Lenel Naming Standards
March 5, 2014

- All text will be UPPERCASE.
- Do not pad 0’s in names other than in a quad building combination or a TSO.
  - Good example: 02-070A-1.1 MUNGER
  - Bad example: 02-070A-1.1 MUNGER 01
- Floor designations should be the number and FL, no dashes, no padding 0’s
  - Good example: P-04-040-2.1-2131-NANO 3 2FL
  - Bad example: P-04-040-2.1-2131-NANO 3-2ND FL
- Initial name for a building preceded by a ‘-‘ connected to the name, then spaces
  - Good example: P-08-050C-1.1-1025-ZAMBR ITSDC
  - Bad example: P-08-050C-1.1-1025-ZAMBR-ITSDC
- For devices removed from the system, we will remove the dashes from the name and change the prefix to ‘DELETED’ to indicate the location was removed.
- If there is not enough space for the full word, INPUT becomes IN, and OUTPUT becomes OUT, TAMPER becomes TMP.

Device Names

Panel (Access, Input, Output)

Type – P=Panel, WP=Wireless Panel (Access Point), IAP=Intrusion Alarm Panel
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Description (11 characters) – Complex, Building, Panel number if more than one or Segment Description

Examples:
P-06-500H-0.6-0050-STERNBURBANK
P-05-100-0.2-0126-ROBLEC
P-02-070D-1.1-1063-MUNGER4
P-02-070D-1.2-1063-MUNGER4DIN
P-08-050A-1.4-1072-W FOB OUTPUT (use OUT if there is not enough room)
P-08-050A-1.4-1072-W FOB INPUT (use IN if there is not enough room)

Readers

Type – R=Reader, WR=Wireless Reader (Lenel ILS), OR=Offline Reader (Lenel ILS), HR=Handheld Reader (Schlage), NR=NonReader (full 1300 and electronic control, no reader)
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Description (9 characters) – Meaningful location (LOBBY, BASEMENT, ROOM NUMBER)

Examples:
R-06-500H-0.6-E-0051-BASEMENT
R-05-100-0.2-E-1242-BZCORRIDOR
R-02-070D-1.1-E-1039-RESLOBBY
WR-14-140-1.1-I-1103-G15X OFFICE
OR-14-140-I-OFFLINE TRAIN 1

Local Alarm (with sounder/speaker, no electrified hardware)

Type – L=Local Alarm
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Type of Input: DC=Door Contact, RX=Rex
Description (7 characters) – Meaningful location (LOBBY, BASEMENT, ROOM NUMBER)

Examples:
Local alarms
L-05-200H-1.1-E-1143-DCD8ALARM
L-06-100-2.1-E-1041-DC100JALARM
L-05-100-0.3-E-1241-DCA100YSTRSA
L-02-070A-1.1-I-6001-DCRFHTCHDC

Alarm (no sounder/speaker, ex. door contact, tamper, etc., no electrified hardware)

Type – A=Alarm
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Type of Input: DC=Door Contact, TP=Tamper, RX=Rex, BTF=Battery Fail, ACF=AC Fail, etc.
Description (6 characters) – Meaningful location (12V, 24V, LBY, BSMT, LNG, RM9, etc.)

Examples:
A-05-010A-0.2-E-1159-DCN132BSMT
A-05-010B-0.8-E-1104-RXA132BLOUNG
A-05-010C-0.3-E-1145-DC148BLNG

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Outputs (speaker or no speaker, electrified hardware w/ no reader). Effective March 2014 this function will no longer be supported. All locations will require a 1300 board, even if a reader is not used.

Type – O=Output
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Type of Output: DH=Door Hold (for locations with magnetic door holders), DL=Door Lock (for all locations without readers), CH1=Channel 1 speaker, CH2 (CH2 may be used for MNS), FIREDROP (for keyswitch fire code connection), etc.
Description (6 characters) – Meaningful location (LBY, BSMT, RM9, etc.)

Examples:
O-02-070A-1.1-I-6001-CH1ROOFHTCH
O-05-100-0.3-E-1241-CH1A100YSTRS
O-05-200H-1.1-E-1143-CH1K8
O-06-100-2.1-E-1041-CH1100JLNG
O-04-040-0.1-I-0222-DHBSMTCOR
O-08-050A-1.2-2201-FIREDROP

Inputs (motion detector, motion detector directional)

Type – I= Input
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door/Wall Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Type of Detector: M=Motion Detector, MDD=Motion Detector Directional
Description (6 characters) – Meaningful location (LBY, BSMT, RM9, etc.)

Examples:
I-02-070A-1.1-I-6001-M ROOFHTCH
I-05-100-0.3-E-1241-MDD LOBWALL

Functions
Type – RF=Reader Function OR
Type – LF=Local Alarm Function
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Description (10 characters) – DFO&DHO, AS=ALARM SHUNT, plus reader description or local alarm description

Examples:
RF-05-100-0.2-E-1242-DFO&DHOBZ
LF-05-200H-1.1-E-1143-ASK8AL
LF-06-100-2.1-E-1041-AS100JAL
RF-06-500H-0.6-E-0051-DFO&DHOB096

Lock Down or Door Release Button

Type –LDB=Lock Down Button, DRB=Door Release Button
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = XXXX (No TSO, use XXXX)
Description (9 characters) – FRONTDESK, etc.

Examples:
LDB-01-001-2.1-1-XXXX-FRONTDESK

Custom Alarm Names

In order to receive a complete message in a single page, meaningful description is limited to 50 characters. This provides 39 characters for ‘from’ and 21 characters for ‘sent’, and 47 characters for ‘body’ (XX minute alarm on” + Device Name).

Business Unit or Segment, Alarm, Building name, Meaningful location description (50 character limitation)
Housing: Alarm BUILDING Description
Dining: Dining Alarm BUILDING Description
Conf: Conf BUILDING Description

As well, they should follow some rules:
- Each new word should start with an uppercase letter
- No identical alarm names
- No Special characters (no: dashes, no dots, no commas) ... we can only accommodate alpha numeric.
- No double spaces between words (example: “Alarm Munger 1 North Corr Entry” ... notice there are two white spaces between North and Corr.)
- No trailing spaces (example: “Alarm Building Basement Stairs “ with the space after the word Stairs).

Examples:
Housing: Alarm Munger 1 South Campus Drive Entry
Admin Building: Alarm Sweet Hall 4th Floor Stair 2
Dining: Dining Alarm Branner Dining Room Stairs
Conf: Conf Munger 5 Lobby B

Access Levels

Access Level Names
Requirements: Names must be unique
  Segment – NAME
  Quad – NN
  Building – NNN or NNNA (should match searchable campus map)
  Time Description – BUSHOURS, FRONTLOBBY, etc.
  Floor/Location – 0FL (for basements), 1FL, 2FL, etc. (Note use next number to indicate roof, i.e. 2 story building with roof contacts would have 1FL, 2FL, 3FL) – or – FRONT, BACK, ETC.

Examples:
VPUE-03-420-BUSHOURS-3FL

Access Level Groups (N/A for now)

Timezone

Requirements: Names must be unique
  Segment – NAME
  Quad – NN
  Building – NNN or NNNA (should match searchable campus map)
  Time Description – BUSHOURS, FRONTLOBBY, etc.

Examples:
VPUE-03-420-BUSHOURS
**Holidays**
Requirements: Use is limited to Type 6, 7, and 8 as Types 1-5 are reserved for system use. Names must be unique, remember that holidays apply to all buildings in a segment, do not use the holiday function in shared segments.

- Segment – NAME
- Quad – NN
- Building – NNN or NNNA (should match searchable campus map)
- Holiday name – NEWYEARS, etc.

Examples:
- VPUE-03-420-THANKSGIVING
- VPUE-03-420-SPECIALHOLIDAY

**Maps**
Requirements: Names must be unique

- Quad – NN
- Building – NNN or NNNA (should match searchable campus map)
- Building Name – SWEET, etc
- Floor – 0FL (for basements), 1FL, 2FL, etc. (Note use next number to indicate roof, i.e. 2 story building with roof contacts would have 1FL, 2FL, 3FL)

Examples:
- 03-420-SWEET-0FL
- 03-420-SWEET-1FL
- 03-420-SWEET-2FL
- 03-420-SWEET-3FL
- 03-420-SWEET-4FL
- 03-420-SWEET-5FL

**Monitoring Zones**
Requirements: We use the Default Zone – Segment. Names must be unique

Examples:
- Default Zone – Sweet

**Switch – SW**
- Push Button – PB