

Lockout and lockdown are special security states in a PremiSys<sup>™</sup> system for emergency preparedness. **Buildings** are used to organize areas for lockout and lockdown. The software user creates groups of PremiSys doors such as all exterior perimeter doors leading into a particular building. Special card access groups can be configured for lockdown override access, for example to allow door access only for emergency response team cardholders during a Lockdown.

**Lockout** is a state used to change a Building's visitor doors from unlocked to card mode by suspending time zones designated for visitor doors. Other time zones may also be selected to suspend (inactivate) during a lockout, such as those assigned to doors without readers or to monitor points or to certain card access groups.

**Lockdown** suspends all time zones at a Building, except for time zones specifically designated as Lockdown Override time zones. The lockdown state locks out all visitor doors and locks out all cardholders at all doors except cardholders with a lockout override time zone.

**Clear** is the system command that cancels the lockout or lockdown, setting building operation back to normal. Clear sets PremiSys doors, cards and time zones back to normal operation.

The commands for Lockout, Lockdown and Clear can be executed manually by a user logged into a PremiSys client. Or these commands can be configured in Triggers and Procedures for event-linking, for example to trigger a lockout or a lockdown when a panic button is pressed.

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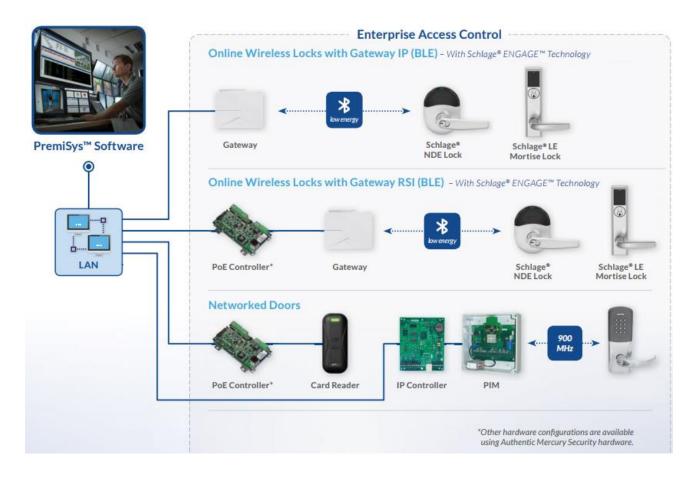


## I. Software Requirements and Lock Compatibility

Lockout and Lockdown is a feature available in PremiSys version 3.0 and higher. No additional add-on license activation is required.

### **Locks supported**

Lockout and Lockdown is supported for door locks wired to Mercury Security controllers, including Schlage AD-series locks. Also supported are: Engage locks communicating via Gateway RSI; and, NDE and LE locks communicating via Gateway IP.



### Locks not supported

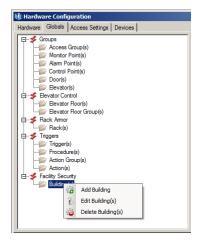
Lockout and Lockdown is not supported for Schlage Control locks and any Engage lock communicating via WIFI-only.



### II. Set up Buildings

Go to Tasks pull-down menu, select Hardware Configuration. Click on the Globals tab and scroll down to the Facility Security folder. Expand the Facility Security folder.

1) Right-click on Buildings and select Add Building



2) Click on the Add Door button

Building(ID: 1)				×
Ente	er the information for this Building.			
Doors Time	Zones			
Name:	Building(ID: 1)			
Description:	Description for Building			
				Add Door
Si	te	Controller / Gateway	Door / Lock	Lockout
			Delete	Ok Cancel



3) Check the boxes next to the doors to be added to the Building and click Add. For a lockdown, the perimeter doors leading into a building are typically selected.

			Search
	Site	Controller / Gateway	Door / Lock
V	Building 2	PREM-CTLR-IP	B2 Visitor North
~	Building 2	PREM-CTLR-IP	B2 Visitor East
~	Building 2	PREM-CTLR-IP	B2 Visitor West
<b>~</b>	Building 2	PREM-CTLR-IP	B2 Employee Entrance

4) Click OK to return to the building setup window to view the list of doors selected for the **Lockdown** state.

Vame: Descript	Building 2 ion: Description for Building						
				Add Door			
_	Site	Controller / Gateway	Door / Lock	Lockout			
	Building 2	PREM-CTLR-IP	B2 Visitor North				
	Building 2	2 PREM-CTLR-IP B2 Visitor East					
	Building 2	PREM-CTLR-IP	B2 Visitor West				
	Building 2	PREM-CTLR-IP	B2 Employee Entrance				



5) Optional: The facility may have perimeter doors without readers, or general purpose devices set on a time zone, or cardholder Time Zones that should be suspended during a **lockout**. (Note: <u>all</u> Time Zones will be suspended during a lock**down** state *except* OVR time zones intended for lockdown-override card access groups.)

To select additional Time Zones to suspended during this building's **Lockout** state:

a) Click on the Time Zone tab and click the Add Time Zone button.

Building(ID: 1)		×
Enter the information for this Building.		
Doors Time Zones		
Selected Time Zones will be suspended during a Lockout. Please be aware that when a Time Zone is suspended, triggers an acknowledgements, and card access will be affected.	d procedures, alarm	
	Add Time Zone	
Time Zone		1 1
Defete		-
Delete	k Cancel	

b) Check the box next to each Time Zone to suspend during a **lockout** and click the Add button.

 Time Zones	Search	
*Always*Active*		
*Never*Active*		
Doors - B1 Visitor Hours		
Cards - 24/7		
Doors - B2 Visitor Hours		
Cards - 24/7- OVR		
Cards - B1 Manager Hours		
Cards - B2 Manager Hours		
Cards - B1 Basic Employee Hours		
Cards - B2 Basic Employee Hours		



6) Optional: For a door to respond to the Lockout state, check the box on the far right in the Lockout column. The checkboxes on the left are used to select a door to remove from this list.

Building 2				X
800	e information for this Building.			
Doors Time Zone Name: Description:	Building 2 Description for Building		_	Add Door
Site		Controller / Gateway	Door / Lock	Lockout
📃 Building	2	PREM-CTLR-IP	B2 Visitor North	
E Building	J 2	PREM-CTLR-IP	B2 Visitor East	
Building	12	PREM-CTLR-IP	B2 Visitor West	
E Building	j 2	PREM-CTLR-IP	B2 Employee Entrance	
			Delete Ok	Cancel

System behavior for the example above:

- During a **Lockout**, the visitor doors will set to card mode, locking out anyone without a valid card
- During a **Lockout**, the employee entrance will operate normally
- During a **Lockdown**, the visitor doors and employee entrance will be locked to all visitors and all cardholders will be locked out except cards assigned a Lockdown Override Access Group.

Note: If a door listed does not show a checkbox in the Lockout column, then the lock does not support the lockout function. Supported doors include hardwired Mercury locks, AD Series locks connected to a PIM or Engage locks wired Gateway RSI 485.

7) Click OK button to save the Building.



## III. Set up Lockout Override Cards

Designate a card as a **Lockdown Override** Card by assigning an "**– OVR**" access group to the card in the Access Rights tab of the card property window.

🔡 Card Propert	ies		
101010 Enter	Card information below for Kathy Zimmer	man	
Card Options	Access Rights User Levels Design Fields		
Access Groups	s		
	nore check boxes to select or deselect ac	cess groups	
		occo groupo.	
Select Acces	s Groups	Search	
Assign	Access Group		
	All Doors 24/7 - OVR		
	All Doors 24/7 (no override)		
	Branch 1: Managers		
	Branch1: Basic Employees		
	Branch2: General Access		
	Contractors - Weekdays Daytime		
		ок	Cancel
		UK	Cancer

If there are no access groups labeled with the suffix "– **OVR**" then create an override card access groups.

1) to the Tasks pull-down menu and select Hardware Configuration.



2) Expand the Time Zone folder to view the list of existing system time zones. To add a new time zone, right-click on the Time Zones folder and select Add Time Zone.

📢 Hardware Configuration
Hardware Globals Access Settings Devices
Access Settings     Access Area(s)     Aam Acknowledgement Response(s)     Aam Acknowledgement Instruction(s)     Aam Acknowledgement Instruction(s)     Aam Acknowledgement Trigger(s)     Photo Recall Configuration(s)     Photo Recall Configuration(s)     Photo Recall Configuration(s)     Dors - B1 Visitor Hours     O Cards - 24/7     Cards - 24/7     Cards - 24/7     Cards - 82 Visitor Hours     Cards - 82 Manager Hours     Cards - 82 Manager Hours     Cards - 81 Manager Hours     Cards - 82 Manager Hours     Cards - 82 Manager Hours     Cards - 82 Basic Employee Hours     Card Format(s)     Map(s)     Indicator Icon(s)     Loon(s)     Card Database(s)     User Level(s)
-

3) To create a 24/7 lockdown-override Time Zone, choose Mode: Always Active and check the Lockdown Override check box. The new Time Zone name will automatically be appended with a "- OVR" suffix.

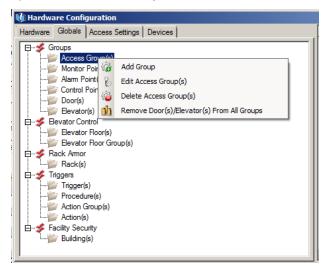
1	Time Zo	one(	ID: 2	)																						X
1	$\bigcirc$	) I	Enter	the ir	nform	atio	n for ti	ne Ti	me Z	one.																
	Time	Zone	Inte	erval	Pen	missi	ions																			
	Nam	ne:		С	ards ·	- 24/	7 Buik	ding	2								Мо	de:		[	Alwa	ys Ac	tive		•	
	Des	cripti	ion:	D	escrip	otion	for Ti	me Z	one											Γ	₹ Lo	ockdo	own C	)verri	ide	
	12		2	3	4	5	6 AM	7			10	11	12	1 2 3 4 5 6	2	3	4	5	6 PM	7	8	9	10	11	12	
																					C	)k			Canc	el

Best practice is to name a Time Zone according to its intended use and purpose, e.g. Cards versus Doors and for which areas, devices or cardholders it will be used.

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- 4) Create a Lockdown Override Access Group
  - a) Go to the Tasks pull-down menu and select Hardware Configuration.
  - b) Click on the Globals tab and right-click on Access Groups folder.
  - c) Select Add Group.



d) Use the drop-down menus on the right to pair the "- OVR" time zone with each door to include in the access group.

s Group(ID: 6)							
Enter the in	nformation for this Acc	cess Group					
ess Groups Perr	missions						
me: 🗛	Il Building 2 Doors for S	Security Officers					
		,					
scription:	ockdown override card	Is for Building 2.					
PremiSys							
Activation Date:	Monday ,	August 14, 2017	▼ 6:28:02 PM				
		-					
Deactivation Dat	te: Monday .	August 14, 2017	▼ 6:28:02 PM	- Sea	arch		
Site	Channel	Controller	Name	Time Zone (Right Click to Create or Edit)			
	Channel Channel(ID: 1)	Controller PREM-CTLR-IP	Name B2 Visitor North	Time Zone (Right Click to Create or Edit) Cards - 24/7 Building 2- OVR			
Site							
Site Building 2	Channel(ID: 1)	PREM-CTLR-IP	B2 Visitor North	Cards - 24/7 Building 2-OVR	▼ ▼		
Site Building 2 Building 2	Channel(ID: 1) Channel(ID: 1)	PREM-CTLR-IP PREM-CTLR-IP	B2 Vistor North B2 Visitor East	Cards - 24/7 Building 2-OVR Cards - 24/7 Building 2-OVR	▼ ▼		
Site Building 2 Building 2 Building 1	Channel(ID: 1) Channel(ID: 1) B1 IDF1	PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R	B2 Visitor North B2 Visitor East B1 Employee Entrance	Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""></none>	▼ ▼		
Site Building 2 Building 2 Building 1 Building 1	Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1	PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R	B2 Mator North       B2 Visitor East       B1 Employee Entrance       B1 Visitor North	Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""> <none assigned=""></none></none>	<ul> <li>▼</li> </ul>		
Site Building 2 Building 2 Building 1 Building 1 Building 2	Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1 Channel(ID: 1)	PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-IP	B2 Visitor East B1 Employee Entrance B1 Visitor North B2 Visitor West	Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""> <none assigned=""> Cards - 24/7 Building 2- OVR</none></none>	<ul> <li>▼</li> </ul>		
Site Building 2 Building 2 Building 1 Building 1 Building 2 Building 2	Channel(ID: 1)           Channel(ID: 1)           B1 IDF1           B1 IDF1           Channel(ID: 1)           Channel(ID: 1)           Channel(ID: 1)	PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-IP PREM-CTLR-IP	S2 Vision Notifi     B2 Vision East     B1 Employee Entrance     B1 Vision North     B2 Vision West     B2 Employee Entrance	Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""> <none assigned=""> Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR</none></none>	▼ ▼		
Site Building 2 Building 2 Building 1 Building 1 Building 2 Building 2 Building 1	Channel(ID: 1)           Channel(ID: 1)           B1 IDF1           B1 IDF1           Channel(ID: 1)           Channel(ID: 1)           Channel(ID: 1)           Server Room	PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-IP PREM-CTLR-IP A101 - A108	B2 Visitor Notifi B2 Visitor East B1 Employee Entrance B1 Visitor North B2 Visitor West B2 Employee Entrance A101 - Front Reader	Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""> <none assigned=""> Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""></none></none></none>	× × × × × × × × × × × × × × × × × × ×		
Site Building 2 Building 2 Building 1 Building 1 Building 2 Building 1 Building 1	Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1 Channel(ID: 1) Channel(ID: 1) Server Room Server Room	PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-IP PREM-CTLR-IP A101 - A108 A101 - A108	E20050010515 B2 Vistor East B1 Employee Entrance B1 Vistor North B2 Vistor West B2 Employee Entrance A101 - Front Reader A101 - Back Reader	Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""> Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""> <none assigned=""></none></none></none>	× × × × × × × × × × × × × × × × × × ×		
Site Building 2 Building 2 Building 1 Building 1 Building 2 Building 1 Building 1 Building 1	Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1 Channel(ID: 1) Channel(ID: 1) Server Room Server Room B1 IDF1	PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-IP A101 - A108 A101 - A108 PREM-CTLR-2R	E20050010515 B2 Vistor East B1 Employee Entrance B1 Vistor North B2 Vistor West B2 Employee Entrance A101 - Front Reader A101 - Back Reader B1 Vistor East	Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""> <none assigned=""> Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""> <none assigned=""> <none assigned=""></none></none></none></none></none>	× × × × × × × × × × × × × × × × × × ×		

 e) Click OK to close this window. But remember to download to applicable controller(s). Note the "Controller" column. In the example above, a download is needed only for the "PREM-CTLR-IP" controller.



5) Open a cardholder record and Add or Edit a card.

🚯 HealthCare		<u></u>
<b>(</b> )Pre	emiSys <sup>-</sup> l	
First Name	Nancy	00
Middle Initial		
Last Name	Arbeit	
Employee Number	1842	
Job Title		
Department	Research & Development	
		None No device selected.
Address/Contact Information	ation Personal Information	
Card Configuration		
		· 🌆 🌄
Primary Card Number	Active Card Badge Type	Deactivation Date
117		Tue June 10 2014 1:09 PM

6) Check the "- OVR"-marked Access Group under the Access Rights tab of the Card Properties window.

🖶 Card Propert	ies	_ 🗆 🗡
101010 101010 Enter	Card information below for Nancy Arbeit	
	Card mornation below for Marcy Arbeit	
Card Options	Access Rights User Levels Design Fields	
Access Groups	s	
CIT 1		
Click one or	more check boxes to select or deselect access groups.	
Select Acces		
Assign	Access Group	<u>A</u>
	All Building 2 Doors for Security Officers	
	All Doors 24/7 - OVR	
	All Doors 24/7 (no override)	
	B1: Basic Employees	
	B2: Basic Employees	
	Branch 1: Managers	
	Contractors - Weekdays Daytime	
	ОК	Cancel

- 7) Click OK to save and close the Card Properties window.
- 8) Save the cardholder record.



## IV. Manually Activate a Lockout or Lockdown or Clear it

The red Lockdown/Lockout Control button is always docked at the top of the application for software users having permission to lockout or lockdown buildings.

🚺 Prem	iSys			
Tasks	Tools	Window	Help	
		<mark>峰</mark> 🛞	6	

To activate a lockout or lockdown manually:

- 1) Click on the Red Lock button at the top of PremiSys
- 2) Click Lockout or Lockdown button next to the building name

Lockdown					×
		Seal	rch		
Building 1		Normal	Lockout	Lockdown	
Building 2		Normal	Lockout	Lockdown	
	Clear All	Lockout All	Lockdown All	Close	i
			Lookdown Air	0.030	1

The Lockdown window also shows the status of each building. Buttons at the bottom of this window allow users to Lockout or Lockdown all buildings with one click.



## V. Event-Linking to Activate a Lockout or Lockdown or Clear it

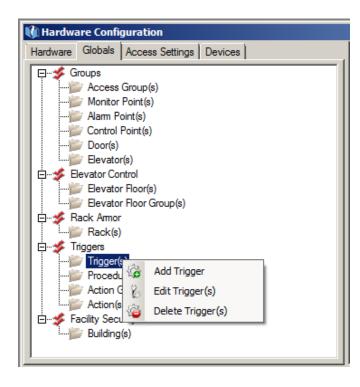
Triggers and Procedures are used to automate system responses to transaction events, such as alarm conditions.

A facility that does not want to rely on having a user logged into PremiSys to manually activate a Lockout at the time of an emergency will likely want a trigger and procedure to automatically activate a lockout when, for example, a panic button is hit (Example 1) or configure a Key Switch to clear a Lockout in the field.

A Building transaction can also be set as the trigger condition for facility notifications. When a lockdown is activated manually by a user, then send an email or SMS notification (Example 2). Or when a Lockout is activated automatically by a Procedure, this could in turn run another procedure (Example 3).

Example 1 - Set up a panic button to lockdown a building:

- 1) Go to Tasks > Hardware Configuration
- 2) Click on the Globals tab
- 3) Right-click on Triggers and select Add Trigger





4) Name the Trigger intuitively and define the Trigger event using fields shown.

🐧 Trigger Wizard		- D ×
Name: Buik	ding 2 Panic Button Hit - Lockdown Building 2	
Description: Des	cription for Trigger	
Configuration Permiss	sions	
Time Zone:	*Always*Active*	<u>S</u>
Source Type:	Monitor Point	
Source Item:	B2 Panic Button	30
Transaction Type:	Change-Of-State	
Transaction Codes:	Available Codes	
	In Use       Code       Description         1       Monitor Point Disconnected         2       Monitor Point Offline         3       Monitor Point Secure         ✓       4         Monitor Point in Alarm         5       Monitor Point in Fault Condition         6       Exit Delay in Progress         7       Entry Delay in Progress	
	Cancel	Next >

5) Click Next.



#### 6) Your Procedure should look like this:

🐧 Trigger Wizard	- Procedure / Action Group		
Procedure:	Lockdown Building 2		▼ +
Action Group:	Lockdown Building 2		• +
	⊙ Execute C Resume C Abort		
	Preview Action(s)		
		Search	
1	Name	Description:	+
1	Lockdown Building 2	Description for Action	
:			
:			
1			
	P		
	This Trigger Requires Controll	er-Host Communication	Cancel < Previous Finish

If you don't see a Procedure to select, use the "+" button next to the Procedure to create the new Procedure and Action Group.

Action options for a building are Lockout, Lockdown or Clear:

M Action	Wizard									_ 🗆 X
Wizard P	rogression	n								
Trig	ger →	Pro	ocedure	→ Acti	on Group	→ A	ction			
Name:		Lockdo	own Buildin	ig 2						
Descrip	otion:	Descri	ption for A	ction						
Config	uration	Permi	issions							
Actio	n Type :		Building	Mode					•	
Point	Selecti	on :	Building	2					• 🗞	
			- Action (	Configuration						
1			Build	ding Mode.	Lockout					•
		This	Action R	equires Co	ntroller-	Host Co	mmunicatio	n Can	cel	Finish

If devices are on more than one controller, the trigger procedure is Global.

7) Click Finish



8) Download to controller(s) containing the building doors and panic button monitor point.

To affect all buildings, the Point Selection (All) can be selected for the Action to Lockout, Lockdown or Cancel all buildings.

📢 Action Wizard		<u>_   ×</u>
Wizard Progressio	on	
Procedure	$\rightarrow$ Action Group $\rightarrow$ Action	
Name:	Lockout All Buildings	
Description:	Description for Action	
Configuration	Permissions	
Action Type	: Building Mode	
Point Select	:ion : (All) 🔹 🐝	
	Action Configuration	
	Building Mode. Lockout	•
	Requires Controller-Host Communication Cancel F	inish

Example 2 – Manual Activation of Lockout event to trigger a procedure

📢 Trigger Wizard		<u>_     ×</u>
Name: Build	ding 1 Manual Lockdown activation - send SMS message to Security Tea	m
Description:	cription for Trigger	
Configuration Permiss	sions	
Time Zone:	*Always*Active*	<b>Ø</b>
Source Type:	Building	
Source Item:	Building 1	
Transaction Type:	User Action	
Transaction Codes:	Available Codes	1
	In Use     Code     Description       1     Manual Action : Lockout Activated       2     Manual Action : Lockout Cleared       ✓     3     Manual Action : Lockdown Activated       4     Manual Action : Lockdown Cleared	
Requi	res Controller-Host Communication Cancel Ne	ext >



# Example 3 – Procedure Activation of Lockout event triggers another procedure

📢 Trigger Wizard		
Name: Bui	ding 2 Lockdown activated by Procedure - send SMS message to Security Team	
Description: Des	cription for Trigger	
Configuration Permis	sions	
Time Zone:	*Always*Active*	88
Source Type:	Procedure (Action List)	
Source Item:	Lockdown Building 2	30
Transaction Type:	Procedure Progress Status	
Transaction Codes:	Available Codes	
	In Use         Code         Description           I         Abort Procedure During Delay	
	2 Execute Procedure	
	This Trigger Requires Controller-Host Communication Cancel	Next >



### VI. Audit and Organize Time Zones

:

In deciding which time zones to suspend during a lockout, be sure to verify where existing time zones are used in the system. Time zones can be used for:

- Access Groups to momentarily unlock and disarm a door for a cardholder during the time zone assigned to the card's access rights.
- Doors to unlock and disarm a door during an entire time zone for non-cardholder access, such as to visitor doors.
- Triggers and Procedures –event-linking for devices other than doors with readers, for example to turn lights on from 9 to 5; or to limit when a trigger procedure works, for example to send email notifications only at night.

To audit time zones, use reports. For ease and accuracy in searching reports, consider copying the name of the time zone to your clipboard. Time zones are located in Tasks > Hardware Configuration > Access Settings tab. Expand the Time Zones folder to see existing time zones. Open a time zone window and copy the name. Or run a time zone report found in Tasks > Report Generation > Hardware reports and export it to .doc or .xls

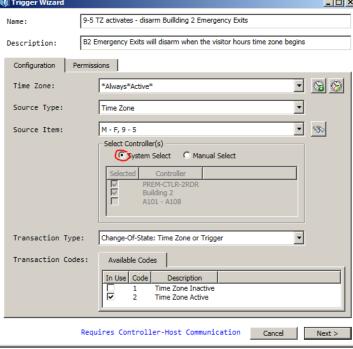
Hardware Configuration Hardware Globals Access Settings Devices Hardware Alam Acknowledgement Response(s)	M - F, 9 - 5		
Alarm Acknowledgement Instruction(s)     Alarm Acknowledgement Priority(s)     Alarm Acknowledgement Trigger(s)     Proto Recall Configuration(s)     Time Zone(s)	Time Zone Interval Permissions Name: M-F.9-F	Mode:	Normal
B→C *Aways*Active* B→C *Never*Active* B→C Doors - B1 Visitor Hours B→C Cards - 24/7 OVR B→C Cards - 24/7 OVR B→C Cards - B1 Manager Hours B→C Cards - B1 Manager Hours B→C Cards - B1 Manager Hours B→C Cards - B1 Basic Employee Hours B→C Cards - B2 Basic Employee Hours B→C Cards - B+C Basic Employee Hours B→C Cards - B+C Basic Employee Hours B→C B→C B→C B→C B→C B→C B→C B→C B→C B→C	Description:     Description       12     1     2     3     4     5       Paste     Delete     Select All       Right to left Reading order     Show Unicode control characters       Insert Unicode control character >       Open IME       Reconversion	2 3 4 5 6	□ Lockdown Override
			Ok Cancel

You may find a time zone is utilized at multiple buildings; for example, Visitor Hours is assigned to doors in Building 1 and Building 2, or Contractor Hours are assigned to access groups for Building 1 and Building 2. *A Lockout or Lockdown in Building 1 suspends the TZ only within the controllers containing Building 1 doors.* 



But if a time zone used as a global trigger (e.g. to turn on lights at multiple buildings) then a lockout at one building could affect other buildings. Best practice is to configure time zone triggers as local (manual select) rather than global (system select or multiple controllers).

Local trigger example	🚺 Trigger Wizard		
Local trigger example	Name:	9-5 TZ activates - disarm Buillding 2 Emergency Exits	
	Description:	B2 Emergency Exits will disarm when the visitor hours time zone begins	
	Configuration Pe	rmissions	
	Time Zone:	*Always*Active*	8 🔗 🛛
	Source Type:	Time Zone	
	Source Item:	M - F, 9 - 5	80
		Select Controller(s) C System Select	
		Selected Controller PREM-CTLR-2RDR Building 2 A101 - A108	
	Transaction Type	:: Change-Of-State: Time Zone or Trigger	
	Transaction Code	s: Available Codes	
		In Use Code Description I Time Zone Inactive 2 Time Zone Active	
		Cancel	Next >
Global trigger example	🚺 Trigger Wizard		
	Name:	9-5 TZ activates - disarm Buillding 2 Emergency Exits	
	Description:	B2 Emergency Exits will disarm when the visitor hours time zone begins	



#### G



### A. Card Access Rights Report

- 1) Go to Tasks > Report Generation
- 2) Expand the Cardholder report category
- 3) Single left-click on "Cardholder Access Rights" report type
- 4) Select search by field "Time Zone Name"
- 5) Select Condition "Equals"
- 6) Paste Time Zone name from the clipboard into Value 1 field (hold CTLR key, and press V key)

🕅 Report Generation		×
- Reports - Cardholder Cardholders Cardholders Cardholders Rights	Cardholders - Access Rights Report           Search         Saved Search         Saved Report           Search         Saved Report         Saved Report	
Hornsactions     Custom Reports     Custom Reports	SEARCH BY FIELD CONDITION VALUE 1 AND/OR Time Zone Name Equals M - F, 9 - 5	

- 7) Click on the Report button
- 8) Report results will list all cards assigned this time zone. If message a appears "No Data to Show" then your time zone is not used for card access

Access Groups Report				
Printed By: Admin			Printed On: 8/15/2017 @ 09:51:36 PM	
Access Group : Contrac	ctors M - F, 9 - 5 : Description for /	Access Group	Modified : 08/15/2017	
Activation Date :			Deactivation Date :	
Name	Door, Elevator, Rack	<b>Floor Number/Latch</b> N/A	Name TimeZone M - F. 9 - 5	

9) To determine which access groups use this time zone, run a "Hardware - access groups" or "Hardware – access groups with cardholders" report



### **B. Door Report**

- 1) Go to Tasks > Report Generation
- 2) Expand Hardware report category
- 3) Single left-click on Doors report
- 4) Click "Report" button

📢 Report Generation		×
Hardware Access Groups Access Groups With Cardl Sites Channels Controllers I D Boards I nputs Outputs Monitor Points Alarm Point Groups Control Points Cont	Search       Saved Search         SEARCH BY FIELD       CONDITION       VALUE 1       AND/OR         Image: Construction of the search	
Readers     Readers - Access Rights     Doors     Door Groups     Elevators     Reader - Access Rights     Door Groups     Doer Groups     Tigger and Procedures     H - Access Settings		
ENGAGE Settings		Report

5) In the report results windows, click on the binoculars and paste the time zone name into the "Find what:" field (hold CTLR key, and press V key).

Fin	Text Id what: -F, 9 - 5	Find Next			
	Γ	Cancel	oors Report		
	Printed By: Admin			Printed On: 8/15/2017 @ 10:00:45 PM	
Door : B1 Employee Entrance : Description for Door		Details	Modified : 03/23/2015		
	<u>Site:</u> IDenticard - Bra	anch1	Channel: B1 IDF1	Controller: PREM-CTLR-2RDR	
	Offline Mode: Locked		Min Time: 1	Door Alarm Delay: 0	
	Default Mode: Card		MaxTime: 5	Held Open Time: 3	

- 6) Click on the Find Next button.
- 7) If no matches are found, then this time zone isn't used for any doors with readers. If a match is found, click Find Next again to see if additional doors are assigned this time zone.



### C. Trigger Procedure Report

Run two Trigger Procedure reports because time zones can be use two ways in trigger setup. The most common is as the **trigger event**. Time zone activates and disarms exits. For reporting, search for time zone name where SEARCH BY FIELD is set to "Source Type."

🕅 Trigger Wizard				
Name : 9-5 TZ activates - disarm Buillding 2 Emergency Exits				
Description: B2 E	Description: B2 Emergency Exits will disarm when the visitor hours time zone begins			
Configuration Permiss	ions			
Time Zone:	*Always*Active*	88		
Source Type:	Time Zone	]		
Source Item:	M - F, 9 - 5	30		
	Select Controller(s)          C System Select       Image: Annual Select         Selected       Controller         PREM-CTLR-2RDR       Image: Annual Select         Image: Annual Select       Image: Annual Select			
Transaction Type:	Change-Of-State: Time Zone or Trigger	]		
Transaction Codes:	Available Codes           In Use         Code         Description           Image: Inclusion of the second			
	Cancel	Next >		

Time Zone can also be a **time-based condition** to limit some other trigger by time of day. To find these, search for the time zone name where SEARCH BY FIELD is set to "Time Zone."

🐧 Trigger Wizard	_0_			
Name: Sup	ame : Supply closet door alarm - Turn on alarm sounder ONLY during outside business hours			
Description: Description for Trigger				
Configuration Permiss	ions			
Time Zone: Outside Business Hours for Trigger Procedures				
Source Type: Door: Door Position Sensor				
Source Item:	Supply Closet			
Transaction Type: Change-Of-State At Door-Pos. Input				
Transaction Codes:	Available Codes Filter Extended			
	In Use Code Description			
	1 Door Position Point Disconnected     2 Door Position Point Offline (Reporting Last Known Status)     3 Door Position Point Secure     4 Door Position Point Alarm (Forced, Held Open, or Both)			
	5 Door Position Point in Fault Condition			
	Cancel Next >			

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To find out whether a time zone is used for any system trigger procedures:

- 1) Go to Tasks > Report Generation
- 2) Expand Hardware report category
- 3) Click on Trigger and Procedures report category
- 4) In the Search tab, select SEARCH BY FIELD as "Source Type"
- 5) Set Condition to "Equals"
- 6) Paste Time Zone name from the clipboard into the Value 1 field (hold CTLR key, and press V key)
- 7) Click Report button to run the report. If a message appears "No Data to Show" then your time zone is not used as a trigger anywhere in the system.
- 8) Next run a second report, this time set SEARCH BY FIELD to "Time Zone" equals [your time zone name]. If "No Data to Show" appears, then your time zone is not used as a time-based limiter for any other triggers in the system.

🚺 Report Generation		×
Hardware     Access Groups     Access Groups With Cardholc     Sites     Channels     Controllers     IO Boards	Search       Saved Search         SEARCH BY FIELD       CONDITION       VALUE 1         AND/OR         Time Zone       Contains       M-F, 9-5	
Inputs Outputs Monitor Points Alarm Point Groups Control Points Readers Readers - Access Rights		
	Time Zone Contains M - F, 9 - 5	Report



### VII. Transactions related to Lockout and Lockdown

Lockdown suspends card time zones. Therefore a non-OVR card failure is reported as "Invalid Time" when used at a Building door in Lockdown mode.

Source Type	Transaction Type	Transaction Code
Building	User Action	Manual Action : Lockout Activated
Building	User Action	Manual Action : Lockout Cleared
Building	User Action	Manual Action : Lockdown Activated
Building	User Action	Manual Action : Lockdown Cleared
Door/Elevator/Rack	Card Using Card No. Only	Access Denied: Invalid Time

When lockdown or lockout is activated by a software user, transaction detail includes username and PC name: "Admin @PC-Name." When activated by a procedure, event detail is recorded as "Procedure Action @PC-Name."