



**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:

| <b>Normal Schedule</b><br>For this <b>EVENT</b> and <b>START TIME</b> | <b>Holiday Schedule</b><br>Use this <b>EVENT</b> and <b>START TIME</b><br>(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

| <b>Holiday &amp; Date</b>              | <b>Normally Scheduled Event &amp; Start Time</b> | <b>Holiday Schedule Event &amp; Start Time</b> |
|--|--|--|
| 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](http://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.