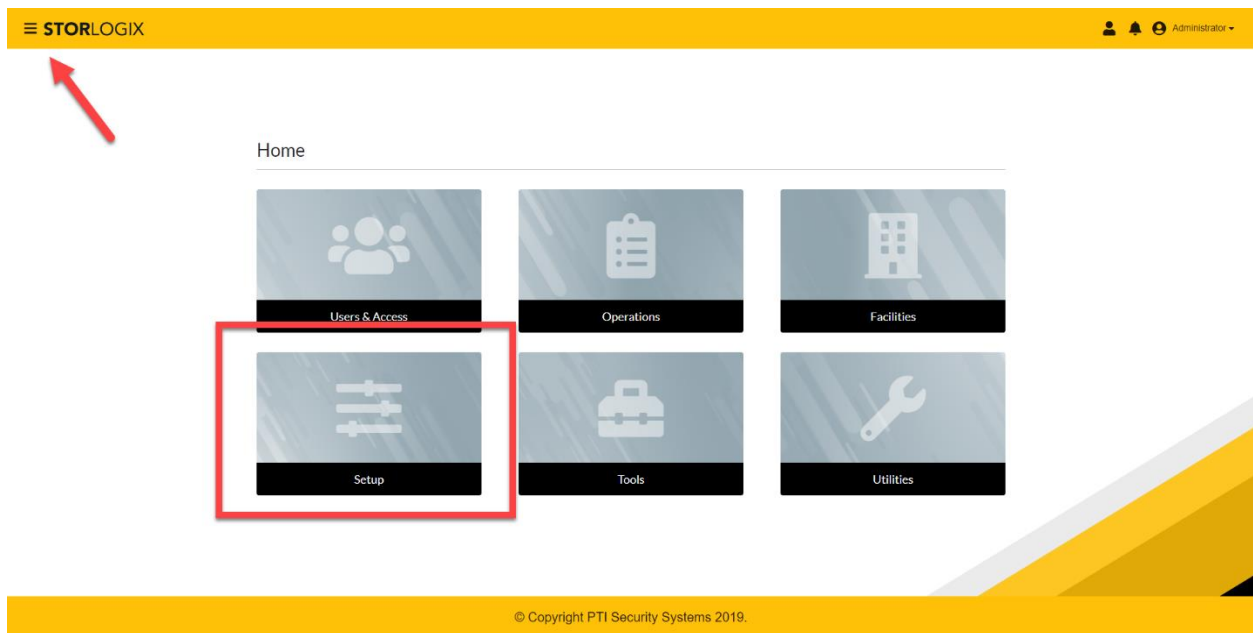# How to Set up and Add Devices in StorLogix

Setting up and Adding devices

To set up:

1. On the Home Page click **Setup**. (Alternatively, you can click on the three bars in the top left corner to display the Navigation Menu)

2. You will be directed to the Falcon XT setup page. You should select **Devices** on the top navigation bar.

3. You will be redirected to a page that has a list of devices by name, type, and address. Click on **Add Device**
   a. If the Falcon XT was set up properly, the device list should auto-populate by default.
   b. To edit a device that's already registered, double click on the device row and a pop-up screen will appear.
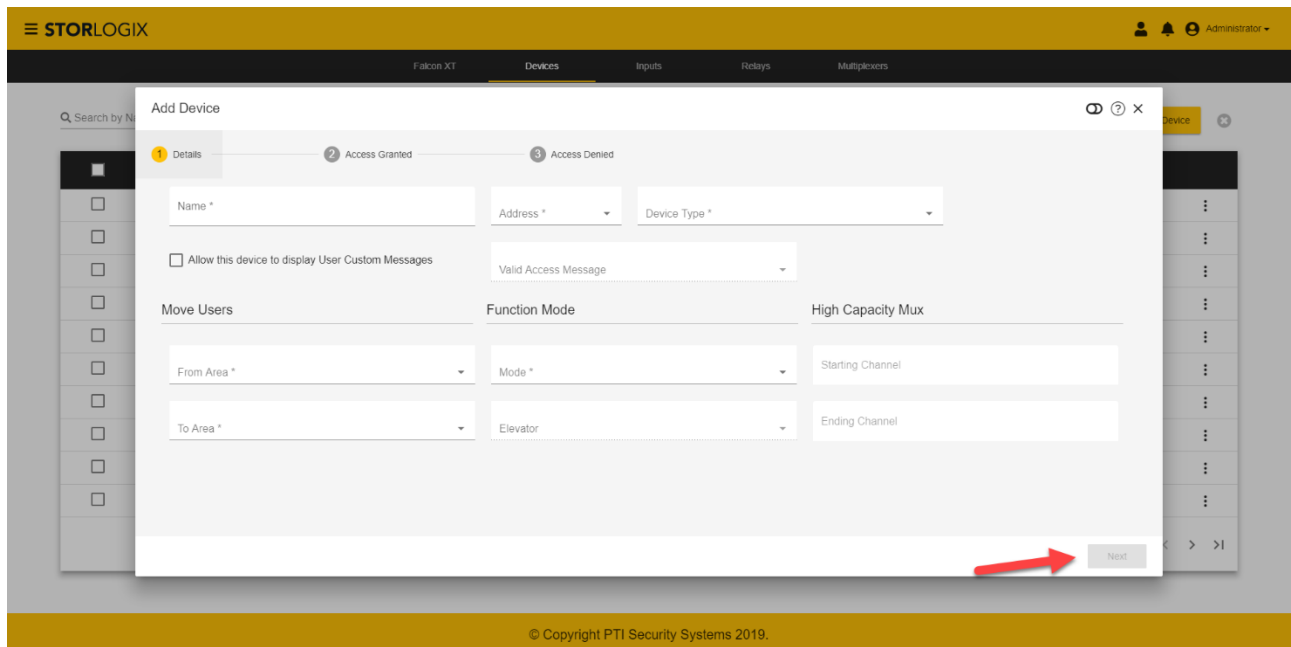
4. The Add Device window will appear. On the first page, you will have to enter the details of your device.

    In the top right corner, click on the toggle ⬤ next to the "**?**" icon for advanced settings.
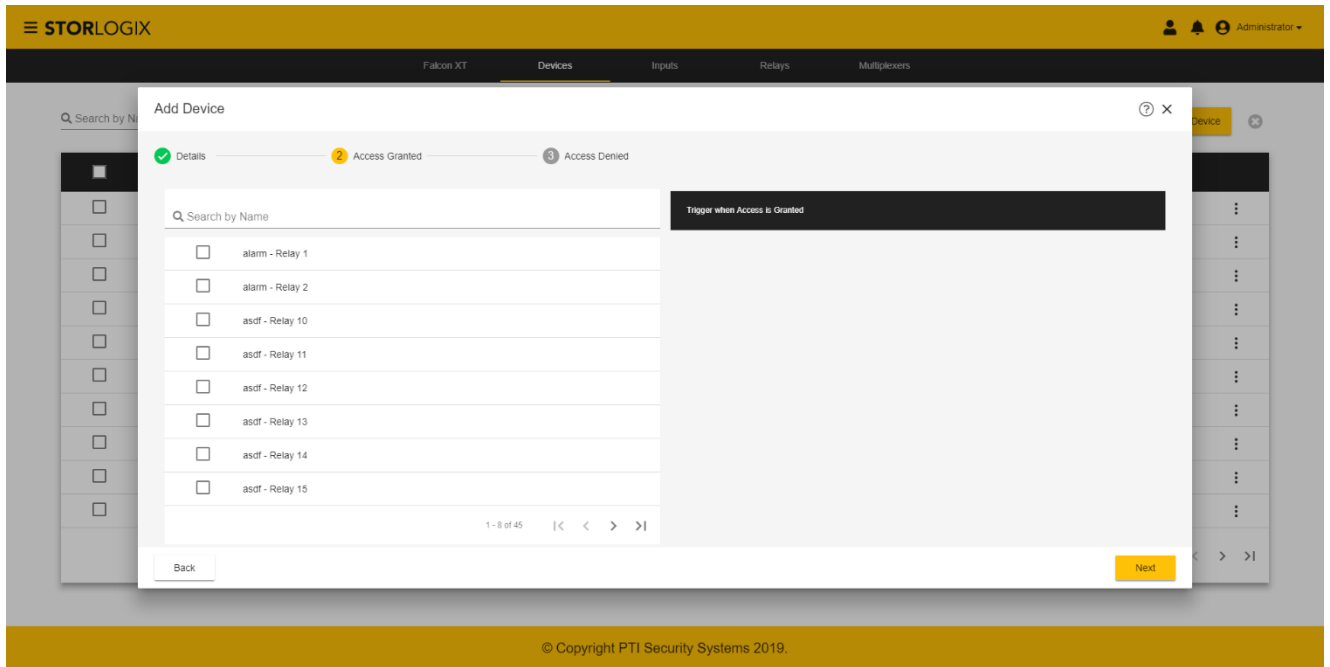
    a. **Name**, **Address** and **Device Type**. (Keypad, DoorBoss, Falcon, etc.)
    b. **Address** and **Device Type** will auto populate by default.
    c. Check the box for displaying User custom messages that will show on Apex Keypad.
    d. There is a text box for the user to select the desired custom message.
    e. **Move Users** lets the system know what Access Area it controls, so it can log users in and out of areas to disarm and rearm alarms, control elevators and lights. Select the area that the user is coming from and select the area they will enter when they provide a valid access code.
    f. **Function Mode**
        i.   **Access** is used to enter an access area or exit an access area, what the device is used for
        ii. **Entry/Exit** are both used to enter and exit a site, need to see an entry before allowing an exit
        iii. **Elevator** is used to control an elevator
        iv. **Check In/Out** are like entry/exit devices. They are generally used in a central office location where client must come before going anywhere else in the site.
    g. **High Capacity Mux**

    After filling out all applicable fields, click **Next**.
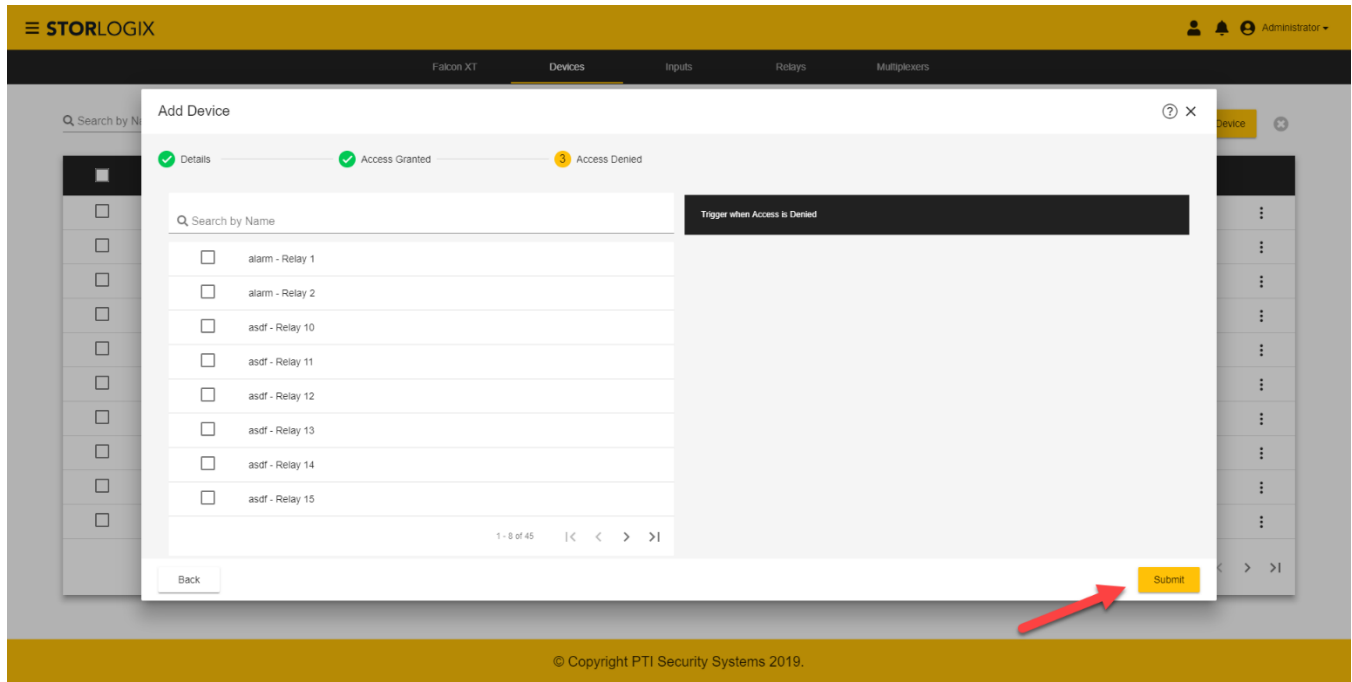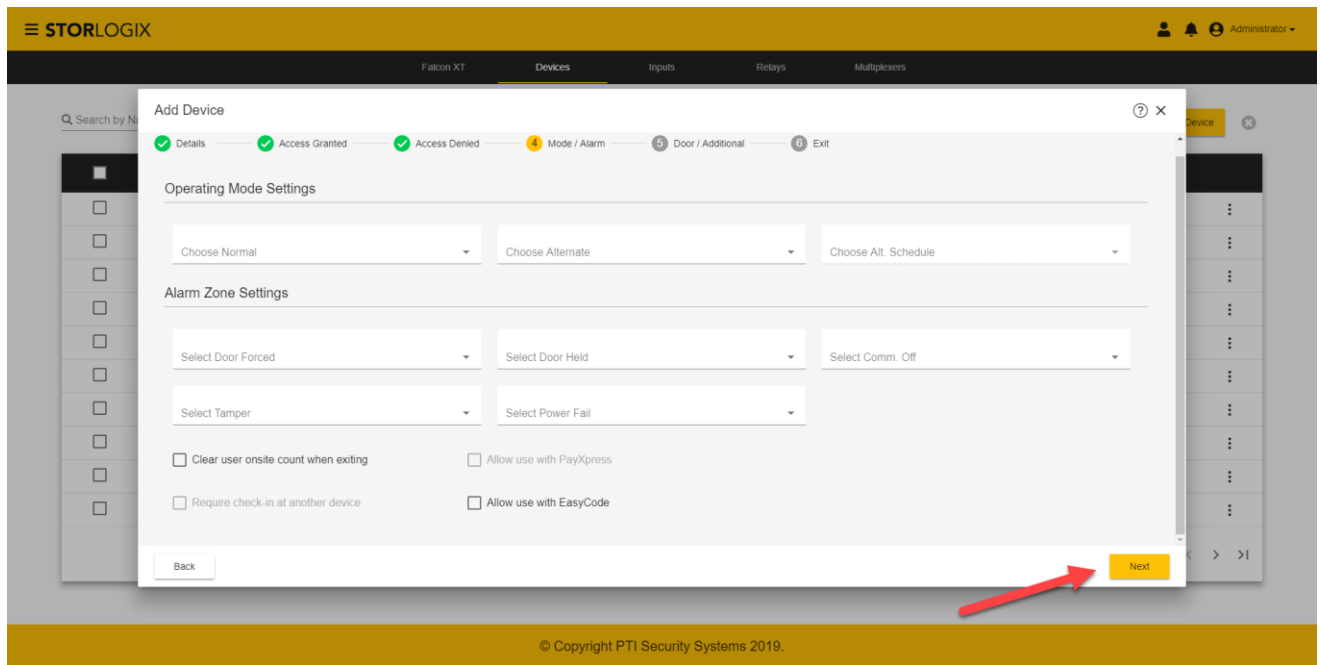
5. You will be taken to the Access Granted page.
   a. Here you will assign a relay(s) that should fire when a good code is entered.
   b. Check the box next to the relay you wish to include.
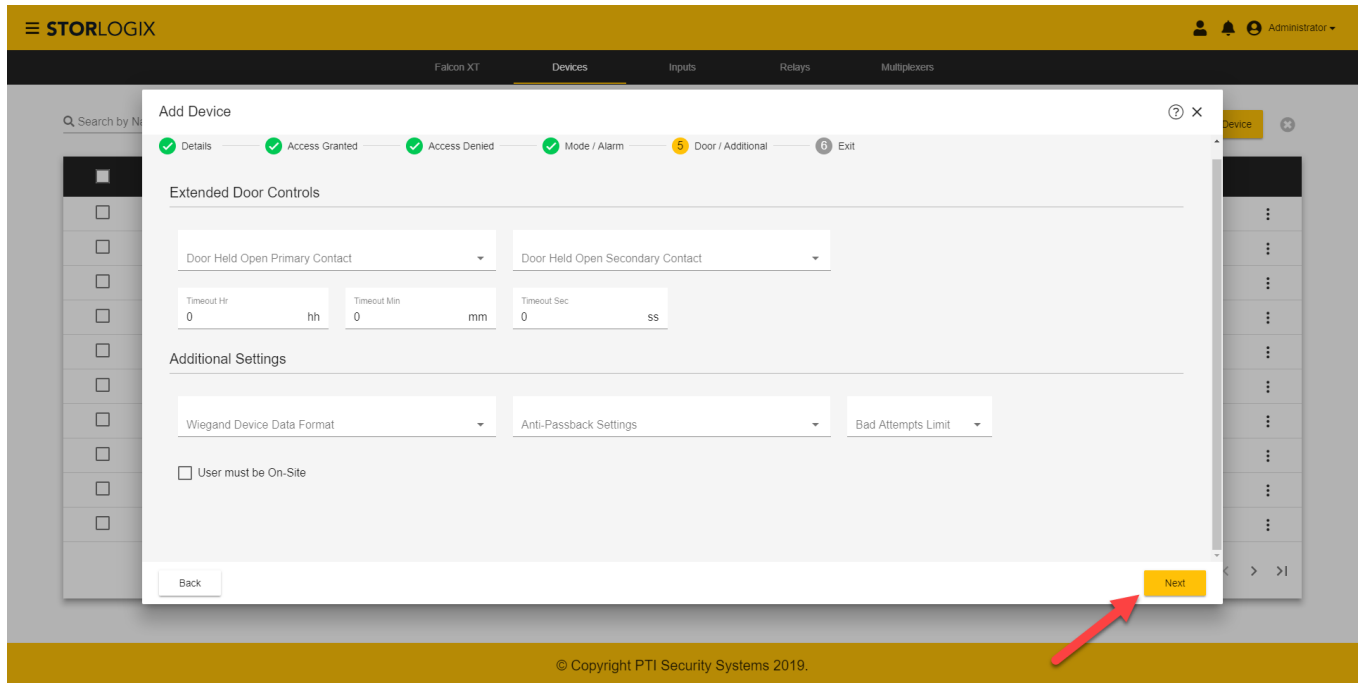   c. Once the correct relays are added to the list on the right, click **Next**.

6. You will then be taken to the Access Denied page.
   a. On this page you can set up buzzers or alarm to go off when someone puts in a bad code.
   b. Select the relay you wish to associate with a bad code.
   c. Hit **Submit** when you're done. If you have the advanced settings toggle turned on, click **Next**.

7. After clicking next, you'll be directed to the Mode/Alarm section.
   a. Operating Mode Settings
   b. Alarm Zone Settings
      i. Choose Normal – During normal operations select the access method
      ii. Choose Alternate – Select what happens outside normal times
      iii. Choose Alternate Schedule

8. The next page will be any additional door controls/settings page.
   a. Extended Door Controls
   b. Additional Settings

9. Last page is the exit input section. Click on **Submit** to finish.
   a. **Request to exit Inputs** are used for exiting through an access-controlled door so that there doesn't have to be a keypad on both sides of the door. A crashbar, motion sensor, or request-to-exit button is wired to an input in the keypad or elsewhere in the system and the user triggers the device as they exit the door, which lets the user out without impeding them, but will cause a system event to occur for tracking purposes.