Introductions
Badge Discussion

Activities:
1. Login.

2. Viewing a Holiday schedule.
   - Set up by segment.

3. Timezones
   - Create or update a timezone that defines general system schedules.
   - Can be applied to doors or people.
     - Door: Front door will unlock for general use from 8A-8p M-F.
     - People: Staff members will need to use their badge to get in and out of the backdoor 24x7.
   - TASK: Create Timezones
     - Examples
       - If door schedule from 8A-8P → need to create a BUSHOURS timezone.
       - If staff schedule 24x7 → don’t need to create, use the Always timezone.
   - Verify a timezone assigned to devices.
   - Will not be applied to people.
     - Front door needs to be unlocked for general use from 8A-8P M-F.
   - Requires you to set timezone.
   - TASK: Verify timezone
   - Reader modes.
     - Card-only Mode: Door is physically locked, but when a badge is presented the door allows the cardholder access as well the system will capture the cardholder information.
     - Locked Mode: Door is physically locked, when a badge is presented the door will NOT allow the cardholder access. Cardholder must use a key to access door. System will NOT capture cardholder information.
o Unlocked Mode: Door is physically unlocked, cardholder does not need to present a card or a key to access. System will NOT capture cardholder information.

- TASK: Go to Alarm Monitoring → System Status Tree and confirm device reader mode

4. Associate a schedule to a date.
   - Assign a schedule for an event at a specific date and time in the future.

5. Access Levels: Create definitions around access.
   - Must be applied to doors and schedules ... then people.
     o Door: All ground level doors need to be grouped assuming 24x7 access.
     o People: Staff member “Jim” needs access to all ground level doors.
   - TASK: Create Access Levels
     o Example
       • Group all ground level doors and associate to 24x7 timezone.
   - TASK: Assign person to Access Level
     o Example
       • Place Jim in the access level created above.
   - Deactivating a card.
     o For use with students of those have an end date in mind.
     o Is managed on a person by person basis.
     o TASK: Put a deactivation date on a cardholder that has an access level
   - Using the Bulk upload tool.
     o For use with large numbers of assign or unassign of access levels.

6. Obtain a temp card.
   - Can only be completed by submitting a HelpSU.

7. Reports.
   - All events over time.
     o Reader report – drill down to the reader.
     o Event report – by panel, but allows you to select the event/alarm.
   - TASK: Run each report

8. View alarm map.
   - See real time status on maps.

9. Update device status.
   - Remote lock/unlock of doors.
o Allows you to lock and unlock doors from the system without having to use a key.
  o **TASK: change reader modes on maps**

    • How to perform a building Lockdown for each device type.
      o Reader Lockdown.
      o Door Lock Lockdown.
      o Door Hold Lockdown.