



## 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 keyfobs



Keyfob - give to user.

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

The keyfobs are provided in plastic pouches to keep each keyfob with its associated shadow card. The card wallet is provided to store the shadow cards once the keyfobs have been issued.

Shadow card - write name of user on this card.

**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 keyfob is now barred.

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

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