9. Lenel Job Aid: Update device status

1. Login to Alarm Monitoring via the RDS webpage: rds-lenel-prd.stanford.edu
2. Navigate to View → System Status → New System Status Window

3. You will be sent to the system status tree.
4. Expand the + in order to see your devices. The red outlined devices are your door readers, notice the icon type 🔄. The blue outlined devices are your output doors (Door Lock “DL or Door Hold “DH”), notice the icon type 🖐️.

![Image of device status page]

- **Red outlined devices** are your door readers, and their icon type is 🔄.
- **Blue outlined devices** are your output doors (Door Lock “DL” or Door Hold “DH”), and their icon type is 🖐️.
5. Here you can, in real time, lock and unlock the doors (rather than having to walk over to them). FOR READER DOORS: To change a reader to lock or unlock highlight a reader and right click on it, select reader access modes > and from there you can modify the current/live reader mode.

Be sure you understand what the reader access modes mean before you modify them! The access mode in the system status tree will indicate your new access mode.

- **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.
- **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.

6. FOR OUTPUT DOORS: To change an output door to lock or unlock you will first need to determine what type of output device you are modifying. The output will be either a Door Lock
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“DL” or Door Hold “DH” which will be identified by the device name. Expand the output panel and look at the output name:

The actions required to lock/unlock a Door Lock “DL” are different than the actions required for a Door Hold “DH”. Highlight an output and right click on it, select the appropriate action and select “Relay Output”. A check mark next to “Relay Output” indicates the current mode of the output device.

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)

7. From this same system status tree view, you can mask and unmask an alarm for a reader door. Let’s say for example that you know that your building is having an event from 2-4p in the afternoon and it will be held in one of your classrooms. Instead of having someone prop the door open and send the alarm to the Lenel system that this door is being “held open” (and thus needs attention) … instead, mask the alarm, so that the system doesn’t get notified of the alarm at all. BUT REMEMBER TO UNMASK IT WHEN YOU ARE DONE!!
8. To change masking/unmasking status right click on the reader you’ve selected, select Mask > and from there you can mask either the held open or forced open alarms.

9. The status of this reader in the system status tree will indicate that this device has been masked.

   - P-02-040-2.1-2107-NEUKOMB LAW2FL (Firmware Revision: 1.188)
   - R-02-040-2.1-E-2096-Z23-GRDN (access mode: card only; masked: held)
10. Enable “Floating Mode” (Optional). This is a new feature of Lenel 6.6 that allows a user to open tabs in Alarm Monitoring as separate windows that can be moved outside of the Alarm Monitoring application.

11. From the System Status tree tab click on the icon in the upper left corner and select Floating mode. Then you will be able to drag the new window outside of the Alarm Monitoring application.