

Issuing tokens

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

User card - give to user.



Shadow card -
write name of user
on this card.

1. Across each double page there are pairs of cards - a user card and a corresponding shadow card.
2. Write the name of the user on the shadow card.
3. Issue the matching user card to the user.
4. Keep the card pack in a safe place.

Bar a user



Take the matching shadow card and present it to each reader on your site. The user's token is now barred.

A barred user can be re-validated by presenting an active enrolment card followed by the user token 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.

For a large numbers of users, consider upgrading to the PROXIMITY desktop encoder (412-500) to produce your own low cost cards and keyfobs.

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