3b. Lenel Job Aid: Verify timezones assigned to devices

1. Login to System Administration via the RDS webpage: rds-lenel-prd.stanford.edu
2. A timezone can be assigned to two different device types: (1) Reader doors and (2) Output doors (Door Locks or Door Holds). Each device type is verified differently.

3. FOR READER DOORS: Navigate to Access Control → Timezones
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4. Timezone/Reader Modes tab.
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5. You want to confirm the correct timezone/reader mode schedule within the list. Here we see that reader “R-03-420-2.1-E-0034-SWTGROUND” is set to UNLOCK at the beginning of the timezone timeframe identified by the timezone “VPUE-03-420-BUSINESS HOURS” and set to go back into CARD ONLY mode at the end of the timeframe. You may edit the timezone to change the start or end times or days. To change the reader assignment, you must submit a HelpSU. See Step 11.
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6. FOR OUTPUT DOORS: Navigate to Access Control → Alarm Panels
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7. Alarm Outputs tab.
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8. If a timezone is assigned to an output device it will be displayed in the “Activate Output During Timezone” field. There are two different output device types: Door Lock “DL” and Door Hold “DH” and each device type functions differently when activated.

   - **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 when propped)

9. Here is an example of a Door Lock “DL” that is assigned to the timezone “ENGSEQ-04-080-1ST FIREDOOR/BASEMENT”. The timezone is programmed M-F 7am-6pm. By assigning this timezone to a Door Lock “DL” it activates the output and unlocks the door M-F 7am-6pm. Outside of this date/time schedule the door will be in a deactivated state = Locked.

   - **Door Lock “DL”** → Activate = Unlocked
   - **Door Lock “DL”** → Deactivate = Locked
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10. Here is an example of a Door Hold “DH” that is assigned to the timezone “ENGSEQ-04-080-6p-7a”. The timezone is programmed Sun-Sat 6pm-7am. By assigning this timezone to a Door Hold “DH” it activates the output and releases the door (if propped opened) and closes the door Sun-Sat 6pm-7am. Outside of this date/time schedule the door will be in a deactivated state = Unlocked (Sun-Sat 7am-6pm), the door magnet will be magnetized and if the door is propped open it will be held open by the magnet.

Door Hold “DH” → Activate = Demagnetize lock (Releases and closes door)
Door Hold “DH” → Deactivate = Magnetize lock (Holds door open when propped)
11. If you want to modify the timing of an existing timezone/reader mode schedule or Door Lock/Door Hold schedule, the quickest way to do this is to navigate to this screen and determine which timezone is associated the device and navigate to the timezone tab and follow the instructions from documentation entitled: “3. Lenel Job Aid - Create or Update a Timezone.doc” to modify the timezone. By modifying the timezone, you will be modifying the door schedule for every door schedule associated to this timezone - without you having to submit a HelpSU ticket.

If a timezone/reader mode schedule or Door Lock/Door Hold schedule does NOT exist for the door in question, you need to submit a HelpSU request identifying which door you’d like to have put on a schedule, complete with providing the appropriate timezone with which to associate it.