



Dealer Account Number

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Primary Account Number

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The account number refers to a 4 digit line card that has been assigned to you from SAI. The remaining 4 digits represent the account number programmed into the panel. If you do not have an account number, please contact SAI to have one assigned to you for this account.

Secondary Account Number

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The Secondary Account number refers to an additional transmitter at the same location, i.e. a Radio Transmitter, additional fire or burglary panel, elevator, etc. in which the call lists are identical between the two accounts. If you are not sure if you should use or need a secondary account, refer to "Choosing the Right Account Type" document found on the SAI Website: www.sai-inc.com

Dealer Support: Fax (800) 332-6544

Passcard Call List Form

Required Items: All items on this form are required during a new account setup. If you make changes on an account you need to provide the dealer number, account number, and account name in addition to whatever changes you are making.

Subscriber Name:

Address 1:

Street Address, please. No P.O. Boxes.

Address 2:

Apt, Suite, Development, etc.

City:

State:

Zip

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Signature:

Date:

By your signature you agree to the terms and conditions of your dealer agreement. You also certify that you have a subscriber agreement on record for this subscriber which contains similar limitation of liability provisions as your Dealer Agreement which apply to protect both you and SAI.

	Call List #	Passcode	Name	Phone #	User # (Only for open/close)
1					
2					
3					
4					
5					
6					

Duress Code:

Passcode Holder Deletes

Name:	Name:

Notes:

Call List # allows you to manage multiple call lists within 1 account. Unless Specified all call lists are Call List 1. Any calls to Call List 2 would only be made if a zone was specifying an L2 on the dispatch process.

Passcode, also known as Passcard, is a unique Password for the account. You may have a single password that would apply to all people on the Passcode Holder List OR you may have an individual Passcode or a combination. Passcodes MUST be unique between all passcard holders AND the Passcode must NOT BE LONGER THAN 10 CHARACTERS in length. It is also recommended that Passcodes be clear in the sound and pronunciation, non-hyphenated and not prone to multiple spellings. These suggestions will insure that simple mistakes in spelling or pronunciation will not cause a false dispatch.

User # is only needed IF you chose opening and closing services. If you chose Opening and Closing Services you will need to provide the user # as programmed into your panel. Again this should be unique between the users. If you have chosen Supervised Opening and Closing, you must provide a schedule. Please refer to SAI's website: www.sai-inc.com for a schedule form.

Phone # refers to the phone number associated with the Passcard Holder specified**. Pagers are not recommended as notification devices.

** What to do if there are multiple phone numbers for a single person: each line is a call transaction. If you want the same person called at three different phone numbers, decide in which order you want that person contacted and make that three lines of Passcode Holders.