Paxton

Technical Support

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Documentation on all Paxton products can be found on our website - http://www.paxton.co.uk/

Contents in box

PROXIMITY USB encoder   **USB cable**   **Software on CD**
Enrolment card +   **Programming cards x 2**

Overview

The PROXIMITY encoding system allows users of Paxton PROXIMITY systems to generate user cards quickly and easily. The card details for each user are held on the PC in a database and are managed by the encoding system software. The system is ideal for sites of 50 people or more where it is more practical and economical to use than to purchase pre-encoded packs of cards.

In the event that a user's PROXIMITY token needs to be barred from having access to a door, the encoding system software has the facility to produce a shadow token for that user. This token is then presented to the door(s) reader and the lost or stolen user card is then made invalid.

As well as shadow cards and user cards, the encoding system software can program a variety of other function cards for use at the reader.

System installation

The encoder must first be connected to the PC using the USB lead provided.

Insert the CDROM into the PC. If the machine does not Autorun, double-click Setup.exe in the root drive of the CDROM.

When the set up process is complete, you will find a new program group in the start menu called "Proximity encoding system". You can start the program by selecting the "Proximity encoding system" icon in this program group.

Software installation

Once the desktop encoder and program are installed, the system must be initialised before it can be used. Start the program by clicking on the Proximity encoding system icon.

On start-up the program will display the site creation window. A site must be created before any cards can be encoded. Simply enter the name of the site and click Add.

If the red icon and "No encoder is present" appears in the bottom left hand corner of the window, there is a problem with the communications to the USB desktop encoder.

Each enrolment card+ which has a unique number sequence and therefore each new site will require its own separate enrolment card+.

Once a valid enrolment card+ is presented to the USB desktop encoder, its number will appear in the bottom left hand corner of the window. Click the Login button, which will have become active.

The PROXIMITY encoding system is now ready to use.

Initialising the door locks

The Enrolment card+ provided with the Desktop encoder must also be presented to each of the door readers when they are first installed. This process 'enrols' the door with the same unique set of codes that have already been set up in the PC.

If an existing card pack is being used on the site, the original Enrolment card should be presented to the reader, followed immediately by the Enrolment card+ to add the new code set. Two beeps from the reader at the door indicate that the enrolment process was successful.

Once a door lock has been enrolled, it is ready to use. All of the user cards that are produced by the Desktop encoder system will be automatically valid - there is no need to enrol each new card at the door to make it work.

Please note that the Enrolment card+ is an important part of the system. It should be kept in a safe place and should not be given to unauthorised people. If it is lost or stolen, the security of the site will have been compromised. To recover from this situation, see the Security section of this document.

Adding a user

1. Click the Users icon from the encoding menu.
2. Double click on New user.
3. Select Yes if you wish to encode a token as you enter each set of user details (In this mode the software will not allow a user to be entered unless a blank card is presented to the desktop encoder). Select No if you wish to enter users details and encode their tokens later.
4. Fill in the details of the user, present a token to the desktop encoder (if this option was selected) and click Add user. The window will remain open to allow further users to be added. If you are programming a card, select its zone colour (see the explanation of zones in the function card section, or just choose green if you are not sure).
5. To return to the main screen click Close.

It is possible to issue more than one card to a user - that is particularly useful where a user needs a temporary card if they forget their normal card.

If some users are given more than one card, it is important to make a note which will identify each, so that when a card needs to be barred, it can be identified in its absence. Do this in the 'Notes' box in the Add user window.

Erasing a card

If a card is handed back, for example by an employee who is leaving, it is wise to erase it.

1. Present the card to the desktop encoder.
2. Click Find Token to locate the card in the database.
3. Click on Return token.
4. Click OK to remove the token from the user record.

5. To delete the information from the token go to Tools\Erase token.

The data previously contained in the card has been erased and it can be stored ready for re-use.

The cards may be programmed, erased and re-programmed indefinitely.

Voiding a card

If a card is lost or stolen, it must be barred from access at the doors on the site in order that it should not be misused. If the proper steps are taken, a stolen card when presented at the door will not be granted access and will cause a red LED to flash on the reader.

1. Find the user record containing the token to be voided.
2. Click on the Tokens tab if it is not already being displayed.
3. Click once on the lost token to highlight the token to be voided.
4. Click on the Lost token button, the following window will appear.

5. Present a spare card (one that is not a valid user card) to the desktop encoder. The OK button will become active; click OK and the shadow card for the lost token will be encoded.
6. The token within the user record will now appear as invalid.
7. Present the encoded shadow card to each reader on the system.
8. Now, if the lost user card were to be presented to a reader a red LED will be flashing and the door will not open.

Re-enrolling a barred user card

A user card that has been barred from a door (red light flashes) can be made valid again by presenting the Enrolment card followed by the user card.

Delete a user

When a user is no longer to be shown in the database, their name and details may be removed. Firstly, all cards belonging to that user must be erased or marked as lost. Then click on Delete record and answer Yes to the question: "Delete this user: are you sure?"

Special function cards:

The main use of the encoding system is to program user and shadow cards.

Function cards can also be produced for changing the settings at any door.   The full list of the function cards along with their description and compatibility information with Paxton products follows:
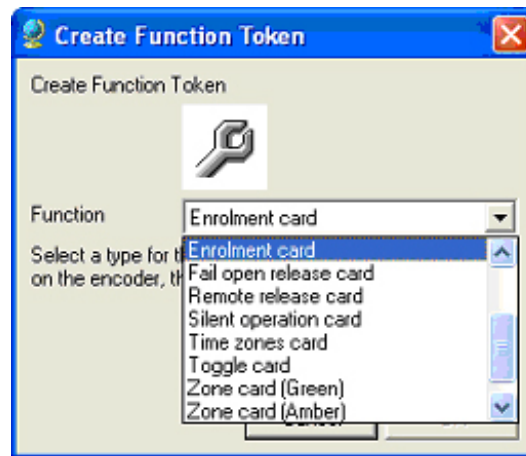
To encode a function card, use the following procedure:

1. Start the program and select Tools\Create Function Token.
2. Select the type of function token required from the list, present an un-encoded token to the desktop encoder and press OK.

3. Take the encoded function card to the door where its functionality is required and follow the instructions detailed in the table below.

Enrolment card

An enrolment card+ is provided with the desktop encoder. It contains a unique site code which can be used by itself or in conjunction with other site codes already in use. The enrolment card is also used to set/add this site code to the doors.

A user card that has been barred from a door (red light flashes) can be made valid again by presenting the Enrolment card followed by the user card.

See - 'Initialising the door locks' - to add an Enrolment card+ where a site already has an existing card pack in operation.

Door open time card

Used to set the time that the door remains unlocked, following a valid user card being presented, or a press to exit. Present the Door open time card; wait for the required interval (the reader will beep every second); and present the door open time card again. The interval has been set.

Card plus PIN

Disables the press to exit and timezone functions and enables the card plus PIN function. If a separate keypad is connected, a correct PIN will flash the amber light. Access will only be granted if a valid card is then presented to the reader.

Time zones card

Disables the Card plus PIN and press to exit functions and enables the time zones function. If a simple time clock is connected across the exit button pair of wires, one zone setting will be active with the time clock 'on' and another with the time clock 'off'. This is useful for limiting 'out of hours' access to a group of users.

Remote release card

Returns the default setting for the exit wire pair to 'press to exit' after the Card plus PIN or Timezone functions had been activated. These now become disabled.

Silent operation card

Present this card to silence the beep sound that comes from the reader. Present the card again to re-enable the beep.

Disable all users	By default, all user cards are valid at the door. There are some situations where this is not desirable, for example, a secure area where only one or two users must be allowed access. Present the 'Disable all users' card to block every card from that door. The enrolment card+ is then used to re-enrol individual users that will be granted access to the door. (see Re-enrolling a barred user card) Use this card with care! Its use cannot be undone by showing the card again. A system reset by an installer would be required.
Bar site code	This card is used on systems that use more than one card pack. If you use the 'Disable all users' card, you will block every card pack and would then need to re-enrol all the card packs not being barred.

By using the 'Bar site code' card, you can modify users access on a single card pack and just bar and re-enrol the cards from a single pack (site code). |
| **Zone card**
Green, Amber & Red | Paxton user cards can be created in three colours which are used to define the access where only cards of that specific colour can go. The readers have a row of three LED's, one red, one amber and one green. Normally, all will be lit. If the colour of user card matches the colour of a lit LED, that user card is granted access through the door.

For example, if a green zone card is presented to a reader, it will switch off the green LED and green users will be barred from that door. Presenting the green zone card again will switch the LED on again and allow green users. |
| **Fail open release card** | Used to set the lock output on a compact system. A fail closed release, where power is only applied to unlocked the door, is the default setting for a compact system. A fail open release (mag lock) requires power to keep it locked. Presenting this card will toggle the reader default between fail closed and fail open.   A fail open lock will ensure that the door will release (fail safe) in the event of a total power loss and is a requirement for a fire door. |
| **Other function cards** | This software contains additional function cards that may not be required for your specific application. Check with our technical helpline if you have any questions about these function cards. |

Operator tokens

Instead of password protecting the software, the Proximity encoding system uses operator tokens to identify authorised users.
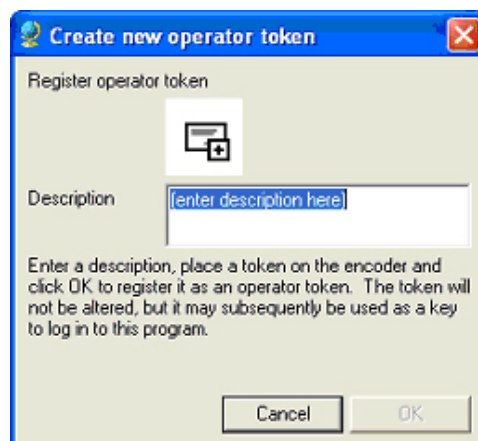
To register an operator token:

1. Click Operator tokens on the shortcut menu.
2. Double click New Operator Token.
3. Enter a description for the card and click OK.

4. In future, a valid operator token must be presented before the software will allow access.

Operator tokens are defined on a per site basis so different operators can be assigned to different sites.

IMPORTANT: If an Operator token has been assigned and then it is lost and was the only one created, the software database for that site cannot be opened again !!.

Security

There are some precautions that must be taken in order to maintain the security of the PROXIMITY encoder system:

The Enrolment card + must be kept in a safe place. If this card is missing, even temporarily, the security of the site may be compromised.

The directory in which the data files are stored must be private. Either the PC must be kept in a place unavailable to unauthorised users, or it must run the Proximity encoding system under Windows 2000 or Windows XP with access to the database directory restricted to authorised users.

Only trusted users must be given access to the PROXIMITY encoder software.

If any of these security requirements are not met, a new Enrolment card + is required for the site. All of the readers installed at the doors must be re-initialised and the existing user cards that have been issued will be invalid and will need to be re-programmed with new data. Whilst this process is not expensive (replacing mechanical door locks and keys is much worse!), it is time consuming and inconvenient for those that look after the system, as all user details have to be re-entered and all cards must be re-programmed.


Multi site operation

The Desktop programming system may be set up to program and organise cards for more than one site. Note that an Enrolment card + (part number 542-990) must be purchased for each new site.

To set up a new site:

1. Go to Tools\sites and the following window will appear.
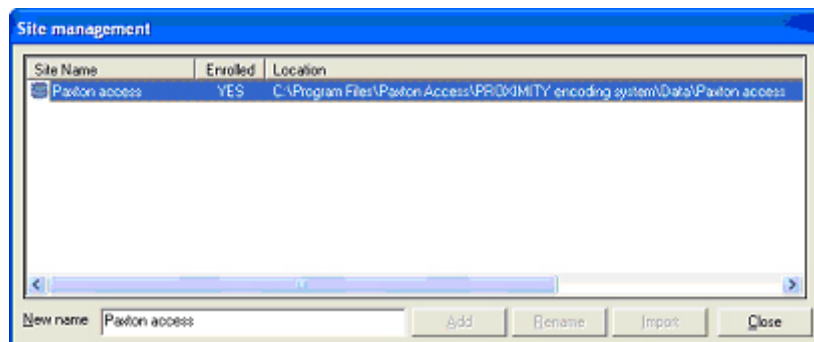
2. Type the name of the new site in the New name box and click Add. The new site will appear in the list un-enrolled.
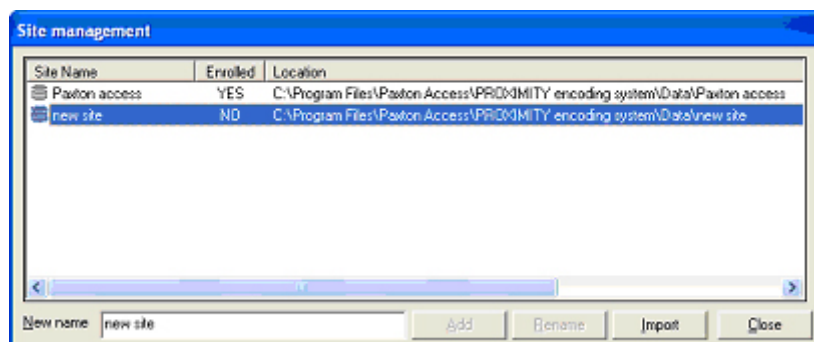
3. To enrol the site restart the software, select the new site from the drop down list and follow the instructions for initialising the system (the process is the same as for the first site).