

## ADDING AN ORGANIST (CREATING A NEW ORGANIST FOLDER)

From the "Supervisor Menu List" screen...

1. Turn the knob to select ">Add an Organist", then press the ENTER button.
2. Turn the knob to position the caret (>) next to "Name: ", then press the CHANGE button.
3. Enter the desired name by using the knob to select each character, then pressing the RIGHT button to advance. Press the DONE button when complete. Note that the name can be any length up to 11 characters.
4. Turn the knob until the caret is next to "PWD:", then press the CHANGE button if you wish to assign a desired three-character password to this organist folder. The password can remain blank for any organist folders that need not be lockable. GUEST A and GUEST B levels are never lockable.
5. Turn the knob until the caret is next to "Levels:", then press the CHANGE button to enter the number of combination action memory levels to be assigned to this organist folder. NOTE: The "Lockout Key:" parameter would be used only if a key lock is to be provided for this organist folder, and in that case the number selected would refer to the lockout input pin that it would be wired to as labeled on the organ's ICS-4000 wiring chart.
6. Press the DONE button when all parameters for the new organist folder have been entered.

