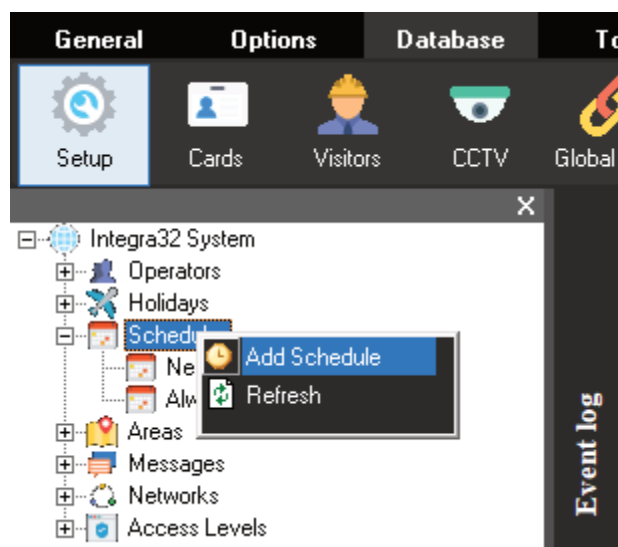


Technical Guide

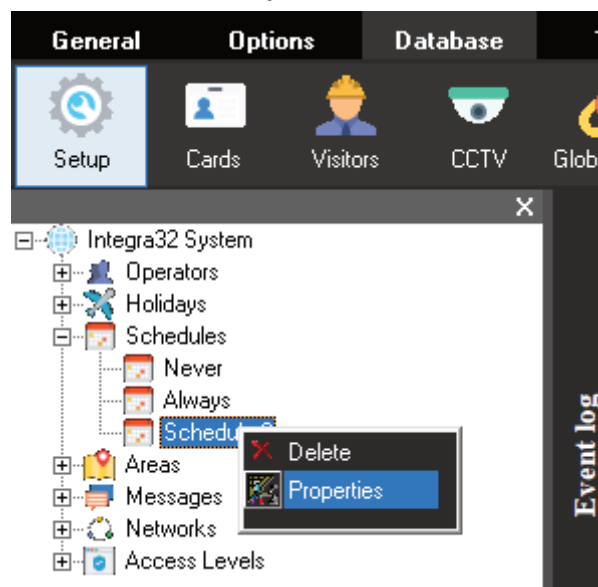
Creating a Schedule and applying it to an Unlock Schedule on an Access Point

Looking down the left hand side off the software;

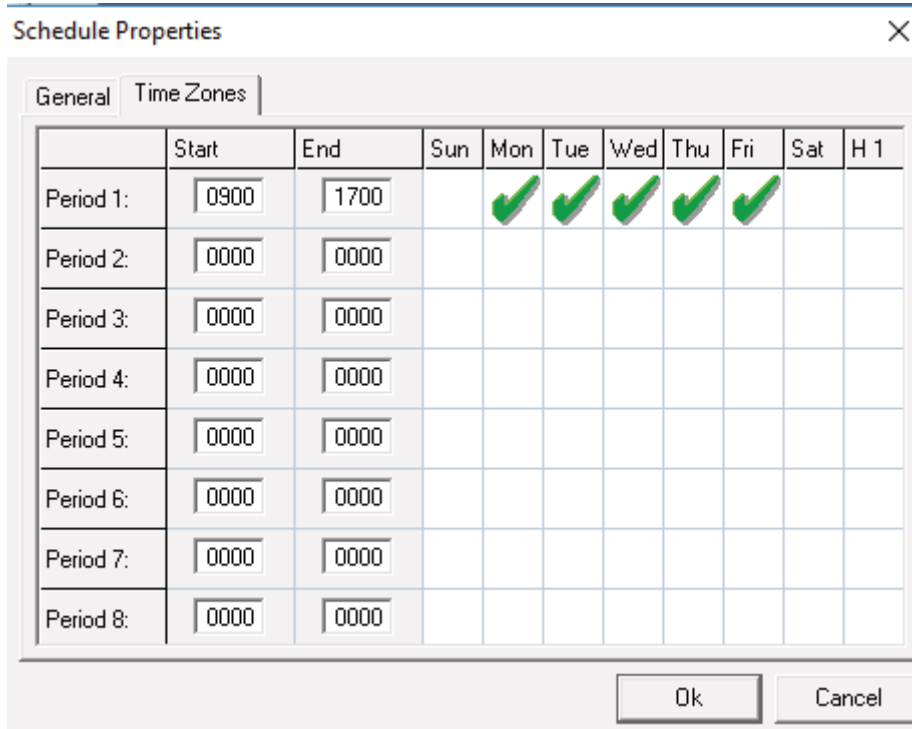
- Right click on **Schedules – Create Schedule.**



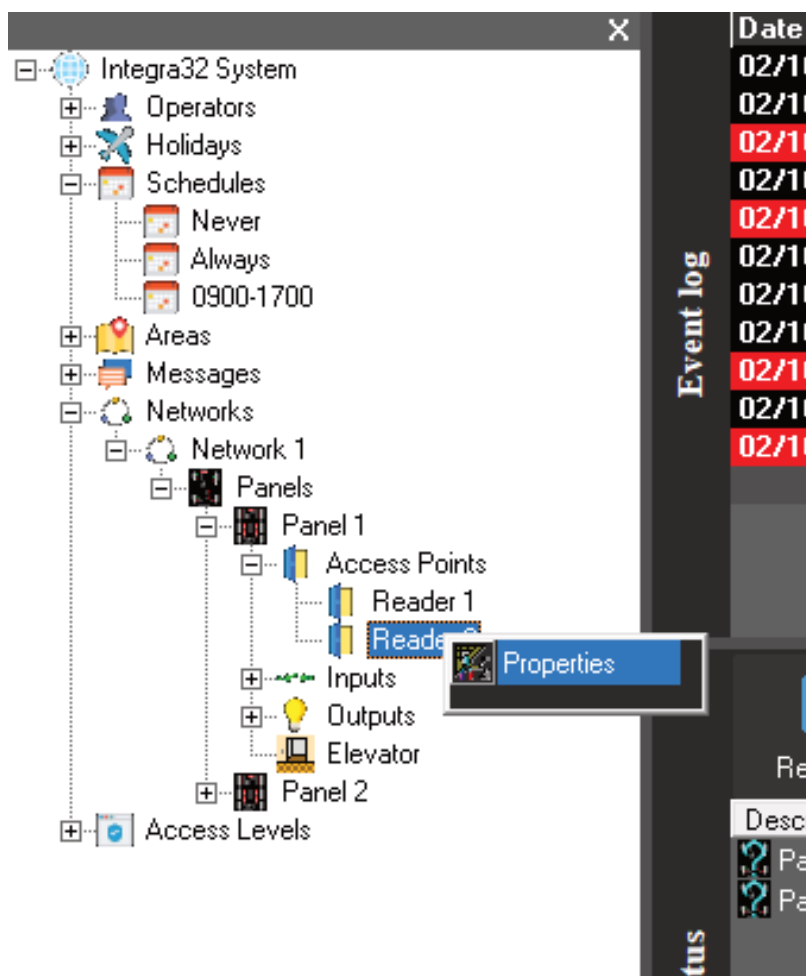
- Right Click on the new Schedule, and select **Properties.**



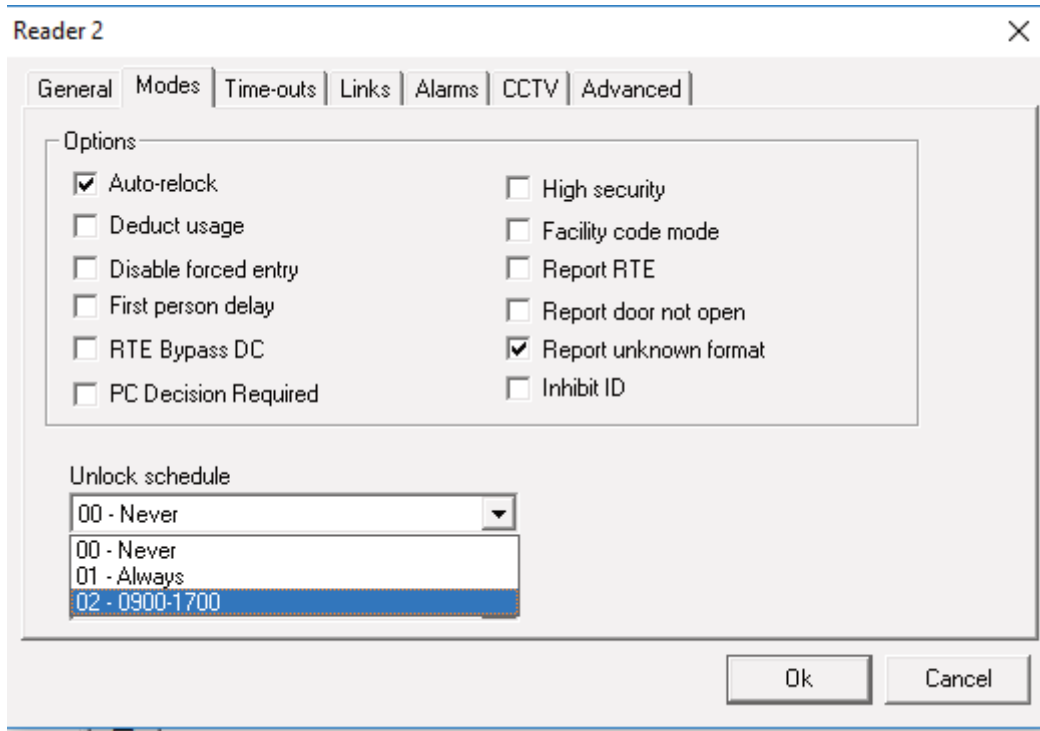
- Give the Schedule a name and select the **Time Zones** tab
- In the example below, I've created a schedule for **Monday to Friday, 0900 to 1700**. Essentially, a green tick means access is granted between the **Start** and **End** times.



- Then open **Networks, Panels, Panel 1** (for example) and find the **Access Point** which you want to apply the Schedule to. In the example below, I've selected Panel 1, Reader 2. When you have found the desired **Access Point**, right click and select **Properties**.



- Select the **Modes** tab, and under **Unlock Schedule**, select the Schedule you just created then select OK, and OK again when prompted to download the information to the panels.



- The Access point will now operate under that **Access Schedule**, unlocking at the designated **Start** time, and automatically locking at the designated **End** time.