

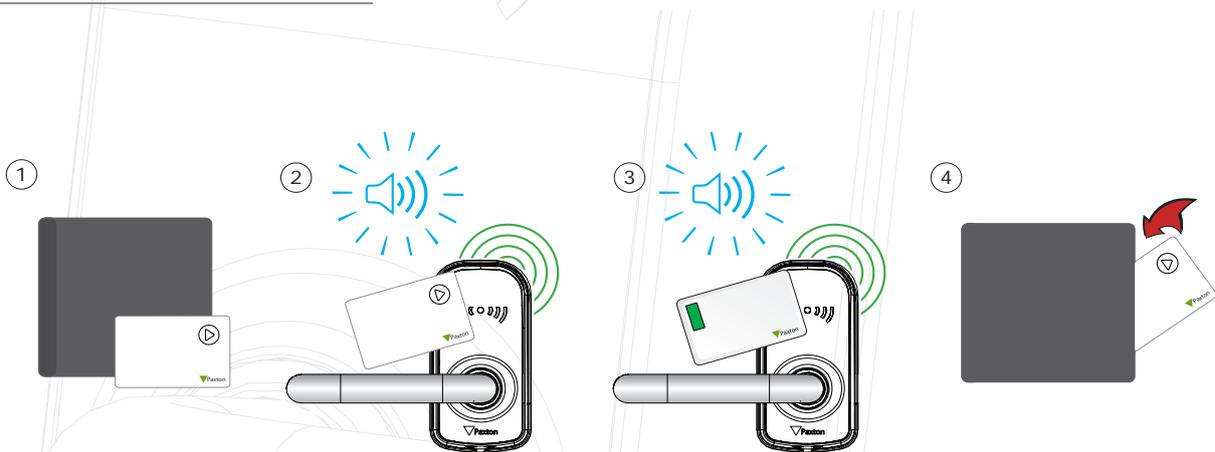
## PaxLock Pro Standalone mode

### Overview

PROXIMITY token packs, cards or keyfobs are available from our website - <http://paxton.info/624>. These come in quantities of 10 and 50. Packs can be ordered in any combination and any quantity (up to a maximum of 100 packs per standalone PaxLock unit)

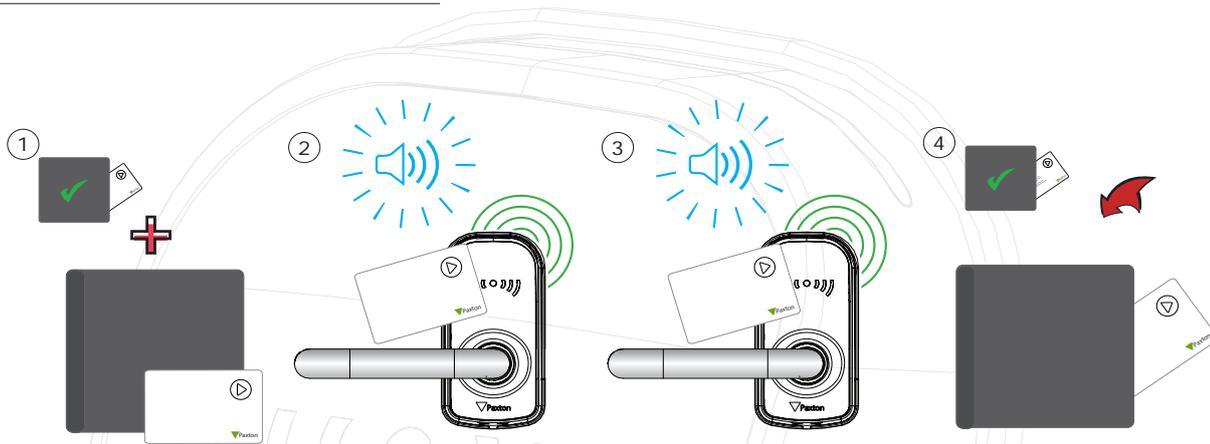


### Enrolling a token pack



1. Take the enrolment card from the new token pack.
2. Present the enrolment card to the PaxLock Pro.
3. The PaxLock Pro beeps and the LED flashes twice as the enrolment card is acknowledged.
4. All tokens in the pack are now valid. The enrolment card can now be returned to their pack.

## Adding additional tokens



1. All Paxton token packs include an enrolment card.
2. Present the enrolment card from the active pack to the PaxLock Pro
3. Present the enrolment card from the new pack to the PaxLock Pro
4. All tokens in the pack are now valid. The enrolment card can now be returned to its pack.

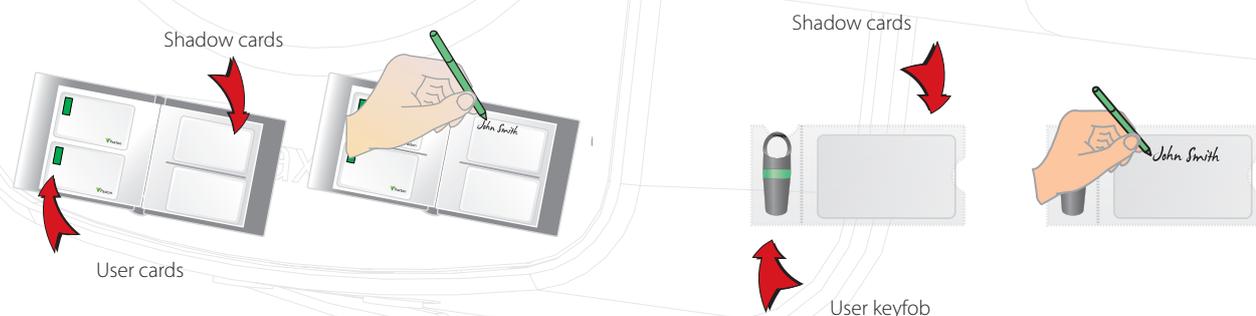
This enrolment process must be carried out at each PaxLock Pro on the site to ensure the cards are valid at all doors.

## Issuing tokens

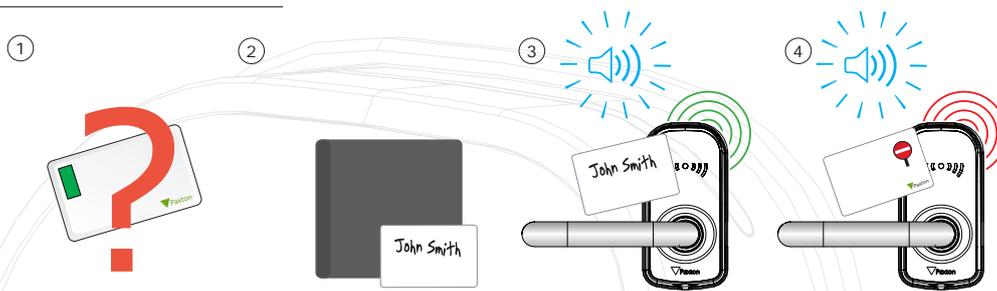
A PROXIMITY pack contains pairs of user and shadow tokens. These are linked pairs. When issuing a user token, the name of the user must be written on the linked shadow card. These cards must be kept safe, as they are the only method for voiding a lost or stolen token.

If any token is lost or stolen, its associated shadow card must be presented at each PaxLock Pro in order to remove it from the system.

Shadow cards must be kept in order or token administration may be compromised.



## Bar a user



1. When a token is lost or stolen it is important to bar the token to stop unauthorized access.
2. To bar a token take its corresponding shadow card from the card pack.
3. Present the shadow card to the Paxlock Pro. This will bar the token from that PaxLock Pro.
4. If the token is presented, the red LED will flash and access will not be granted.

Re-validating a user token - An enrolment card is required to re-validate a token that has been barred from the PaxLock Pro. First present the enrolment card and then the token that is to be made valid. The PaxLock Pro will beep and the green LED will flash in acknowledgement and the token can be used again at that door.

## Standard proximity cards

The standard proximity cards are used to activate the standard PROXIMITY functions. The cards and their functions are listed below. All other function cards are purchased separately in a PROXIMITY function card pack; this pack can be ordered and enrolled in exactly the same way as a standard PROXIMITY card pack

**FUNCTION CARD**  
Enrolment card



1. At installation, present this card to the reader to validate the tokens in this pack  
2. To re-validate a user token present this enrolment card to the reader followed by the user token



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**FUNCTION CARD**  
Door open time



The period that the door is unlocked for when a valid token is presented is set as follows:

1. Present this card
2. Wait for the required period
3. Present this card again, the beeping will stop



### Door open time:

The period that the door unlocks for when a valid token is presented is set as follows:

1. Present this card, the PaxLock Pro will beep in second intervals
2. Wait for the required period
3. Present this card again, the beeping will stop



Fail open release:

Please note this card is not supported by the PaxLock Pro.



Silent Operation:

Present this card to silence the beeping noises made by the reader. Present this card again to re-enable the beeping noises.

## Switching between Standalone and Net2

The PaxLock Pro can operate either as a standalone unit or as part of networked system with Net2.

The operating mode of the PaxLock Pro is decided by the first token read by the PaxLock Pro. For standalone this requires presentation of a standalone enrolment card, for Net2 a valid credential that already exists in the Net2 database must be presented.

To change the PaxLock Pro from one mode to the other the unit will need to be reset. The unit is reset by removing the casing on the secure-side of the PaxLock Pro and pressing down on the reset button until 3 beeps are heard, for approximately 5 seconds, this is indicated in the picture below. Once reset the unit can be setup in either standalone or Net2 mode.

