Entry Panel in Standalone mode
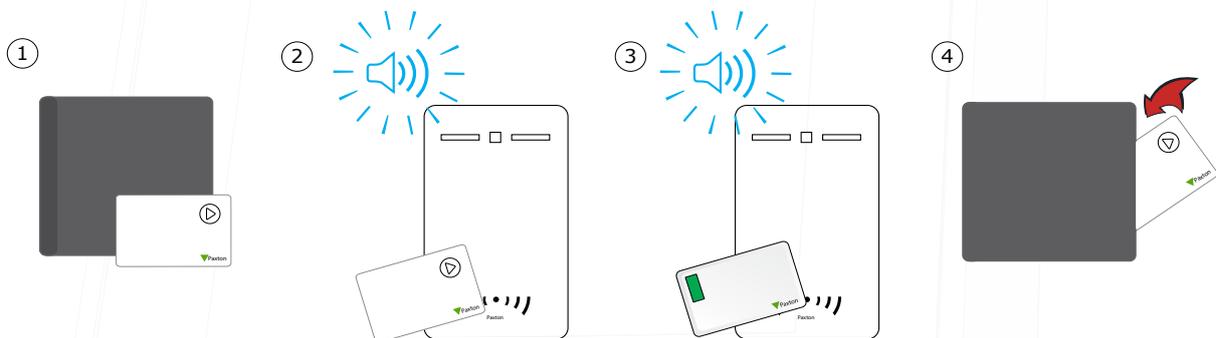
Overview

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

To run standalone mode please ensure you're using the latest version of software on your Entry panel.
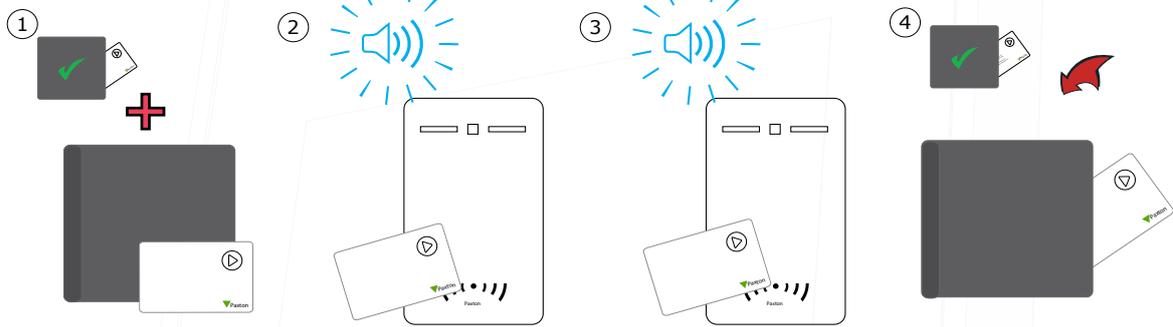
Enrolling a token pack

1. Take the enrolment card from the new token pack.
2. Present the enrolment card to the Entry panel.
3. The Entry panel beeps as the enrolment card is acknowledged.
4. All tokens in the pack are now valid. The enrolment card can now be returned to its pack.

Adding additional tokens

1.   All Paxton token packs include an enrolment card.
2.   Present the enrolment card from the active pack to the Entry panel
3.   Present the enrolment card from the new pack to the Entry panel
4.   All tokens in the pack are now valid. The enrolment card can now be returned to its pack.
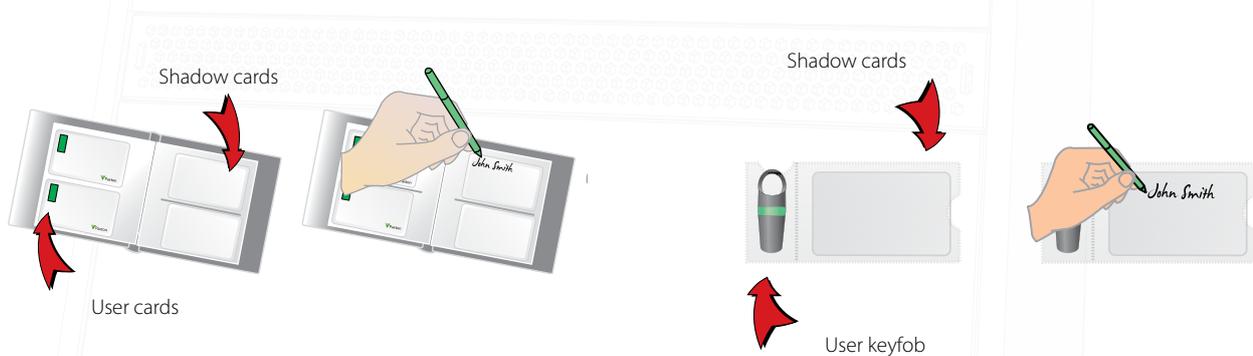
This enrolment process must be carried out at each Entry panel on the site to ensure the cards are valid at all doors.
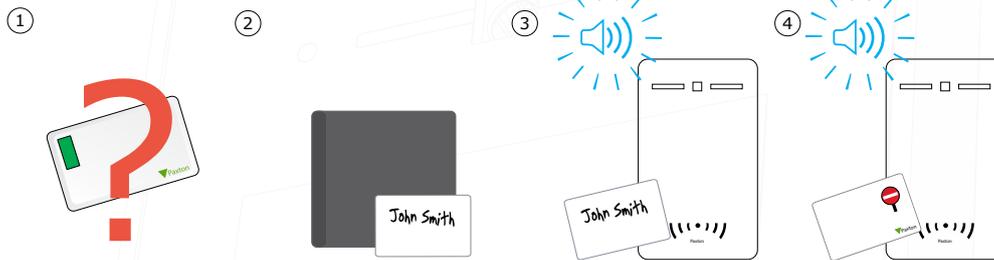
Issuing tokens

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 Entry panel in order to remove it from the system.

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

Shadow cards

User cards

Shadow cards

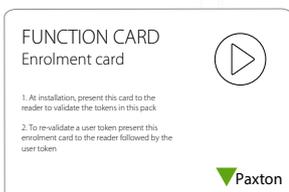User keyfob

Bar a user

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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 Entry panel. This will bar the token from that Entry panel.
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 an Entry panel. First present the enrolment card and then the token that is to be made valid. The Entry panel will beep 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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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.

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

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

FUNCTION CARD
Fail open release

This card is used with systems where a fail open electric release is used for the safe operation in the event of a fire. Present the card to the reader to drive a fail open release or a maglock. Present the card again to revert to the fail closed operation.

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Fail open release:

Please note this card is not supported by Entry panels.

FUNCTION CARD
Silent Operation

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

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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 from Standalone mode to a Networked system

An Entry panel can operate as part of a Paxton10 networked system, Net2 networked system, or in Standalone mode.

To take the panel out of standalone mode:

1.   Connect the Entry panel to the same network as the Net2 or Paxton10 system
2.   Power up the Entry panel
3.   The panel will detect the Net2 or Paxton10 database and it will automatically switch out of Standalone mode
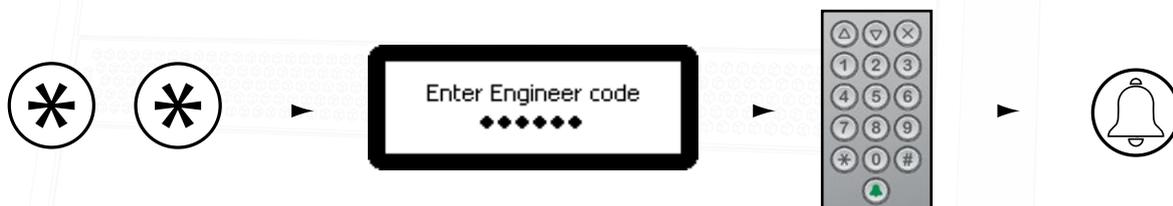
Paxton10 only: When setting up an Entry panel with Paxton10 you will also need to bind the panel to the Paxton10 system via the software, see AN0045-US <Paxton.info/4932> for more information.

Note: When a panel is switched out of Standalone mode, any previously enrolled standalone tokens will no longer function with the Entry system.

Switching from a Networked system to Standalone mode

To take the panel out of a networked system:

1.   Remove the Entry panel from the same network as the access control system
2.   Access the Engineer menu on the panel by pressing * twice, enter the Engineer code and press the Bell button.
3.   Go to panel settings (5)

Enter Engineer code
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4.   Factory reset (6)
5.   Yes (1)

Note: When the panel has rebooted you will need to present a Switch2 enrolment card.