

Note which port the encoder you need to change is plugged into. You will need this information for later.



Power up the box. When prompted, press any key to continue.



The power switch is located on the back, directly under the power cord.

Reference your encoders by moving each axes so they cross at least 2 reference marks on the glass (~3").



Use the left or right arrow keys to change the soft key menu below the screen, until you find the Setup menu.



Press the Setup soft key.



Use the up and down arrow keys to highlight the User Management menu, then press enter.



Use the up and down arrow keys to highlight the Supervisor Login menu, then press enter.



Using the number keypad to enter the passcode – 8891, then press enter.



Use the left arrow key to return to the Configuration Menu.



Use the up and down arrow keys to highlight the Installation Setup menu, and then press enter.



Use the up and down arrow keys to highlight the Encoder Setup menu, and then press the right arrow key.



Use the up and down arrow keys to highlight the port the encoder you want to change is plugged into, and then press enter.



Use the up and down arrow keys to highlight the Count Direction menu, and then press the right arrow key.



Use the up and down arrow keys to highlight the Count Direction opposite what it is now, and then press enter twice.



Press the left arrow key three times to get back to the DRO screen. Repeat this sequence for additional encoders as needed.



