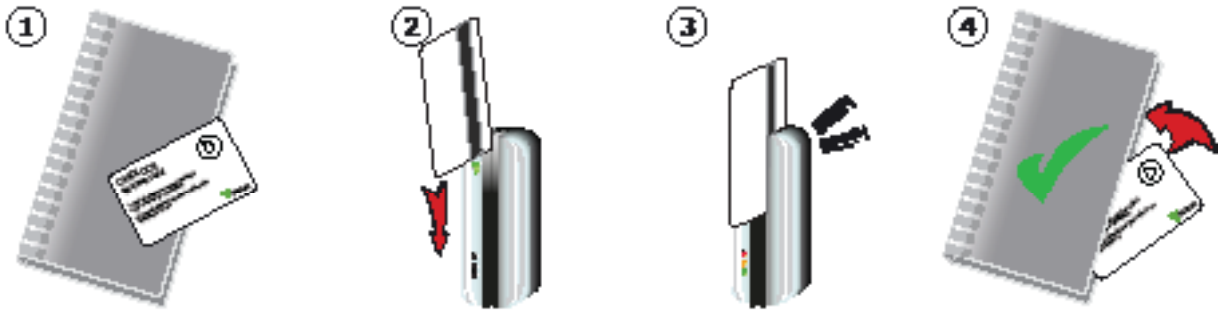
How to buy and administer CARDLOCK packs

All CARDLOCK card packs can be purchased via the Paxton website and are to be used with the CARDLOCK reader.

CARDLOCK starter packs

All new sites require a starter pack. This contains user cards, an order card and function cards to set up the system. The order card carries the site code information and details of the number of cards already issued to the site to prevent future duplication.

A starter pack is enrolled onto a reader by swiping the enrollment card.

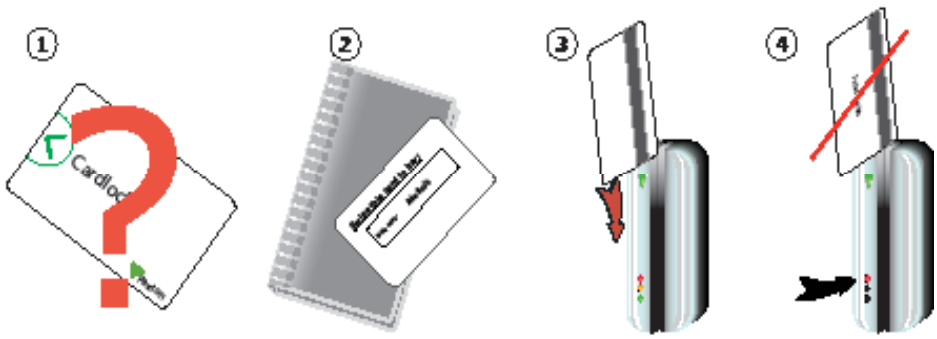


1. Take the enrollment card from the new token pack.
2. Present the enrollment card to the reader.
3. The reader beeps and the LED's light up as the enrollment card is acknowledged.
4. All tokens in the pack are now valid. The enrollment card can now be returned to its pack.

Issuing tokens

A CARDLOCK starter pack contains matched pairs of user and shadow cards. This relationship must be maintained and is usually done by writing the name of the user on the paper shadow card when the user card is issued. The shadow cards must be kept safe as they are required for voiding a lost or stolen user card from the CARDLOCK system.

Do not deal with more than one user at the same time. The administration of your system will be seriously compromised if unmarked cards are mixed up.



1. When a token is lost or stolen it is important to bar the missing token from your system to stop unauthorized access.
2. To bar a token, take its corresponding shadow from the card pack.
3. Present the shadow to the reader.
4. The user token is now barred from the system - Access will be denied.
5. To re-validate a token, present the enrollment card followed by the user token.

Additional cards

To buy additional cards for a CARDLOCK site the order card must be sent to your supplier along with your order, or cards can be ordered from the Paxton website < www.paxton.com/us > or < http://paxton.info/624 > and return the order card to us. The information about your site can then be taken from the order card and used to create the new cards.

This method ensures that all additional cards come pre-enrolled with the correct site code information. All additional cards ordered in this way are immediately valid on the CARDLOCK readers. There is no enrollment procedure necessary at individual readers.

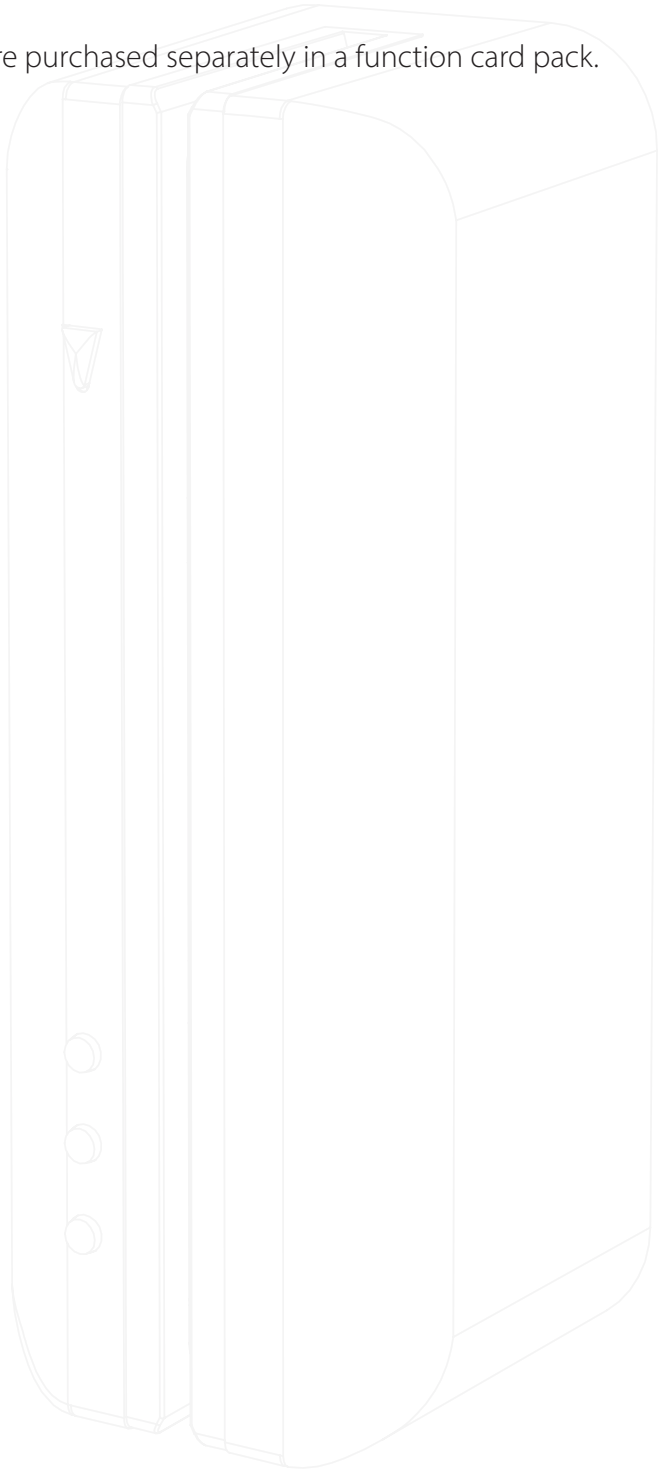
As soon as new additional cards are received they can be issued directly to the users.

ORDER CARD

If the order card has been lost, please refer to: AN1020-US - How to deal with a lost order card
< http://paxton.info/3416 >

Function cards

Function cards are used to activate the more advanced CARDLOCK functions.
The following are included in the starter pack.

Door open time card.	- Sets the amount of time the door lock is released per access.
Fail open release card.	- Reverses the operation of the lock output to make it suitable for operating a fail open release.
Silent operation card.	- Disables the 'beep' sounder in the reader for use in quiet areas.

All other function cards are purchased separately in a function card pack.