System Lockdown

Login to Alarm Monitoring

If applicable, apply segment filter

Navigate to View > Device Groups
A new window will open up for Device Groups, click the plus sign to expand the device groups. There are 3 Lockdown device group types: “Reader”, “Door Lock” and “Door Hold”.

Reader Lockdown groups will appear at the top of the device group tree, sorted by Quad-Building.

Door Lock and Door Hold lockdown groups will appear at the bottom of the device group tree, sorted by Quad-Building.

The procedure to place a device group in a “LOCKED” mode is slightly different depending on the device group type.

- **Reader Lockdown group**
  - To place a Reader lockdown group in “LOCKED” mode:
    - Right click on the device group
    - Select “Secure All”. The access mode on wired locks will change to “Locked” and wireless locks to “Secured”.
• **Door Lock Lockdown group**
  
  o To place a Door Lock lockdown group in “LOCKED” mode:
    ▪ Right click on the device group
    ▪ Select “Deactivate”
    ▪ Select “Output(s)”

• **Door Hold Lockdown group**

  o To place a Door Hold lockdown group in “LOCKED” mode:
    ▪ Right click on the device group
    ▪ Select “Activate”
    ▪ Select “Output(s)”

If you need additional granularity of your lockdown device groups, Card Services Technical support is happy to create those for you, just submit a Service Now 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) and click Card Services Technical - General Request