

PremiSys® Lockdown and Lockout Feature

Lockout and lockdown are special security states in a PremiSys 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)			×
Enter the information for this Building.			
Name: Building(ID: 1) Description: Description for Building			Add Door
Ste	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.

or Se	lection			
Selec	t one or more doors to add to a b	building.		
			Search	
_	Site	Controller / Gateway	Door / Lock	
V	Building 2	PREM-CTLR-IP	B2 Visitor North	
~	Building 2	PREM-CTLR-IP	B2 Visitor East	
$\checkmark$	Building 2	PREM-CTLR-IP	B2 Visitor West	
	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.

Dors Tim	inter the information fo	r this Building.		
vame: Descriptio	Building 2	Duilding		
resemption	Description for	Bullaing		
				Add Door
	Site	Controller / Gateway	Door / Lock	Lockout
	Building 2	PREM-CTLR-IP	B2 Visitor North	
	Building 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.

bundning(1): 1)	<u> </u>
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 and procedures, alarm acknowledgements, and card access will be affected.	
Add Time Zone	
Time Zone	
Delete Ok Cancel	

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

 - T	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	2			X
	Enter the information for this Building.			
Doors	Time Zones			
Name: Descri	Building 2 ption: Description for Building			
			-	Add Door
	Site	Controller / Gateway	Door / Lock	Lockout
	Building 2	PREM-CTLR-IP	B2 Visitor North	
	Building 2	PREM-CTLR-IP	B2 Visitor East	
	Building 2	PREM-CTLR-IP	B2 Visitor West	
	Building 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 101010 Enter	Card information below for K	athy Zimmerm	an	
Card Oaliana	Access Rights	Desire Dalda Ì		
Card Options 7	Occess hights User Levels	Design Fields		
Access Groups	s			
Click one or	more check boxes to select o	r deselect acc	ess groups.	
		г	Canada	
. Select Acces	s Groups		Jearch	
Assign	All Doors 24/7 - OVR	Access Group		
	All Doors 24/7 (no override)			
	Branch 1: Managers			
	Branch1: Basic Employees			
	Branch2: General Access			
	Contractors - Weekdays Day	time		
•				
•				
			ок	Cancel

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.



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.

I	Tir	me	Zo	ne(	ID:	2)																								×
		Enter the information for the Time Zone.																												
		Time Zone   Interval   Permissions																												
		Name: Cards - 24/7 Building 2 Mode: Always Active															•													
ł		De	esc	ripti	tion: Description for Time Zone																<ul> <li>Lockdown Override</li> </ul>				- 1					
		1	12	1	2	1	3	4	5	6 AM	7		8	9	10	11	12	1 2 3 4 5 6	2	3	4	5	6 PM	7	8	. 9	10	11	12	
																									(	)k			Cano	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.

- 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.

is group(in, o)					
Enter the i	information for this Acc	cess Group			
<u>.</u>					
ess Groups Per	missions				
ime: M	vi Building 2 Doors for 3	Security Officers			
escription:	.ockdown override card	ls for Building 2.			
PremiSys					
Activation Date:	Monday	August 14 2017	6-29-02 PM		
Activation Date.	monday ,	Abgust 14, 2017	0.20.0211		
Deactivation Da	te Monday	August 14, 2017	▼ 6:28:02 PM		Search
Deacardation Da	in internetary ,	-			
Descardation De			_ ,		
Site	Channel	Controller	Name	Time Zone (Right Click to Create or E	Edit)
Site Building 2	Channel Channel(ID: 1)	Controller PREM-CTLR-IP	Name B2 Visitor North	Time Zone (Right Click to Create or E Cards - 24/7 Building 2- OVR	Edit)
Site Building 2 Building 2	Channel Channel(ID: 1) Channel(ID: 1)	Controller PREM-CTLR-IP PREM-CTLR-IP	Name B2.Vistor Noth B2 Visitor East	Time Zone (Right Click to Create or E Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR	Edit)
Site Building 2 Building 1	Channel Channel(ID: 1) Channel(ID: 1) B1 IDF1	Controller PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R	Name 92 Vector North B2 Visitor East B1 Employee Entrance	Time Zone (Right Click to Create or E Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""></none>	cdt)
Site Building 2 Building 1 Building 1	Channel Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1	Controller PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R	Name B2 Vistor North B2 Vistor East B1 Employee Entrance B1 Vistor North	Time Zone (Right Click to Create or E Cards - 24/7 Building 2: OVR Cards - 24/7 Building 2: OVR <none assigned=""> <none assigned=""></none></none>	cdt)
Site Building 2 Building 1 Building 1 Building 1 Building 2	Channel Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1 Channel(ID: 1)	Controller PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-1P	Name SRAVESOR Victor B2 Visitor East B1 Employee Entrance B1 Visitor North B2 Visitor West	Time Zone (Right Click to Create or E Cards - 24/7 Building 2: OVR Cards - 24/7 Building 2: OVR <none assigned=""> <none assigned=""> Cards - 24/7 Building 2: OVR</none></none>	Edit)
Site Building 2 Building 1 Building 1 Building 2 Building 2 Building 2	Channel         Channel(ID: 1)           Channel(ID: 1)         B1 IDF1           B1 IDF1         Channel(ID: 1)           Channel(ID: 1)         Channel(ID: 1)	Controller PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-IP PREM-CTLR-IP	Name SRAVESOR VICES B2 Visitor East B1 Employee Entrance B1 Visitor North B2 Visitor West B2 Employee Entrance	Time Zone (Right Click to Create or E 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>	Edit)
Site Building 2 Building 2 Building 1 Building 1 Building 2 Building 2 Building 2 Building 1	Channel Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1 Channel(ID: 1) Channel(ID: 1) Server Room	Controller PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-IP PREM-CTLR-IP A101 - A108	Name R2 Visito East B1 Employee Entrance B1 Visitor North B2 Visitor West B2 Employee Entrance A101 - Front Reader	Time Zone (Right Click to Create or E Cards - 24/7 Building 2- OVR Cards - 24/7 Building 2- OVR <none assigned=""> <none assigned=""> Cards - 24/7 Building 2- OVR <none assigned=""></none></none></none>	Edit)
Site Building 2 Building 2 Building 1 Building 1 Building 2 Building 2 Building 1 Building 1	Channel Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1 Channel(ID: 1) Channel(ID: 1) Server Room Server Room	Controller PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-1P PREM-CTLR-IP PREM-CTLR-IP A 101 - A 108 A 101 - A 108	Name B2 Visitor East B1 Employee Entrance B1 Visitor North B2 Visitor West B2 Employee Entrance A101 - Fortk Reader A101 - Bock Reader	Time Zone (Right Click to Create or E 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></none></none></none>	Ede)
Site Building 2 Building 2 Building 1 Building 1 Building 2 Building 2 Building 1 Building 1 Building 1	Channel Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1 Channel(ID: 1) Channel(ID: 1) Channel(ID: 1) Server Room B1 IDF1	Controller PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-IP PREM-CTLR-IP A101 - A108 A101 - A108 PREM-CTLR-2R	Name BACTOR Notify B2 Vistor East B1 Employee Entrance B1 Vistor North B2 Employee Entrance A101 - Front Reader A101 - Back Reader B1 Vistor East	Time Zone (Right Click to Create or E 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&gt; <none assigned=""> <none assigned=""></none></none></none>	Ede)
Ste Building 2 Building 1 Building 1 Building 1 Building 2 Building 1 Building 1 Building 1 Building 1	Channel Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1 Channel(ID: 1) Channel(ID: 1) Channel(ID: 1) Channel(ID: 1) Server Room B1 IDF1 B1 IDF1	Controller PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-IP A101 - A108 PREM-CTLR-2R PREM-CTLR-2R	Name BANNING Model B2 Vistor East B1 Employee Entrance B1 Vistor West B2 Employee Entrance A101 - Front Reader A101 - Back Reader B1 Vistor West B1 Vistor West	Time Zone (Right Click to Create or E 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 assigned=""> <none assigned=""></none></none></none></none></none>	Edt)
Ste Building 2 Building 1 Building 1 Building 1 Building 2 Building 1 Building 1 Building 1 Building 1 Building 1 Building 1	Channel Channel(ID: 1) Channel(ID: 1) B1 IDF1 B1 IDF1 Channel(ID: 1) Channel(ID: 1) Channel(ID: 1) Server Room Server Room B1 IDF1 B1 IDF1 B1 IDF1	Controller PREM-CTLR-IP PREM-CTLR-IP PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-IP A101 - A108 A101 - A108 PREM-CTLR-2R PREM-CTLR-2R PREM-CTLR-2R	Name RAMMER Motion 82 Visitor East 81 Employee Entrance 81 Visitor North 82 Visitor West 82 Employee Entrance A101 - Front Reader A101 - Front Reader 81 Visitor East Manager's Office	Time Zone (Right Click to Create or E 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 assigned=""> <none assigned=""> <none assigned=""> <none assigned=""></none></none></none></none></none></none></none>	Edt)

 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> _×
PremiSys <sup>®</sup> ID	
First Name Nancy	10 00
Middle Initial	
Last Name Arbeit	-
Employee Number 1842 Job Title	
Department Research & Development	
Address/Contact Information Personal Information	None No device selected.
Card Configuration	ā 🛜
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 Options	Access Rights User Levels Design Fields	
Access Group	s	
Click one or	more check boxes to select or deselect access groups	
Clark	Search	!
Assign	Access Groups	
Assign	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.

🚺 Prei	miSys			
Tasks	s Tools	Window	Help	
		<mark>6</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

ockdown				
		Sea	rch	
Building 1		Normal	Lockout	Lockdown
Building 2		Normal	Lockout	Lockdown
	Clear All	Lockout All	Lockdown All	Close
,				

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



🐧 Trigger Wizard		
Name: Bui	ilding 2 Panic Button Hit - Lockdown Building 2	
Description: Des	scription for Trigger	
Configuration Permis	ssions	
Time Zone:	*Always*Active*	8 🔗
Source Type:	Monitor Point	
Source Item:	B2 Panic Button	80
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 >

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

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 O Resume O Abort		
	Preview Action(s)		
		Search	
1	Name	Description:	+
1	Lockdown Building 2	Description for Action	
1			
1			
	This Trigger Requires Control	er-Host Communication Ca	ncel < 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:

📢 Action Wizard		_ 🗆 🗵
Wizard Progression		
Trigger → F	Procedure → Action Group → Action	
Name: Loc	kdown Building 2	
Description: Des	cription for Action	
Configuration Per	missions	
Action Type :	Building Mode	
Point Selection	: Building 2. 💌 😒	
	Action Configuration	
1	Building Mode. Lockout	•
:		
1		
•		
Thi	s Action Requires Controller-Host Communication Cancel	inish

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	tion : (All) 💌 😒	
	Action Configuration	
	Building Mode. Lockout	•
	Requires Controller-Host Communication Cancel Fi	inish

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

🚺 Trigger Wizard	
Name: Build	ding 1 Manual Lockdown activation - send SMS message to Security Team
Description: Des	cription for Trigger
Configuration Permiss	ions
Time Zone:	*Always*Active*
Source Type:	Building
Source Item:	Building 1 💌 🕉
Transaction Type:	User Action
Transaction Codes:	Available Codes
	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 Next >

🕅 Trigger Wizard		
Name: Bui	lding 2 Lockdown activated by Procedure - send SMS message to Security Team	
Description: Des	scription for Trigger	
Configuration Permis	sions	
Time Zone:	*Always*Active*	<u>S</u>
Source Type:	Procedure (Action List)	
Source Item:	Lockdown Building 2	30
Transaction Type:	Procedure Progress Status	
Transaction Codes:	Available Codes	
	In Use         Code         Description           1         Abort Procedure During Delay         2           2         Execute Procedure	<b>•</b>
	This Trigger Requires Controller-Host Communication Cancel	Next >

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

## 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	M - F, 9 - 5		
Alam Acknowledgement Response(s)     Alam Acknowledgement Instruction(s)     Alam Acknowledgement Priority(s)     Alam Acknowledgement Trigger(s)     Photo Recall Configuration(s)     Time Zone(s)	Enter the information for the Time Zone.  Time Zone Interval Permissions  Name: M-F.9-F  India	Mode:	Normal
B · O * Avways *Active* B · O * Never *Active* B · O * Doors - B1 Vistor Hours B · O * Cards - 24/7 OVR B · O * Doors - B2 Visitor Hours B · O * Cards - B1 Manager Hours B · O * Cards - B2 Basic Employee Hours B · O * Cards - 24/7 Building 2- OVR B · O * Cards - 24/7 Building 2- OVR Holiday(s) * Card Format(s)	Description: Descriptio 12 1 2 3 4 5 Paste Delete Select All Right to left Reading order Show Unicode control characters Insert Unicode control characters Open IME Reconversion	2 3 4 5 6 PM	C 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		4
Local trigger example	Name: 9-3	5 TZ activates - disarm Buillding 2 Emergency Exits	
	Description: B2	Emergency Exits will disarm when the visitor hours time zone begins	
	Configuration Permi	ssions	
	Time Zone:	*Always*Active*	
	Source Type:	Time Zone	
	Source Item:	M - F, 9 - 5	
		Select Controller(s)  Selected Controller PREM-CTLR-2RDR H I A101 - A108	
	Transaction Type:	Change-Of-State: Time Zone or Trigger	
	Transaction Codes:	Available Codes	
		Cancel Next >	

🚺 Trigger Wizard		<u>- 🗆 ×</u>
Name: 9-5	TZ activates - disarm Buillding 2 Emergency Exits	
Description: B2 E	mergency Exits will disarm when the visitor hours time zone begins	
Configuration Permiss	ions	
Time Zone:	*Always*Active*	8
Source Type:	Time Zone	
Source Item:	M - F, 9 - 5	30
	Select Controller(S)       Select Controller       Selected       Controller       PREM-CTLR-2RDR       W       Building 2       A101 - A108	
Transaction Type:	Change-Of-State: Time Zone or Trigger	
Transaction Codes:	Available Codes       In Use     Code       Description       1     Time Zone Inactive       2     Time Zone Active	
Requ	ires Controller-Host Communication Cancel	Next >

Global trigger example

#### 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		×
Cardholders	Cardholders - Access Rights Report Search   Saved Search   Saved Report	
<ul> <li>Cransactions</li> <li>Hardware</li> <li>Access Settings</li> <li>ENGAGE Settings</li> <li>Ournal Reports</li> <li>Custom Reports</li> </ul>	SEARCH BY FIELD CONDITION VALUE 1 AND/OR Time Zone Name Equals M · F, 9 - 5 T	

- 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 : Contra	ctors M - F, 9 - 5 : Description fo	Access Group	Modified : 08/15/2017
Activation Date :			Deactivation Date :
Name	Door, Elevator, Rack	Floor Number/Late	ch Name Time Zone

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 Card     Sites	Doors Report Search   Saved Search	
Channels     Controllers     IO Boards     Inputs     Outputs     Monitor Points     Alarm Point Groups     Control Points     Readers     Readers     Readers - Access Rights     Doors     Door Groups     Elevators     Elevator Groups     Trigger and Procedures	SEARCH BY FIELD CONDITION VALUE 1 AND/OR	
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).

	Find 1 Fin	Text d what:	×			
	M	-F, 9 - 5	Find Next			٦
т				oors Report		
		Printed By: Admin			Printed On: 8/15/2017 @ 10:00:45 PM	
	Door : B1 Employee Entrance : Description for Door		Dataila	Modified : 03/23/2015		
		<u>Site:</u> IDenticard - Bra	anch1	Channel: B1 IDF1	Controller: PREM-CTLR-2RDR	
		Default Mode: Card		<u>MaxTime:</u> 1 <u>MaxTime:</u> 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 Emergency Exits will disarm when the visitor hours time zone begins			
Configuration Permissions			
Time Zone: *Always*Active*	• 😪 🔗		
Source Type: Time Zone	•		
Source Item: M-F,9-5	• 🗞		
Select Controller(s) C System Select Controller Selected Controller PREM-CTLR-2RDR W Building 2 A101 - A108			
Transaction Type: Change-Of-State: Time Zone or Trigger			
Transaction Codes: Available Codes			
In Use Code Description I Time Zone Inactive V 2 Time Zone Active			
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	
Name: Suppl	ly closet door alarm - Turn on alarm sounder ONLY during outside business hours
Description: Descr	ription for Trigger
Configuration Permissio	ons
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     Door Position Point Offline (Reporting Last Known Status)     Door Position Point Serure
	✓         4         Door Position Point Alarm (Forced, Held Open, or Both)           ✓         5         Door Position Point in Fault Condition
	J
	Cancel Next >

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.

W Report Generation			
Hardware     Access Groups     Access Groups     Access Groups     Sites     Channele	Search       Saved Search		
- Controllers - IO Boards - Inputs - Outputs - Monitor Points - Alam Point Groups - Control Points - Readers - Readers - Access Rights - Doors - Door Groups - Elevators - Elevator Groups - Tingoer and Procedures - Tingoer and Procedures	SEARCH BY FIELD CONDITION VALUE 1 AND/OR Time Zone Contains MF, 9 - 5		
Access Settings     ENGAGE Settings	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."