

## How To Create A Company Access Code

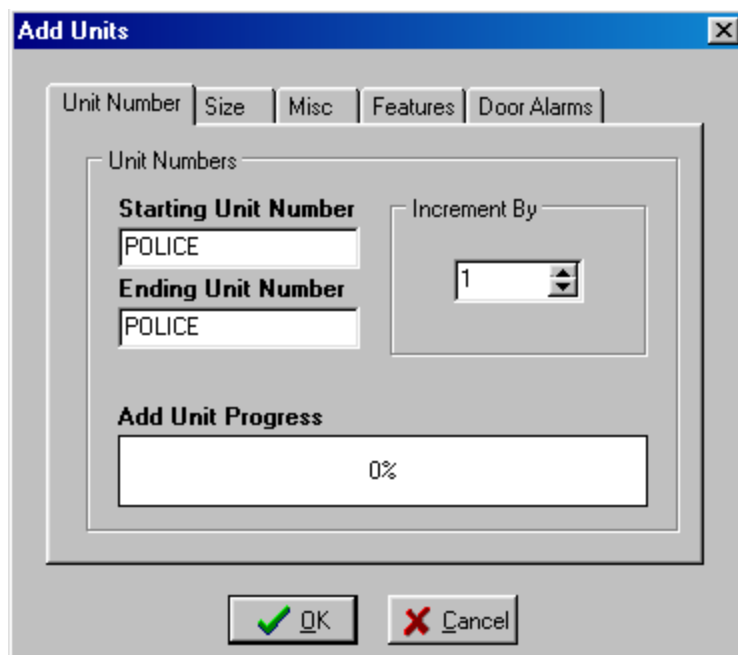
1. Using the DigiGate For Windows software, click the “Setup” button (second row, second button).

*The “Setup Menu” appears.*

2. On the “Setup Menu”, choose the “Add Units” button (second row, third button).

*The “Add Units” dialogue box appears.*

3. On the “Add Units” dialogue box enter a name up to six characters in the “Starting Unit Number” field to represent the purpose of the code. (examples: MANAGE, OWNER, SEC, POLICE, TRASH, CLEAN, COMP, TEST, etc.
4. On the “Add Units” dialogue box enter the exact same name previously entered in step three into the “Ending Unit Number” field.



5. Insure that the “Add Units” dialogue box is set to “Increment By” 1 as shown in the picture above, and click “OK” at the bottom of the dialogue box.

*The “Add Units” dialogue box disappears.*

6. On the “Setup Menu”, close the “Setup Menu” by clicking “Close” in the lower part of the window.

*The “Setup Menu” disappears.*

7. Using the DigiGate for Windows program, click the “Move In” button (first row, first button).

*The “Select Unit to Move In” dialogue box appears.*

8. On the “Select Unit to Move In” dialogue box, enter the name used in step 3 into the “Unit Number” field, and click “OK.”

*The “Move In Tenant” dialogue box appears.*

9. On the “Move In Tenant” dialogue box “Tenant” tab, enter a “First Name” and a “Last Name” into the appropriate fields. Usually, the Address & Phone Number information will not be required.

10. On the “Move In Tenant” dialogue box, click on the “Access” tab.

*The “Access” information entry form appears.*

**Move In Tenant**

Unit Number: **POLICE**

Tenant | Misc | **Access** | Unit | Authorized | Notes

Access Information

Access Number: 0000000911

LCD Message: [dropdown]

Keypad Zone: All Keypads [dropdown]

Time Zone: 24Hr Access [dropdown]

Misc Options

☒ Check here if unit should never be made delinquent

☐ Check here if unit should be tagged

OK Cancel

11. In the “Access Number” field, enter in the code that will be used for this name. It is recommended that at least a 5 or more digit number be used, and that you do not use repetitive numbers such as “12345” or “77777”.

12. In the “Keypad Zone” field, enter in the desired keypad zone for this unit.

13. In the “Time Zone” field, enter in the desired time zone for this unit.

14. In “Misc Options” place a check in “Check here if unit is never to be made delinquent” if desired.

15. Click “OK” at the bottom of the “Move In Tenant” dialogue box.

*A “Confirm” dialogue box appears asking “Link Units?”*

16. Click “No” on the “Confirm” dialogue box.

*The “Move In Tenant” and “Confirm” dialogue box disappears.*

17. Test the code entered in step 11 for this name by using the code at the all the necessary keypads.

*Access should be granted and recorded on the DigiGate Activity Log for each test of the code.*