

Managing the lockdown function in the ATRIUM software

Introduction

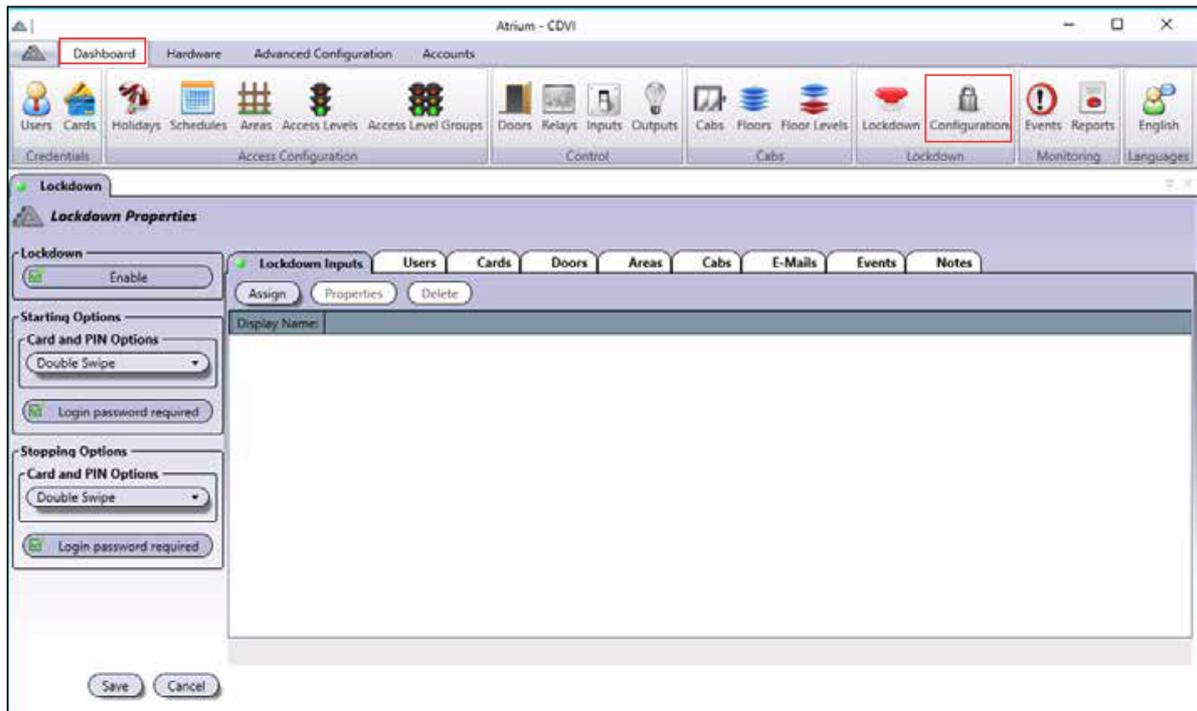
Lockdown parameters are put in place to secure a building against an active threat by instantly locking all doors. Any new access to these doors is prevented (or limited) until lockdown is ended. Configuring lockdown options allows you to use a card, input (such as one used by a push button), or login to ATRIUM to start and end lockdown.

⚠ CDVI strongly recommends periodic and complete testing of the lockdown functionality. Tests should also be performed when:

- System hardware (controllers, expanders and/or add-on modules, field wiring, etc.) is added, modified (ex: firmware upgrade) or replaced.
- Modifications, systematic maintenance, upgrades or any other changes are made to the LAN/WAN used for communicating with an ATRIUM door controller.

Lockdown Properties

The **Lockdown Properties** window contains all the fields used to configure lockdown. To display it, click on the **Dashboard** tab, then on **Configuration** in the **Lockdown** tab.



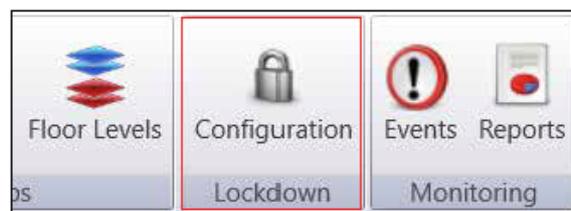
Lockdown

Lockdown is enabled by default. To disable it from being used, uncheck the box.

Starting Options

Select how Lockdown is started.

- **Card and PIN Options:** Select whether a single card swipe, double swipe or **Two Man Rule** (two different cards used one after the other) can start lockdown.
- **Login password required:** If this option is checked off, a user login password is required to start lockdown after clicking the **Lockdown** button. If unchecked, Lockdown can be started by clicking the **Lockdown** button and **OK** on the popup.



Click **Save** to keep your changes.

Stopping Options

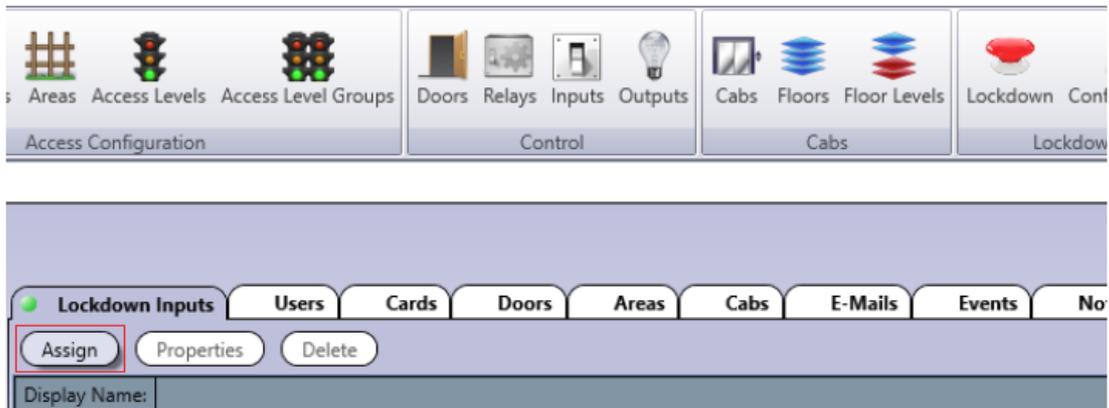
Select how Lockdown is stopped.

- **Card and PIN Options:** Select whether a single card swipe, double swipe or **Two Man Rule** (two different cards used one after the other) can stop lockdown.
- **Login password required:** If this option is checked off, a user login password is required to stop lockdown after clicking the **Lockdown** button. If unchecked, Lockdown can be stopped by clicking the **Lockdown** button and **OK** on the popup.

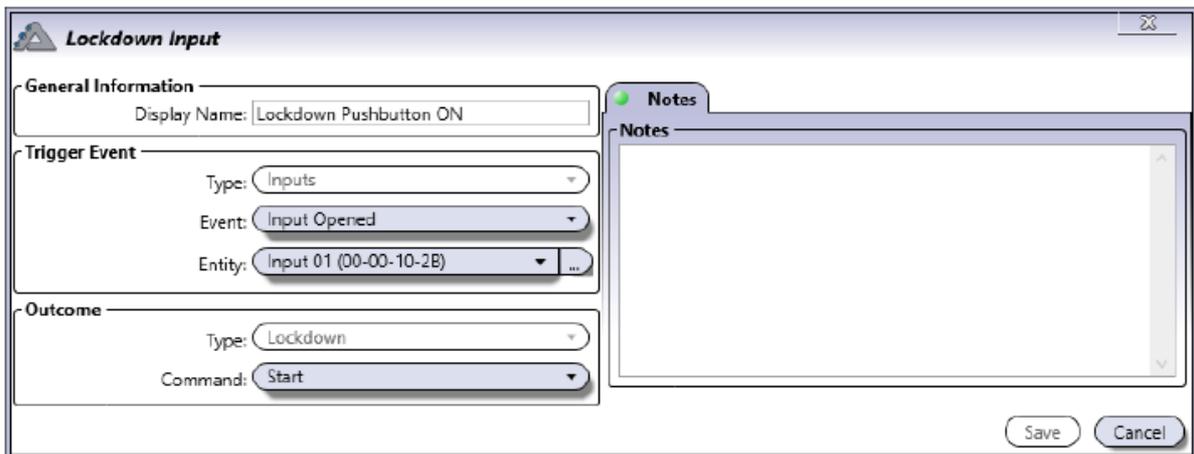
Click **Save** to keep your changes.

Lockdown Inputs

Lockdown Inputs are used to assign specific inputs on the ATRIUM panel to start and stop lockdown. Click on the **Assign** tab to open the **Lockdown Input** window or **Properties** to modify assigned inputs.



The **Lockdown Input** window shows available inputs for starting or stopping lockdown. The example below show an input being used to start lockdown.



General Information

- **Display Name:** The display name for this lockdown input can be modified here.

Trigger Event

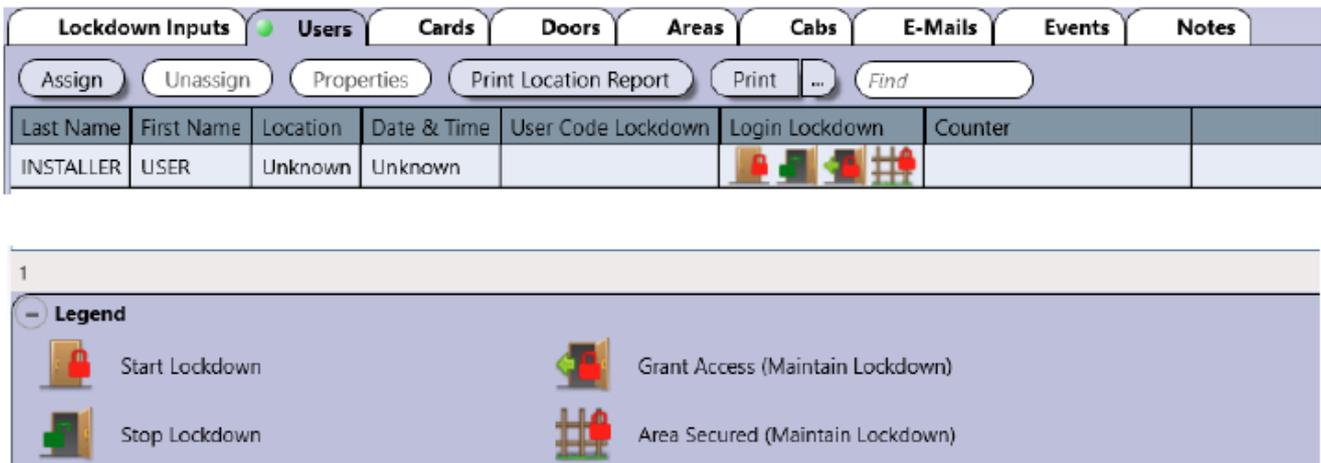
- **Type:** This option is locked to inputs only.
- **Event:** Select what condition triggers the command.
- **Entity:** Select the input being used.

Outcome

- **Type:** This option is locked to lockdown only.
- **Command:** Select what happens when the **Event** is triggered.

Users

The **Users** tab is used to manage which users can start and stop lockdown, grant access during a lockdown, and confirm which areas have been secured, using a system login or PIN.



Last Name	First Name	Location	Date & Time	User Code Lockdown	Login Lockdown	Counter
INSTALLER	USER	Unknown	Unknown		   	

1

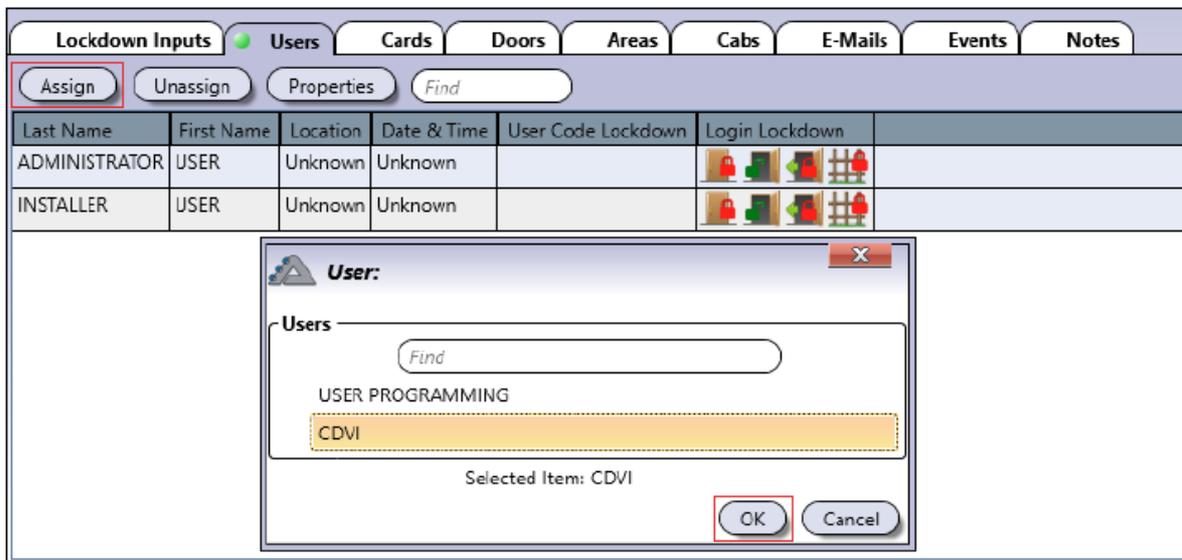
Legend

-  Start Lockdown
-  Stop Lockdown
-  Grant Access (Maintain Lockdown)
-  Area Secured (Maintain Lockdown)

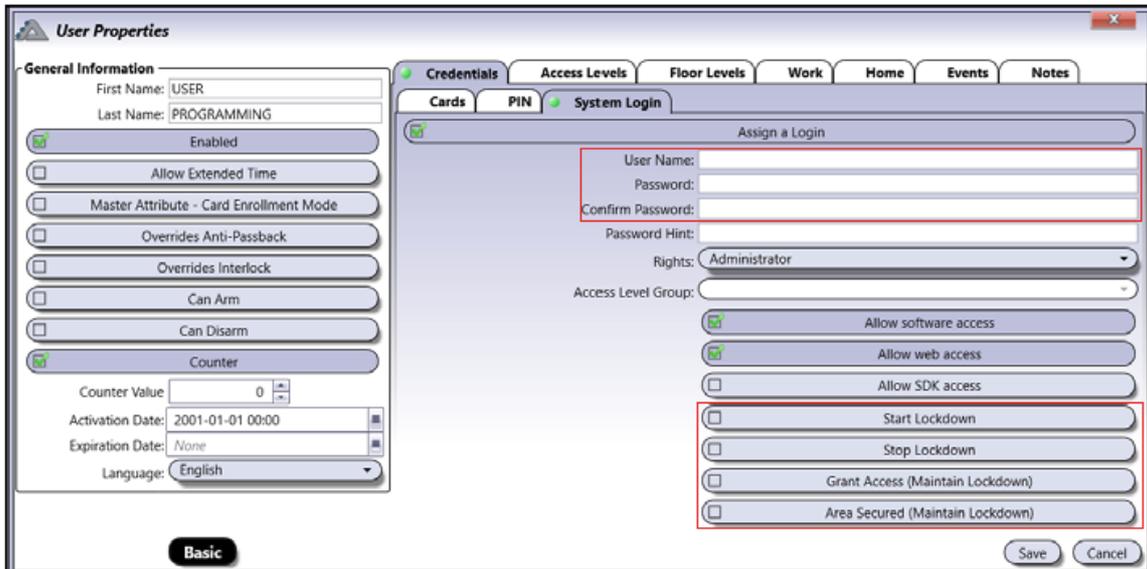
- **Assign:** Select a User and give them Lockdown rights.
- **Unassign:** Select a User and remove their Lockdown rights.
- **Properties:** Edit an existing User's properties.
- **Find:** Type in several letters or a full name to filter and find a specific User.
- **Print Location Report:** Generate and print user's location report.
- **Print:** Generate and print a summary or detailed user report.
- **Legend:** Displays the different **Login Lockdown** rights available when logged into ATRIUM. For more information on these rights, see the **User Properties** menu section in the **Assigning a User** section in this article.

Assigning a User

Click on **Assign** to open the **User** menu. Select a **User** in the list or use the **Find** filter to specify one, then click **OK**.



The **User Properties** window appears after selecting your User. The **System Login** tab displays important information used for logging into the system and for using Lockdown.



Type in a **User Name** for the login, a **Password**, and the password again to **Confirm Password**.

Select one or more **Lockdown Rights** for the User. Click **Save** if all changes are complete, or use the **PIN** tab to continue configuration.

- **Start Lockdown:** This User can start lockdown.
- **Stop Lockdown:** This User can stop lockdown.
- **Grant Access (Maintain Lockdown):** This User can grant access through a door during lockdown. After the door's unlock time ends, it locks and remains locked for the duration of the lockdown.
- **Area Secured (Maintain Lockdown):** This User can designate an **Area** as secured during a lockdown.

Assigning a PIN for Lockdown

Click on the **PIN** tab and check off the **Assign a Code** box. After typing in a 5-digit PIN, select what this PIN does from the **Lockdown** dropdown menu. The options available are the same as the above **Lockdown Rights**, but only **one** can be selected per user PIN.

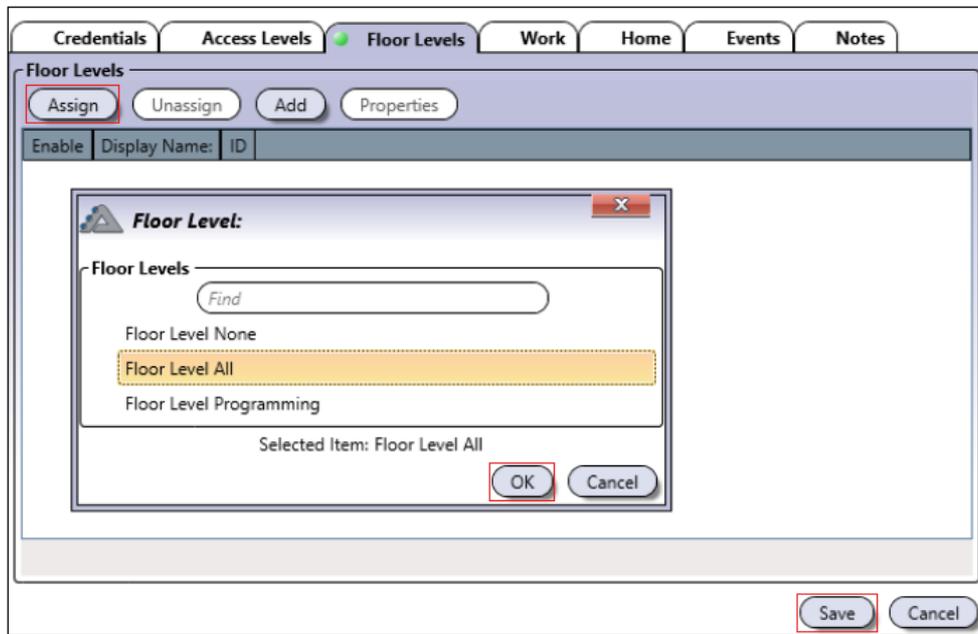
Click **Save** if all changes are complete, or use the **Floor Levels** tab to continue configuration.

Assigning Floor Levels for Lockdown

See below for assigning floor levels to a user. If you don't have elevator control integrated into ATRIUM, you can skip this section. The **Floor Level** specifies what floors the user has access to and can grant access to during a lockdown.

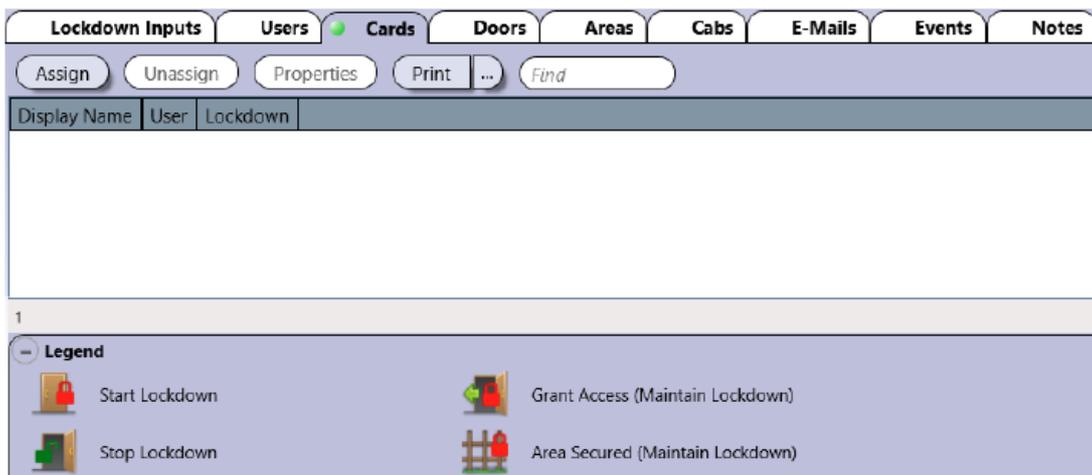
- ① Assigning Floor Levels to a user allows the **Grant Access** function to be used on elevator cabs during lockdown. See the **Cabs** section in the **Lockdown Activated Menus** section for more information.

Click on the **Floor Levels** tab and click on **Assign**. Select a **Floor Level** from the list and **Save**.



Cards

The **Cards** tab is used to manage which cards can start and stop lockdown, grant access during a lockdown, and confirm which areas have been secured.

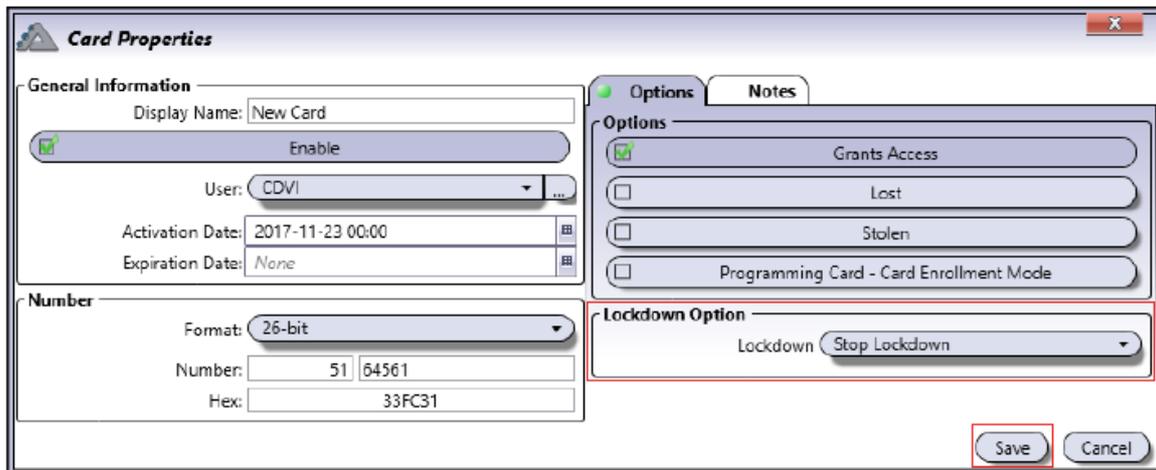


Assigning a Card

Click on **Assign** to open the **Card** menu. Select a **Card** in the list or use the **Find** filter to specify one, then click **OK**.



The **Card Properties** window appears after selecting your **Card**. Select what this card does from the drop-down menu in **Lockdown Option** and click **Save**.

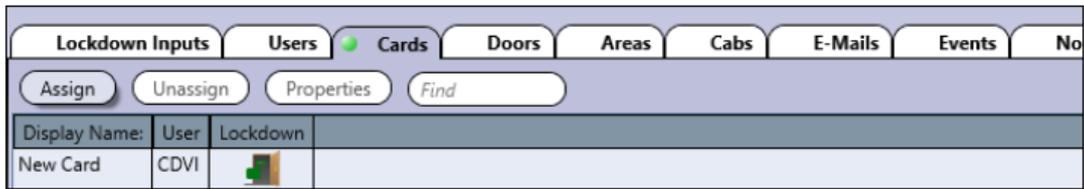


Lockdown Option

- **Start Lockdown:** This Card can start lockdown.
- **Stop Lockdown:** This Card can stop lockdown.
- **Grant Access (Maintain Lockdown):** This Card can **Grant Access** through a door during lockdown. After the door's unlock time ends, it locks and remains locked for the duration of the lockdown.
- **Area Secured (Maintain Lockdown):** This Card can designate an **Area** as secured during a lockdown.

ⓘ A Card must be assigned to a User for its selected Lockdown Option to function.

The Card and its Lockdown Option are now assigned.



Doors

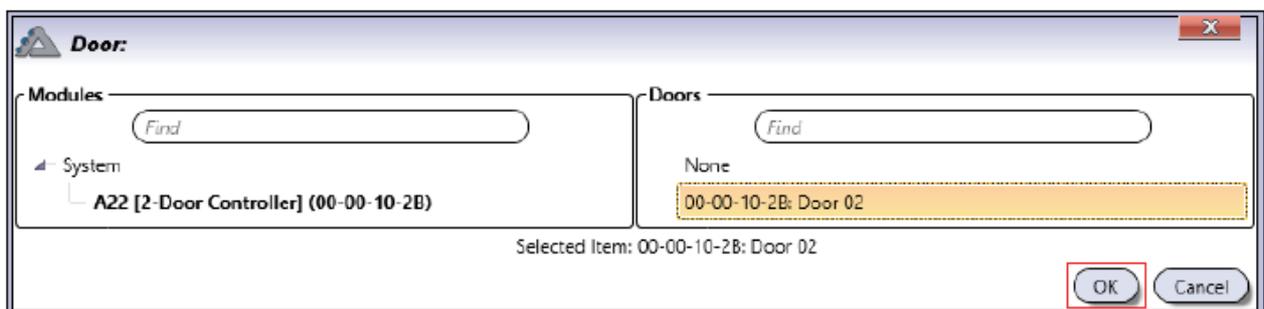
The **Doors** tab shows the list of doors available for lockdown. Only doors assigned to this list can be locked down.

Display Name	Status	Lock Status	Access Status	Side A Area	Side A Camera	Side B Area	Side B Camera
A2-20-1F-77: Door 01				A2-20-1F-77: Area Door 01	<input type="checkbox"/>	A2-20-1F-77: Area Door 01	<input type="checkbox"/>
A2-20-1F-77: Door 02					<input type="checkbox"/>	A2-20-1F-77: Area Door 02	<input type="checkbox"/>

- **Assign:** Select a Door and assign it to the Lockdown list.
- **Unassign:** Select a Door and remove it from the Lockdown list.
- **Properties:** Edit a Door's properties.
- **Print:** Generate and print door report for all or selected doors.
- **Find:** Type in several letters or a full name to filter and find a specific Door.

Assigning a Door

Click on **Assign** to open the **Door** menu. Select a Door in the list or use the **Find** filter to specify one, then click **OK**.



The Door is now assigned to the Lockdown list.

Lockdown Inputs								Users	Cards	Doors	Areas	Cabs	E-Mails	Events	Notes
Assign		Unassign		Properties		Grant Access ...		Disable Access ...		Find		Show All ▾			
Display Name:	Status	Lock Status	Access Status	Side A Area	Side A Camera	Side B Area	Side B Camera								
00-00-10-2B: Door 01	<input type="radio"/>				<input type="checkbox"/>	00-00-10-2B: Area Door 01	<input type="checkbox"/>								
00-00-10-2B: Door 02	<input type="radio"/>				<input type="checkbox"/>	00-00-10-2B: Area Door 02	<input type="checkbox"/>								

Areas

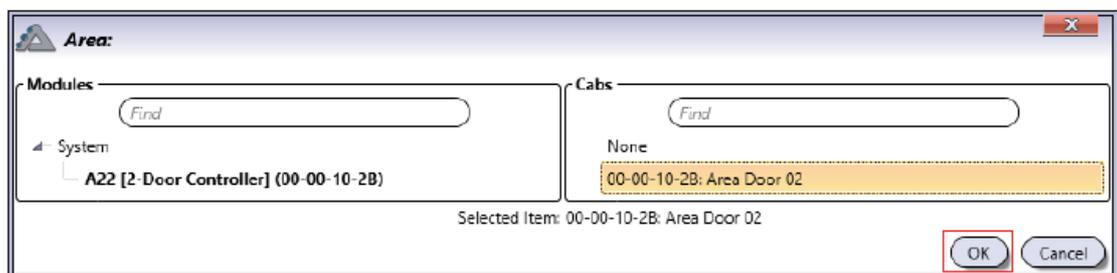
The **Areas** tab shows the list of areas available for lockdown. To lockdown a door, its area must also be assigned to this list.

Lockdown Inputs					Users	Cards	Doors	Areas	Cabs	E-Mails	Events	Notes			
Assign		Unassign		Properties		<input checked="" type="checkbox"/> Show Status		Arm		Disarm		Find		Show All ▾	
Display Name:	Alarm	Arm/Disarm Status	Alarm Status												
00-00-10-2B: Area Door 01	<input type="checkbox"/>														

- **Assign:** Select an Area and assign it to the Lockdown list.
- **Unassign:** Select an Area and remove it from the Lockdown list.
- **Properties:** Edit an Area's properties.
- **Find:** Type in several letters or a full name to filter and find a specific Area.

Assigning an Area

Click on **Assign** to open the **Area** menu. Select an Area in the list or use the **Find** filter to specify one, then click **OK**.



The Area is now assigned to the Lockdown list.

Lockdown Inputs					Users	Cards	Doors	Areas	Cabs	E-Mails	Events	Notes										
Assign					Unassign					Properties			Show Status		Arm		Disarm		Find		Show All	
Display Name:	Alarm	Arm/Disarm Status	Alarm Status																			
00-00-10-2B: Area Door 01	<input type="checkbox"/>																					
00-00-10-2B: Area Door 02	<input type="checkbox"/>																					

Cabs

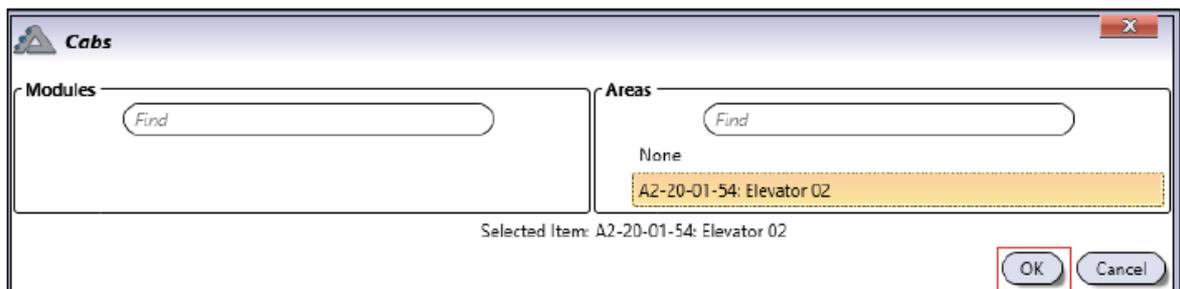
The **Cabs** tab shows the list of elevator cabs available for lockdown. Only cabs assigned to this list can be locked down.

Lockdown Inputs		Users	Cards	Doors	Areas	Cabs	E-Mails	Events	Notes
Assign		Unassign		Properties		Find			
Display Name:									
A2-20-01-54: Elevator 01									

- **Assign:** Select a Cab and assign it to the Lockdown list.
- **Unassign:** Select a Cab and remove it from the Lockdown list.
- **Properties:** Edit a Cab's properties.
- **Find:** Type in several letters or a full name to filter and find a specific Cab.

Assigning a Cab

Click on **Assign** to open the **Cab** menu. Select a Cab in the list or use the **Find** filter to specify one, then click **OK**.



The Cab is now assigned to the Lockdown list.

Lockdown Inputs	Users	Cards	Doors	Areas	Cabs	E-Mails	Events	Notes
Assign Unassign Properties Find								
Display Name:								
A2-20-01-54: Elevator 01								
A2-20-01-54: Elevator 02								

Emails

The **Emails** tab shows the list of email notifications for starting and stopping Lockdown. For more information on emails, check the [Email Notifications section in this article](#).

Lockdown Inputs	Users	Cards	Doors	Areas	Cabs	E-Mails	Events	Notes
Add Properties Delete Test E-mail Settings Network Settings								
Display Name:	Subject	To	E-mail Settings	DNS				

- **Assign:** Add an email notification to the Lockdown list.
- **Properties:** Edit an existing lockdown email notification.
- **Delete:** Delete an email notification from the Lockdown list.
- **Test:** Test an email notification in the Lockdown list. Always test to confirm functionality.

Adding a Lockdown Email

Click on **Assign** to open the Lockdown menu for emails. The window below shows an example of an email notification for Lockdown. Click **Save** when finished.

Lockdown
✕

General Information

Display Name: Lockdown

Trigger Event

Event: Lockdown stopped

- Lockdown started
- Lockdown stopped

E-mail Information

To: person1@example.com

Cc: person2@example.com

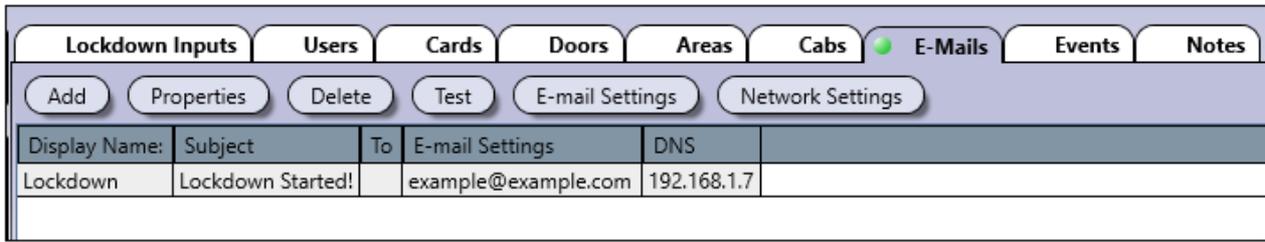
Bcc: person3@example.com

Subject: Lockdown Started!

Message: A Lockdown of the building has been started!

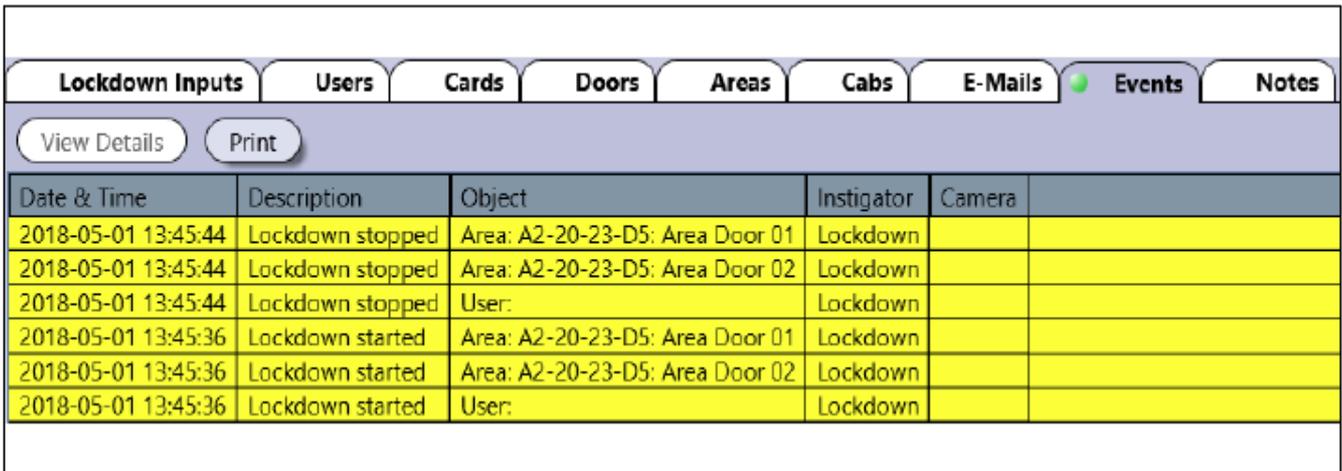
Save Cancel

The Email is now assigned to the Lockdown list.



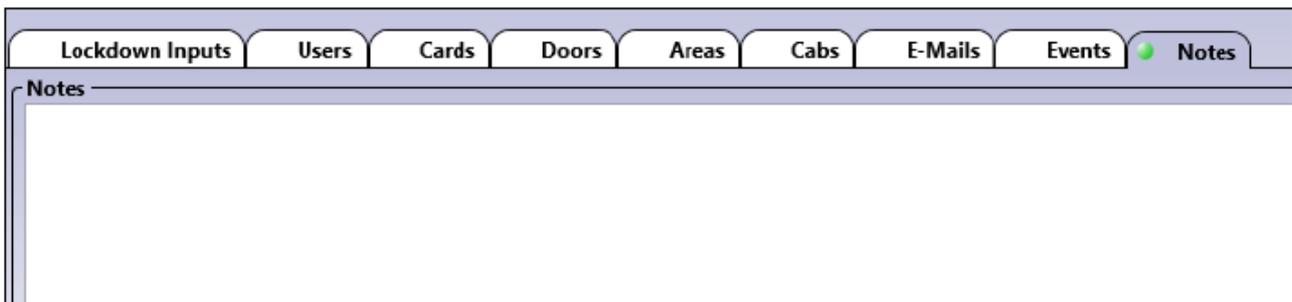
Events

The **Events** tab shows the list of all events related to Lockdown.



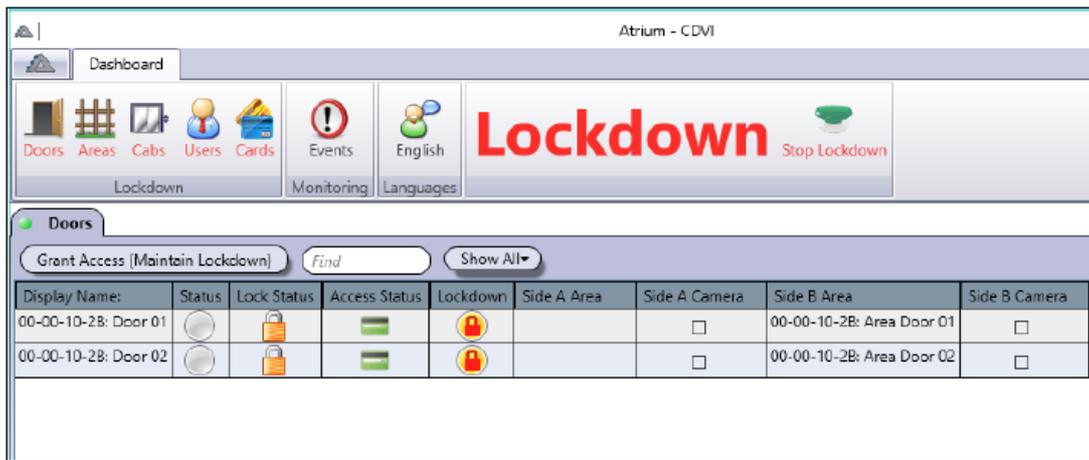
Notes

The **Notes** tab provides a space to type in notes.



Lockdown Activated Menus

When Lockdown is activated, the ATRIUM menus are restricted and all system configuration is disabled. Click **Stop Lockdown** to restore all menus.



Doors

The **Doors** tab shows the list of doors currently under lockdown. Only doors previously assigned in the **Lockdown Door** menu are shown.

Display Name:	Status	Lock Status	Access Status	Lockdown	Side A Area	Side A Camera	Side B Area	Side B Camera
00-00-10-2B: Door 01	<input type="radio"/>					<input type="checkbox"/>	00-00-10-2B: Area Door 01	<input type="checkbox"/>
00-00-10-2B: Door 02	<input type="radio"/>					<input type="checkbox"/>	00-00-10-2B: Area Door 02	<input type="checkbox"/>

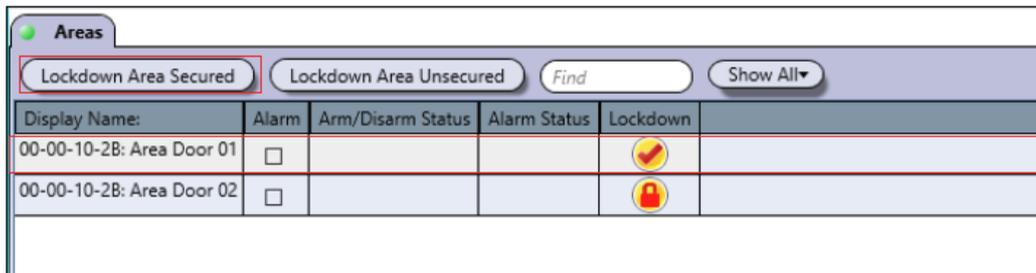
- **Grant Access (Maintain Lockdown):** Grant access through the door during lockdown. When the door relocks, Lockdown remains in effect. Note that this option is selectable only if it is assigned in the User's **Lockdown Rights**.
- **Find:** Type in several letters or a full name to filter and find a specific Door.
- **Show All:** Click to toggle between all doors or only doors on a specific module.

Areas

The Areas tab shows the list of areas currently under lockdown. Only areas previously assigned in the **Lockdown Area** menu are shown.

Display Name:	Alarm	Arm/Disarm Status	Alarm Status	Lockdown
00-00-10-2B: Area Door 01	<input type="checkbox"/>			
00-00-10-2B: Area Door 02	<input type="checkbox"/>			

Lockdown Area Secured: Select an area and click on this button to indicate that the area is clear of any threat. The area should be checked physically.



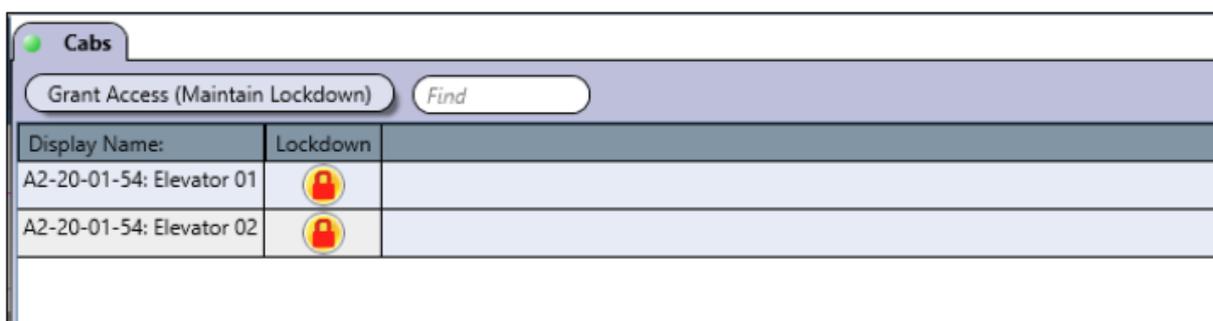
ⓘ Always confirm that someone has physically checked the area(s) before setting the area(s) as secure in ATRIUM.

📄 Securing areas one at a time helps confirm that they are safe, but this does not stop lockdown.

- **Lockdown Area Unsecured:** Areas are unsecured by default and are potentially unsafe until they have been physically checked to confirm safety.
- **Show All:** Click to toggle between all doors or only doors on a specific module.

Cabs

The **Cabs** tab shows the list of elevator cabs currently under lockdown. Only cabs previously assigned in the **Lockdown Cab** menu are shown.



- **Grant Access (Maintain Lockdown):** Grant access to allow a user to temporarily select elevator cab floors during lockdown. After the Grant Access ends, Lockdown remains in effect. Note that this option is selectable only if it is assigned in the Cab's **Lockdown Rights**.
- **Find:** Type in several letters or a full name to filter and find a specific Cab.

Users

The **Users** tab shows the list of all users in ATRIUM. **User Code Lockdown** and **Login Lockdown** rights are also displayed (if they have been assigned).

Users						
Set User Location to Unknown		Find				
Last Name	First Name	Location	Date & Time	User Code Lockdown	Login Lockdown	
	CDVI	Unknown	Unknown			
ADMINISTRATOR	USER	Unknown	Unknown			
INSTALLER	USER	Unknown	Unknown			
PROGRAMMING	USER	Unknown	Unknown			

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Legend	
	Start Lockdown
	Grant Access (Maintain Lockdown)
	Stop Lockdown
	Area Secured (Maintain Lockdown)

Events

The **Events** tab shows the list of all events related to Lockdown.

Languages

The **Languages** tab shows the list of available languages.

Stop Lockdown

Click here to **Stop Lockdown**. A password may be required if the option has been set in the **Lockdown Configuration** options.

The screenshot displays the Atrium - CDVI software interface. At the top, there is a navigation bar with a 'Dashboard' tab. Below this, a row of icons represents various system components: Doors, Areas, Cabs, Users, Cards, Events, English, and a 'Lockdown' section with a 'Stop Lockdown' button. The 'Events' section is active, showing a table of recent events. The table has columns for Date & Time, Description, Object, and Instigator. The events listed are all 'Lockdown started' events occurring at 14:29:52 on 2017-12-21, triggered by 'Lockdown' for various areas and users.

Date & Time	Description	Object	Instigator
2017-12-21 14:29:52	Lockdown started	Area: 00-00-10-28: Area Door 01	Lockdown
2017-12-21 14:29:52	Lockdown started	Area: 00-00-10-28: Area Door 02	Lockdown
2017-12-21 14:29:52	Lockdown started	User: USER INSTALLER	Lockdown
2017-12-21 14:29:52	Elevator lockdown started	Cab: A2-20-01-54: Elevator 01, Floor:	
2017-12-21 14:29:52	Elevator lockdown started	Cab: A2-20-01-54: Elevator 02, Floor:	

💡 Next, learn [how to manage accounts and about offline configuration](#) in the ATRIUM software.

<https://support.cdvi.co.uk/portal/en/kb/articles/managing-the-lockdown-function-in-the-atrium-software>