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<u>3.0 SYSTEM OPERATION AND STARTUP</u>	

### **3.1 PROGRAMMING**

In order to start up the PTI Falcon system, it is necessary to perform each of the following steps:

- (1) Set the Time and Date
- (2) Set the number of units in each building
- (3) Set the Business Hours
- (4) Enter the Customers in the system
- (5) Make a Backup Tape

Instructions on each of the above steps is found in the following sections as well as instructions on other features of the PTI Falcon Access Control System.

### **3.2 FUNCTION 0 - HELP**

Function #0 or **HELP** feature may be used to scroll through all of the **FUNCTIONS** available in the PTI Falcon base unit. The **HELP** feature may be accessed as follows:

**PRESS THE (\*) KEY**

## **PRESS THE (#) KEY**

The display will now read:

**FUNCTION #1 -**

**SET TIME/DATE?**

If you wish to set the time and date, press the (#) key to indicate YES, otherwise press the (\*) key to indicate NO.

If you answer NO by pressing the (\*) key, the screen will automatically scroll to the next available function. By continuing to press (\*) for NO, you may scroll through all of the functions available in the PTI Falcon.

### **3.3 FUNCTION 1 - SET TIME/DATE**

This function is used to set the present time and date in the PTI Falcon. Any time you set or change the time or date in the PTI Falcon base unit, it will automatically be changed to match on each remote keypad. In order to set the time and date, proceed as follows:

**PRESS (\*)**

**PRESS (1)**

**PRESS (#)**

The display will now read:

**ENTER 01/01/87**

**DATE:**

Enter the month, day, and year as two digits each. The PTI Falcon will automatically provide a slash (/) between the month and day and between the day and year. For example, March 31, 1988 is entered as 033188. Press the (#) sign to enter the date. The display will now read:

**ENTER 12:00 AM**

## **TIME:**

Enter the time as two digits for the hours followed by two digits for the minutes. The PTI Falcon will automatically provide a colon (:) between the hours and minutes. After selecting the minutes, the display will alternate between AM and PM. Select AM or PM by pressing the (#) key when the proper value is displayed. For example, eight o'clock is entered as "0800" followed by the (#) key when "AM" is on the display.

If you make an error when entering the time or date, you may use the (\*) key as a rubout key to erase digits already entered prior to pressing the (#) key.

### **3.4 FUNCTION 2 - SET BUSINESS HOURS**

This function is used to set the basic business operation hours in the PTI Falcon. The business open and close time may be set separately for weekdays, Saturdays, Sundays, and Holidays. This function may be accessed as follows:

**PRESS (\*)**

**PRESS (2)**

**PRESS (#)**

The display will now read:

**WEEKDAY 12:00 AM**

**OPEN:**

Enter the time at which you desire to open on weekdays. When entering a time into the PTI Falcon, always enter two digits for the hours, two digits for the minutes, and press (#) when the proper value for AM or PM is displayed.

After selecting the WEEKDAY OPEN time, the display will read:

**WEEKDAY 12:00 AM**

**CLOSE?**

Select the WEEKDAY CLOSE time in the fashion described above, and continue until you have also selected the SATURDAY OPEN, SATURDAY CLOSE, SUNDAY OPEN, SUNDAY CLOSE, HOLIDAY OPEN, and HOLIDAY CLOSE times. The times

selected may be changed at any point in the future by using the SELECT BUSINESS HOURS function again.

### **3.5 FUNCTION 3 - SET HOLIDAYS**

The PTI Falcon allows you to select up to thirty two dates in advance to be recognized as holidays. On these dates, the holiday business hours will be recognized rather than the normal business hours. To select holidays:

**PRESS (\*)**

**PRESS (3)**

**PRESS (#)**

The display will read:

**HOLIDAY # =**

Enter the holiday number (1-32) desired and press the (#) key. The display will then read:

**HOLIDAY 00/00/00**

**DATE:**

Enter the holiday date as two digits each for the month, day and year. The PTI Falcon will automatically supply a slash between the month and day and the day and year. Press the (#) key to set the date. The display will then read:

**DO MORE?**

If you wish to set another holiday date, press the (#) key for YES, otherwise press the (\*) key for NO.

### **3.6 FUNCTION 4 - SET BUILDING SIZES**

This function is used to define the number of buildings on the site and to set the number of units within each building. Buildings are numbered beginning with one (1) up to a maximum of thirty two (32). Units are numbered beginning with one (1) up to a maximum of eleven hundred (1100). To set building sizes:

**PRESS (\*)**

**PRESS (4)**

**PRESS (#)**

The display will now read:

**Building (1-32)**

**Number:**

Enter the number of the building you wish to set and press (#). The display will now read:

**Building NN: XXXX**

**Size:**

The characters "NN" represent the building number you selected and the characters "XXXX" represent the present setting for the number of units in the building. Enter the number of units in the building and press (#). The display will now read:

**Do More?**

If you wish to define other buildings, press (#) for YES, otherwise press (\*) for NO. Continue until all buildings have been defined.

**3.7 FUNCTION 5 - ADD UNIT**

This function is used every time you wish to assign an access code to a vacant unit. A unit is identified by both its Building Number and its Unit Number. Unit numbers begin with one (1) and continue up to the maximum size defined for the Building in Function 4 - Set Building Size. To add a unit:

**PRESS (\*)**

**PRESS (5)**

**PRESS (#)**

The display will now read:

**Building (1-32)**

**Number:**

Enter the building number for the unit and press (#). The display will now read:

**Unit (1-Size)**

**Number:**

Enter the Unit number that you desire to which you desire to assign an access code and press (#). The display will now read:

**Enter Access**

**Code**

Enter the access code you wish to assign to the unit and press (#). The code may be up to eight digits in length. The display will now read:

## **Do More?**

If you wish to assign more units, press (#) for YES, **otherwise press (\*) for NO**. Continue until you have assigned access codes to all units desired.

### **NOTE:**

If you attempt to select a building number that has not been previously defined with "Function 4 - Set Building Size" you will receive an error message "Error - Nonexistent".

If you select a unit number that already has an access code assigned, you will receive an error message "Error - Already Exists". If you wish to assign a new code to this unit, first remove the existing code using "Function 8 - Remove Unit".

If you select an access code that is already assigned to another unit in any building, you will receive an error message "Error - Already Exists". All access codes must be unique.

### **3.8 FUNCTION 6 - SUSPEND UNIT**

This Function is used to temporarily suspend the access code assigned to a unit. The unit will not be allowed access to the facility until access is allowed again by using "Function 7 - Release Unit". To suspend access for a unit:

**PRESS (\*)**

**PRESS (6)**

**PRESS (#)**

The display will now read:

## **Building (1-32)**

### **Number:**

Enter the building number of the unit you wish to suspend and press (#). The display will now read:

## **Unit (1-Size)**

### **Number:**

Enter the unit number of the unit you wish to suspend and press (#). The display will now read:

### **Do More?**

If you have more units to suspend, press (#) for **YES**, otherwise press (\*) for **NO**.

### **NOTE:**

If you enter a building number which has not been previously defined, you will receive an error message "Error - Nonexistent".

If you enter a unit number for a unit which has no access code defined, you will receive an error message "Error - Nonexistent".

## **3.9 FUNCTION 7 - RELEASE UNIT**

This function is the opposite of Function 6 above and is used to once again allow access to a unit which has previously had access suspended. To Release a Unit:

**PRESS (\*)**

**PRESS (7)**

**PRESS (#)**

The display will now read:

**Building (1-32)**

**Number:**

Enter the building number of the unit you wish to release and press (#). The display will now read:

**Unit (1-Size)**

**Number:**

Enter the unit number of the unit you wish to release and press (#). The display will now read:

**Do More?**

If you have more units to release, press (#) for **YES**, otherwise press (\*) for **NO**.

NOTE:

If you enter a building number which has not been previously defined, you will receive an error message "Error - Nonexistent".

If you enter a unit number for a unit which has no access code defined, you will receive an error message "Error - Nonexistent".

**3.10 FUNCTION 8 - REMOVE UNIT**

This function is used to delete entirely the access code for a unit which previously had an access code assigned. To delete a unit access code:

PRESS (\*)

PRESS (8)

PRESS (#)

The display will now read:

**Building (1-32)**

**Number:**

Enter the building number of the unit you wish to delete and press (#). The display will now read:

**Unit (1-Size)**

**Number:**

Enter the unit number of the unit you wish to delete and press (#). The display will now read:

**Do More?**

If you have more units to remove, press (#) for **YES**, otherwise press (\*) for **NO**.

NOTE:

If you enter a building number which has not been previously defined, you will receive an error message "Error - Nonexistent".

If you enter a unit number for a unit which has no access code defined, you will receive an error message "Error - Nonexistent".

**3.11 FUNCTION 9 - MARK 24 HOUR UNIT**

This function allows you to specify and access code that will function twenty four hours a day even though your business hours may be set at less than twenty four hour operation. In order to specify a twenty four hour unit:

PRESS (\*)

PRESS (9)

PRESS (#)

The display will now read:

**Building (1-32)**

**Number:**

Enter the building number of the unit you wish to mark for twenty four hour access and press (#). The display will now read:

**Unit (1-Size)**

**Number:**

Enter the unit number of the unit you wish to mark for twenty four hour access and press (#). The display will now read:

**24Hr Access**

**(Y/N)?**

Press (#) if you wish to answer **YES** and mark the unit for twenty four hour access, otherwise press (\*) for **NO** if you wish to mark the unit for normal business hours.

### **3.12 FUNCTION 10 - SAVE ON TAPE**

The PTI Falcon allows you to make a copy on cassette tape of all of the information that you have programmed into the PTI Falcon. This provides you a secondary level of backup besides the built in battery backup. **PLEASE** make a backup tape regularly. It will save many hours of re-entering access codes if the memory is erased. In order to make a tape:

**PLUG THE CASSETTE CORD INTO THE PTI FALCON AND**

**INTO THE MIC JACK ON THE CASSETTE RECORDER**

**PRESS (\*)**

**PRESS (1)**

**PRESS (0)**

**PRESS (#)**

The display will now read:

**START TAPE,**

**HIT #**

Place the cassette recorder in **RECORD**. On most recorders, this is accomplished by pressing the "Record" and "Play" buttons simultaneously. After the tape has started:

**PRESS #**

The display will now read:

**\*\* SAVING \*\***

After approximately eight seconds the display will blink on and off to indicate the the PTI Falcon is writing data on the tape.

When the tape is complete, the PTI Falcon display will return to displaying the current date and time.

**NOTE:**

The PTI Falcon has no way to detect if the tape is properly recorded unless you "Load from Tape" as described in the next section. It is recommended that tapes be verified by loading them back in to the PTI Falcon.

If you desire to interrupt making a tape and stop, press (\*). This may result in an improperly recorded tape which cannot be later loaded back into the PTI Falcon.

**3.13 FUNCTION 11 - LOAD FROM TAPE**

This function is used to read information from a previously recorded tape back into the PTI Falcon. In order to load a tape:

**PLUG THE CASSETTE CORD FROM THE PTI FALCON INTO THE  
EAR OR MONITOR JACK OF THE CASSETTE RECORDER**

**PRESS (\*)**

**PRESS (1)**

**PRESS (1)**

**PRESS (#)**

The display will now read:

**START TAPE,**

**HIT #**

With the cassette tape volume control set at mid-range, press (#). The display will now read:

**\*\* LOADING \*\***

After a few seconds, the display will blink on and off as the PTI Falcon begins to read data from the tape. When the tape is loaded, the PTI Falcon will briefly display "LOAD DONE" and then return to displaying the current date and time.

NOTE:

If the PTI Falcon is unable to read data from the tape, it will briefly display "TAPE READ ERROR" before returning to displaying the current date and time. If this occurs on a tape that you know is good, try again at an increased volume level.

If you desire to interrupt the tape load process, pressing the (\*) key will do so, but may result in partially loaded data and improper operation of the system.

### **3.14 FUNCTION 12 - PRINT REPORTS**

The PTI Falcon offers three different report types that you may print. In order to print a report:

**PRESS (\*)**

**PRESS (1)**

**PRESS (2)**

**PRESS (#)**

The display will now read:

**1-ALL 2-HOLD**

**3-VACANT 4-STOP**

Press the number which corresponds to the type of report you wish to print. The types are as follows:

1 - a full report of all customers in the system ordered by building and unit number. Each customer's access code is printed and customers on hold are indicated.

2 - a report by building and unit number of those customers that are on hold.

3 - a report of those units which do not have an assigned access code.

4 - cancels a report which is already printing.

After making a selection, the report will begin to print and the display will return to the current date and time. One of the advanced features of the PTI Falcon is that you may continue to use the keypad to perform other functions while your report is printing. Customers may also use the remote keypads while a report is printing.

### **3.15 FUNCTION 13 - ADJUST CONTRAST**

This function is used to adjust the contrast of the Liquid Crystal Display on the PTI Falcon base unit. To adjust the contrast:

**PRESS (\*)**

**PRESS (1)**

**PRESS (3)**

**PRESS (#)**

The display will now read:

**\*=darker**

**#=lighter**

Each press of the (\*) key will lighten the display and each press of the (#) key will darken the display. When done, simply press no keys and the display will soon return to the date and time.

### **3.16 FUNCTION 14 - TRIGGER REMOTE**

This function is used to manually close the relay in a remote keypad which allows you to open the controlled entrance from the base unit location. To trigger remote:

**PRESS (\*)**

**PRESS (1)**

**PRESS (4)**

**PRESS (#)**

The display will now read:

### **TRIGGER REMOTE**

#### **NUMBER:**

Press the number of the remote you wish to trigger followed by (#). The remote entrance will open and the display will return to the date and time.

### **3.17 FUNCTION 15 - SET MASTER CODE**

This function allows you to set a master code into the PTI Falcon. After defining the master code, if it is entered at a remote keypad, it will allow the display contrast of the remote keypad to be adjusted in a fashion similar to Function 13 for the base unit. To set the master code:

**PRESS (\*)**

**PRESS (1)**

**PRESS (5)**

**PRESS (#)**

The display will read:

**Enter Master**

**Code:**

Key in the master code up to eight digits in length and press (#). This will set the master code and the display will return to the date and time.

#### **4.0 DAILY ACTIVITY**

After the PTI Falcon is initially installed, day to day operation will require mostly the use of the following Functions:

##### Section Function Page

3.7 5 - Add Unit 34

3.6 6 - Suspend Unit 36

3.7 7 - Release Unit 37

3.8 8 - Remove Unit 38

3.9 9 - Mark 24Hr Unit 39

3.10 10 - Save on Tape 40

3.12 12 - Print Reports 42

Within a short period of time, the PTI Falcon manager will have little trouble in handling every day activity.

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