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

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

If the security of your installation is NOT important

- 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>
- The part number is 899-001 should be used for this purchase.
- We require the order card from your site to enable us to identify the enrolment card 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: This card will not be returned and so a replacement function card should be included in the order for the new enrolment card.

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.