



Technical Tip

How To Configure First In

Revision 2.14.2013

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1.0 What is First In?

This feature will prevent a zone from going into an unlock schedule until a valid card is presented at the appropriate reader. Key uses of this feature are schools for snow days or small retail stores.

This feature requires two rules, one to override the unlock schedule just prior to the first in schedule going active, and a second to revert the zone to schedule when a valid card is presented.

The **First In** schedule sets the window when a card can be presented to allow the doors to unlock on schedule. Some common choices would be:

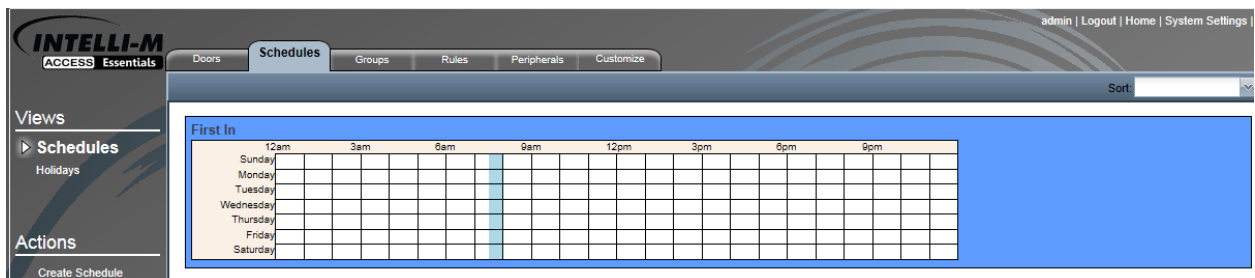
- A schedule that starts one hour before the unlock schedule and ends at the same time as the unlock schedule. The doors will unlock on schedule if a card is presented after the start of the First In schedule and prior to the start of the unlock schedule.
- Using the unlock schedule as the first in schedule. The doors will only unlock after the unlock schedule has become active and a card is presented at the selected reader.

2.0 Configuration

Configuration of a First In schedule requires a **Revert Zone** and **Lock Zone** Rule.

2.1 Create a First In Schedule

Create a First In Schedule on the **Schedules** Tab.



This First In Schedule is designed to unlock the doors on a First In card swipe only a half hour before the doors are scheduled to open.

2.2 Create a Revert Zone Rule

Steps:

1. Create a Rule
2. Select **Revert Zone**
3. Set the **Schedule** to be the First In schedule
4. Choose the **Group** that can use this feature
5. Set the **Event** to ValidCredential
6. Select the **Reader** that will be used (this can be any reader in the system)
7. Select the **Target Zone** that has the unlock schedule
8. Make no selections for Zone or Door
9. Click **Create**.

The screenshot shows the 'Edit Rule' dialog box. At the top, the 'Type' dropdown is set to 'Revert Zone'. Below this, there are several selection buttons for configuring the rule:

- Schedule**: First In
- Group**: (empty)
- Zone**: (empty)
- Door**: (empty)
- Reader**: Berkopes Panel (IN) - Inside
- Event**: ValidCredential
- Target Zone**: Inside

A large empty area is provided for additional configuration. At the bottom, there is a descriptive text box: "Reverts all the Doors in a Zone based on the specified Event. Simply choose the Event, plus optionally the Zone, Door or Reader at which the Event occurred, plus optionally the Group that initiated the Event, and the Target Zone to Revert. The Doors in the Zone will return to their normal Schedule." Below the text box are 'Save' and 'Cancel' buttons.

2.3 Create a Lock Zone Rule

Steps:

1. Create a Rule
2. Select **Lock Zone**
3. Set the **Schedule** to the First In schedule
4. Set the **Event** to ScheduleActiveInMinute

3.0 First In Variations in Intelli-M® Access

There are many First In variations that can be configured in Intelli-M® Access. However, for the purpose of this document, we will only show a few.

3.1 First In With a Push Button

First in can be initiated by a button press instead of a valid card. For the Revert Zone rule, select a Door (controller) and set the Event to ***Input4Active*** (wire the button to input 4).

3.2 Using a Zone Instead of a Reader for Revert Schedule

Use a Zone instead of Reader for the ***Revert Schedule*** rule to allow the use of any reader/door that grants access to the selected zone, for example perimeter doors.

3.3 Schedule In Active Event

Add a third rule, Revert Zone using the ***ScheduleInActive*** Event and the unlock schedule to make sure the zone is reverted to schedule at the end of the unlock period (if it did not unlock). This is useful if there are multiple schedules in a day and the next unlock schedule should be respected even if the first segment did not unlock.