Create or update a time zone

Log into Lenel (see login instructions)

Open System Administration

Click Access Control then Timezones

Click the second tab from the left Timezones
To create a new timezone, click Add.
All timezones should follow the standard naming convention of Segment-Quad-Building-Timeframe in all uppercase lettering. For example, in the name field you would type: ITS-14-140-M-F-7A-6P

Start: provide the start time of the timezone, in this example 06:59 (Military time)

End: provide the end time of the timezone, in this example 17:59 (Military time) End times should be one minute prior to when the time ends. In this case, the timezone ends at 18:00.

Checkboxes:

Days of the week: in this example this timezone as listed in the name as M-F is Monday through Friday.

ILS Offline/ILS Wireless: if you would like your timezone applied to any wireless readers in the building then this box must be checked.

Click Ok and your timezone has been created. Just submit a ticket to Card Services to have the timezone applied to your doors.
Modify a timezone

Highlight the timezone you would like to change and click Modify.

In this example the timezone is normally 8 a.m. to 3 p.m. and they have multiple schedule changes saved on their timezone as their hours vary.

Their hours are changing to Monday through Friday 7 a.m. to 2:15 p.m and Saturday and Sunday hours are 7 a.m. to 12:15 p.m. This is a good example of maybe a weekend event and they can uncheck the weekend boxes when they return the following Monday. Then click Ok at the bottom once completed and beginning at the next scheduled event your reader will follow the new schedule.