



## AN1022

# - How to buy and administer PROXIMITY token packs

### PROXIMITY token packs

PROXIMITY token packs of cards or keyfobs are available from our website - <http://paxton.info/624>. These are in quantities of 10, 25, 50 and 100 and in **Green**, **Amber** or **Red** tokens. Packs can be ordered in any combination and any quantity (up to the maximum number of users, 10,000). Each pack contains user tokens with their associated shadow cards, an enrolment card, door open time card (used to change the period the door remains unlocked), silent operation card (used to stop the reader from beeping) and a fail open release card (used when a fail open lock is installed).

Additional information is available at - <http://www.paxton.co.uk>

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

### Adding additional tokens

Additional packs can be ordered in the same way as the first pack. Packs can simply be enrolled onto the readers using the enrolment card from the first card pack. Once enrolled all of the user tokens from the new pack are valid at the reader. This enrolment process must be carried out at each reader on the site to ensure the cards are valid at all doors.

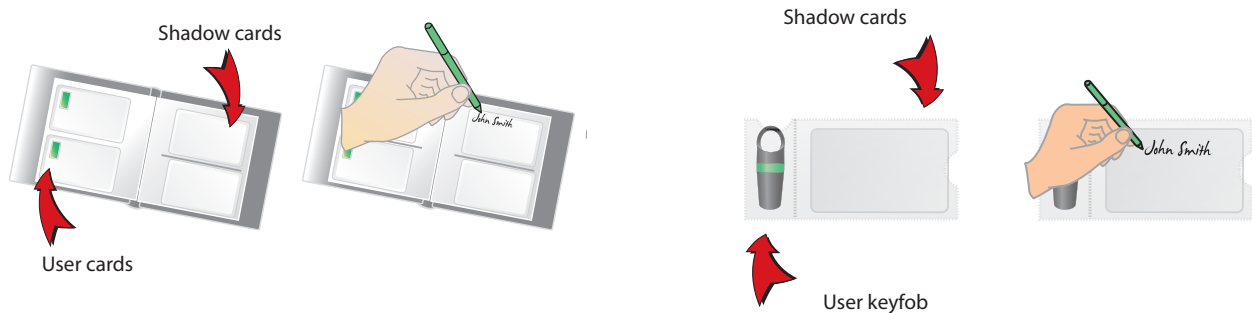
1. All Paxton Access token packs include an enrolment card.
2. Present the enrolment card from the original pack.
3. Present the new enrolment card from the new pack.
4. All tokens in the pack are now valid. The enrolment card can now be returned to its pack.

## 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 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 PROXIMITY reader 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 reader. This will bar the token from that reader.
4. If the token is presented, the red LED will flash and access will not be granted.

Re-validating a user token - An enrolment card is required to re-validate a card that has been barred from the reader. First present the enrolment card and then the token that is to be made valid. The reader will beep to acknowledge and the token can be used again at that door.

## Function cards

Function cards are used to activate the more advanced PROXIMITY functions. Some function cards are included with the starter pack, these enable you to vary the time the door stays unlocked, change the state of the lock output to deal with normally closed locks and to stop the PROXIMITY from beeping in areas where people are working quietly. 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.