

How to program a standalone CARDLOCK system

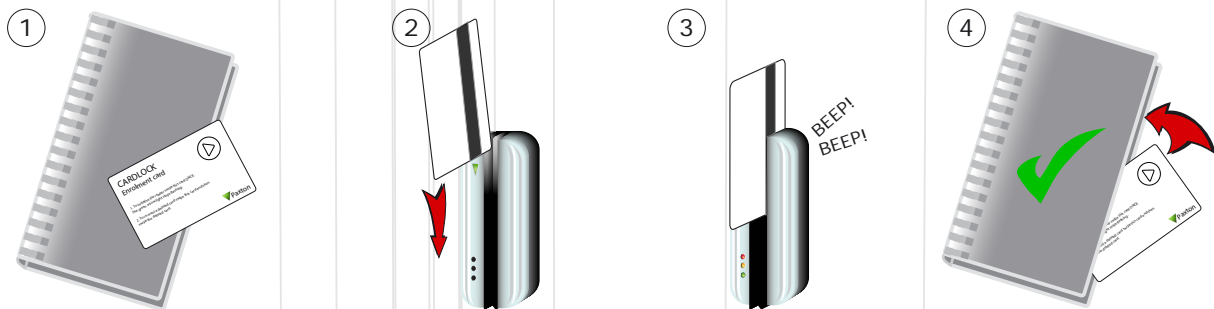
CARDLOCK standalone systems

Standalone CARDLOCK systems are designed to be installed and administered with the minimum of effort. All configuration and administration is carried out using function cards, allowing the user to easily tailor the system to suit the individual site. At every stage of the programming the CARDLOCK reader will acknowledge, by way of beeps or LED's, that each step has been performed successfully.



Enrolment card

Initialising a new system - When a CARDLOCK system is first switched on, the enrolment card must be swiped so that the reader will identify the user cards for your site.



1. Take the enrolment card from the new token pack.
2. Present the enrolment card to the reader.
3. The reader beeps and the LED's light up as the enrolment card is acknowledged.
4. All tokens in the pack are now valid. The enrolment card can now be returned to its pack.

Adding additional tokens

When more tokens are required, the order card from your site-specific pack must be returned with your order to allow new cards to be encoded.

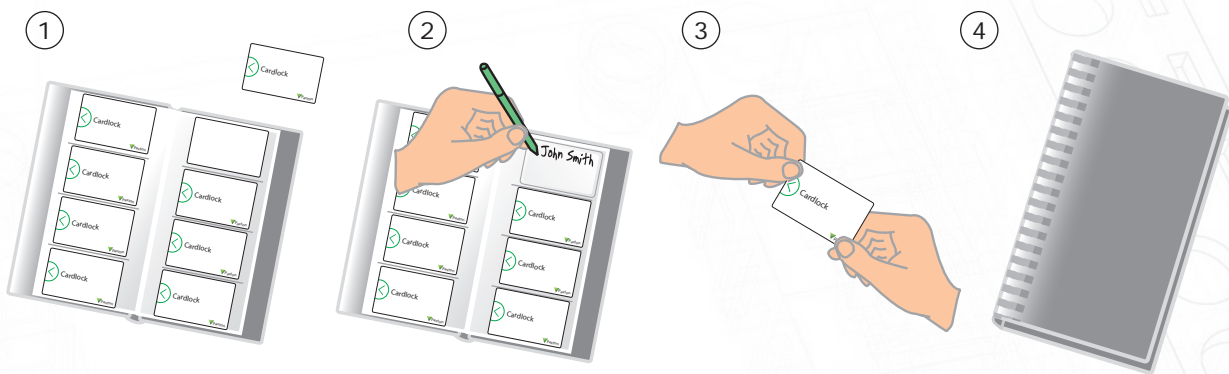
AN1021 - How to buy and administer CARDLOCK packs. < <http://paxton.info/25> >

If you lose your order card

If the order card has been lost refer to: [AN1020 - How to deal with a lost order card.](http://paxton.info/27) < <http://paxton.info/27> >

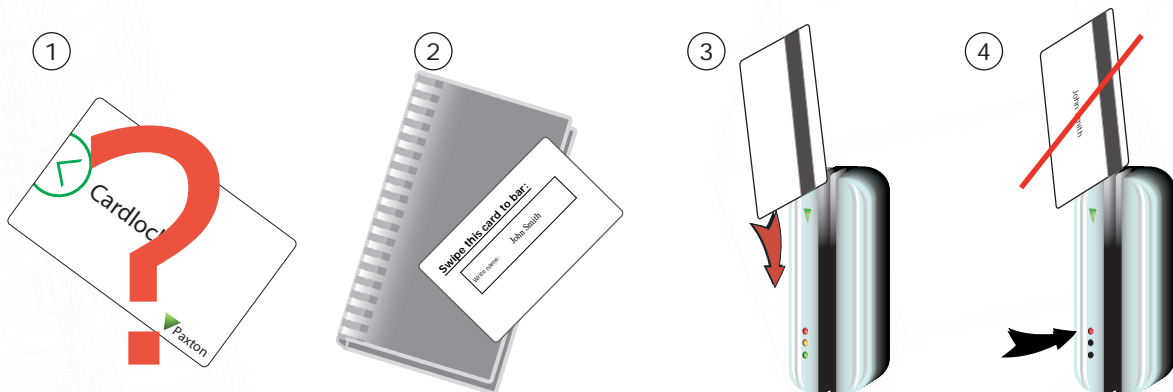


Issuing cards



1. On each page there are 'pairs' of tokens - a 'User card' and a corresponding 'Shadow'.
2. Write the name of the user on the shadow. Return the shadow to the pack.
3. Issue the user card to the user.
4. Keep the card pack in a safe place.

Bar a user

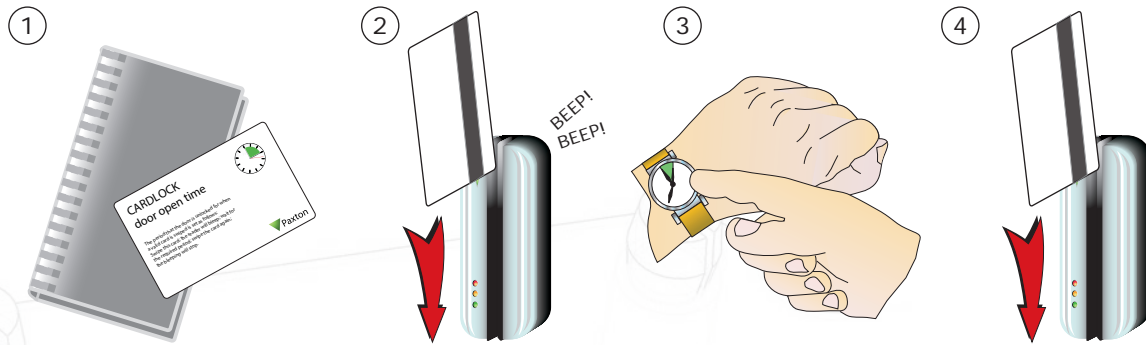


1. When a token is lost or stolen it is important to bar the token to stop unauthorized access.
2. To bar a token take its corresponding shadow card from the card pack.
3. Present the shadow card to the reader. This will bar the token from that reader.
4. If the token is presented, the red LED will flash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

Re-validating a user token - An enrolment card is required to re-validate a card that has been barred from the reader. First present the enrolment card and then the token that is to be made valid. The reader will beep to acknowledge and the token can be used again at that door.

Door open time card

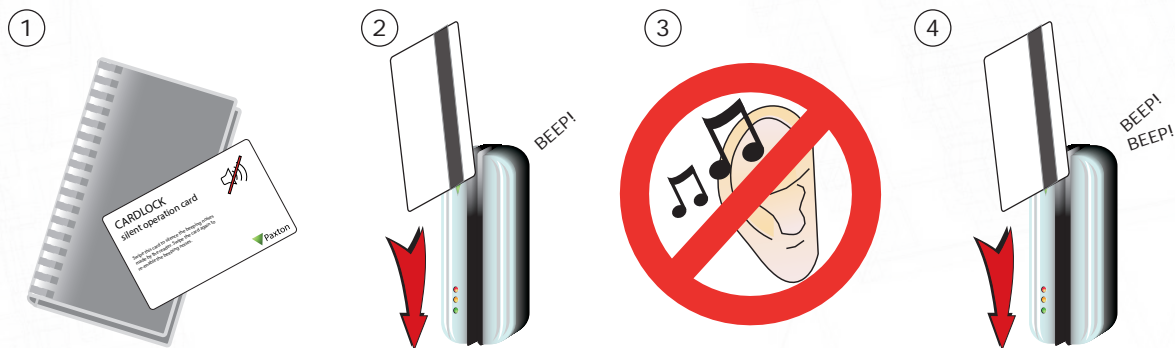
This card is used to adjust the length of time the door remains open when a valid card is presented.



1. Take the door open time function card from the starter pack.
2. Present the card to the reader. The reader will start beeping.
3. Wait for the required period you wish the door to remain open.
4. Present the card again at the end of the period to set the open time. The beeping will stop.

Silent operation card

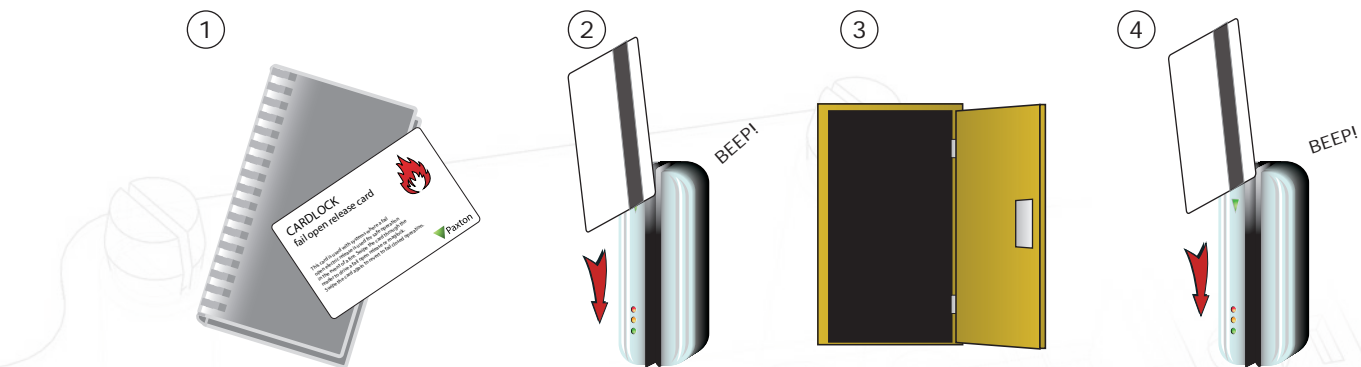
The silent operation card toggles the system between standard mode, where the reader will beep when a card is presented, and silent operation, for areas where the system is required to work in silence.



1. Take the silent operation function card from the starter pack.
2. Present the card to the reader. The reader will beep.
3. The reader is now in silent operation mode.
4. Present the card again to disable silent operation mode. The reader will beep twice.

Fail open release card

This card is used on CARDLOCK compact systems only. It is used to toggle the action of the lock wires between fail open and fail closed operating modes. CARDLOCK compact systems operate fail closed as default.



THIS CARD CAN ONLY BE USED WITH A FAIL OPEN LOCK.

1. Take the fail open release function card from the starter pack.
2. Present the card to the reader. The reader will beep.
3. The reader is now set to fail open mode. This allows safe operation of the door in case of fire as the lock will release when the power is cut.
4. To revert to fail closed mode, present the card again and the reader will beep once more.