



## Special Access Codes

(Managers, Police, Fire, Garbage, Maintenance, Etc.)

The following are instructions for setting up special access codes for persons who need site access but are not customers of the site, such as Site Managers, Relief Managers, District Managers, Maintenance Personnel, Security Guards, Police, Fire Department, Garbage Trucks, etc. Please read this entire document before proceeding. Follow these steps in order. If you have questions, please contact our Technical Support Department by telephone at (480) 941-1513 or by email at [support@ptiaccess.com](mailto:support@ptiaccess.com).

- To create access codes for these users, a False Unit must be created for each. This False Unit should not be similar to the numbers of real units on your site. Generally, site units are numbered beginning with unit '1' or 'A-1'; so it is a good idea to begin the False Unit numbering at '9000', 'X-1', or another similar number that is far beyond the actual numbering of the real units on your site.
- To create a False Unit in the Falcon Base Unit, press \* 5 # to enter Function 5. Enter the Section Number (such as X) if there will be one. Otherwise, press # again to move to the next screen.

Section  
 Number: \_

- Enter the False Unit Number (such as 9000). Then press #.

Unit  
 Number: \_

- Create a code for this False Unit. The User (Manager, Managers, Managers, Maintenance Person, Security Guard, Policeman, Fireman, Garbage man, etc) will use this code to gain access to the site areas and time zone that you authorize them. When you enter the code, press #. If you get a message that says: "Warning-Used By: Sc/Unit - xxx Save Anyway?", press \* and change the code. It is very important that this code not be the same as any other used on the site and that only the assigned person is allowed access to this code. Do not give the same code to multiple parties. This prevents other persons from gaining unauthorized access using this code.

Code: 0000000000  
 New =

Warning-Used By:  
 Sc/Unit - 000099

Save Anyway?

- The Falcon allows you to select an expiration date for this code to expire. This is useful for giving temporary access to individuals such as construction personnel during a remodeling project or temporary site managers. You can also schedule the code to expire in a set period such as 90 days or one year from now to allow for turnover in personnel, keeping site access secure. If you wish to enter an expiration date, enter it at this time using the number pad on the Falcon Base Unit, then press #. If you do not wish the code to expire, leave the date as 00/00/00 and press #.

Exp      00/00/00  
 Date:    \_



## Special Access Codes (Page 2)

6. You will need to enter the Time Zone that this unit is authorized for. The time zones should already be setup in Function 2. Refer to the Falcon Manual for instructions on this function. Generally Time Zone # 8 is defaulted to full site access through any remote; 24-hours a day, 7 days a week (including all holidays). Select the time zone 1-8 that you wish to authorize them for. Then press #.

Zone: 01 New = _
---------------------

7. The screen will ask for Alarm Mux number. Press # to skip past this. Next it will ask for the Channel. Press # to skip past this. The screen will now show "Unit Alarm <OFF>". Press # to skip past this. These three screens refer to Door Alarms; as this is a False Unit, there will be no Alarm to associate it with.

Alarm Mux: 00 New = _
--------------------------

Channel: 0000 New = _
--------------------------

Unit Alarm <OFF>
---------------------

8. The screen will now show "Unit Lockout <OFF>". Press # to continue. If you wish to block access to this unit in the future, press \* to toggle the Unit Lockout status to <ON>. This can be changed at anytime to allow or block access to this code.

Unit Lockout <OFF>
-----------------------

9. The screen will now show "Do More?". Press \* to say No, or press # to say Yes and enter more units.

Do More?
----------

10. After this unit is created at the Falcon Base Unit, it can be added to Falcon 2000 by going into Falcon 2000, Site Setup, and selecting Retrieve All From Falcon.
11. These units could also be setup as False Units in your Accounting Software and downloaded to the Falcon if the Falcon and the Accounting Software are interfaced. Or, the False Units can just be entered into the Falcon Base Unit and left there without involving the Accounting Software at all. Downloads will not affect these False Units.
12. If at any time, you wish to go back and view any False Units that have been created; you can print an All Units report in Function 8 on the Falcon Base Unit. Refer to the Falcon Manual for instructions on Function 8. False Units can be deleted at any time in Function 6. Refer to the Falcon Manual for instructions on Function 6.