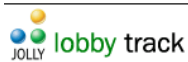
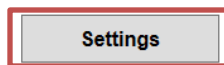
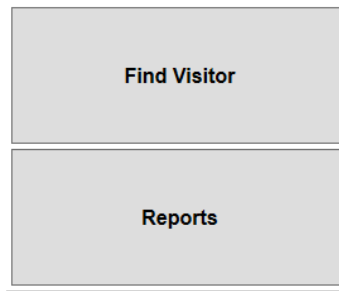
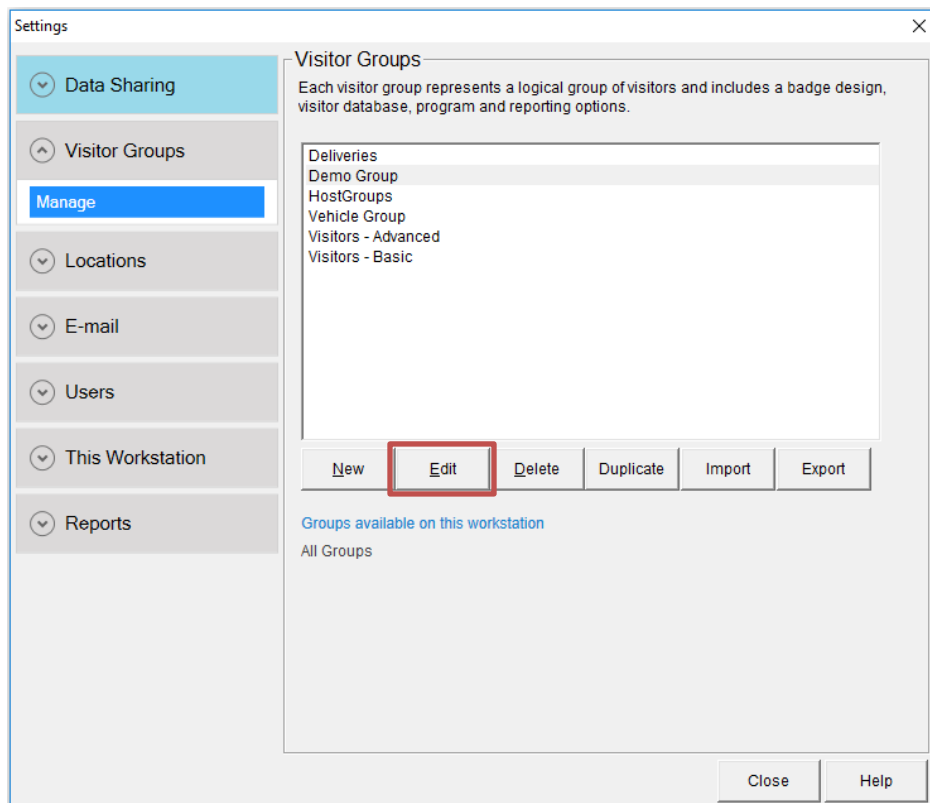


Lenel Access Control System Setup

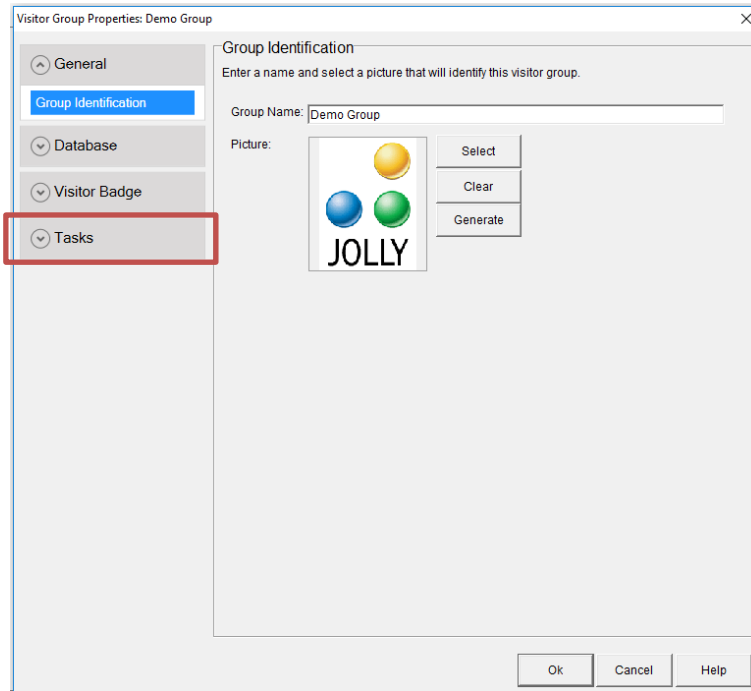
1. Open Settings



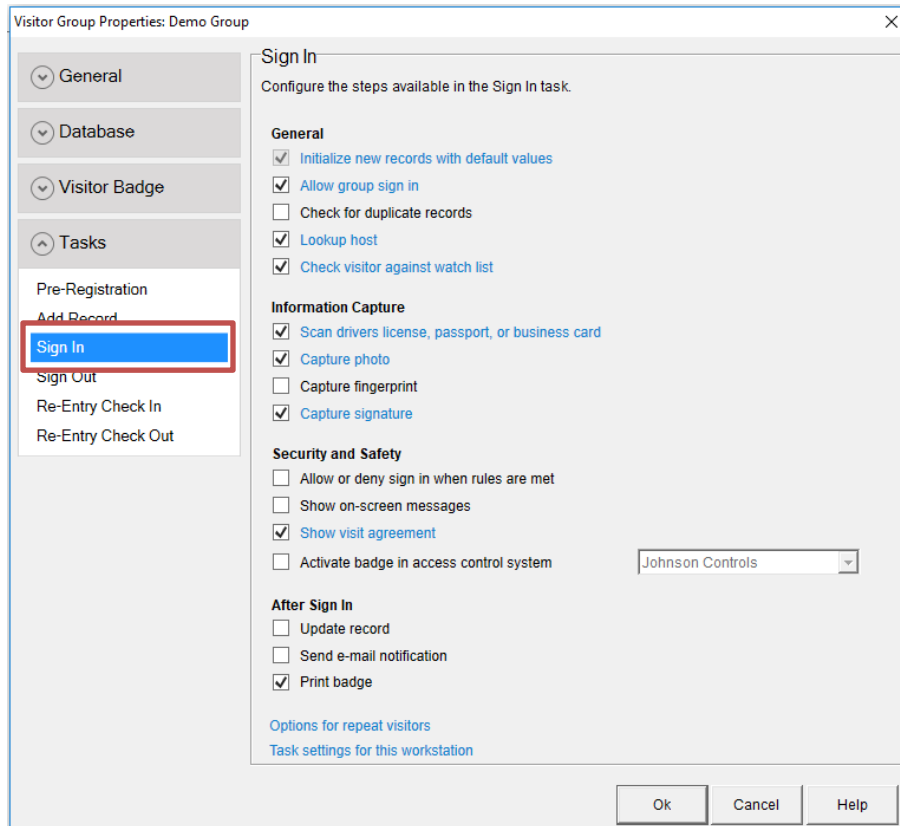
2. Select your Visitor Group and select Edit



3. Select Tasks



4. Select the Sign In task



5. Select 'Activate badge in access control system' and select Lenel from the drop-down list

Re-Entry Check Out

Security and Safety

- Allow or deny sign in when rules are met
- Show on-screen messages
- Show visit agreement
- Activate badge in access control system Lenel

After Sign In

- Update record
- Send e-mail notification
- Print badge

[Options for repeat visitors](#)
[Task settings for this workstation](#)

Ok Cancel Help

6. Select the blue link to edit access control settings

Re-Entry Check Out

Security and Safety

- Allow or deny sign in when rules are met
- Show on-screen messages
- Show visit agreement
- Activate badge in access control system Lenel

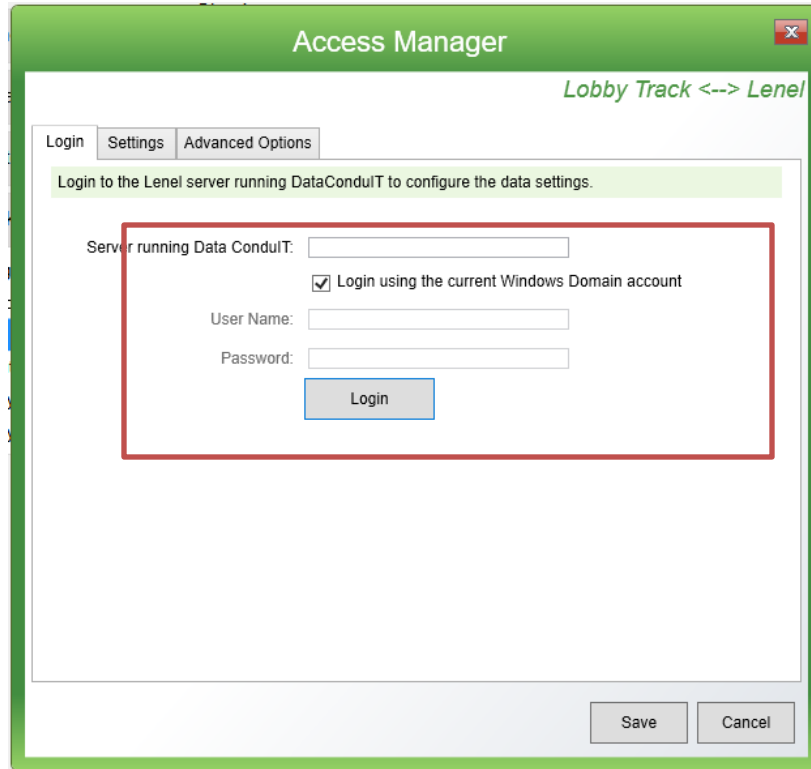
After Sign In

- Update record
- Send e-mail notification
- Print badge

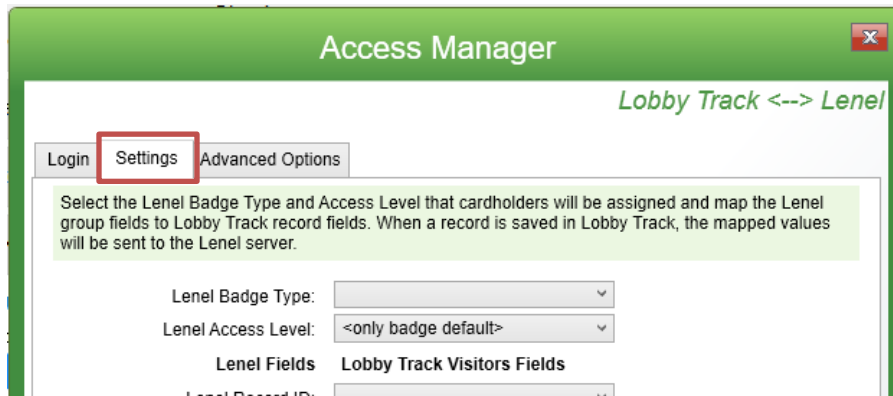
[Options for repeat visitors](#)
[Task settings for this workstation](#)

Ok Cancel Help

7. Configure the software by referencing the settings retrieved from your Lenel system



8. Open the Settings Tab



9. Map the database fields between the Jolly Technologies software and the Lenel access control system

The screenshot shows the 'Access Manager' window with the 'Advanced Options' tab selected. A green header bar contains the title 'Access Manager' and a close button. Below the header, the window title is 'Lobby Track <--> Lenel'. The 'Advanced Options' tab is highlighted, and a red box is drawn around the mapping configuration area. This area includes a text box with instructions: 'Select the Lenel Badge Type and Access Level that cardholders will be assigned and map the Lenel group fields to Lobby Track record fields. When a record is saved in Lobby Track, the mapped values will be sent to the Lenel server.' Below this are two dropdown menus: 'Lenel Badge Type:' and 'Lenel Access Level: <only badge default>'. A table-like structure follows, with two columns: 'Lenel Fields' and 'Lobby Track Visitors Fields'. Each column contains a list of fields with corresponding dropdown menus: Lenel Record ID, Card Number, First Name, Middle Name, Last Name, Cardholder ID, Start Date, End Date, and PIN. At the bottom right of the window are 'Save' and 'Cancel' buttons.

10. Edit advanced options if needed

The screenshot shows the 'Access Manager' window with the 'Advanced Options' tab selected. A green header bar contains the title 'Access Manager' and a close button. Below the header, the window title is 'Lobby Track <--> Lenel'. The 'Advanced Options' tab is highlighted with a red box. A green text box contains the instruction: 'Configure the additional options.' Below this are two checked checkboxes: 'Update user in the Lenel system when record is edited' and 'Remove user from Lenel system when card is deactivated'. At the bottom right of the window are 'Save' and 'Cancel' buttons.

11. Click the Save button



12. Click the OK button and return to the main screen of Lobby Track

