

# How to restrict access levels to door(s) using Local and Global I/O's

Last Modified on 10/06/2022 4:16 am EDT

How to restrict access levels to only allow certain cardholders access to your door(s).

For example, this can be useful during a lockdown event so only certain cardholders can open doors.

## Procedure Steps

\*\*\*This will not work with NGP panels.\*\*\*

These functions can operate on a single access panel or multiple access panels. If you need to operate several access panels, then a global I/O will need to be used. Note that Global I/O's require the Linkage Server service to be running in order to function. If the service has stopped or there is an interruption in communication, then the Global I/O will not function.

If you are only setting this function up on one access panel or plan on operating access panels individually, then follow step 1 only. If you need to control all access panels through a single function, then follow steps 1 and 2.

Step 1: Create a local I/O to disable timezones. This local I/O will disable access levels for various cardholders once configured, since an access level consists of readers and a timezone. Switch one off and the access level will not work.

To create the local I/O:

- 1) Start System Administration and navigate to **Access Control > Local I/O**.
- 2) Click [Add].
- 3) Select the access panel that this will trigger on.

**Note:** For this to work on every access panel, a local I/O is required for each access panel in your system.

- 4) For your function, select "Timezone Override." Take note of what happens when the function behavior is set to True, False, or Pulse.
- 5) For "Argument 1" select the timezone that you wish to toggle active/inactive. Note that you can actually configure up to a total of 6 Timezone Override Functions to toggle 6 different timezones. If you have more than 6, you will need to create a new local I/O for the same panel to incorporate those additional timezones.
- 6) Click [OK] to save the Local I/O.

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(ONLY PERFORM THIS STEP IF YOU PLAN ON USING THIS LOCAL I/O ON ONE PANEL OR OPERATE PANELS INDIVIDUALLY)

- 1) Select the Device-->Function Links tab.
- 2) From the **Access Panel** drop-down, select your desired access panel.

- 3) Select the desired device from "Devices" pane. Make sure that you have a red check on the selected device.
- 4) Select the desired function from the "Function List" pane. Again, make sure that you have a red check on the selected function.
- 5) Select **Link**.
- 6) Select the desired **Logical Event** from the list that will trigger the function.
- 7) Select what state the function will be in based on your selections in the **Take Action** drop-down. For example, select a reader and then the function, and then select **Link**. You then select Auxiliary Input 1 Active as your logical event and then select **Alarm > Set** to FALSE. This will cause the function to be set to FALSE and if using TIMEZONE Override, will disable your selected TIMEZONE.

**Note:** So you can toggle the state of the function, you will need a second link to set the value to PULSE in order to release the TIMEZONE OVERRIDE.

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Step 2: Create a Global I/O to trigger all configured local I/O's. This part needs to be done in order to logically link all of your access panels through a common function and give you the ability to toggle the Local I/O to either "False" or "Pulse". For this part, we will need to create two global I/O's so we can toggle the state of the timezone. In addition, the reason for using "Pulse" instead of "False" for the Local I/O function is that "False" permanently activates the timezone. Pulse just simple releases the override so the timezone can resume normal operation.

To create a global I/O:

- 1) Start System Administration and navigate to **Access Control > Global I/O**.
- 2) Click [Add].
- 3) If in a segmented system, select your segment. If not skip to the next step.
- 4) Under the Global I/O tab, select the timezone that you wish to allow the Global I/O function. If you want it always available, use the "Always" timezone.
- 5) On the Input Event tab, click [Add].
- 6) In the Input Event Configuration window, select the device you wish to use to trigger the global I/O. Once selected, then choose the associated event that is triggered when the device is toggled. For example, you wish to use a switch as your input device. When the switch is pressed or toggled, check alarm monitoring to see what event it is sending. For example, it might send "Alarm Active". You will then select the switch and "alarm active" event. Then OnGuard will be on the lookout for "Alarm Active" from your input device to trigger the Global I/O.
- 7) Go to Output Action and click [Add].
- 8) In the **Objects** list, select **Execute Function List**.
- 9) Select the function list that you wish to toggle.
  - If this is your first Global I/O that you are creating to trigger the lockdown, select "Execute: False"
  - If this is your second Global I/O that you are creating to release the lockdown, select "Execute: Pulse"
- 10) Click [OK] to save the output action.

**Note:** If you have more than one function list that needs to added to the Output Action tab, click [Add] again and repeat step above.

## Applies To

All OnGuard versions

## Additional Information

None

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