1. Download and Install
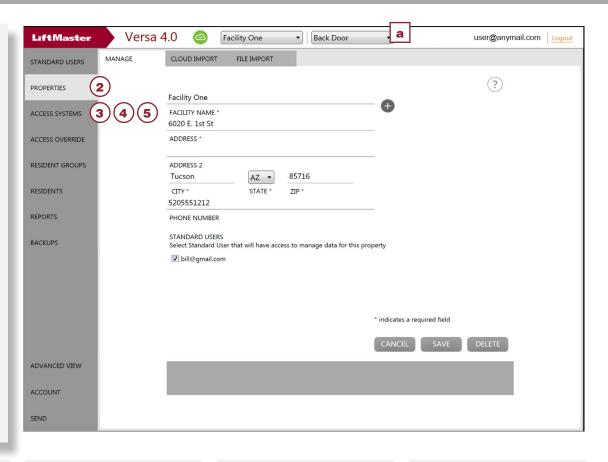
1. Download Versa XS 4.0 to your computer. Free to download at LiftMaster.com/SoftwareDownload.
2. Launch the .exe file and follow the onscreen prompts to install Versa XS 4.0.
3. When you first launch Versa XS 4.0 you will have two options:
   Cloud Storage (recommended): The databases are stored in the Cloud and can be accessed from any computer that has Versa XS 4.0 installed and has an Internet connection.
   Stand-Alone: The databases are stored on one computer and can only be accessed from one computer.
   NOTE: To switch between Cloud Storage and Stand-Alone, close Versa XS 4.0 and delete all the files located in the C:\Users\<user>\Local\Versa XS folder.
4. Register with a valid email address and create a password.
5. Write down the system generated "Administrator Code" and store in a safe place for future reference.

LiftMaster Versa 4.0 | Facility One ▼ | Back Door ▼ | (a) | user@anymail.com | Logout

STANDARD USERS | MANAGE | CLOUD IMPORT | FILE IMPORT

PROPERTIES ②

ACCESS SYSTEMS ③ ④ ⑤

ACCESS OVERRIDE

RESIDENT GROUPS

RESIDENTS

REPORTS

BACKUPS

ADVANCED VIEW

ACCOUNT

SEND

Facility One
FACILITY NAME *
6020 E. 1st St
ADDRESS *

ADDRESS 2
Tucson | AZ ▼ | 85716
CITY * | STATE * | ZIP *
5205551212
PHONE NUMBER

STANDARD USERS
Select Standard User that will have access to manage data for this property
☑ bill@gmail.com

* indicates a required field

CANCEL | SAVE | DELETE

---

2. Create a Property

1. Click Properties from the side navigation menu.
2. Select the facility.
3. Click the plus **(+)** icon to create a blank property window.
4. Enter the **Facility Name**, **Address**, **City**, **State**, **Zip Code**, and **Phone Number**.
5. Click **SAVE**.

NOTE: Changes will not take affect until the data is sent to the system.

3. Add an Access System

1. Click **Access Systems** from the side navigation menu.
2. Click the plus **(+)** icon.
3. Enter a **Unit Name** and select the model.
4. Click **SAVE**.
5. Select the connection type.
6. Enter the phone number for the system.
7. Enter the six-digit system password.
8. Click **SAVE**

NOTE: Changes will not take affect until the data is sent to the system.

4. Configure Relays

1. Click **Access Systems** from the side navigation menu.
2. Select the access control system from the drop down (a).
3. Click on the Relay name and enter the name of the relay.
4. Select the **TYPE**: **Strike**, **Shunt**, **Alarm**, or **Control**.
5. Enter the **DURATION** (0 - 300).
6. Click **SAVE**.

NOTE: Changes will not take affect until the data is sent to the system.

5. Add a Device

1. Click **Access Systems** from the side navigation menu.
2. Select the access control system from the drop down (a).
3. Click the **DEVICES** tab.
4. Select the device type: **RF Receiver**, **Card Reader**, or **None**.
5. Click **SAVE**.

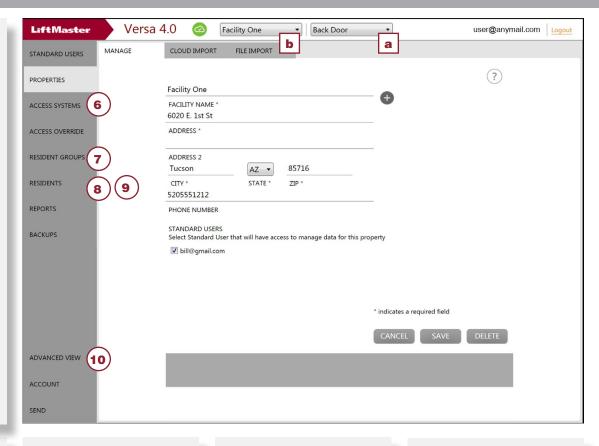*NOTE: Changes will not take affect until the data is sent to the system.*

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6. Add Doors

1. Click **Access Systems** from the side navigation menu.
2. Select the access control system from the drop down (a).
3. Click the **DOORS** tab.
4. Select the Door: **Door 1**, **Door 2**, **Door 3**, or **Door 4**.
5. Select the **Relay**.
6. Select the **SYSTEM ACCESS SCHEDULE**.
7. Select the **AUTO UNLOCK SCHEDULE**.
8. Click the **Aux Input Devices**.
9. Click **SAVE**.

NOTE: Changes will not take affect until the data is sent to the system.

LiftMaster | Versa 4.0 | Facility One | Back Door | user@anymail.com | Logout

STANDARD USERS | MANAGE | CLOUD IMPORT | FILE IMPORT

PROPERTIES

ACCESS SYSTEMS — 6

ACCESS OVERRIDE

RESIDENT GROUPS — 7

RESIDENTS — 8 9

REPORTS

BACKUPS

ADVANCED VIEW — 10

ACCOUNT

SEND

Facility One

FACILITY NAME *
6020 E. 1st St

ADDRESS *

ADDRESS 2
Tucson | AZ | 85716

CITY * | STATE * | ZIP *
5205551212

PHONE NUMBER

STANDARD USERS
Select Standard User that will have access to manage data for this property

☑ bill@gmail.com

* indicates a required field

CANCEL | SAVE | DELETE

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7. Add Resident Groups

1. Select the facility you want to add the resident to from the drop down (b).
2. Click **RESIDENT GROUPS** from the side navigation menu.
3. Click the plus **(+)** icon to create a blank resident window.
4. Enter a name for the **Resident Group**.
5. Click the **ACCESS LEVEL** and choose: **No Access, Full Access,** or **Timed Access**.
6. Select the doors the group will have access to.
7. Select the **Resident Group Access Schedule**.
8. Click **SAVE** to add the resident group to the selected facility.

NOTE: Changes will not take affect until the data is sent to the system.

8. Add Residents

1. Select the facility you want to add the resident to from the drop down (b).
2. Click **RESIDENTS** from the side navigation menu.
3. Click the plus **(+)** icon to create a blank resident window.
4. Enter the resident's first and last name, the name that will display on the EL unit display (EL2000 only), phone number, and a directory code. Use the check boxes if the resident is not going to be displayed on the directory or the resident has a do not disturb schedule.
5. Click **Select Photo** to add an image of the resident.
6. Click on the appropriate image for the resident. Only JPGs can be used for resident pictures.
7. Click **Open** when finished.
8. Click **SAVE** to add the resident to the selected facility.

NOTE: Changes will not take affect until the data is sent to the system.

9. Assign a Credential

1. Select the facility you want to add the resident to from the drop down (b).
2. Click **RESIDENTS** from the side navigation menu.
3. Click the **ACCESS** tab.
4. Click the **Credential 1** drop down menu. *NOTE: Use the Credential 2 drop down to add a second credential to the resident.*
5. Versa XS 4.0 is compatible with 3 types of credentials: **Sentex 30 bit** credentials, **Standard 26 bit** credentials, and **Transmitters**. *NOTE: Transmitters must be programmed as cards.* Enter the **credential number** and **facility code**. The facility code is not needed if Facility Code is disabled. If you are adding a transmitter (Security+ Passport remote controls connected with the RFMODKT-3 option board ONLY) the ID code, sequence number, and button information must be entered.
6. Click **SAVE** when finished.

NOTE: Changes will not take affect until the data is sent to the system.

10. Custom Configuration (Optional)

NOTE: Configuration changes made in Advanced View should ONLY be made by a qualified LiftMaster dealer.

1. Select the facility you want to add the resident to from the drop down (b).
2. Click **Advanced View** from the side navigation menu.
3. Double click the access system from the list on the left side menu to open the access system database.
4. Click **Edit**. The Unit Configuration window will open. Enter the **Unit Configuration Password "manager"**.
5. Click the **LCD** tab to change the Welcome Message.
6. Click the **Control Settings** tab to edit the system's **New Record Deactivation**, **Unit Values**, **Echo Cancellation by Channel**, **Volume Control**, and **Unit Features** settings (if necessary).
7. Click the **Unit Settings** tab to change the **Unit Details** and **Communication Details** (if necessary).
8. Click **SAVE**.
9. Click **X** to exit Advanced View and return to the regular view.

For more information about Access Control, visit LiftMaster.com/accesscontrol.

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