

## PaxLock Pro - Mortise Standalone mode

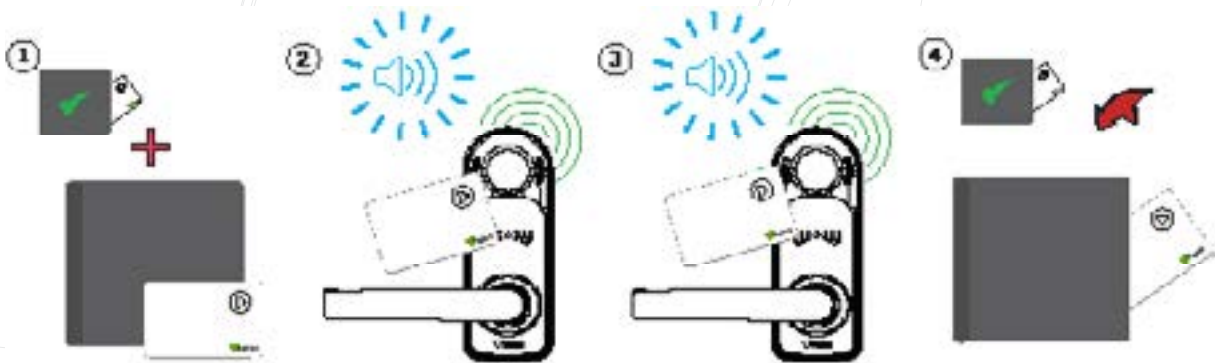
### Overview

PROXIMITY token packs, cards or keyfobs are available from our website - <http://paxton.info/6261>.

These come in quantities of 10 and 50. Packs can be ordered in any combination and any quantity (up to a maximum of 100 packs per standalone PaxLock unit)



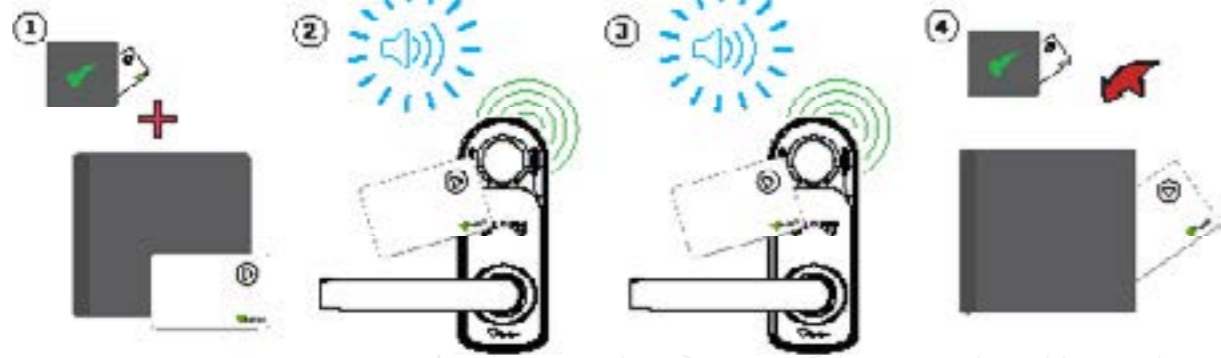
### Enrolling a token pack



1. Take the enrollment card from the new token pack.
2. Present the 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. All tokens in the pack are now valid. The enrollment card can now be returned to their pack.



## Adding additional cards



1. All Paxton token packs include an enrollment card.
2. Present the enrollment card from the active pack to the PaxLock Pro - Mortise.
3. Present the enrollment card from the new pack to the PaxLock Pro - Mortise.
4. All tokens in the pack are now valid. The enrollment card can now be returned to its pack.

This enrollment process must be carried out at each PaxLock Pro - Mortise on the site to ensure the cards are valid at all doors.

## Issuing tokens

A PROXIMITY pack contains pairs of user and shadow tokens. These are linked pairs. When issuing a user token, the name of the user must be written on the linked shadow card. These cards must be kept safe, as they are the only method for voiding a lost or stolen token.

If any token is lost or stolen, its associated shadow card must be presented at each PaxLock Pro - Mortise in order to remove it from the system.

Shadow cards must be kept in order or token administration may be compromised.



## Bar a user

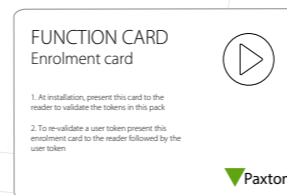


1. When a token is lost or stolen it is important to bar the token to stop unauthorized access.
2. To bar a token take its corresponding shadow card from the card pack.
3. Present the shadow card to the PaxLock Pro - Mortise. This will bar the token from that PaxLock Pro - Mortise.
4. If the token is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

Re-validating a user token - An enrollment card is required to re-validate a token that has been barred from the PaxLock Pro - Mortise. First present the enrollment card and then the token that is to be made valid. The PaxLock Pro - Mortise will beep and the green LED will flash in acknowledgement and the token can be used again at that door.

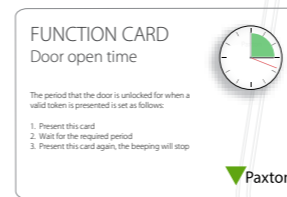
## Standard proximity cards

The standard proximity cards are used to activate the standard 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.



Door open time:

The period that the door unlocks for when a valid token is presented is set as follows:

1. Present this card, the PaxLock Pro - Mortise will beep in second intervals.
2. Wait for the required period.
3. Present this card again, the beeping will stop.

FUNCTION CARD  
Fail open release



This card is used with systems where a fail open electric release is used for the safe operation in the event of a fire. Present the card to the reader to drive a fail open release or a maglock. Present the card again to revert to the fail closed operation.



Fail open release:

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

FUNCTION CARD  
Silent Operation



Present this card to silence the beeping noises made by the reader. Present this card again to re-enable the beeping noises.



Silent Operation:

Present this card to silence the beeping noises made by the reader. Present this card again to re-enable the beeping noises.

