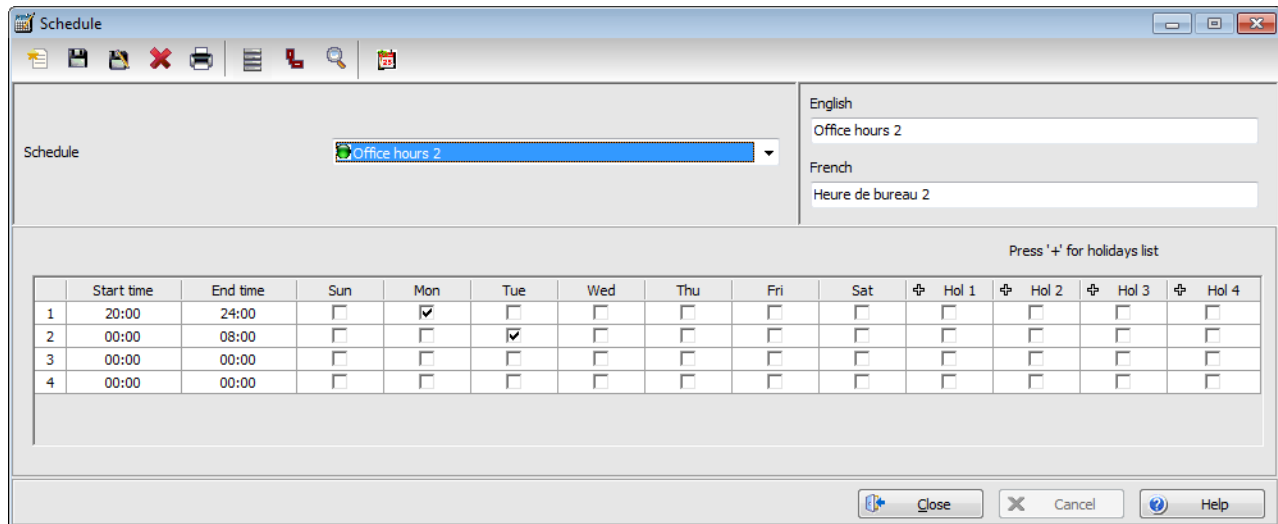


Kantech Holiday Programming for Users & Schedules:



RULE OF THUMB:

By default, Kantech leaves all "Holiday 1,2,3,4" check boxes **blank**; this is typically because access doors are to be **locked on holidays** and **User are NOT permitted access** during that holiday. So if this is the case, leave the check boxes blank. All doors will be locked on that holiday and no users will have access to the premise (except admin users).

Q: I want my door to remain "unlocked" on a holiday because I'm still open, even though it's a holiday day. How can I do this?

A: Go to the "Schedule" tab, drop down the list of schedules and find the one you want to modify; it should be the schedule associated with that specific door[s]. Place a check on "Hol1". This will ensure your door is left unlocked as per the scheduled times.

Q: I want some of my staff, who have a certain access level, to have access to my facility during a holiday day. How can I grant them access on holidays?

A: Go to the "Schedule" tab, drop down the list of schedules and find the one you want to modify; it should be the schedule associated with that specific staff member (User). Place a check on "Hol1". This will ensure your staff (User) has access as per the scheduled times.