PROXIMITY card pack

Initialising a new system



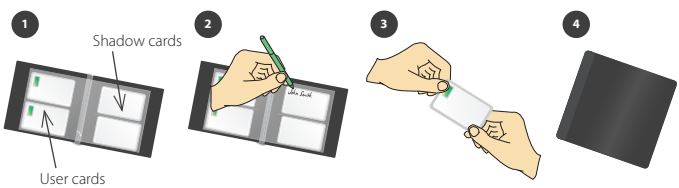
1. Take the enrolment card from the new pack.
2. Present the enrolment card to the reader.
3. The reader beeps and the LED's light up.
4. ALL USERS ARE NOW VALID. Return enrolment card to pack.

Adding another pack to an existing system



1. You need BOTH the enrolment card from the first card pack AND the enrolment card from the new card pack.
2. Present the ORIGINAL enrolment card to the reader.
3. Present the NEW enrolment card to the reader.
4. NEW USERS ARE NOW VALID. Return enrolment cards to pack.

Issuing tokens



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 containing the shadow cards in a safe place.

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

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



1. When a card is lost or stolen it is important to bar the card from your system to avoid unauthorized access.
2. To bar a card, locate it's corresponding shadow card.
3. Present this shadow card to the reader. This will bar the user.
4. A card can re-validated by presenting the enrolment card followed by that user card to the reader.

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