



# AN1005 - How to program a stand alone PROXIMITY system

## PROXIMITY stand alone systems

Stand alone PROXIMITY systems are designed to be installed and administered with minimum effort. All configuration and administration is carried out using function cards, allowing the user to easily tailor the system to suit the individual site. At every stage of the programming the PROXIMITY reader will acknowledge, by way of beeps or LED's, that each step has been performed successfully.

## Enrolment card

Enrolling a new system - When a PROXIMITY system is first switched on, the enrolment card must be presented so that the reader will identify the user tokens for your site.

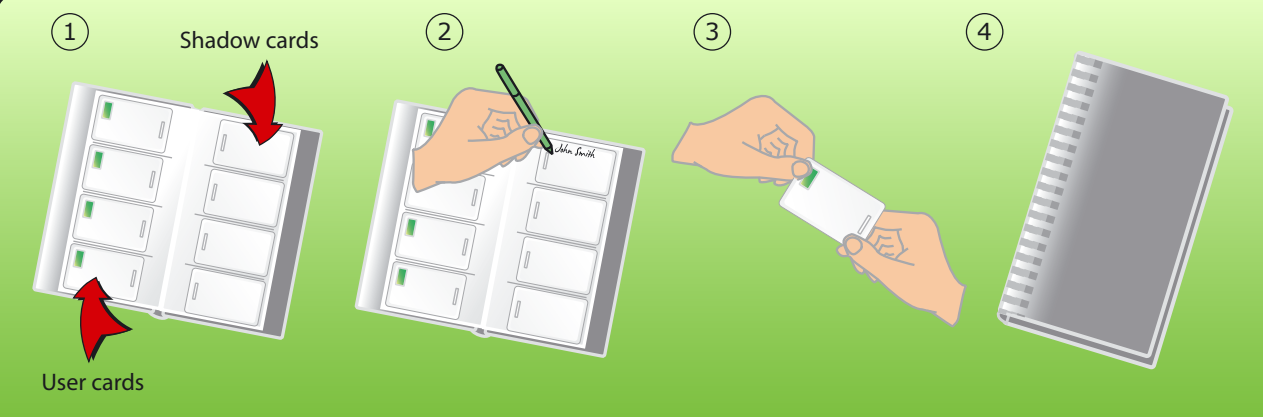
1. Take the enrolment card from the new pack of user cards
2. Present/swipe the enrolment card to the reader
3. The reader beeps and the LED's become lit as the enrolment card is acknowledged
4. All cards in the pack are now valid. The enrolment card can now be returned to it's pack.

## Adding additional cards

When more tokens are required a new pack may be purchased from your normal supplier.

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 cards in the pack are now valid. The enrolment card can now be returned to it's pack.

## Issuing tokens



① Shadow cards  
User cards


②

③

④

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

## Bar a user



①

②

③

④

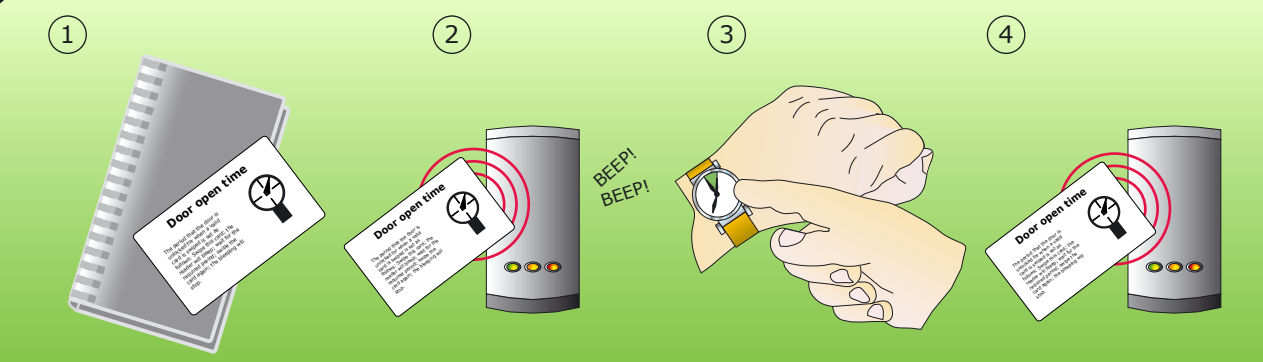
1. When a card is lost or stolen it is important to bar the missing card from your system to avoid unauthorized access
2. To bar a card or token take it's corresponding shadow card from the card pack
3. Present/swipe the shadow card to the reader. This will remove the lost card or token from your system
4. The user card is now barred. If it is presented to the reader the **red** LED will flash and access will not be granted

**It is extremely important that the administration of these cards is kept in order, or the security of the site may be compromised.**

**Re-validating a user token** - An enrolment card is required to re-validate a card that has been removed from the system. First present the enrolment card followed by the token that is to be made valid. The reader will beep to acknowledge that the card has been accepted.

## Door open time card

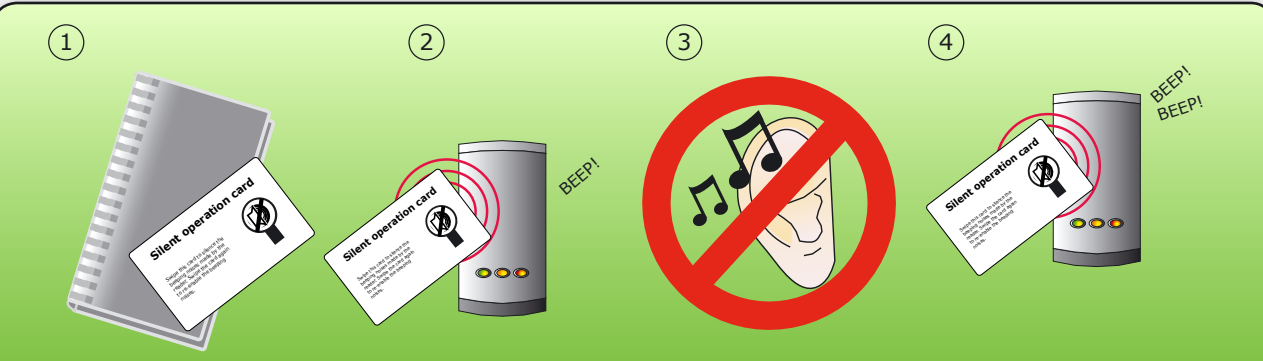
This card is used to adjust the length of time the door remains open when a valid card is presented.



1. Take the door open time function card from the starter pack
2. Present/swipe the card to the reader. The reader will start beeping
3. Wait for the required period you wish the door to remain open
4. Present/swipe the card again at the end of the period to set the open time. The beeping will stop

## Silent operation card

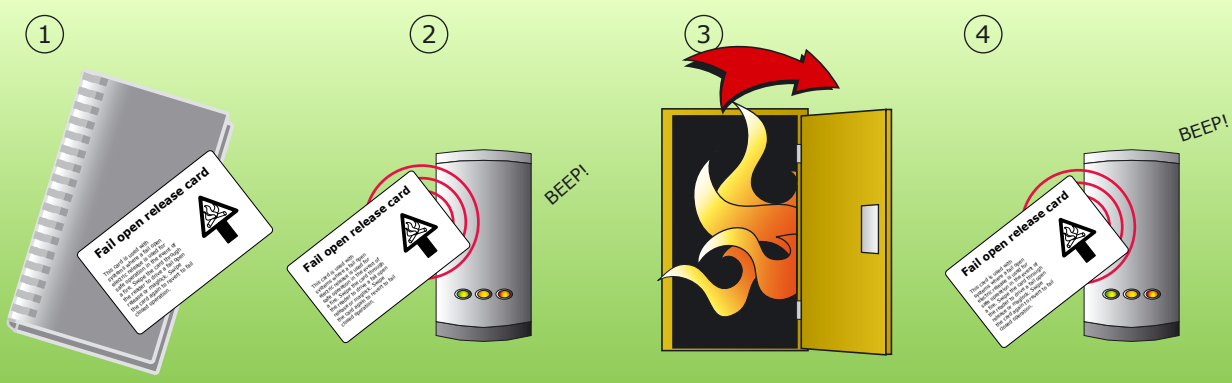
The silent operation card toggles the system between standard mode, where the reader will beep when a card is presented, and silent operation, for areas where the system is required to work in silence.



1. Take the silent operation function card from the starter pack
2. Present/swipe the card to the reader. The reader will beep
3. The reader is now in silent operation mode
4. Present/swipe the card again to disable silent operation mode. The reader will beep twice

## Fail open release card

This card is used on PROXIMITY compact systems only. It is used to toggle the action of the lock wires between fail open and fail closed operating modes. PROXIMITY compact systems operate fail closed as default.



**NOTE: THIS CARD CAN ONLY BE USED WITH A FAIL OPEN LOCK**

1. Take the fail open release function card from the starter pack
2. Present/swipe the card to the reader. The reader will beep for about a second
3. The reader is now set to fail open mode. This allows safe operation of the door in case of fire: The lock will release when the power is cut
4. To revert to fail closed mode, present/swipe the card again. When the reader sounds fail closed mode has been activated