Device Names (All text for device names shall be UPPERCASE)

Panel (Access, Input, Output)

- Type – P=Panel, WP=Wireless Panel (Access Point)
- Quad – NN
- Building – NNN or NNNA (should match searchable campus map)
- Telecommunications Room – N.NN (fill in actual number, don’t pad)
- Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
- Description (11 characters) – Complex, Building, Panel number if more than one or Segment Description

Examples:
P-06-500H-0.6-0050-STERNBURBANK
P-05-100-0.2-0126-ROBLEC
P-02-070D-1.1-1063-MUNGER4
P-02-070D-1.2-1063-MUNGER4DIN

Readers

- Type – R=Reader, WR=Wireless Reader (Lenel ILS)
- Quad – NN
- Building – NNN or NNNA (should match searchable campus map)
- Telecommunications Room – N.NN (fill in actual number, don’t pad)
- Door Location: I=Interior E=Exterior
- Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
- Description (9 characters) – Meaningful location (LOBBY, BASEMENT, ROOM NUMBER)

Examples:
R-06-500H-0.6-E-0051-BASEMENT
R-05-100-0.2-E-1242-BZCORRIDOR
R-02-070D-1.1-E-1039-RESLOBBY

Local Alarm (with sounder/speaker, no electrified hardware)

- Type – L=Local Alarm
- Quad – NN
- Building – NNN or NNNA (should match searchable campus map)
- Telecommunications Room – N.NN (fill in actual number, don’t pad)
- Door Location: I=Interior E=Exterior
- Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
- Type of Input: DC=Door Contact, RX=Rex
Description (7 characters) – Meaningful location (LOBBY, BASEMENT, ROOM NUMBER)

Examples:
Local alarms
L-05-200H-1.1-E-1143-DCD8ALARM
L-06-100-2.1-E-1041-DC100JALARM
L-05-100-0.3-E-1241-DCA100YSTRSA
L-02-070A-1.1-I-6001-DCRFHTCHDC

Alarm (no sounder/speaker, ex. door contact, tamper, etc., no electrified hardware)

Type – A=Alarm
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Type of Input: DC=Door Contact, TP=Tamper, RX=Rex, BTF=Battery Fail, ACF=AC Fail, etc.
Description (6 characters) – Meaningful location (12V, 24V, LBY, BSMT, LNG, RM9, etc.)

Examples:
A-05-010A-0.2-E-1159-DCN132BALARM
A-05-010B-0.8-E-1104-RXA132BLOUNG
A-05-010C-0.3-E-1145-DC148BLNG
A-05-010G-0.5-E-1125-DCDS121BDINRMA

Outputs (speaker or no speaker, electrified hardware w/ no reader)

Type – O=Output
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Type of Output: DH=Door Hold (for locations with magnetic door holders), DL=Door Lock
(for all locations without readers), CH1=Channel 1 speaker, CH2 (CH2 may be used for
MNS), etc.
Description (6 characters) – Meaningful location (LBY, BSMT, RM9, etc.)

Examples:
O-02-070A-1.1-I-6001-CH1ROOFHTCHCH1
O-05-100-0.3-E-1241-CH1A100YSTRSCCH1
O-05-200H-1.1-E-1143-CH1K8CHAN1
O-06-100-2.1-E-1041-CH1100JLNGCH1
O-04-040-0.1-I-0222-DHBSMTCORBH
Functions

Type – RF=Reader Function OR
Type – LF=Local Alarm Function
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Telecommunications Room – N.NN (fill in actual number, don’t pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don’t pad)
Description (10 characters) – DFO&DHO/SHUNT plus reader description or local alarm description

Examples:
RF-05-100-0.2-E-1242-DFO&DHOZDFO&DHO
LF-05-200H-1.1-E-1143-SHUNTK8ALSHUNT
LF-06-100-2.1-E-1041-SHUNTH100JALSHUNT
RF-06-500H-0.6-E-0051-DFO&DHOB096DFO&DHO

Custom Alarm Names

In order to receive a complete message in a single page, meaningful description is limited to 50 characters. This provides 39 characters for ‘from’ and 21 characters for ‘sent’, and 47 characters for ‘body’ (XX minute alarm on” + Device Name).

Business Unit or Segment, Alarm, Building name, Meaningful location description (50 character limitation)
Housing: Alarm BUILDING Description
Dining: Dining Alarm BUILDING Description
Conf: Conf BUILDING Description

As well, they should follow some rules:
- Each new word should start with an uppercase letter
- No identical alarm names
- No Special characters (no: dashes, no dots, no commas) … we can only accommodate alpha numeric.
- No double spaces between words (example: “Alarm Munger 1 North Corr Entry” … notice there are two white spaces between North and Corr.)
- No trailing spaces (example: “Alarm Building Basement Stairs “ with the space after the word Stairs).

Examples:
Housing: Alarm Munger 1 South Campus Drive Entry
Admin Building: Alarm Sweet Hall 4th Floor Stair 2
Dining: Dining Alarm Branner Dining Room Stairs
Conf: Conf Munger 5 Lobby B
**Access Levels**

Access Level Names  
Requirements: Names must be unique  
Segment – NAME  
Quad – NN  
Building – NNN or NNNA (should match searchable campus map)  
Time Description – BUSHOURS, FRONT LOBBY, etc.  
Floor/Location – 0FL (for basements), 1FL, 2FL, etc. (Note use next number to indicate roof, i.e. 2 story building with roof contacts would have 1FL, 2FL, 3FL) – or – FRONT, BACK, ETC.

Examples:  
VPUE-03-420-BUSHOURS-3FL

Access Level Groups (N/A for now)

**Timezone**

Requirements: Names must be unique  
Segment – NAME  
Quad – NN  
Building – NNN or NNNA (should match searchable campus map)  
Time Description – BUSHOURS, FRONT LOBBY, etc.

Examples:  
VPUE-03-420-BUSHOURS

**Holidays**

Requirements: Names must be unique, remember that holidays may apply to all buildings in a segment, use Quad-Bldg if holiday is unique to a given location  
Segment – NAME  
Quad – NN  
Building – NNN or NNNA (should match searchable campus map)  
Holiday name – NEW YEARS, etc.

Examples:  
VPUE-03-420-THANKSGIVING  
VPUE-03-420-SPECIALHOLIDAY
Maps
Requirements: Names must be unique
Segment – NAME
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Building Name – SWEET, etc
Floor – 0FL (for basements), 1FL, 2FL, etc. (Note use next number to indicate roof, i.e. 2
story building with roof contacts would have 1FL, 2FL, 3FL)

Examples:
VPUE-03-420-SWEET-0FL
VPUE-03-420-SWEET-1FL
VPUE-03-420-SWEET-2FL
VPUE-03-420-SWEET-3FL
VPUE-03-420-SWEET-4FL
VPUE-03-420-SWEET-5FL

Monitoring Zones
Requirements: Names must be unique
Segment – NAME
Quad – NN
Building – NNN or NNNA (should match searchable campus map)
Building Name – SWEET, etc

Examples:
VPUE-03-420-SWEET