

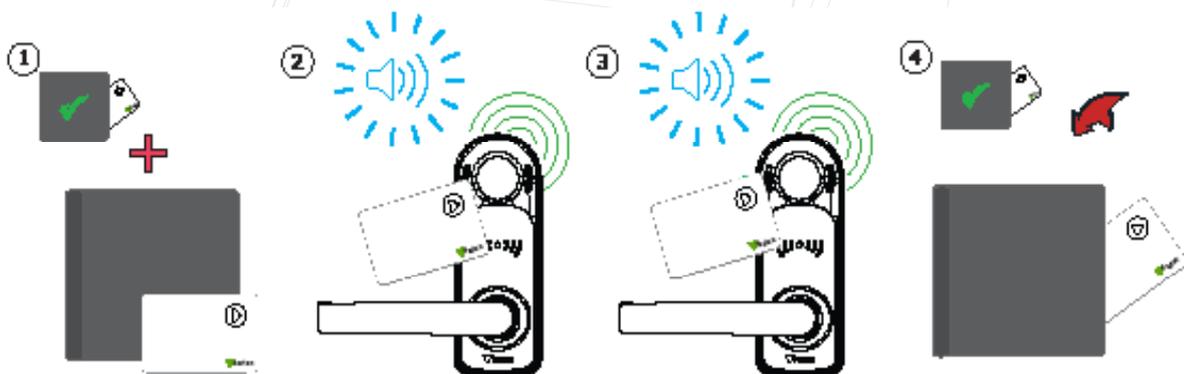
# Enrollment and use of a PaxLock Pro - Mortise Standalone function card pack

## Overview

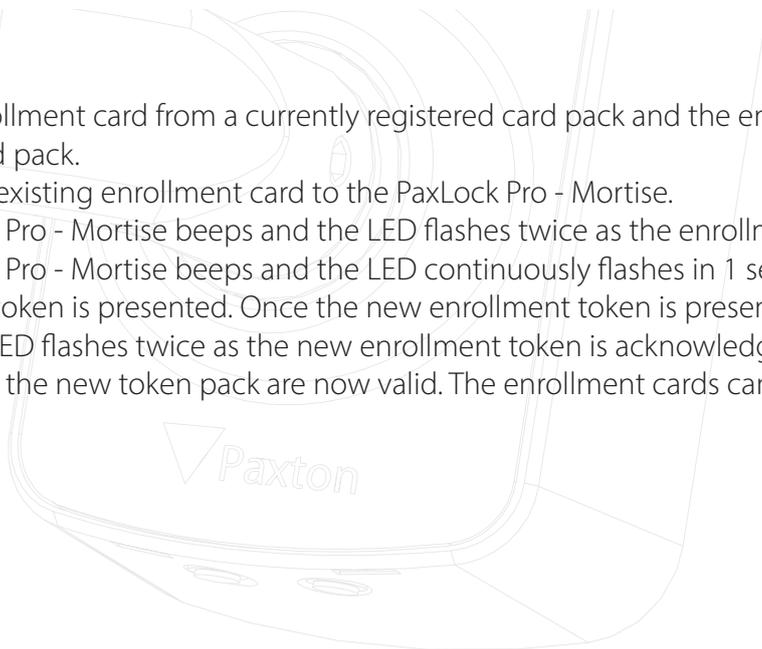
Function cards are used to activate more advanced proximity functions.



## Enrolling a new function card pack

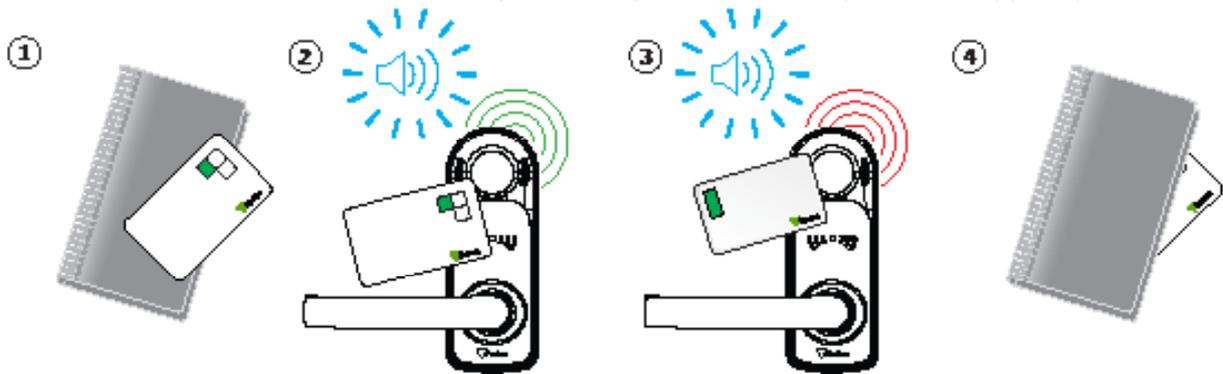


1. Take an enrollment card from a currently registered card pack and the enrollment card from the new function card pack.
2. Present the existing enrollment card to the PaxLock Pro - Mortise.
3. The PaxLock Pro - Mortise beeps and the LED flashes twice as the enrollment card is acknowledged.
4. The PaxLock Pro - Mortise beeps and the LED continuously flashes in 1 second intervals until the new enrollment token is presented. Once the new enrollment token is presented the PaxLock Pro - Mortise beeps and LED flashes twice as the new enrollment token is acknowledged.
5. All tokens in the new token pack are now valid. The enrollment cards can now be returned to their packs.



## Zone cards

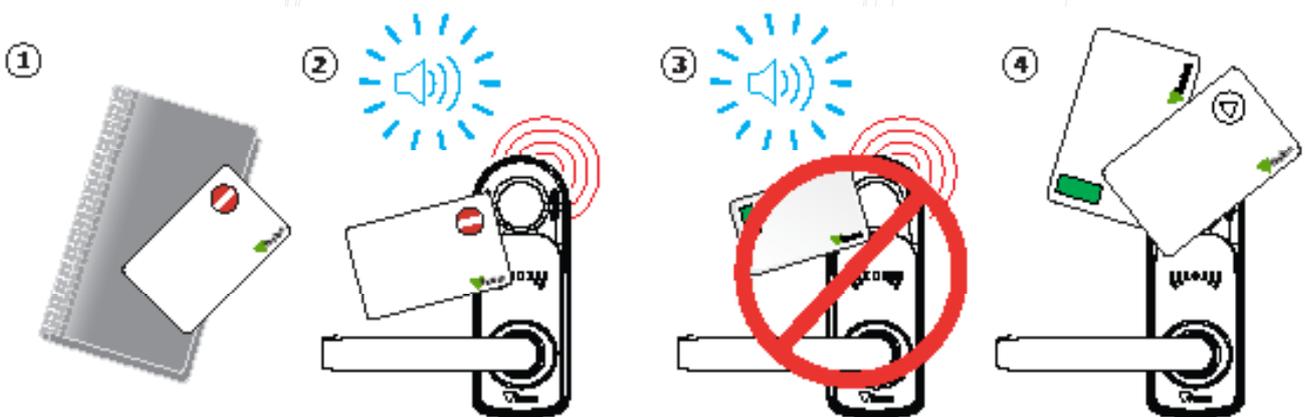
This allows you to control access through doors by limiting access to cardholders defined by the color of their card.



1. To restrict access to green cards or keyfobs, present the green zone card to the PaxLock Pro - Mortise.
2. The green LED switches to a flashing red LED indicating green cards do not have access.
3. To allow access to green cards again, present the green zone card to the PaxLock Pro - Mortise. The flashing red LED switches back to the flashing green LED. When finished, return the card to its pack.

## Bar all users card

This card is typically used when a reader is installed where only a small number of users from a large number of cardholders are allowed access. All users are voided and just a few tokens are re-enrolled.

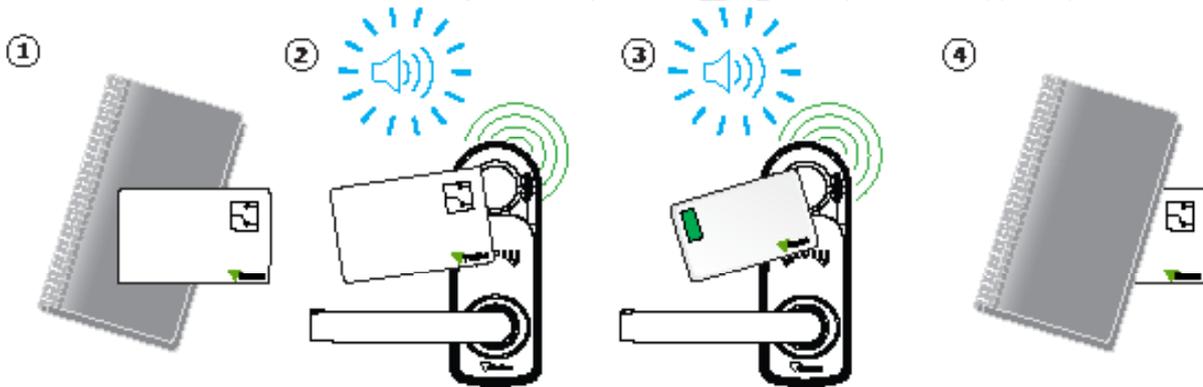


1. Take the bar all users function card from the pack and present the bar all users card to the PaxLock Pro - Mortise.
2. When the card has been read the PaxLock Pro - Mortise will beep and the LED will flash red twice. All cards are now barred.
3. To grant access to individual cards, present the enrollment card followed by the user card you wish to re-validate.

**NOTE: This function can only be undone by resetting the system.**

## Toggle card

Changes the function of the PaxLock Pro-Mortise from timed to toggle. A valid card is required to open the door and the next valid card will lock it again.



1. Take the relay toggle function card from the pack and present the card to the PaxLock Pro - Mortise.
2. When a valid user card is presented, the door will remain unlocked until another valid card is presented.
3. To change the mode back, present the relay toggle card again. When finished, return the card to its pack.

## Function cards

Function cards are used to activate the more advanced 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.



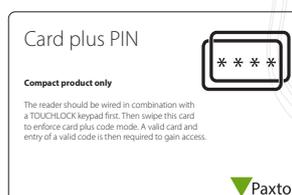
Enrollment Card:

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.



Bar all users card:

Warning: This feature can only be undone by a system reset. Present this card through the reader to bar all users on a door. To validate a card, swipe the enrollment card followed by the user card.



Card Plus PIN

Please note this card is not supported by the PaxLock Pro - Mortise.

Remote release card



**Compact product only**

Present this card to return the exit pair to their default function.

This will be required if the unit has previously been set to 'Card + PIN' or 'Time Zone' mode.



Remote Release Card

Please note this card is not supported by the PaxLock Pro - Mortise.

Relay Toggle card



Swipe or present this card to change the action of the output relay from a time interval to toggle. A valid card will now close the relay contacts. They stay closed until another valid card is swiped or presented.



Relay Toggle card

Present this card to change the action of the output relay from a time interval to toggle. A valid card will now close the relay contacts. They stay closed until another valid card is swiped or presented.

Time zones card



The 'traffic light' LEDs are set using the zone cards and swiping or presenting this card allows two sets to be stored.

For example: 1. red, yellow, green  
2. red only

A time clock is wired to the system to switch between the two sets at specified times.



Timezones card

Please note this card is not supported by the PaxLock Pro - Mortise.