ALARM LOCK
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Note: *Technical Service is for security professionals only*

ALARM LOCK Tech Support

TECH TIP 

Date: Monday, December 19, 2011

Subject: DL-Windows Holiday Planning Worksheet

Models: DL-Windows V4.1.96 (other versions similar)

This Tech Tip assumes that the user understands how to create a day-to-day access schedule and is now ready to configure holiday dates and times.

The basic concept for scheduling a holiday is to set up a new Time Zone and link it to an event that will suppress your normally scheduled event. Here are some examples:

Normal Schedule **For this EVENT and START TIME**	**Holiday Schedule** **Use this EVENT and START TIME** (Remember to clear the stop time for this event)
UNLOCK at 8:00am	LOCK at 8:00am
ENABLE USER at 8:00am	DISABLE USER at 8:00am
ENABLE GROUP at 8:00am	DISABLE GROUP at 8:00am

Use this chart to plan your holiday events and times for 2012

Holiday & Date	Normally Scheduled Event & Start Time	Holiday Schedule Event & Start Time
New Year's Day Sunday 01/01/12		
Martin Luther King Day Monday 01/16/12		
Presidents Day Monday 02/20/12		
Memorial Day Monday 05/28/10		
Independence Day Wednesday 07/04/12		
Labor Day Monday 09/03/12		
Columbus Day Monday 10/08/12		
Thanksgiving Thursday 11/22/12		
Christmas Tuesday 12/25/12		

For more information, refer to the DL-Windows guides listed below:

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Alarm Lock Reference Documentation (available at www.alarmlock.com):

- **For DL-Windows V4.1.96**, search for the PDF title "DL-Windows v4.0 User Guide" (part number OI237I 11/10). For information regarding general scheduling, see pages 20, 40, 41 and 42 (this document provides superior information regarding creating a holiday schedule in DL-Windows). See page 50, "**Holiday Example**".

- **For DL-Windows V3.6.0 ~ V3.6.3**, search for the PDF title "DL-Windows v3.6.0 User Guide" (part number OI237H 2/07). For information regarding general scheduling, see pages 20, 38, 39 and 40.