Check my door output schedule

Login to System Administration
Click Access Control then select Alarm Panels

Click the Alarm Outputs tab
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)

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 7A-6P and by assigning this timezone to a Door Lock “DL” it activates the output and unlocks the door M-F 7A-6P. Outside of this date/time schedule the door will be in a deactivated state = Locked.

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 6P-7A and by assigning this timezone to a Door Hold “DH” it activates the output and releases the door (is propped opened) and closes the door Sun-Sat 6P-7A. 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)

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 to the device and navigate to the timezone tab and follow the instructions from the documentation entitled “Modify a 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 help 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 help ticket to request which door you would like to have put on a schedule, complete with providing the
appropriate timezone and device information. https://stanford.service-now.com/it_services?id=sc_category&sys_id=82f4d07213a422008a9175c36144b011