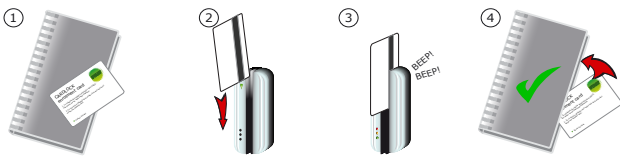


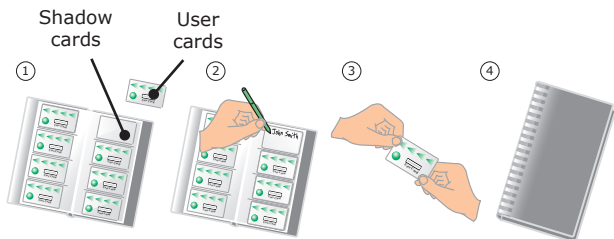
Initialising a new system



1. Take the enrolment card from the new pack of user cards.
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 cards in the pack are now valid. The enrolment card can now be returned to it's pack.

Issuing tokens

Each user has a matching pair of cards.
DO NOT MIX UP THE PAIRS



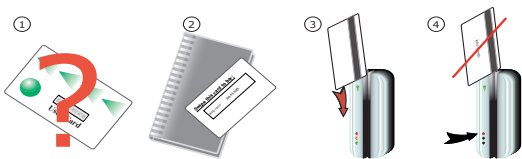
1. On each page there are 'pairs' of cards - a 'User card' and a corresponding 'Shadow card' behind it.
2. Write the name of the user on the shadow card.
3. Issue the 'User card' to the user.
4. Keep the card pack containing the shadow cards in a safe place.

Adding user cards

When more cards are required, return the order card from your pack along with your details to allow new cards to be encoded with the same site information.

See also: [AN1020 - How to deal with a lost order card.](http://paxton.info/27)
< <http://paxton.info/27> >

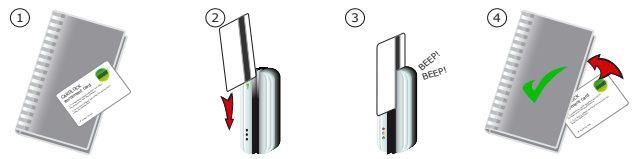
Bar a user



1. When a card is lost or stolen it is important to bar the card from your system to avoid unauthorized access.
2. To bar a card, locate it's corresponding shadow card.
3. Present this shadow card to the reader. This will bar the user.
4. A card can re-validated by presenting the enrolment card followed by that user card to the reader.

WARNING: Do not deal with more than one user at the same time. The security and administration of your system will be seriously compromised if unmarked cards become mixed up.

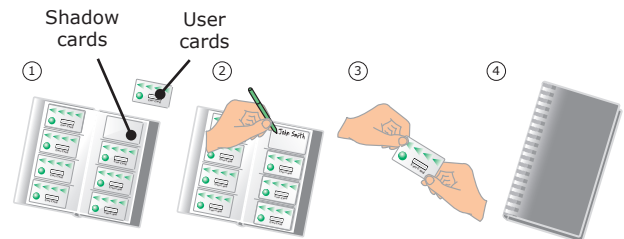
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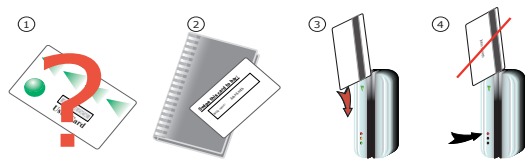
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