

Bulletin

To: Security Management System Partners

Date: December 5, 2008

From: Schlage Technical Support

Re: Lockdown Procedures

Lock Down Procedures

Depending on your specific security plan, certain high risk situations may require all doors to be put into a lock down state. A lock down is used to secure all persons currently inside a facility, while restricting access to anyone from the outside. This document outlines steps for programming and initiating a lock down with your Schlage security management system for offline and online devices.

Important:

When using a battery operated device, such as a Wireless Reader, the door will only secure at the next heartbeat of the reader or if an action takes place at the door such as REX, DOD contact, or a card read. All other devices will lock down as soon as the command is executed.

If the door is in a "lock down" mode, you cannot use a card to gain access. However, you can use a key to gain entry. Normal access rules apply for exit doors that require a REX at the door to exit. The only exception is when the door has a reader on both sides of the door. If you want the Exit Reader that is controlling the door to function as normal, do not add this reader to the "lock down set".

In version 5.3 and greater you are able to create a lockdown that will lockdown doors that are open due to an automatic override schedule. You will still be able to use cards to gain access.



Lock Down Procedures for Offline (Stand-alone) Locks

Follow the steps below for any offline locks associated with your Security Management System. Offline functions such as Toggle, Lockout and Super User (Pass Through) should be selected for each user credential where applicable. *Note: This does not program an automatic lock down. Manual processes are required.*

Step 1. Setup Lock Down Credentials

• Program a toggle card and a lockout card for authorized individual(s) in Cardholder Definition. This should be done prior to a lock down. Refer to the user manual for further assistance if necessary.

🖉 Select a Credenti	al Function
Type the text to find th	e closest match in the list and hit the Find Now button to filter the list.
Credential Function ID	Credential Function
▶ 0	Normal
1	Super User (Pass Through)
2	One time/Visitor
3	Supervised
4	
5	
- b	Desitive
	Pronibit CT Aug Manual
	CT - Main Aux Normal
10	
11	CT - Main Aux Toggle
	<u>×</u>
12 item(s)	11

Execute Lock Down On Offline Locks

- Present the lockout card to any offline locks you wish to put into lock down mode. If a lock is in an override schedule or toggle condition, you will have to present the toggle card first to secure the door and then the lockout card to lock down the door.
- Note: When the lock is in the lockout mode the only type of card that will gain access is the Super User (Pass Through) status card. This function should be reserved for upper management type users who will be allowed entry to the facility in a lock down state.
 - To return lock(s) to normal status, present the lockout card to those locks once again.

Lock Down Procedures for Online (Networked) Locks: No card access

Follow the steps below for any online locks associated with your Security Management System.

First, you will need to setup two manual override tasks per door. One of the tasks will lock down the door and the other will reset the door to its normal state following lock down.

The Manual Override Sets you create for your lock down can be executed in two ways; (1) By initiating the Execute Set command in Manual Override Execution or (2) By using Universal Triggers. Universal Triggers can be executed by a cardholder credential or by contact point activation such as a latching button or key switch.

Step 1. Setup A Lock Down

• In Manual Override Definition, set up the following override task for each door with the following actions:

Lock Reader Task		
Command	Device Description	Duration in Seconds
Contact Reporting Enabled	DOD (Door Open Detect)	0 = Forever
Contact Triggers Enabled	DOD (Door Open Detect)	0 = Forever
Release Relay	Go Relay on Reader	0 = Forever
LED Red	LED on Reader	0 = Forever
Reader Reporting Disabled	On Reader	0 = Forever

🔎 Manual Override Definitio	n				
File Actions Help					
Override Sets			Override Tasks		
	All Override Tasks Ov	erride Tasks By Set			
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	Override Task ID	Description D	evice ID Di	Device escription	
▼ ⊠	▶ 49 Loc	:k Reader	52 Template3 - DOD is being Self Si	nunted	~
		Overri	ide Task Actions		
K K < > > + +	– c 🎸 💥 👫				
Override Action ID	Command	Affected Device ID	Device Description	Duration in Seconds (0 = Forever)	
> 144 Contact Repor	ting Enabled	55	Template3 GRINX Door Status Switch (Dt	D 0	Move Up
145 Contact Trigge	r Enabled	55	Template3 GRINX Door Status Switch (D	0 OC	
146 Release Relay		53	Template3 GRINX Door Strike Relay	0	
147 LED Red		52	Template3 - DOD is being Self Shunted	0	
148 Reader Report	ing Disabled	52	remplate3 - DUD is being Self Shunted	U	Move Down
				~	
Execute Task Execute Se					

Step 2. Setup A Lock Down Reset

• In Manual Override Definition, set up the following override task for each door with the following actions:

Reset Reader Task		
Command	Device Description	Duration in Seconds
Contact Reset (all)	DOD (Door Open Detect)	0 = Forever
Relay Reset	Go Relay on Reader	0 = Forever
LED Reset	LED or Reader	0 = Forever
Reader Reporting Reset	On Reader	0 = Forever

<i>5</i> Manual Override Definitio	n					
File Actions Help						
Override Sets			Override Tasks			
	All Override Tasks Overrid	le Tasks By Set				
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_	Override Task ID Desc	ription Device	Device Descript	e ion		<u>^</u>
•	▶ 50 Reset I	Reader 52	Template3 - DOD is beir	ng Self Shunted		
		Override Task A	ctions			
K K < > > + +	– c 🛷 💥 🛤 🧮]				
Override Action ID Comma	and Affected Devic ID	e D Des	evice cription	Duration in Se (0 = Foreve	conds 🔼 er)	Move Up
▶ 149 Contact Reset	:(all) 5	5 Template3 GRINX D	oor Status Switch (DOD)		0 =	
150 Relay Reset	5	3 Template3 GRINX D	oor Strike Relay			
151 LED Reset	ting Read	2 Template3 - DUD is	being Self Shunted		0	Move Down
	ung neset and a	iz remplates - DOD Is	being sell shunted			
Execute Task Execute Set	t					

Step 3. Setup Two Manual Override Task Sets

Two manual override task sets need to be set up; one to lock down all doors and the other to reset all doors. This enables you to lock down or reset <u>all doors with one action</u>.

Create Lock Down Manual Override Set

- In Manual Override Definition, create the lock down set and add all the Lock down override tasks that you created in Step 1.
- Note: When you lock down a door using Manual Override Set commands, online readers will no longer allow access to any credentials. The only way to reset the door to its normal state is with the reset reader command.

<i>🏼</i> Manual Override Definitio	n							
File Actions Help								
Override Sets		Override Tasks						
K K K F F F F F	All Override Tasks	All Override Tasks Override Tasks By Set						
– c 📀 💥 🛤 📰			୯ 🛷 💥 🛤 📑					
🗖 Building Lock Down 🚽	Override Task	Description D	evice ID	Device Description				
	> 49	Lock Reader	52 Template3 - DO	D is being Self Shunted				
	57	Lock Reader	56 Template9 - Tur	nstile Reader - DOD & REX not available				
	64	Lock Reader	58 Template5 - DO	D is being shunted by Reader & REX (D0	ID Trigger)			
	73	Lock Reader	63 Template4 - DO	D is being Self Shunted (No DOD Trigger	(No REX)			
	80	Lock Reader	66 Template7 - DO	D Shunted/Reader REX & Recep Button	/No DOD Trigger			
	89	Lock Reader	71 Template8 - DO	D Shunted/Reader, REX & Recep. Butto	n /DOD Trigger			
		Overrid	e Task Actions					
$\boxtimes \ \And \ \checkmark \ \blacktriangleright \ \blacktriangleright \ \blacktriangleright \ +$	(4 4 ト ・ ・ ト + ー で 🍼 🎇 構 🧱							
Override Action ID	Command	Affected Device ID	Device Descriptio	n Duration in Seconds (0 = Forever)	A			
144 Contact Report	ing Enabled	55	Template3 GRINX Door 9	Status Switch (D 0	Move up			
145 Contact Trigger	Enabled	55	Template3 GRINX Door 9	Status Switch (D 0				
146 Release Relay		53	Template3 GRINX Door 9	Strike Relay 0				
147 LED Red		52	Template3 - DOD is being	g Self Shunted 0	Move Down			
148 Reader Report	ng Disabled	52	Template3 - DOD is being	g Self Shunted 0	~			
Execute Task Execute Set								

Create Lock Down Reset Manual Override Set

• In Manual Override Definition, create a lock down reset set and all the override tasks that you created in Step 2.

Note: After the doors have been reset, they will return to their original state. For example, if the door was originally in an "automatic override schedule", it will return to an "unlocked state".

<i>5</i> Manual Overri	ide Definition							
File Actions Help								
Override	Sets	Override Tasks						
ia a a 🕞	DD D1 🕇	All Override Tasks Override Tasks By Set						
– ሮ 🛷 👷 (– с 🗞 💥 🛤 📰 – н н н н н н н н н н н н							
Building Lock	Down Angeler	Override Task ID	Description D	evice ID	C	Device escription		^
,,		> 50 1	Reset Reader	52	Template3 - DOD is being Self 9	Shunted		
		58	Reset Reader	56	Template9 - Turnstile Reader - E)OD & REX not available		
		65	Reset Reader	58	Template5 - DOD is being shunt	ed by Reader & REX (DOD) Trigger)	_
		74	Reset Reader	63 Template4 - DOD is being Self Shunted (No DOD Trigger) (No REX)			-	
	_	81	Reset Reader	66	Template7 - DOD Shunted/Rea	ider REX & Recep Button/N	lo DOD Trigger	
	-	90 1	Reset Reader	71	Template8 - DOD Shunted/Rea	ider, REX & Recep. Button /	/DOD Trigger	
		1						
			Overrid	e Task A	Actions			
$\blacktriangleleft \ \triangleright \ \bowtie \ \flat$	•• •I + -	ሮ 🋷 🐖 🛤						
Override Action ID	Co	mmand	Affected Device ID		Device Description	Duration in Seconds (0 = Forever)		
> 149	Contact Reset (all)	55	Template	3 GRINX Door Status Switch (D	0	Move U	P
150	Relay Reset		53	Template	3 GRINX Door Strike Relay	0		
151	LED Reset		52	Template	e3 - DOD is being Self Shunted	0	-	
152	Reader Reporting	Reset	52	Template	e3 - DOD is being Self Shunted	0	Move Do	wn
							1	
Execute Task	Execute Set							

Set Up a Cardholder Credential for Lock Down

Note: If you are using a cardholder credential you must also have a designated reader that is only used to perform the lock down. This reader should be installed in a secure place.

• Using the System Manager, define a *Lock Down Area*. This area will only be assigned to the *Lock down Reader*.

* Description Lock Down Area Notes * Area Type Normal Maximum occupancy count 8 * Area State Normal Access	Add Area V	Wizard	
* Description Lock Down Area Notes * Area Type * Area Type Mormal * Area State Normal Access * Area State Normal Access	Enter the Pi A Descripti	rimary Data for this Area tion must be entered and an Area State must be chosen before you can continue.	
Lock Down Area Notes * Area Type * Area Type Mormal * Area State Normal Access * Area State * Area State	1	* Description	
Notes * Area Type Normal * Area State Normal Access * Area State		Lock Down Area	
* Area Type Normal 8 * Area State Normal Access *		Notes	
* Area Type Normal Maximum occupancy count 8 * Area State Normal Access			
*Area Type Normal 8 *Area State Normal Access			
* Area Type Normal Maximum occupancy count 8 * Area State Normal Access			
* Area Type Normal Maximum occupancy count 8 24 * Area State Normal Access		Sec. 1	
Normal Maximum occupancy count 8 *Area State Normal Access		* Агеа Туре	
Maximum occupancy count		Normal	
* Area State Normal Access		Maximum occupancy count	
Normal Access		* Area State	
		Normal Access	
2 Cancel K Back Next > Finit	2	X Cancel K Back	ext > Finish

• Using System Manager, define a lock down reader. Make sure that it is designated as a *Standard Reader* and provides access to the lock down area.

🥻 Reader Definition	
<u>Eile E</u> dit <u>S</u> earch <u>H</u> elp	
* Description	
Lock Down Reader	
Notes	
	~
* Attached To	
* Provides Access To Area	
* Reader Medel	
SBINX - 1 RELAY	
* Reader Type * Door Type	
Standard Reader Pedestrian	
Antipassback Time (Minutes) Channel Number Reader	Address
	*
Reader Template	
No Template	
🔽 Keypad Reader 🔽 Degraded Mode 🕅 Au	ito Relock
🔲 Guest Sign In Reader 🛛 🔲 Guest Sign Out Reader	
✓ Installed	
🧮 Reinstall All Devices	
😰 🎯 💽 Save and Close 💽 Save and Ne	ew K Close

- From the Reader Definition window go to Edit>Edit Event Triggers. Using the Edit Event Triggers window, create the following triggers for the lock down reader:
 - 1. Valid Access Transaction
 - Turn LED Green forever (0).
 - Change Reader Type to Entry Only Reader

🛿 Event Trig	ggers Fur : Luck Down	Reader			
jile <u>H</u> elp					
		Event Tri	ggers		
	► +> ► + - C	• 🛷 👷 📰			
Event Trigger ID	Description	Active Timezone	, Tr	ransaction Group	1
62	Access Granted	Always	Access Granted	d Transactions	
63	Valid Entry	Always	Access Granted	d Transactions	
		Action Items For Th	s Event Trigger		
		Action Items For Thi	s Event Trigger		
< « <	► >> >= = C	Action Items For Thi	s Event Trigger		
Action Item ID	► ₩ ► + - C Description	Action Items For Thi	s Event Trigger	Duration	
Action Item ID 138	► ►> ►I + - C ^e Description GREEN LED	Action Items For Thi	s Event Trigger Command LED Green	Duration	Move Up
Action Item ID 138 139	► ► ► ► ★ ← ♥ Description GREEN LED Change Reader State	Action Items For Thi	s Event Trigger Command LED Green Entry Only Reader	Duration 0	Move Up
Action Item ID 138 139		Action Items For Thi Constraints for the second se	S Event Trigger Command LED Green Entry Only Reader	Duration 0	Move Up
Action Item ID 138 139	► →> ►I + - C ^a Description GREEN LED Change Reader State	Action Items For Thi	s Event Trigger Command LED Green Entry Only Reader	Duration 0 0	Move Up
Action Item ID 138 139	► →> ►I + - C ^e Description GREEN LED Change Reader State	Action Items For Thi	s Event Trigger Command LED Green Entry Only Reader	Duration 0 0	Move Up Move Down
Action Item ID 138 139	► ► ► ► + − C Description GREEN LED Change Reader State	Action Items For Thi	s Event Trigger Command LED Green Entry Only Reader	Duration 0 0	Move Up Move Down
Action Item ID 138 139	► ► ► ► ★ ← C ^e Description GREEN LED Change Reader State	Action Items For Thi	s Event Trigger Command LED Green Entry Only Reader	Duration 0 0	Move Up Move Down
Action Item ID 138 139	► ►> ►I + - C ^e Description GREEN LED Change Reader State	Action Items For Thi	S Event Trigger Command LED Green Entry Only Reader	Duration 0 0	Move Up Move Down X Close

- 2. Valid Entry Transaction
 - Turn RED LED forever (0)
 - Change Reader Type to Normal Access Reader

4500	Event Tri	ggers For : Lock Down	Reader											
Eile	e <u>H</u> elp													
	E vent Triggers													
H	- ++ - -	► → ⊢ + - e	🍼 💥 📰											
<u> </u>	Event Trigger ID	Description	Active Timezone	Tra	ansaction Group		<u>^</u>							
	62	Access Granted	Always	Access Granted	Transactions									
>	63	Valid Entry	Always	Access Granted	Transactions									
		F + F + - C	Action Items For This	Event Trigger			Action Items For This Event Trigger							
Π	Action	Description	Device Action											
	Item ID	Description	Effect	Command	Duration	^								
Þ.	140	RED LED	Lock Down Reader	LED Red	Duration 0	_	Move Up							
Ľ	140 141	RED LED Change Reader Type	Lock Down Reader Lock Down Reader	LED Red Normal Access Reader	Duration 0	_	Move Up							
	140 141	RED LED Change Reader Type	Lock Down Reader	Command LED Red Normal Access Reader	Duration 0		Move Up Move Down							

NOTE: Access to the Lock Down Area should only be granted to cardholders that are permitted to execute a Lock Down. It is very important that these cardholders have the Controlled Anti-passback option disabled. If this is not possible, a new cardholder must be created that will be used only to execute a lock down.

- Using the Universal Triggers module, define a universal trigger for the lock down using the following selections:
 - Trigger Device = Lock Down Reader
 - Device Transaction = Valid Access
 - During Timezone = Always
 - Override = Building Lock Down

Universal Trigger Definition	×
Trigger Event Trigger Device: Lock Down Reader	
Device Transaction: Valid Access	·
During Timezone: Always	·
Override Building Lock Down	
Canc	el

- Using the Universal Trigger module, define a Universal Trigger for the Lock Down Reset using the selections below:
 - Trigger Device = Lock Down Reader
 - Device Transaction = Valid Entry
 - During Timezone = Always
 - Override = Building Lock Down Reset

Universal Trigger Edit	X
Trigger Event	_
Trigger Device:	
Lock Down Reader	
Device Transaction:	
Valid Entry	
During Timezone:	
Always	
-Output	
Building Lock Down Reset	1
V OK X Cancel	

• Using System Manager, define a lock down contact.

Contact Definition				×
<u>F</u> ile Edit <u>S</u> earch <u>H</u> elp				
* Description				
Lock Down Contact				
Notes				
			<u><</u>	
			~	
* Attached to Which Controller	or Reader	* Location		
Controller		Lock Down A	irea	·
* Contact Type		* Associated B	levator Reader	
Lock Down Contact				
Alarm Samples	Fault Samples	*	Parallel Resistor]
Series Resistor	Debounce Perio	od (Seconds)	Input Number	3
🔲 Verify Status	💌 Normally Op	en	✓ Installed	
0.4	Save and Close	J₊ [#] Save a	nd New X Close	

- Using the Universal Trigger module, define a Universal Trigger for the Lock Down using the following selections:
 - Trigger Device = Lock Down Contact
 - Device Transaction = Contact Active
 - During Timezone = Always
 - Override = Building Lock Down

Universal Trigger Definition	×
Trigger Event Trigger Device: Lock Down Contact Device Transaction:	
Contact Active During Timezone:	
Always	
Override Building Lock Down	
🗸 OK 🛛 🗶 Car	ncel

- Using the Universal Trigger module, define a Universal Trigger for the Lock Down Reset using the following selection:
 - Trigger Device = Lock Down Contact
 - Device Transaction = Contact Secure
 - During Timezone = Always
 - Override = Building Lock Down Reset

Universal Trigger Definition	×
Trigger Event Trigger Device: Lock Down Contact	-
Device Transaction: Contact Secure	-
Always	-
Override Building Lock Down Reset	9
🗸 OK 🛛 🗶 Cano	el

• In Cardholder Definition, grant access to this reader for those individuals authorized to initiate a lock down.

Step 4. Executing A Lock Down

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Depending on how your system has been set up, a lock down can be initiated in one of the following ways.

Execute Lock Down Using Manual Override Function

- Open Manual Override Execution
- Select the Override Set View tab
- Highlight the action you wish to execute (i.e. Lock Down All Doors). Doors included in the lock down set are listed on the bottom half of the screen.
- Click Execute Override Set to initiate Lock Down
 - To return system to normal status, highlight Reset All Doors and click Execute Override Set

🎵 Manual Overrid	le						×
<u>File V</u> iew <u>H</u> elp							
Controller Tree View	Override Set View	Area Set View	Reader View	Contact View	Relay View		
LOCK DOWN All LOCK DOWN All MOMENTARY UN RESET All Doors UNLOCK All Doors	Perimeter Doors HLOCK All Doors						
<u> </u>							2
		1	Available Ove	rrides			
▼ Override Task ID	Override		Device				~
9	Lock Proximity		Schlage - MAI	N ENTRANCE	(PROX)		
8	Lock VIP		Schlage - LAN	I ROOM (VIP LO	JCK)		
17	Lock Wireless Prox	imity	Schlage - LOB	BY DOOR (WI	RELESS)		
						5	
Execute Override Tas	sk Execute Ove	erride Set				<u></u>	<u>,</u>

Execute Lock Down Using Universal Triggers with Designated Card Reader

- Present valid credential at designated card reader
- To return system to normal status, present valid credential at designated card reader once again

Lock Down Procedures for Online (Networked) Locks: card access

This function will only work on SMS Version 5.3 and above and will only allow you to lockdown any doors that are on an Automatic Override schedule.

Step 1. Setup Suspend and Restore override task

• In Automatic Override Application, create the **Attach the Suspend and Restore Manual Overrides** for each door that will be suspended during the Lockdown.

				Automatic Over	ride Tasks			
	₩ ₩ +	- e 🎸	9 M					
verride Task ID	C	escription		Timezone	Devic	e Description	Device ID	
25	Automatically I	Jnlock Reader		Never	Template14 - Wir	eless WRI - IN / WRI - OT	2	24
26	Door Strike Re	elay Reporting D	isabled	Never	Template14 - Wir	eless WRI - IN / WRI - OT	2	24
27	Exit Request P	Reporting Disabl	ed	Never	Template14 - Wir	eless WRI - IN / WRI - OT	2	24
102	Activate Keyp	ad on Reader		Never	Template2 - Card	Reader for Entry and REX	7	77
101	Automatically I	Jnlock Reader		Never	Template2 - Card	Reader for Entry and $\ensuremath{REX}\xspace$	7	77
104	Door Strike Re	elay Reporting D	isabled	Never	Template2 - Card	Reader for Entry and REX	7	77
103	Exit Request F	Reporting Disabl	ed	Never	Template2 · Card	Reader for Entry and $\ensuremath{REX}\xspace$	7	77
52	Activate Keyp	ad on Reader		Never	Template3 - DOD	is being Self Shunted (DO	5	52
51	Automatically I	Jnlock Reader	Minus Tin	Mover Internal Chart	Template3 . DOF	is being Self Shunted (DO	Ę	52
53	Door Strike Re	elay Reporting	Attach 9	Suspend and Restore Man	ial Overrides	s being Self Shunted (DO	5	52
			Remove	e Suspend and Restore Mar	nual Overrides			1
			Export (Export a	Data and Open Data		-		
16 < 🕨	→ → +	- ~ <	Select A	All	Ctrl+A	-		
Querride Ar	stion ID	Affected	Deselec	t All			~	
o tenide Ad		Allected		Description				
	153			55 Template3 GRINX Doc	r Contact Reporting Dis	abled	Move	U
	154			55 Template3 GRINX Doc	r Contact Trigger Disab	led		
	155			53 Template3 GRINX Doc	r Energize Helay			
	155			52 Template3 - DUD is be	in LED Green	-61-3		
	157			52 Templates - DUD is be	in neader Heporting Dis	abled		

Step 2. Setup Two Manual Override Task Sets

Set up two manual override task sets; one to Suspend all doors during the Lockdown and the other to Restore all the doors. This enables you to Suspend or Restore <u>all doors with one action</u>.

Create Lock Down Manual Override Set

• In Manual Override Definition, create the lock down set and add all the Suspend override tasks that were created in Step 1.

Note: When you lock down a door using Manual Override Set commands, online readers will allow access to any Valid Credential.

Manual Override Definition					
File Actions Help					
Override Sets	Override Sets Override Tasks				
H 44 4 F FF FF + -	All Override Tasks	Override Tasks By !	Set		
୯ 🛷 🖉 🛤 📰		→ + + -	୯ 🛷 👷 🛤 🗐		
🔽 Building Lock Down 🔺	Override Task ID		Description		Device Descript
	131	Restore Automatic (Override: Automatically Unlock Reader	Template3 - DOD is bei	ng Self Shunter
	130	Suspend Automatic	Override: Automatically Unlock Reader	Template3 - DOD is bei	ng Self Shunted
	129	Restore Automatic (Override: Automatically Unlock Reader	Template5 - DOD is bei	ng shunted by F
	128	Suspend Automatic	Override: Automatically Unlock Reader	Template5 - DOD is bei	ng shunted by F
	127	Restore Automatic (Override: Automatically Unlock Reader	Template4 - DOD is bei	ng Self Shunter
	126	Suspend Automatic	Override: Automatically Unlock Reader	Template4 - DOD is bei	ng Self Shunte
	125	Restore Automatic (Override: Automatically Unlock Reader	Template2 - Card Read	er for Entry and
	124	Suspend Automatic	Override: Automatically Unlock Reader	Template2 - Card Read	er for Entry and
	123	Restore Automatic (Override: Automatically Unlock Reader	Template14 - Wireless \	WBL-IN / WBL
	122	Suspend Automatic	Override: Automatically Unlock Reader	Template14 - Wireless \	WRI - IN 7 WRI
	119	Restore Automatic (Override: Automatically Unlock Reader	Template12 - Wireless (Cylindrical Lock
	118	Suspend Automatic	Override: Automatically Unlock Reader	Template12 - Wireless (Cylindrical Lock 🥃
					2
		Override T	ask Actions		
	@ Ø 🕵 🛤				
Override Action ID Com	mand	Affected Device ID	Device Description	<u>^</u>	
328 Suspend Automatic	Override	52	Template3 - DOD is being Self Shunted	(DOD Trigger) (No F	Move Up
<.				× -	Move Down
Execute Task Execute Set					

Create Lock Down Reset Manual Override Set

• In Manual Override Definition, create a lock down reset set and add all the Restore Automatic tasks that were created in step 1.

Note: After the doors have been reset, they will return to their original state. For example, if the door was originally in an "automatic override schedule", it will return to an "unlocked state".

Manual Override Definition							
File Actions Help							
Override Sets	Override Sets Override Tasks						
	All Override Tasks Ove	erride Tasks By Set					
c 🛷 🖉 🚧 📰		H + - C 🛷 👷 🛤 🗐					
☐ Building Lock Down ▲ ✓ Building Lock Down Reset	Override Task ID	Description	Device ID	Device A Description			
	155 Rest	tore Automatic Override: Automatically Unlock Reader	11	Template11 - VIP5100 Cylindrical Lock			
	154 Susp	pend Automatic Override: Automatically Unlock Reader	11	Template11 - VIP5100 Cylindrical Lock			
	153 Rest	tore Automatic Override: Automatically Unlock Reader		Template10 - VIP5500 Mortise Lock (with LBM			
	152 Susp	pend Automatic Override: Automatically Unlock Reader	5	Template10 - VIP5500 Mortise Lock (with LBM			
	147 Rese	et Reader - 07054 - 1ST FLR COMPUTER ROOM	106	07054 - 1ST FLR COMPUTER ROOM			
	146 Lock	k Reader - 07054 - 1ST FLR COMPUTER ROOM	106	07054 - 1ST FLR COMPUTER ROOM			
	145 Unlo	ock Reader - 07054 - 1ST FLR COMPUTER ROOM	106	07054 - 1ST FLR COMPUTER ROOM			
	144 Morr	nentary Unlock Reader - 07054 - 1ST FLR COMPUTER	ROOM 108	07054 - 1ST FLR COMPUTER ROOM			
	139 Rese	et Reader - 07054 - CARRIER ENTRANCE	102	07054 - CARRIER ENTRANCE			
	138 Lock	k Reader - 07054 - CARRIER ENTRANCE	102	07054 · CARRIER ENTRANCE			
	137 Unio	ock Reader - 07054 - CARRIER ENTRANCE	102	07054 - CARRIER ENTRANCE			
	136 Morr	nentary Unlock Reader - 07054 - CARRIER ENTRANCE	102	07054 - CARRIER ENTRANCE			
	131 Rese	98	07054 · RIGHT LOBBY DOOR				
	130 Lock	k Reader - 07054 - RIGHT LOBBY DOOR	98	07054 - RIGHT LOBBY DOOR			
_	129 Unlo	ock Reader - 07054 - RIGHT LOBBY DOOR	98	07054 - RIGHT LOBBY DOOR			
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		Override Task Actions					
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Override Action ID Com	mand Affe	cted Device Device ID Description	Argument	Movella			
426 Restore Automatic (Dverride	5 Template10 - VIP5500 Mortise Lock (with	r 5				
				Move Down			
Execute Task Execute Set							

Follow the same steps from the Lock Down Procedures for Online (Networked) Locks, *No card access* process to setup the execution of the lockdown using a card or a contact.

If you require additional assistance with a door setup with In/Out readers please contact your local installer to find out how the doors are wired.

If you have any non-site specific questions please contact our Technical Support Department at 1-866-322-1237 or email techsupport_schlagesms@irco.com.