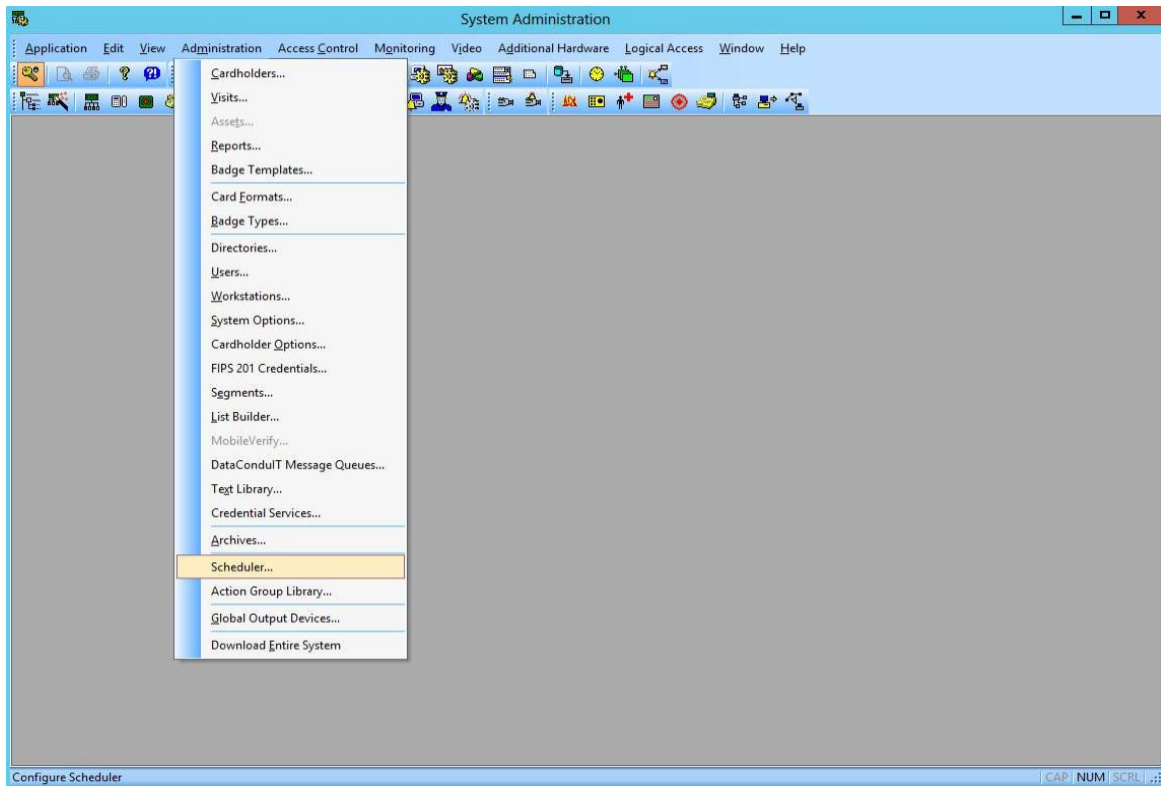


## Schedule an event

If you place a scheduler event it will override all schedules, including a holiday schedule.

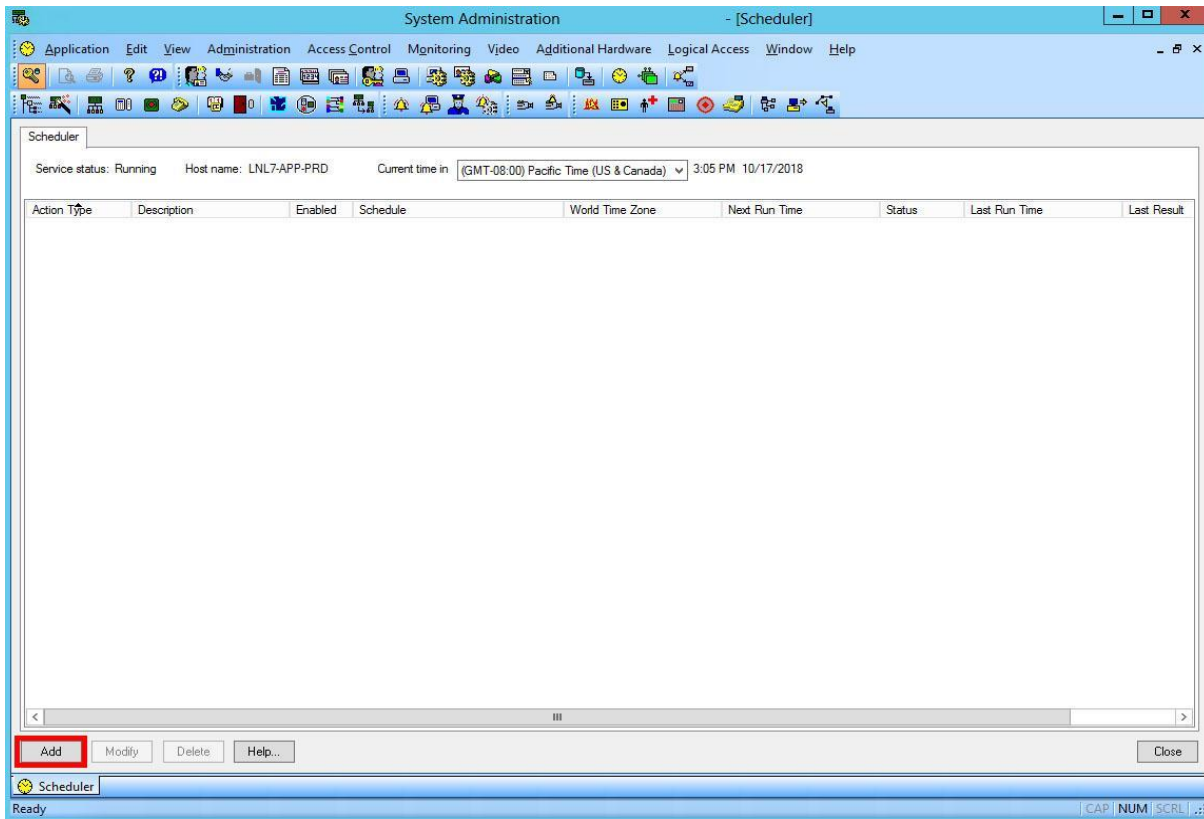
Login to System Administration

Click on Administration drop down and click Scheduler



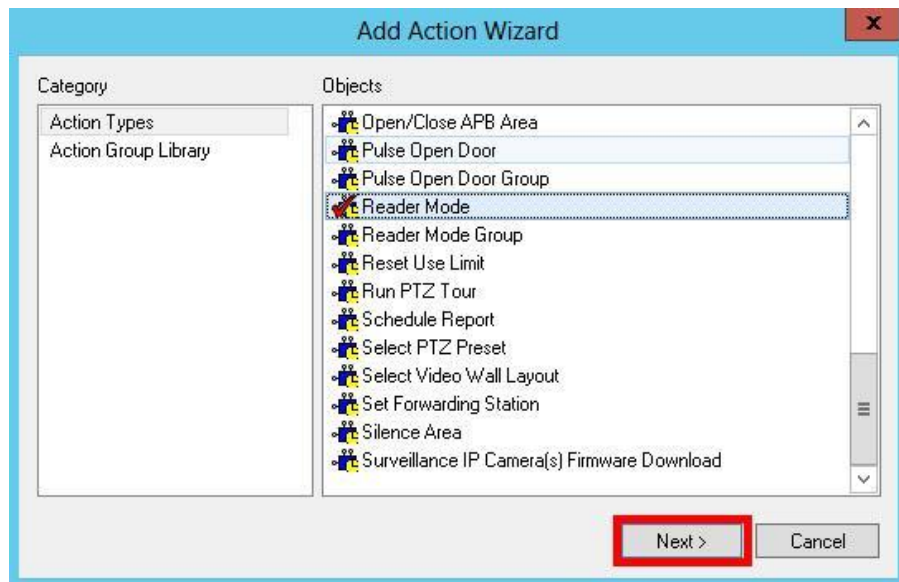
It might take some time to load and show a loading status dialog box.

Once loaded, at the bottom left corner click Add



This will launch a wizard. In the first step select the Object by placing a red check mark on:

- 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)

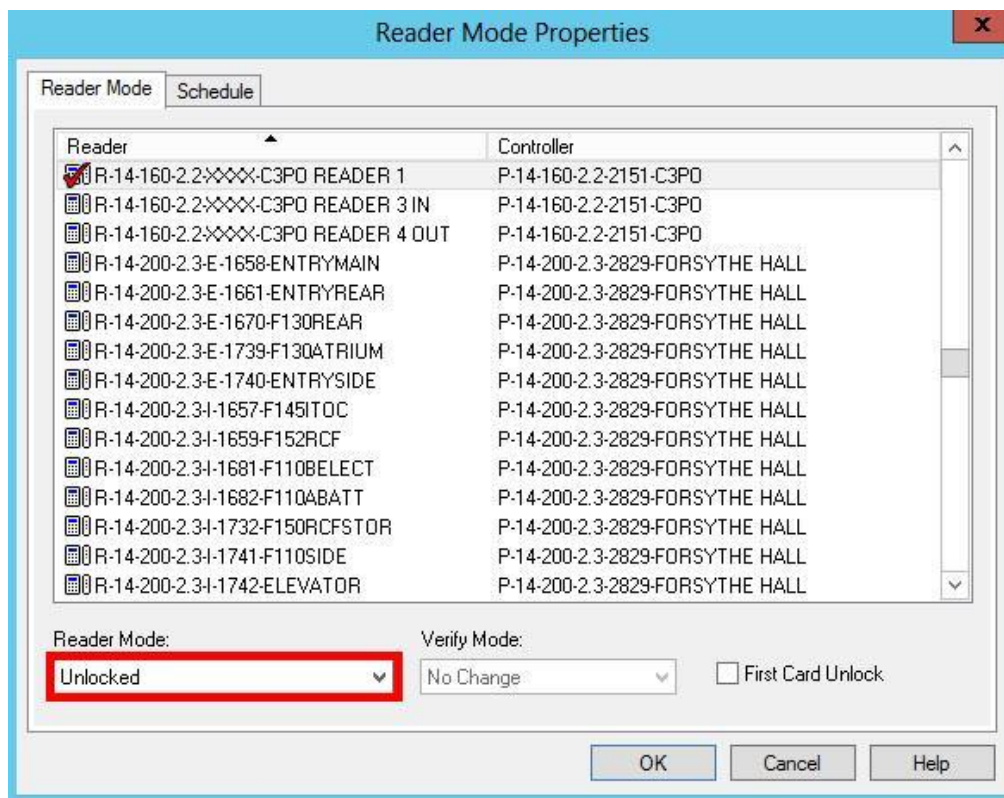


**For Outputs (Door Lock “DL” and Door Hold “DH”):**

- For a single output, select “Device Output”
- For a group of outputs, select Device “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)

**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)



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.

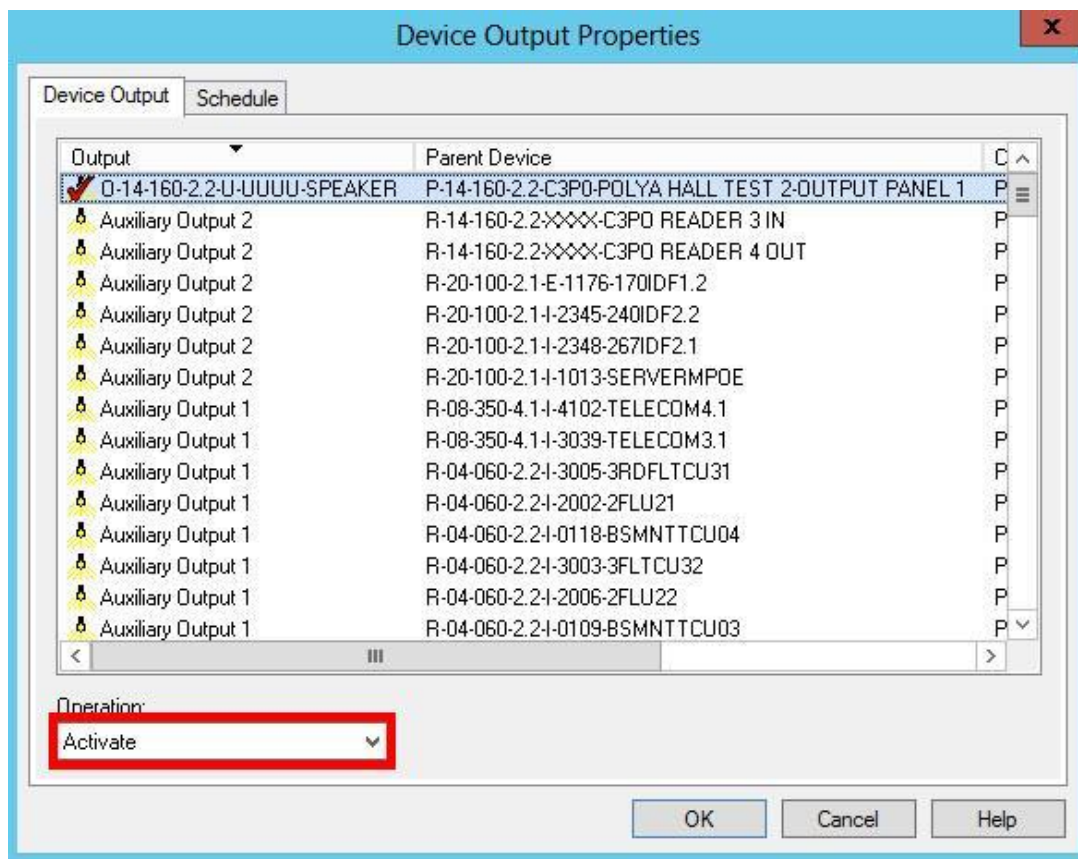
Setting a Door Lock (DL) to Deactivate will LOCK the door.

Door Lock “DL” → Activate = Unlocked

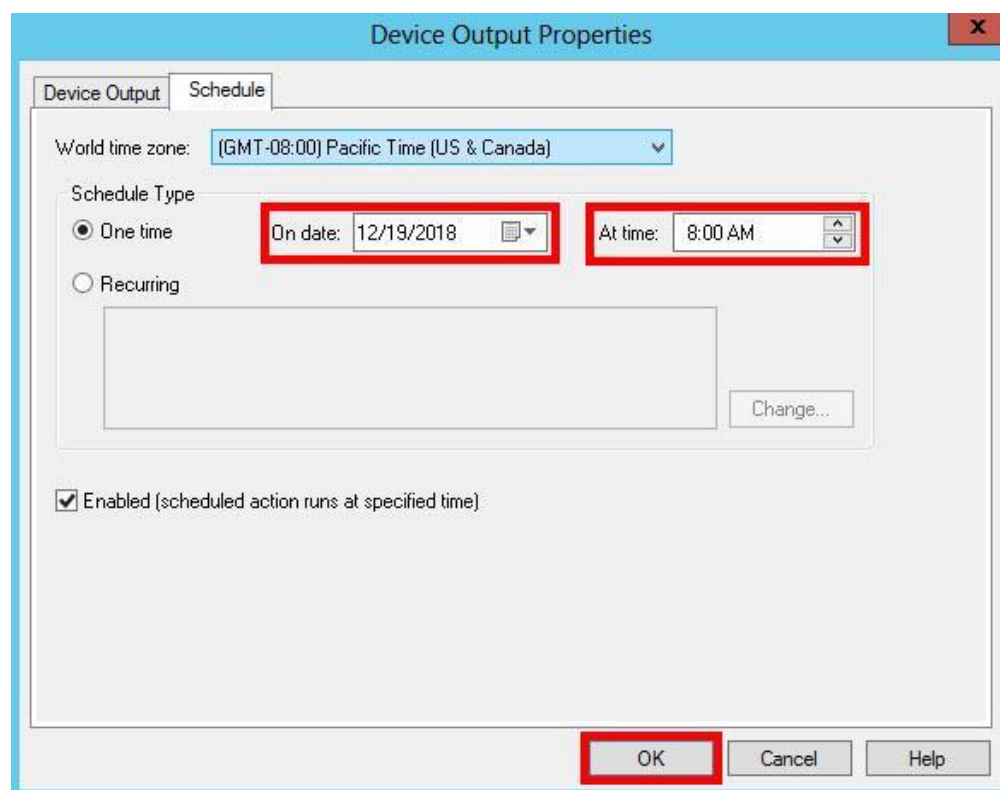
Door Lock “DL” → Deactivate = Locked

Door Hold “DH” → Activate = Demagnetize lock (Releases and closes door)

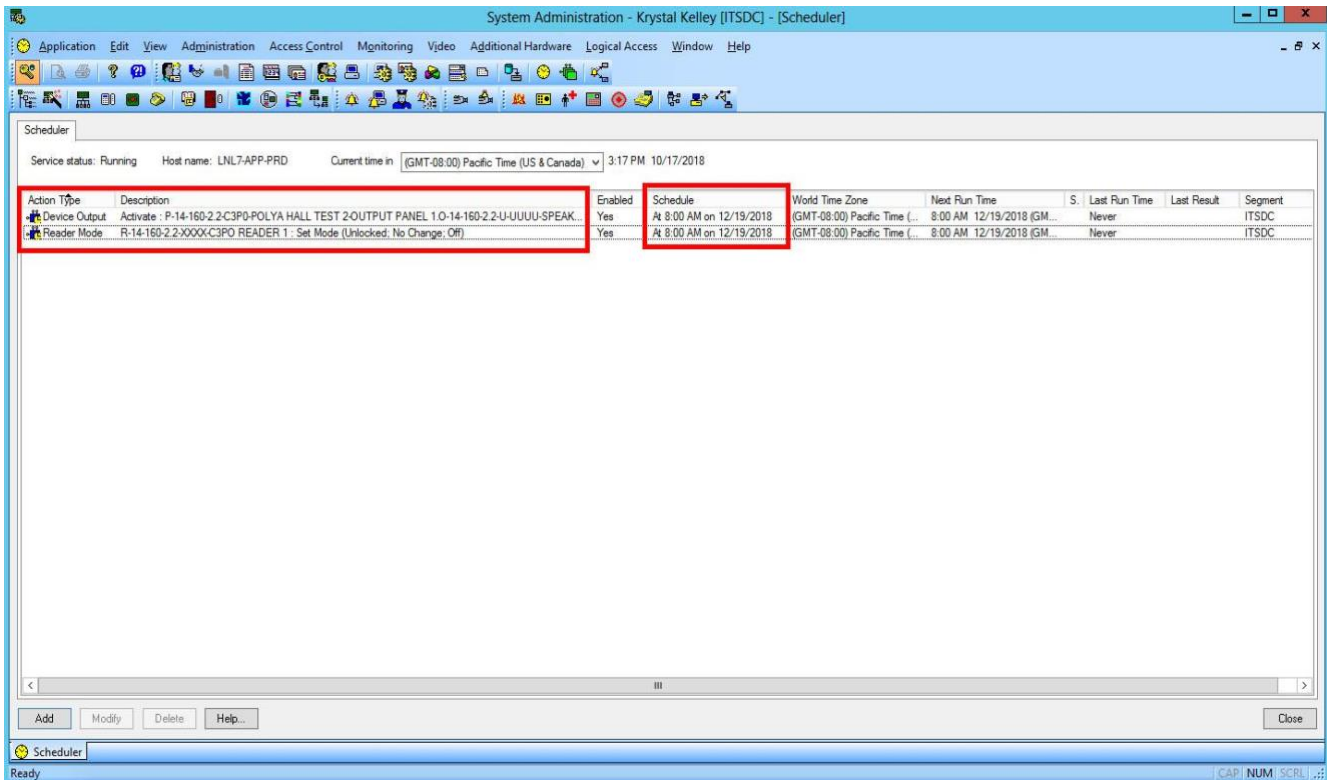
Door Hold “DH” → Deactivate = Magnetize lock (Holds door open)



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.



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.



**All Scheduler events override holiday schedules.** If you have questions regarding your scheduled holidays please submit a help ticket at [https://stanford.service-now.com/it\\_services?id=sc\\_category&sys\\_id=82f4d07213a422008a9175c36144b011](https://stanford.service-now.com/it_services?id=sc_category&sys_id=82f4d07213a422008a9175c36144b011)