1. Lenel Job Aid: Logging into Lenel RDS

**Logging into the Lenel RDS webpage**

- Supported browsers are as following:
  - PC: Internet Explorer, Chrome and Safari
  - Mac: Safari, Chrome
- Off campus users will need to login to Cisco AnyConnect Secure Mobility VPN client then goto [http://rds-lenel-prd.stanford.edu/](http://rds-lenel-prd.stanford.edu/)
- On campus users will NOT need to login to either VPN and can go directly to [http://rds-lenel-prd.stanford.edu/](http://rds-lenel-prd.stanford.edu/)

When logging into the Lenel RDS webpage your login name needs to be entered as “**win\SUNetID**” and then enter your SUNetID password. Once logged in you will see the icons for Alarm Monitoring and System Administration.

The next step is to initiate a Remote Desktop session.
## Initiating a Remote Desktop session

- **Internet Explorer**
  - When logging into the RDS webpage Internet Explorer users will need to select the Security option "This is a private computer" and then click "Sign in".
  - Then click on either icon for Alarm Monitoring or System Administration and a window will appear with the message 'Waiting for Remote App Programs to st...
  
  Please review any messages that appear', you may click on 'Show Details' if it is highlighted. Read the 'Computer and Network Policy Notice', click 'OK'. The application you selected will then launch. Login to the appropriate segment.
1. Lenel Job Aid: Logging into Lenel RDS

- Chrome
  - Click on either icon for Alarm Monitoring or System Administration a file will be downloaded and appear in a list at the bottom of the screen. Open the dropdown menu on the downloaded file and select ‘Always open files of this type’.

[Image]

  - Enter your SUNetID password in the ‘Enter your credentials’ window. If the user account is incorrect click on ‘Use another account’ and enter the correct user name and password. Be sure to apply the format: \texttt{win\SUNetID}

[Image]

  - A window will appear with the message ‘Waiting for Remote App Programs to st...
  Please review any messages that appear’, you may click on ‘Show Details’ if it is highlighted. Read the ‘Computer and Network Policy Notice’, click ‘OK’. The application you selected will then launch. Login to the appropriate segment.
1. Lenel Job Aid: Logging into Lenel RDS

System Administration and Alarm Monitoring tools:

- **The System Administration tools:** generally, these are where you will go to make system set up changes. You use this tool in the beginning stages when you are setting up your implementation.

  Types of activities conducted here:
  - Creating/modifying timezones
  - Creating/modifying access levels
  - Creating/modifying schedules
  - Run reports

- **The Alarm Monitoring tools:** generally, this is where you will go to review what the system is doing. You use this tool on a regular basis to check the status of your readers, to run reports, and to see your maps.

  Types of activities conducted here:
  - Running reports
  - Viewing alarm map
  - Remote locking/unlocking of doors
  - Masking/unmasking alarms