4. Lenel Job Aid: Associate a schedule to a date

If you set a schedule, it will override holiday schedules.

1. Login to System Administration via the RDS webpage: rds-lenel-prd.stanford.edu
2. Navigate to Administration → Scheduler

You might experience the loading status dialog box.
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3. Click Add.

4. This will launch a wizard. In the first step select the Object (make sure the red check box is present).

   READERS
   - For a single Reader select, “Reader Mode”.
   - For a group of Readers select, “Reader Mode Group” (A Reader Device Group must be setup prior to this step).
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OUTPUTS (Door Lock “DL” or Door Hold “DH”)
- For a single Output select, “Device Output”.
- For a group of Outputs select, “Device Output Group”. (An Output Device Group must be setup prior to this step. Only the same output types (DH’s and DL’s) should be grouped together).

5. For Readers: Complete the settings on the reader mode tab on the reader mode properties: (In this case, the selected reader will be set to unlock at the date/schedule that’s identified on the next tab).
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For Outputs: Complete the settings on the Device Output tab on the Device Outputs properties: (In this case, the selected output is a Door Lock (DL) and will be set to Activate (UNLOCK) at the date/schedule that’s identified on the next tab. Setting a Door Lock (DL) to Deactivate will LOCK the door.

Door Lock “DL” → Activate = Unlocked
Door Lock “DL” → Deactivate = Locked
Door Hold “DH” → Activate = Demagnetize lock (Releases and closes door)
Door Hold “DH” → Deactivate = Magnetize lock (Holds door open)

6. Set the schedule of the reader or output by selecting the Schedule tab. The schedule can be set for a one time or recurring schedule.
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7. Review the scheduler actions you just programmed and modify the action if any changes are needed. Now you need to repeat steps 3-7 for the second mode change of the schedule if applicable.

8. NOTE: A scheduler event will override holiday schedules.