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Service Stream	Families and Young People Services	Category	Residential Care and Transition Services
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Instructions

The Code Safe Immobiliser fixed vehicle pin pad will provide additional security to program vehicles within Residential Care and Transition Services (RCaTS).

1. Installation

The device will be installed into vehicles and all vehicles initially set to '1233'. All master codes will be supplied to the Business Support Team.

2. Automatic arm

When the ignition switch is turned off, the system arms automatically. After 30 seconds and the LED blinks.

3. Manual arm

Press and hold for approx. 2 seconds > long beep > 2 short beeps > system is arming > LED blinks.

4. Disarming the system (starting the vehicle) – *Immobiliser OFF: 1233**

- Open the door > the keyboard illuminates > LED is flashing slowly.
- Enter the key and turn to "acc" > enter your personal code > LED turns off. The system is now disarmed.
- Turn the ignition switch to start the engine.

5. Changing PIN

The PIN for immobilisers must not be given to young people. If a young person obtains the PIN, this must be escalated to the Care Team and the PIN must be changed. Once escalated to the Care Team, a master code can be obtained during business hours from the Business Support Team or after hours from the On-call Team.

- Turn off the ignition switch.
- Enter the personal (or master) PIN code and press the asterisk (*).
- Turn on the ignition switch > when the LED flashes, press > short beep > LED turns off.
- Enter a new 4-to-6-digit code > press > 2 short beeps.
- Enter the new code again > press > 2 short beeps.
- The personal code is changed.

IMPORTANT: Test the operation of the new code and ensure the new code is correct. Ensure the new PIN is provided to the Care Team and updated in the Unit Information section in CTARS.

Approved By: Operational Lead, Residential Care and Transition Services

Approval Date	23 Jun 2022	Implementation Date	28 Jun 2022	Review Date	01 Jul 2024
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