyless codes are not being used, press  to save and continue.

To add another record,

1. Press  to scroll one step up.
2. Press . This will bring you back into the “Add new record” mode. Repeat steps 1 through 7.

Editing Records

To edit a record, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions

Step 1: Enter Edit Record mode

```
Add New Record
>Edit Record
```

1. Press ***** (scroll up) or **#** (scroll down).
2. Press **0** when the arrow is pointed beside "Edit Record". The display enters Edit Record mode.

Step 2: Select Record

```
1000 >John Doe
1001 Sam Spade
```

1. Press ***** (scroll up) or **#** (scroll down) to find the record you want to change.
2. Press **I** to enter the record.

Step 3: Enter resident's name

```
Enter Name
[ _ _ _ _ _ ]
```

- If you want to change the resident's name, enter it now. (see page 16 for instructions). The name may be up to 15 characters long. Press **#** to save and continue.
- If you do not want to change the resident's name, press **#** to continue.

Step 4: Enter Dial Code

```
Enter Dial Code
[ _ _ _ ]
```

- If you want to change the dial code, enter a code that is between 1 to 4 digits long. Press **#** to save and continue.
- If you do not want to change the dial code, press **#** to continue.

Step 5: Enter Telephone Number

```
Enter Telephone No.
[ _ _ _ _ _ ]
```

- If you want to change the telephone number, enter the number. Press **#** twice to save and continue.
- If you do not want to change the telephone number, press **#** twice to continue.


Step 6: Enter Elevator Code

```
Enter Elevator Code
[ _ _ ]
```

- If elevator control is not being used, press **#** to continue.
- If elevator control is being used, please contact your technician for assistance.



Step 7: Enter Elevator ID

Enter Elevator ID
[_ _]


- If elevator ID is not being used, press  to continue.
- If elevator ID is being used, please contact your technician for assistance.

Step 8: Enter Keyless Code

Enter Keyless Code
[_ _ _ _]







- If keyless codes are being used, enter the 4-digit code. Press  to save and continue.
- If keyless codes are not being used, press  to continue.

You have successfully edited the record. The display now returns to the previous menu.


- To *edit another record* repeat steps 2 through 8.
- To *exit the Edit Record mode*, press  to return to the programming menu.

Deleting Records

To delete a record, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

Step 1: Enter "Delete Record" mode	
<pre>Edit Record >Delete Record</pre>	<ol style="list-style-type: none"> 1. Press  (scroll up) or  (scroll down) to find "Delete record". 2. Press  when the arrow is pointed beside "Delete Record". The display enters Delete Record mode.
Step 2: Select Record	
<pre>1000 >John Doe 1001 Sam Spade</pre>	<ol style="list-style-type: none"> 1. Press  (scroll up) or  (scroll down) to find the record you want to delete. 2. Line up the arrow with the record, then press  to delete the record.

You have successfully deleted the record. The display now returns to the residents list.

- To *delete another record* repeat step 2.
- To *exit the Delete Record mode*, press  to return to the programming menu.

Setting Main and Aux Door DTMF

To set the main and aux door DTMF, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

Main Door DTMF setup

Step 1: Select Main Door DTMF setup

Delete Record
>Main Door DTMF

1. Press * (scroll up) or # (scroll down) to find “Main Door DTMF”.
2. Press 0 when the arrow is beside “Main Door DTMF”. The display enters Main Door DTMF setup.

Step 2: Set Main Door DTMF

Main Door DTMF
[9]

1. Choose any digit between 0 and 9. This will become the designated (touch tone) number that opens the lobby door. The factory default is “9”.
2. Press # to save and continue.

You have successfully set the main door DTMF. The display now returns to the programming menu.

Aux Door DTMF setup

Step 1: Select Aux Door DTMF setup

Main Door DTMF
>Aux Door DTMF

- If you have just set up Main Door DTMF, the arrow is now pointed beside “Aux door DTMF”. Press 0 to enter Aux Door DTMF setup.
- If you have not just set up Main Door DTMF,
 1. Press * (scroll up) or # (scroll down) to find “Main Door DTMF”.
 2. Press 0 when the arrow is beside “Aux Door DTMF”. The display enters Aux Door DTMF setup.

Step 2: Set Aux Door DTMF

Aux Door DTMF
[6]

1. Choose any digit between 0 and 9. The factory default is “6”.
2. Press # to save and continue.

You have successfully set the aux door DTMF. The display now returns to the programming menu.

Setting the Online and Door Timers

To set the online and door timers, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

Online Timer setup

Step 1: Select Online Timer setup

>Online Timer
Door Timer

1. Press * (scroll up) or # (scroll down) to find "Online Timer".
2. Press 0 when the arrow is beside "Online Timer". The display enters Online Timer setup.

Step 2: Set Online Timer

Online Timer
[0060]

You can now set the length of time that a visitor may talk with a resident.

1. Enter time duration between 0 to 9999 seconds. The factory default is 60 seconds.
2. Press # to save and continue.

You have successfully set up the online timer. The display now returns to the programming menu.

Door Timer setup

Step 1: Select Door Timer setup

Online Timer
>Door Timer

- If you have just set up Online Timer, the arrow is now pointed beside "Door Timer". Press 0 to enter Door Timer setup.
- If you have not just set up Online Timer,
 1. Press * (scroll up) or # (scroll down) to find "Door Timer".
 2. Press 0 when the arrow is beside "Door Timer". You enters Door Timer setup.

Step 2: Set Door Timer

Door Timer
[20]

You can now set the length of time the door release stays unlocked.

1. Choose a time duration between 0 and 99 seconds. The factory default is 20 seconds.
2. Press # to save and continue.

You have successfully set up the door timer. The display now returns to the programming menu.




Changing Your Password

To change your password, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

Step 1: Select "Change Password"




Door Timer
>Change Password

1. Press  (scroll up) or  (scroll down) to find "Change Password".
2. Press  when the arrow is beside "Change Password". The display enters Change Password setup.

Step 2: Change your password



Change Password
[1111111111]

1. Enter your new password. It must consist of 10 digits. The factory default is "1111111111".
2. Press  to save and continue.

You have successfully changed your password. The display now returns to the programming menu.

Glossary

ADC (Autodialer)	When a visitor enters a resident's code in the lobby unit, the Autodialer Controller (ADC) dials the resident's local telephone number so that the visitor can communicate with the resident. This feature requires a dedicated phone line.
Add Record	This function is used to add a new resident to the system.
Aux Door	When this function is set, the resident can press a number on his or her telephone pad to release the aux door.
Delete Record Mode	This function is used to delete the an entire resident record from the system. In delete record mode, you will see records listed according to dial code.
Dial Code	A one- to four-digit code that a visitor enters into the lobby unit to call a resident. In a non-scrolling directory, records are listed according to resident dial code.
DTMF	"Dual Tone Modulated Frequency" is a technical term for "touch tone".
Edit Record Mode	This function is used to edit a resident's existing record. In edit record mode, you will see records listed according to dial code.
Keyless Code	This feature allows you to enter a four-digit dial code that will enable a resident to open the main door without a key.
Keypad Navigation	Instructions on how to use the keypad.
Non-Scrolling Directory	A paper directory that lists the residents of the building.
Online Timer	This operation controls the maximum length of time that a visitor can speak with a resident from the lobby unit.
Programming Mode	This operation consists of multiple functions that allow you to customize your Telephone Access System.
Potentiometer	A technical term for a variable resistor which functions as a volume control.
Scrolling Directory	An electronic directory that lists the residents of the building.

Frequently Asked Questions

Q. What is the ADC feature?

A. The telephone access system is a speed-dialer that is connected to a public telephone line. When a visitor dials a resident's dial code number, the system dials the resident's home or cell telephone number (*Note:* as a security precaution, the visitor cannot see the resident's home or cell telephone number). When the resident answers the call, he or she can press "9" to unlock the main door and automatically end the telephone call.

Q. Visitors cannot place calls to residents. Why?

A. If the problem is consistent with *every resident*, there may be a problem with the telephone line. Check the telephone line with a regular telephone for a dial tone. If the dial tone is not present contact your local telephone company.

If the problem is consistent for *one resident only*, the resident's telephone number may be programmed incorrectly. Check the programming to confirm that the resident's telephone number and area code are entered correctly.

Q. Why does the system hang up as soon as a visitor begins to talk with a resident?

A. The online timer may be set for too short a duration. While in programming mode, check that the online timer is set to more than 30 seconds (factory default is set to 60 seconds).

Q. Why can't residents unlock the door/gate from their units by pressing "9" on their telephones?

A. This may be caused by one of the following:

- Incorrect Main Door DTMF setup.
Solution: While in programming mode, check that the "Main Door" (DTMF) is programmed to digit "9".
- Improper voltage on the door strike power supply.
Solution: Check for the correct voltage on the door strike power supply.
- The door strike and system (main board) wires may be damaged or loose.
Solution: Check and verify that the door strike and system wires are intact.

Q. What will occur with an incoming call when the resident is on an Internet connection using his or her telephone line?

If the resident is connected to the Internet via a dial-up modem, the visitor will hear a busy signal. The TAS 2000 ADC system does not provide a call waiting feature; however, the resident can order the call waiting feature from his or her local telephone company.

Q. Why won't the system accept a language change from English to either Spanish or French?

A. The system must be reset for language changes to take effect. Reset the system after you make a language change. There are two ways to reset the system:

- Enter the programming mode and scroll down the menu option list to locate "system reset". Press "0" to reset the system.
- Turn the on/off switch (located at the bottom of the circuit board) to the OFF position and keep it off for approximately ten seconds before powering up again.

Q. When a visitor places a call and begins to talk, he or she cannot hear the resident. Why?

A. The speaker may not be working correctly. Unlock the panel and perform a visual inspection of the speaker:

- Look for loose wires as well as damaged components.
- Check that the volume in the panel speaker is set properly. VR4 (volume control) is the adjustment potentiometer for the standard board and VR2 is the adjustment potentiometer for the slim line board; both are located at the bottom of the board. Adjust the potentiometer clockwise to increase the volume.

If there are no loose wires and the volume in the panel speaker is set properly, there may be a problem with the speaker impedance. To see if this might be the problem, follow the instructions below:

1. Turn the system power off and disconnect the white and green speaker wires from the main board.
2. Set your meter to ohms and set the scale to 50 ohms or higher.
3. Place the meter leads on the white and green speaker wires. The meter should read between 40-45 ohms. If your readings are different please contact Mircom's technical support department for assistance.

Q. The LCD display has no display or the display has dark blocks on it. Why?

A. There may be a problem with the contrast level. VR1 (contrast control) is located on the back of the keypad/display board. Adjust the potentiometer counter-clockwise for a darker display and clockwise for a lighter display.

Q. Why can't I find/change the ring pattern in programming mode?

A. Because the ADC system requires a dedicated telephone line, it is not equipped with a ring pattern option. The ring pattern is dependent on your local telephone company.

Q. I misplaced the key for the telephone access system. How do I obtain a replacement?

A. The Mircom key part number is LK-304. Contact your local distributor or Mircom Head Office for a replacement.

Q. What happens when the visitor gets an answering machine when trying to contact a resident?

A. The system will allow the visitor to leave a message on the answering machine.

TAS-2000 ADC System Resident Operating Instructions

Mircom's state-of-the-art door entry system has been installed in this building to provide you and your guest with an increased level of confidence and security.

The system operates with your existing telephone. Your guest dials your code number or selects your name by scrolling through the electronic directory on the lobby unit, causing your telephone to ring. When you answer your telephone, you will be in communication with your guest.

To unlock the main door, press " 9 " on your telephone keypad.

To refuse entry, hang up or press "4" on your telephone keypad.

Keyless Entry Codes

To unlock the front door without using a key, press "0" followed by the four-digit keyless code. The last four digits are confidentially assigned to each resident.

