

# How to review TZ's, TRM's, Schedulers and Default Access Levels

Terms discussed in this document:

## **“TZ's” are Timezones:**

- They define “When” a reader changes access modes.
- They define “When” a cardholder has access to unlock a door with their badge.

## **“TRM's” are Timezone Reader Modes:**

- A TRM consists of 2 elements:
  - Reader
  - Timezone
- Together they are called a TRM and it defines when a door changes access modes (think of it as door unlock programming).
- Normal recurring events should use a TRM. These are downloaded locally so they will work even if the building loses connection to the network.

**“Schedulers”** are one time or recurring events programmed to execute various actions:

- Example: It's the last day before Winter Break and you've been instructed to secure your building at Noon so everyone can go home early for the day. Your building has a TRM and the front door doesn't go into Card Only mode until 5pm. A scheduler event can be programmed to send a one time event to change the access mode of the front door reader to Card Only at Noon.
- These will only work if the building has a connection to the network.

**“Default Access Levels”** are access levels that are automatically assigned to certain badge types at the time of issuance. Typically these categories are included in the default access: Faculty/Staff, Students, Postdoctorals, Temp/Casual, Visitors, and Fellows.

- To ease the workload on building managers, who want specific affiliations to automatically have access to their buildings, Card Services can assign a Default Access Level to specific badge types. Once the Default Access Level has been configured any building manager within a segment can add readers to the access level and automatically update access for all badge types assigned with the Default Access Level.
- During COVID when most of the campus was in Card Only 24x7 this was a popular and convenient way for building managers to manage access for cardholders.

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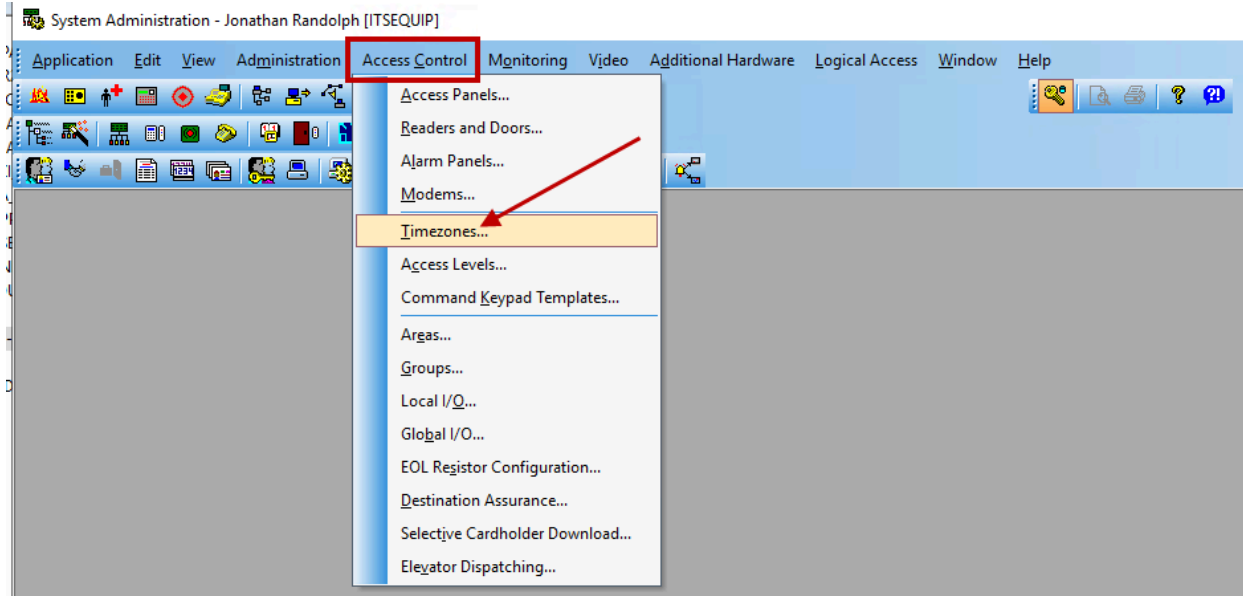
## **How to review Timezones:**

Login to System Administration

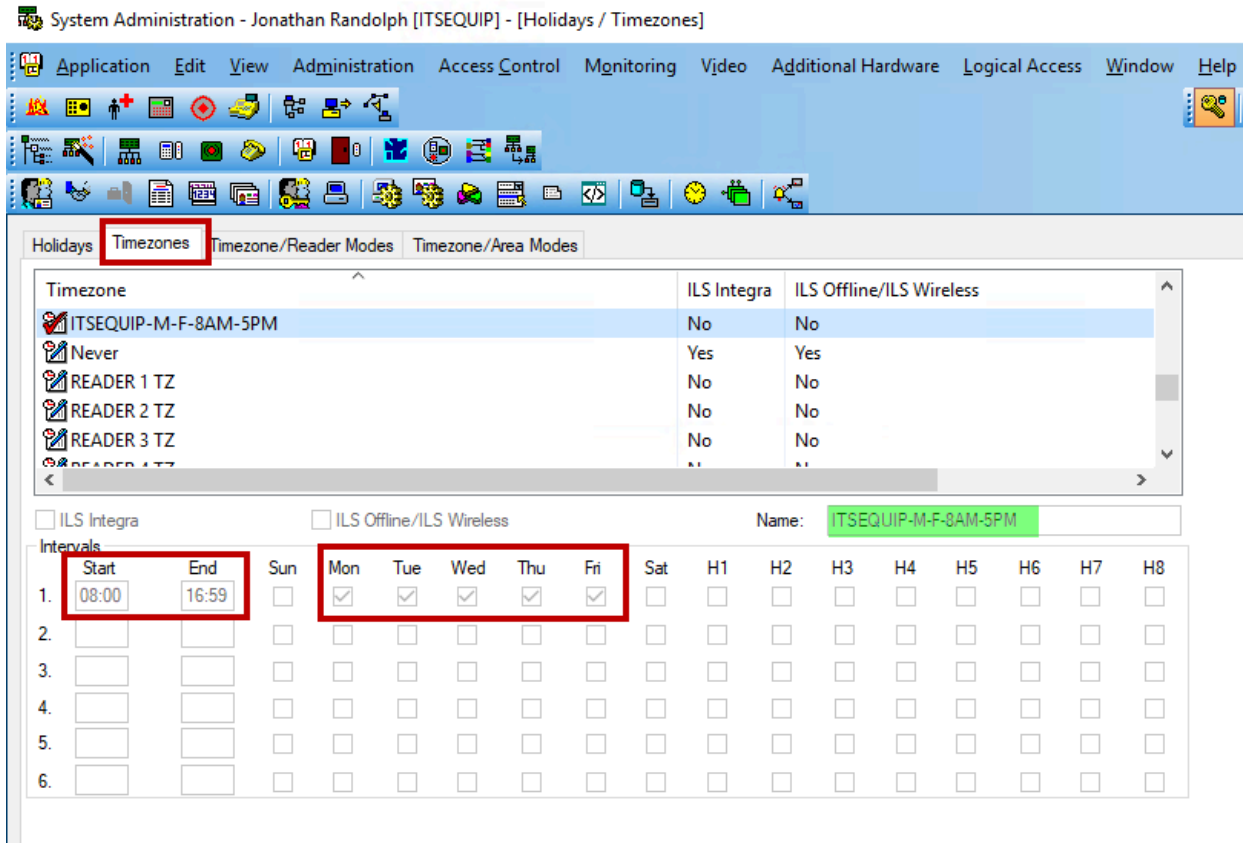


# System Administration

From the System Administration menu select Access Control, then from the list select Timezones.



After the form opens, click on the tab “Timezones”. Then find the TZ you need to review, highlight it, confirm if the appropriate Start/End times and Days of the week are configured. It’s also a good practice to make sure the “Name” of the TZ matches the programming.



More information about Timezones can be found in the Lenel Job Aids:  
[How to create or update a timezone](#)

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**How to review TRM's:**

From the System Administration menu select Access Control, then from the list select Timezones.

When you need to confirm which readers are on a door schedule and what TZ is assigned to the door schedule you will need to click on the "Timezone/Reader Modes" tab. Here you will see the reader and the TZ assigned to it. You will also see the Start Mode and End Mode which correspond to the Start and End times of the TZ you just learned to review.

System Administration - Jonathan Randolph [ITSEQUIP] - [Holidays / Timezones]

Application Edit View Administration Access Control Monitoring Video Additional Hardware Logical Access Window Help

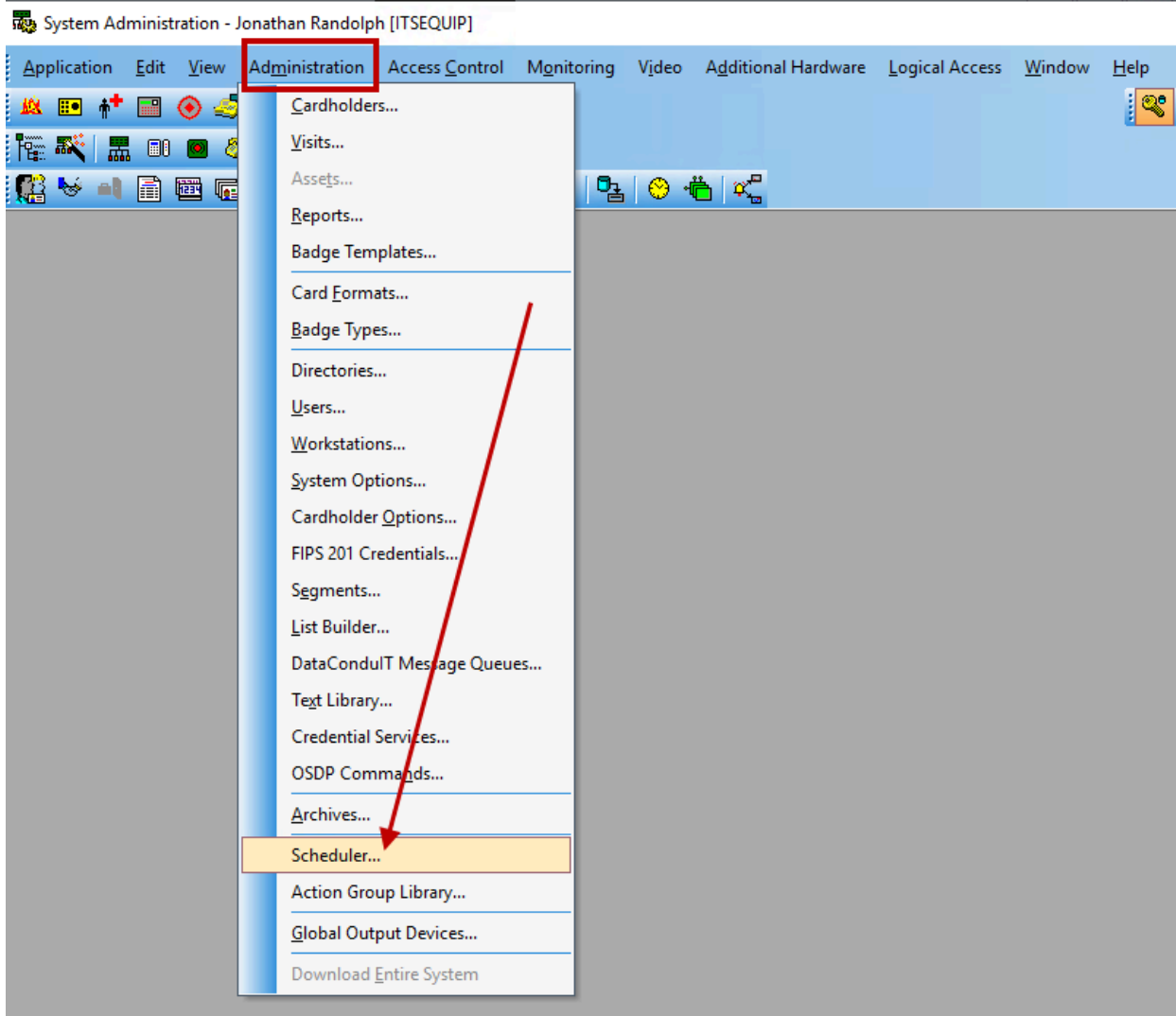
Holidays Timezones **Timezone/Reader Modes** Timezone/Area Modes

Reader Assignments	Timezone	Start Mode	End Mode
KR-70-270-2.1-R2D2-CARD READER 3-IN-SIGNO40 KR	TESTTZ-R2D2-D400B	Unlocked	Card Only
R-70-270-2.1-R2D2-CARD READER 1-SIGNO40	TESTTZ-R2D2-D400A	Unlocked	Card Only
R-70-270-2.1-R2D2-CARD READER 4-OUT-RP40	TESTTZ-R2D2-D400C	Unlocked	Card Only
WR-70-270-TEST-READER-BOBAFETT	TESTTZ - BOBAFET	Unlocked	Card Only
WR-70-270-TEST-READER-CHEWY	TESTTZ - CHEWY	Unlocked	Card Only
WR-70-270-TEST-READER-JABBA	TESTTZ - JABBA	Unlocked	Card Only
WR-70-270-TEST-READER-YODA	TESTTZ - YODA	Unlocked	Card Only
WRA-70-270-2.1-KOZI_BLE-Port1_HUB1Addr1_Reader0_AH30RN6	ITSEQUIP-Every3Mins	Unlocked	Card Only
WRA-70-270-2.1-LILA_BLE-Port1_HUB2Addr2_Reader2_AH30RN6	ITSEQUIP-Every3Mins	Unlocked	Card Only
WRA-70-270-2.1-POPPY_Port1_HUB2Addr2_Reader0_AH30RN6	ITSEQUIP-Every3Mins	Unlocked	Card Only
WRA-70-270-2.1-ROSE_BLE-Port1_HUB2Addr2_Reader1_AH30RN6	ITSEQUIP-Every3Mins	Unlocked	Card Only

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**How to review Schedulers:**

From the System Administration menu select “Administration”, then from the list “Scheduler”.



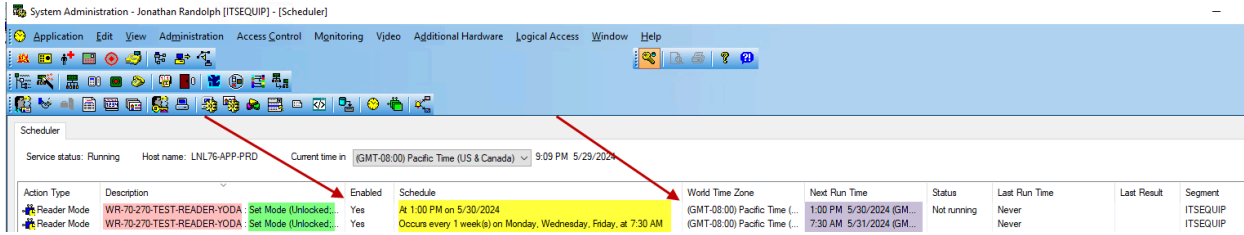
When the form opens up you may need to drag and expand some of the columns (it works like Excel - see the arrows) to see all the information within a column. The important fields to review are:

**Description:** This will list the reader and the access mode that is programmed for the event.

**Schedule:** This will tell you the schedule of the event and if it is a single event or recurring event.

**Next Run Time:** This will tell you, based on the schedule, when the next event will execute.

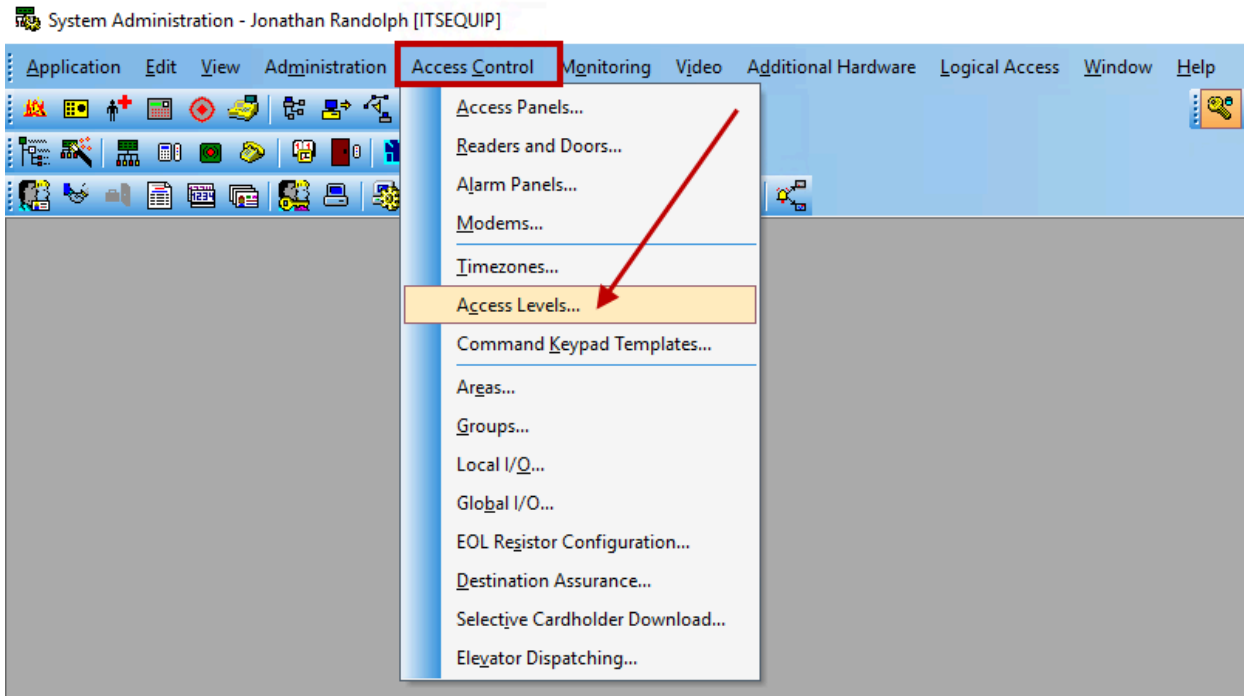
**After you program every event DOUBLE CHECK the programming. This cannot be emphasized enough and it will save you headaches!**



More information about Scheduler events can be found the Lenel Job Aids:  
[How to create a Scheduler event](#)

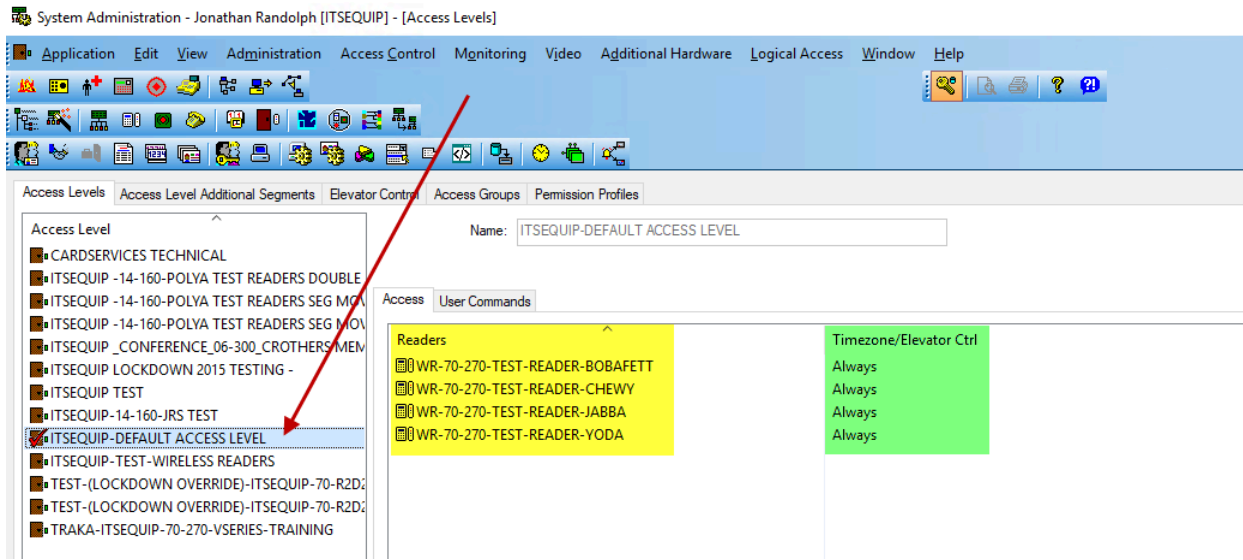
### How to review Default Access Levels:

From the System Administration menu select Access Control, then from the list select Access Levels.



Find and highlight the access level you need to review. In the window to the right of the access level list you will see the readers that are configured in the access level and the TZ assigned to

each reader.



More information about access levels can be found the Lenel Job Aids:

[Create an access level](#)

[Modify an access level](#)

[Add an access level to a cardholder](#)

[Set activate and deactivate dates on access levels](#)

[Assign access to cardholders in bulk](#)

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