



AN1021 - How to buy and use CARDLOCK cards

CARDLOCK starter packs

All new sites require a starter pack. This contains user cards, an order card and function cards to set up the system. The order card carries the site code information and details of the number of cards already issued to the site to prevent future duplication.

A starter pack is enrolled onto a reader by swiping the enrolment card.

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 it's pack.

Issuing tokens

A CARDLOCK starter pack contains pairs of user and shadow cards. These are linked pairs, which must be marked to identify the shadow card once the user card has been issued to a user; this is usually done by writing the name of the user on the paper shadow card. The shadow cards must be kept safe, as they are the only method for voiding a single lost or stolen user card from the CARDLOCK reader. It is extremely important that the administration of these cards is kept in order, or the security of the site may be compromised.

1. When a card is lost or stolen it is important to bar the missing token from your system to avoid unauthorized access.
2. To bar a card take it's corresponding shadow card from the card pack.
3. Swipe the shadow to the reader. This will remove the lost card or token from your system.
4. Should a barred user card become found the system administrator can re-validate it by swiping the enrolment card followed by the user card.

Additional cards

To buy additional cards for a CARDLOCK site the order card must be sent to your supplier along with your order, or cards can be ordered from the Paxton website < www.paxton.co.uk > or < <http://paxton.info/624> > and return the order card to us. The information about your site can then be taken from the order card and used to create the new cards.

This method ensures that all additional cards come pre-enrolled with the correct site code information. All additional cards ordered in this way are immediately valid on the CARDLOCK readers. There is no enrolment procedure necessary at individual readers.

As soon as new additional cards are received they can be issued directly to the users.

ORDER CARD

If the order card has been lost there are two options; which one you choose will depend on how important the security of your site is.

If the security of your site is important.

Purchase a new starter packer with sufficient cards for all of your users, or a starter pack and additional Cardlock cards up to the required quantity.

All systems on the site should be 'data reset', and then initialised with the Enrolment card from your new starter pack.

If the security of your site is NOT important.

It is possible for us to read information from any working function card from your site, such as the Fail open release card, or Silent operation card, and encode additional cards. Please do NOT send the Enrolment card as this card will not be returned.

A new Order card will be returned with the additional user cards.

Function cards

Function cards are used to activate the more advanced CARDLOCK 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 CARDLOCK from beeping in areas where people or working quietly.

All other function cards are purchased separately in a function card pack.