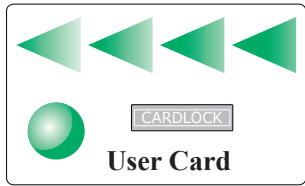


# Order extra CARDLOCK cards



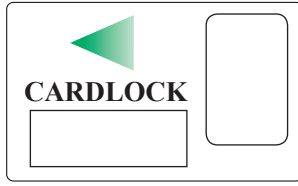
## Step 1 - Choose the card type

There are 2 types of card available for CARDLOCK systems



**CARDLOCK 1 extra user card (875-001)**

CARDLOCK user cards have 4 arrows on the front of the card



**CARDLOCK photo ID card (885-001)**

Photo ID cards are 3 part un laminated user cards with room for a name and photo

## Step 2 - Choose the colour of card

Normally, green cards are used. By using the other colours, access privileges can be set up for additional zones in the building. If you wish to set up coloured zones, please contact Paxton Access Ltd. (+44 (0)1273 811011)

R = red  
A = amber  
G = green



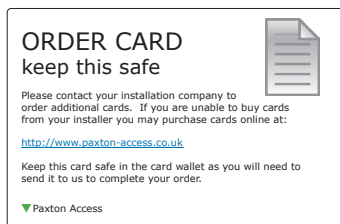
## Step 3 - Decide on the quantity

The minimum quantity per order placed is 10 cards for starter packs and extra user cards. When you order, it is best to buy 10 - 20% more cards than the number of people that require them. This allows for efficient replacement of lost cards.

## Step 4 - Find the order card

When more cards are required, the order card from your site-specific pack must be returned with your order to allow new cards to be encoded.

See also: [AN1020 - How to deal with a lost order card.](#)  
< <http://paxton.info/27> >



## Step 5 - Log on to [www.paxton.co.uk](http://www.paxton.co.uk)

Click HOW TO BUY. Place your order and pay by credit/debit card.

Ins-031

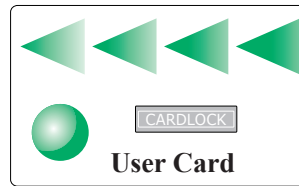
20/01/2009

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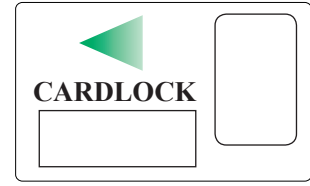
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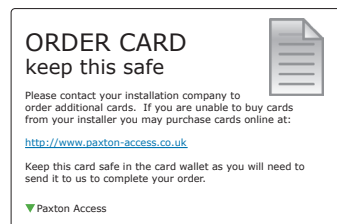
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