10. Lenel Job Aid: System Lockdown

1. Login to Alarm Monitoring via the RDS webpage: rds-lenel-prd.stanford.edu
2. Select your segment appropriately:

3. Navigate to View → System Status → Device Groups
4. You will be sent to the Device Groups page, expand out the device groups. There are 3 Lockdown device group types: “Reader”, “Door Lock” and “Door Hold”.

Reader lockdown groups will appear at the top of the device group tree. Sorted by Quad/Building.
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Door Lock and Door Hold lockdown groups will appear at the bottom of the device group tree. Sorted by Quad/Building.
5. The procedure to place a device group in a “LOCKED” mode is slightly different depending on the device group type.

- **Reader Lockdown group**
  - To place a Reader lockdown group in “LOCKED” mode:
    - Right click on the device group.
    - Select “Secure All”. The access mode on wired locks will change to “Locked” and wireless locks to “Secured”.

![Device Groups](image-url)
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- **Door Lock Lockdown group**
  - To place a Door Lock lockdown group in “LOCKED” mode:
    - Right click on the device group.
    - Select “Deactivate”.
    - Select “Output(s)”

- **Door Hold Lockdown group**
  - To place a Door Hold lockdown group in “LOCKED” mode:
    - Right click on the device group.
    - Select “Activate”.
    - Select “Output(s)”

**If you need additional granularity of your lockdown device groups, ITS Application Support is happy to create those for you, just submit a HELPSU.**