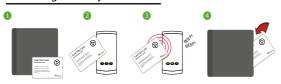# ins-195 PROXIMITY card pack

▼Paxton

Initialising a new system

1. Take the enrolment card from the new pack.
2. Present the enrolment card to the reader.
3. The reader beeps and the LED's light up.
4. ALL USERS ARE NOW VALID. Return enrolment card to pack.

Adding another pack to an existing system

To add a new pack, first present an enrolment card from an existing active pack, followed by the enrolment card from the new pack.

Issuing tokens

User card - give to user.

Shadow card - write name of user on this card.

Each user has a matching pair of tokens.
DO NOT MIX UP THE PAIRS

1. Across each double page there are pairs of cards - a user card and a corresponding shadow card.
2. Write the name of the user on the shadow card.
3. Issue the matching user card to the user.
4. Keep the card pack in a safe place.

WARNING: Do not deal with more than one user at the same time. The security and administration of your system will be seriously compromised if unmarked cards become mixed up.

Bar a user

Take the matching shadow card and present it to each reader on your site. The user's token is now barred.

A barred user can be re-validated by presenting an active enrolment card followed by the user token to the reader.