



# UDC 2500 Application Note

## Instructions for adding new software options to a UDC2500, UDC3200, or UDC3500 Controller

In order to add new software options to the controller you will have to get the Option Code from the controller and report it to the factory (along with the Model and Serial Number of the controller). The Option Code is obtained using a hidden key sequence.

### **Perform the following procedure to get the Option Code from the controller:**

- 1) Turn off the power to the controller
- 2) Press and hold both the Function and Increment keys on the UDC key pad
- 3) Turn on the power again while still holding the Function and Increment keys. Release the keys when you see the prompt “UDC UPDATE” on the display.
- 4) Press the Function key once. The prompt “DISABLE RESTORE” should appear.
- 5) Press the Increment key until the prompt “OPTN RESTORE” appears (this should require two presses of the Increment key).
- 6) Press the Function key once. The prompt “ENTER 1” should appear on the lower display. Write down the number that appears in the upper display. This is the first part of the three-part Option Code.
- 7) Press the Function key again. The prompt “ENTER 2” should appear on the lower display. Write down the number that appears in the upper display. This is the second part of the three-part Option Code.
- 8) Press the Function key again. The prompt “ENTER 3” should appear on the lower display. Write down the number that appears in the upper display. This is the third (and last) part of the three-part Option Code.
- 9) Press the Function key one more time. The controller will re-start and then go into its normal online operating mode.
- 10) Recorder the Model & Serial number of the unit.

Option Code 1 \_\_\_\_\_

Option Code 2 \_\_\_\_\_

Option Code 3 \_\_\_\_\_

Model# \_\_\_\_\_

Serial # \_\_\_\_\_



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The factory will generate an Upgrade Code that is specific to each controller. Entering the Upgrade Code into the controllers will activate the new software options. The Upgrade Code is installed using a hidden key sequence.

## **Perform the following procedure to enter the Upgrade Code into the controller:**

- 1) Turn off the power to the controller
- 2) Press and hold both the Function and Increment keys on the UDC key pad
- 3) Turn on the power again while still holding the Function and Increment keys. Release the keys when you see the prompt “UDC UPDATE” on the display.
- 4) Press the Function key once. The prompt “DISABLE RESTORE” should appear.
- 5) Press the Increment key until the prompt “OPTN RESTORE” appears (this should require two presses of the Increment key).
- 6) Use the Increment and Decrement keys to change the number in the upper display to a value equal to the first part of the three-part Upgrade Code. Press the Function key after you have entered the desired value.
- 7) The prompt “ENTER 2” should appear on the lower display after you have pressed the Function key. Use the Increment and Decrement keys to change the number in the upper display to a value equal to the second part of the three-part Upgrade Code. Press the Function key after you have entered the desired value.
- 8) The prompt “ENTER 3” should appear on the lower display after you have pressed the Function key. Use the Increment and Decrement keys to change the number in the upper display to a value equal to the third part of the three-part Upgrade Code. Press the Function key after you have entered the desired value. The controller will re-start when you press the Function key.
- 9) Wait for the controller to complete the Cold Start. The new option(s) are now activated.