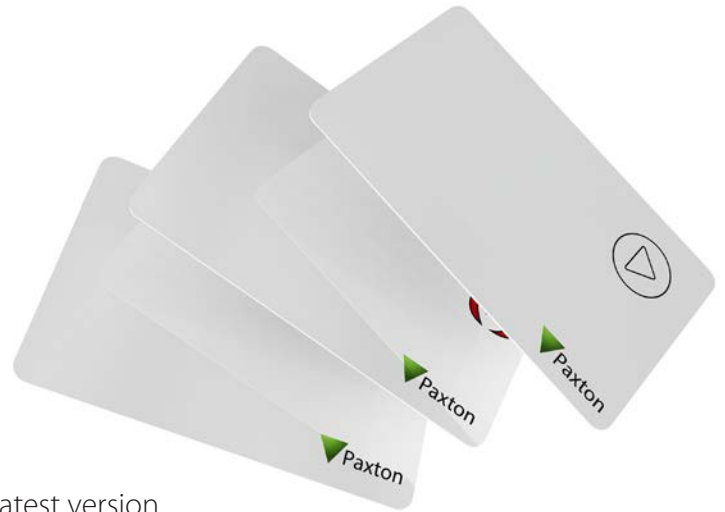


# Entry Panel in Standalone mode

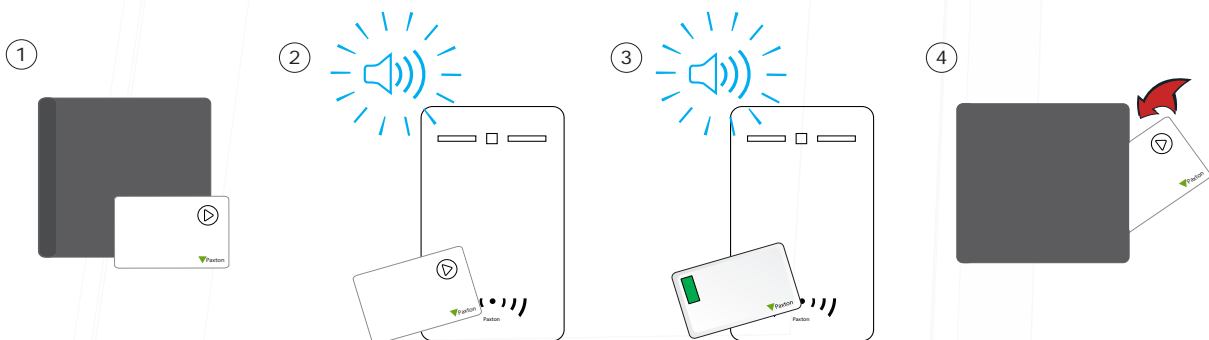
## Overview

PROXIMITY token packs, cards or keyfobs are available from our website - <http://paxton.info/624>. These are in quantities of 10, 25, 50 and 100. Packs can be ordered in any combination and any quantity (up to the maximum number of users, 10,000).



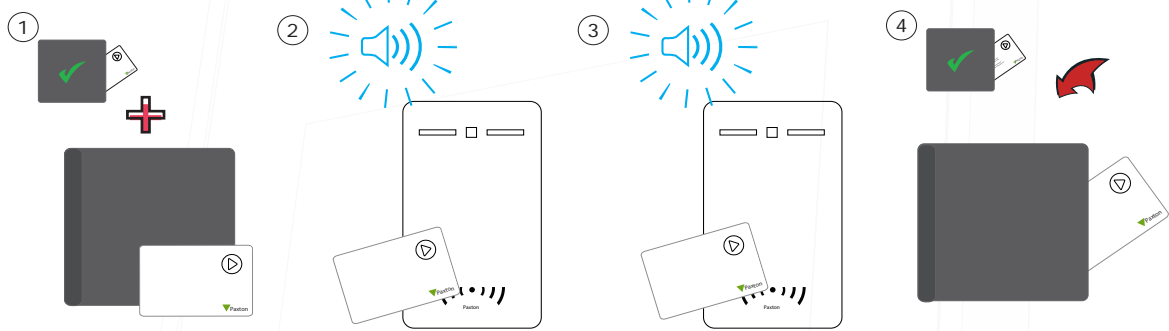
To run standalone mode please ensure you're using the latest version of software on your entry panel.

## Enrolling a token pack



1. Take the enrollment card from the new token pack.
2. Present the enrollment card to the entry panel.
3. The entry panel beeps as the enrollment card is acknowledged.
4. All tokens in the pack are now valid. The enrollment card can now be returned to its pack.

## Adding additional tokens



1. All Paxton token packs include an enrollment card.
2. Present the enrollment card from the active pack to the entry panel
3. Present the enrollment card from the new pack to the entry panel
4. All tokens in the pack are now valid. The enrollment card can now be returned to its pack.

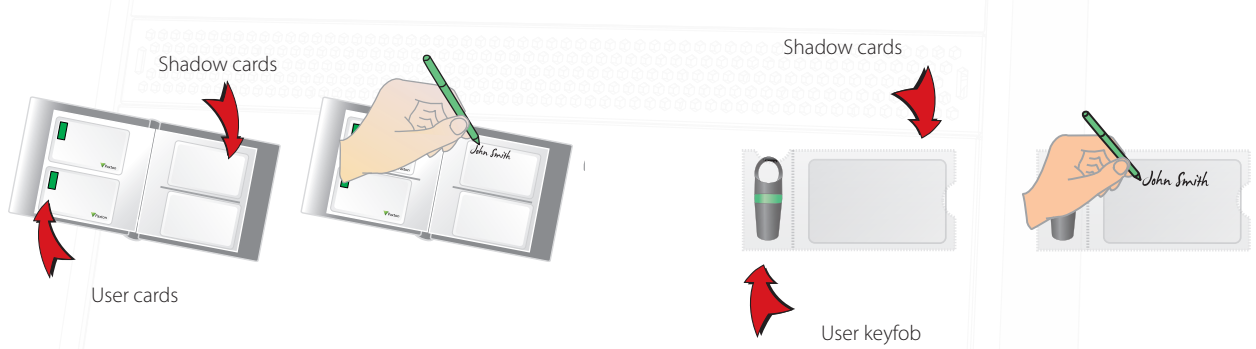
This enrollment process must be carried out at each entry panel on the site to ensure the cards are valid at all doors.

## Issuing tokens

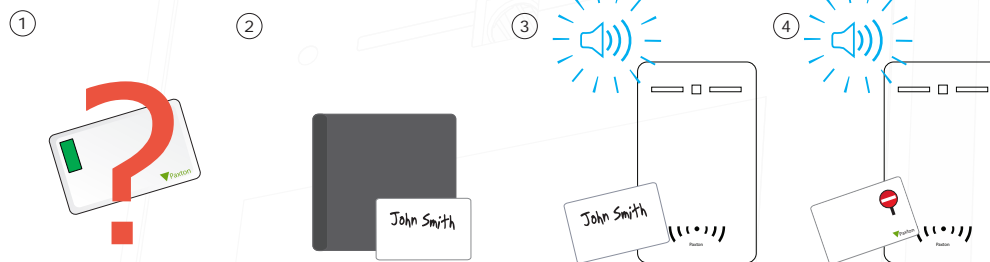
A PROXIMITY pack contains pairs of user and shadow tokens. These are linked pairs. When issuing a user token, the name of the user must be written on the linked shadow card. These cards must be kept safe, as they are the only method for voiding a lost or stolen token.

If any token is lost or stolen, its associated shadow card must be presented at each entry panel in order to remove it from the system.

Shadow cards must be kept in order or token administration may be compromised.



## Void a user

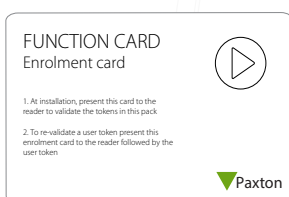


1. When a token is lost or stolen it is important to void the token to stop unauthorized access.
2. To void a token take its corresponding shadow card from the card pack.
3. Present the shadow card to the entry panel. This will void the token from that entry panel.
4. If the token is presented, the red LED will flash and access will not be granted.

Re-validating a user token - An enrollment card is required to re-validate a token that has been voided from an entry panel. First present the enrollment card and then the token that is to be made valid. The entry panel will beep and the token can be used again at that door.

## Standard proximity cards

The standard proximity cards are used to activate the standard PROXIMITY functions. The cards and their functions are listed below. All other function cards are purchased separately in a PROXIMITY function card pack; this pack can be ordered and enrolled in exactly the same way as a standard PROXIMITY card pack



### Enrolment Card:

1. At installation, present this card to the reader to validate the tokens in this pack.
2. To re-validate a user token present this enrollment card to the reader followed by the user token.



### Door open time:

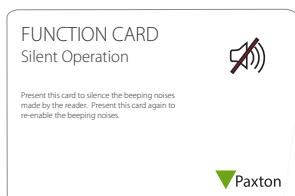
The period that the door unlocks for when a valid token is presented is set as follows:

1. Present this card, the entry panel will beep in second intervals
2. Wait for the required period
3. Present this card again, the beeping will stop



Fail open release:

Please note this card is not supported by entry panels.



Silent Operation:

Present this card to silence the beeping noises made by the reader. Present this card again to re-enable the beeping noises.

## Switching from Standalone mode to Net2

An entry panel can operate in either Net2 or Standalone mode. To operate in Net2 mode you will need to connect the entry panel to a Net2 controller that is part of a Net2 system.

Once connected it will no longer function in standalone mode and tokens will need to be administered via the Net2 system.

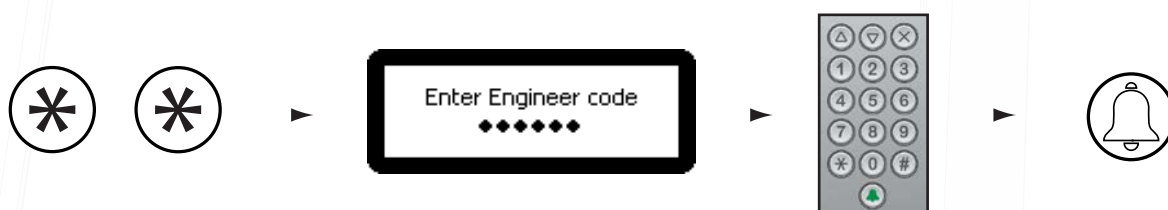
**Note: When a panel is switched to Net2 mode, any previously enrolled standalone tokens will no longer function.**

## Switching from Net2 to Standalone mode

To set an entry panel that has been working as part of a Net2 system to standalone mode will require the panel to be factory reset.

To factory reset the panel:

1. Access the Engineer menu on the panel by pressing \* twice, enter the Engineer code and press the Bell button.



2. Go to panel settings (5)
3. Factory reset (6)
4. Yes (1)
5. When the panel has rebooted present a Switch2 enrolment card and it will now be in Standalone mode.

