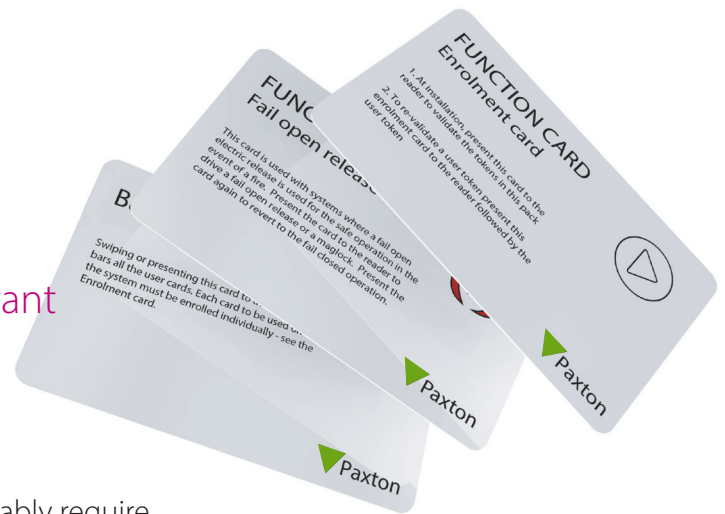


## Lost enrolment cards

If your Enrolment card is lost, we do insist that a number of steps are followed:



### If the security of your installation is important

- 1. Purchase a new card/fob pack.
- 2. Data reset all systems on the site (you will probably require the help of your installer to do this)
- 3. Initialise the systems with the Enrolment card from the new pack.
- 4. Withdraw original cards and issue cards from the new pack to your employees.

### If the security of your installation is NOT important

- 1. You can purchase a replacement enrolment card from our website < <http://www.paxton.co.uk> > with a credit/debit card.

Go to 'How to Buy' then 'Buy Cards and Tokens'.

You can also use the direct link: < <http://paxton.info/624> >

- 2. The part number is 899-001 should be used for this purchase.
- 3. We require either an order card (if a cardlock system) or a function card from your site to validate the enrolment details.

If the order card has also been lost then you can send in a function card for us to retrieve the site information.

NOTE: If you send in an order card, a replacement will be sent to you.

If you send in a function card, this card will be returned to you.

#### Important

When a duplicate Enrolment card is issued, the original can still be used to enrol additional card/fob packs onto your readers. These will then open doors on your site.