

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 keycard pack to an existing system.

If a keycard pack is being added to a system the enrolment card from an existing keycard pack must first be presented, followed by the enrolment card from the new pack.

Issuing keycards



Keycard - give to user

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

To enable the buttons, the keycard must first be presented to the P series reader and then used in hands free mode. The keycard stores the details of this interface and can then activate the door using a button.

It can also be used in normal hands free mode and also in local passive mode with other standard readers.

Shadow card - write name of user on this card.

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Bar a user

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

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

WARNING: Do not take more than one keycard and / or shadow card from the wallet at any one time without first having written names on them. The security and administration of your system will be seriously compromised if the unmarked cards become mixed up.