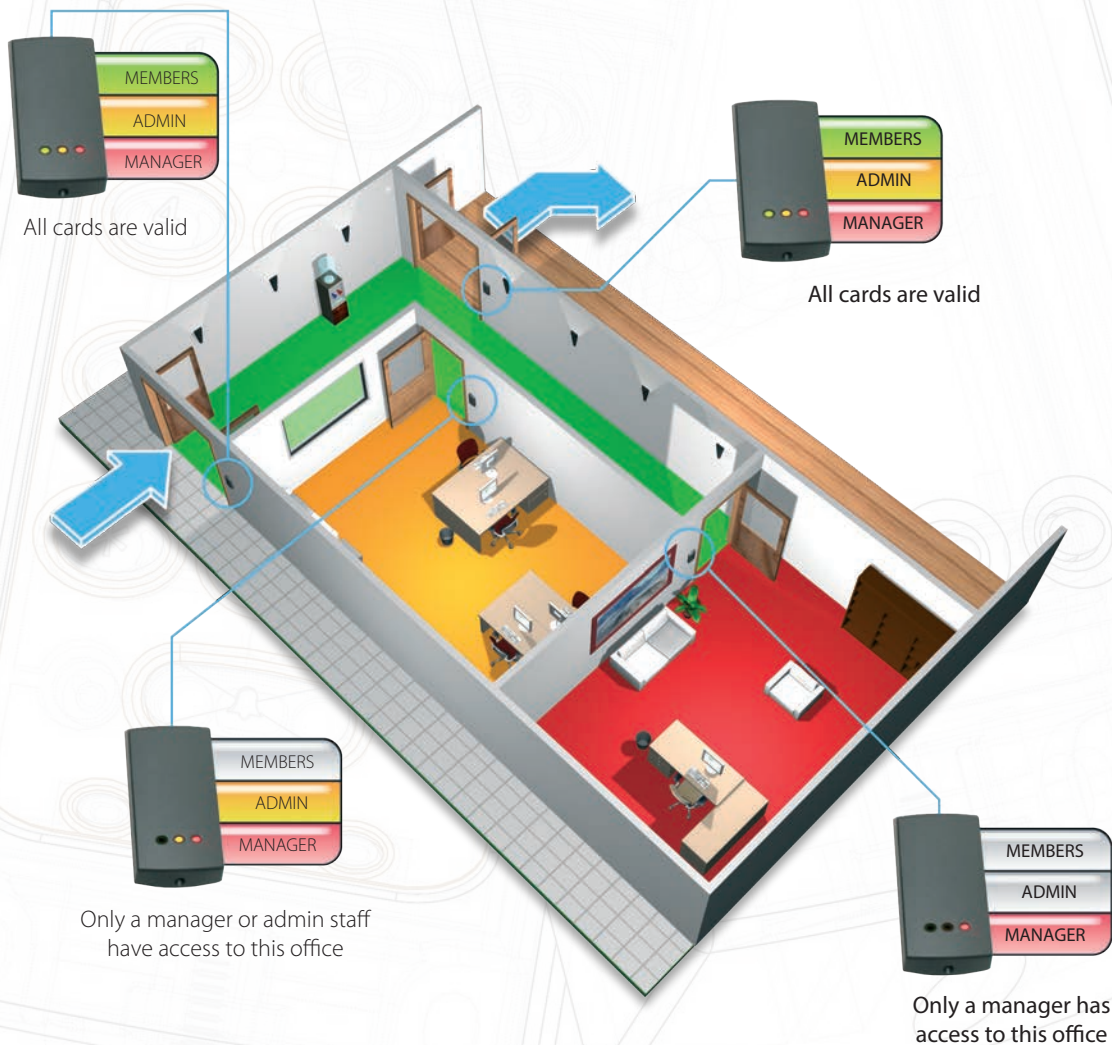# Paxton

Using colour, time and barring cards to limit standalone access

Limit access by Colour zoning

Paxton user cards for standalone systems are available in green, amber and red. These colours are used to define areas where only users with certain coloured cards can go. Each reader in a zone must be configured.

The example below shows a typical system using the three coloured user cards to define access areas.
Club members have green cards, administrators carry amber cards and each manager has a red card.

| MEMBERS |
| ADMIN |
| MANAGER |

All cards are valid

| MEMBERS |
| ADMIN |
| MANAGER |

All cards are valid

| MEMBERS |
| ADMIN |
| MANAGER |

Only a manager or admin staff have access to this office

| MEMBERS |
| ADMIN |
| MANAGER |

Only a manager has access to this office

Colour zone cards

To set up a reader to accept different colour combinations, a function card pack must be purchased. The colour zone cards are used to allow or bar each colour of user card.
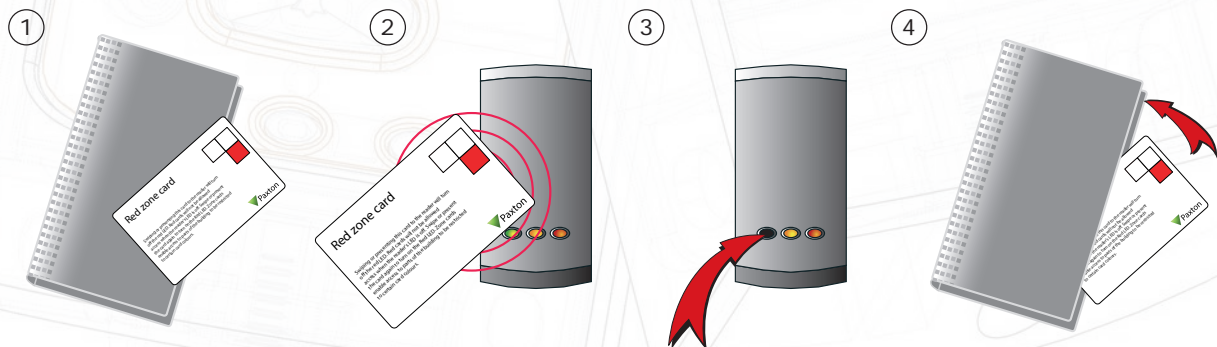
Green zone card
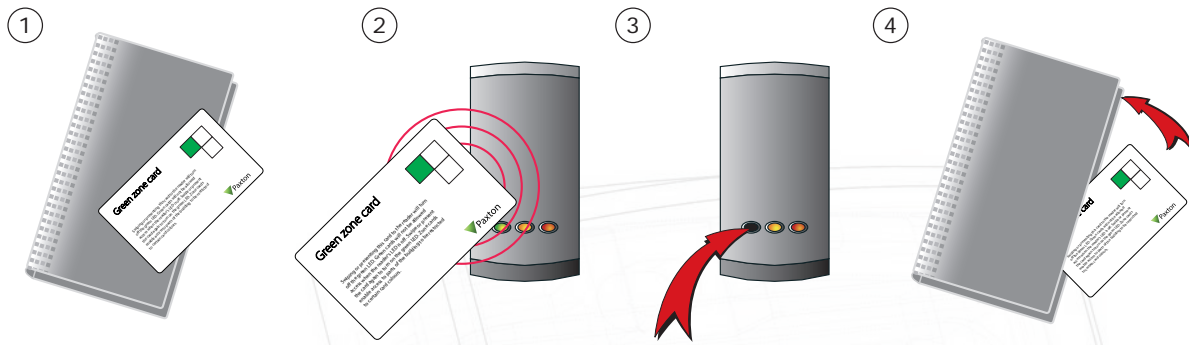
1. Take the green zone card from the pack.
2. To stop access with green tokens present this card to the reader.
3. The green LED goes out indicating green tokens do not have access.
4. To enable green tokens once again, present the green zone card to the reader. The green LED will come back on. When finished return the card to its pack.

Amber zone card
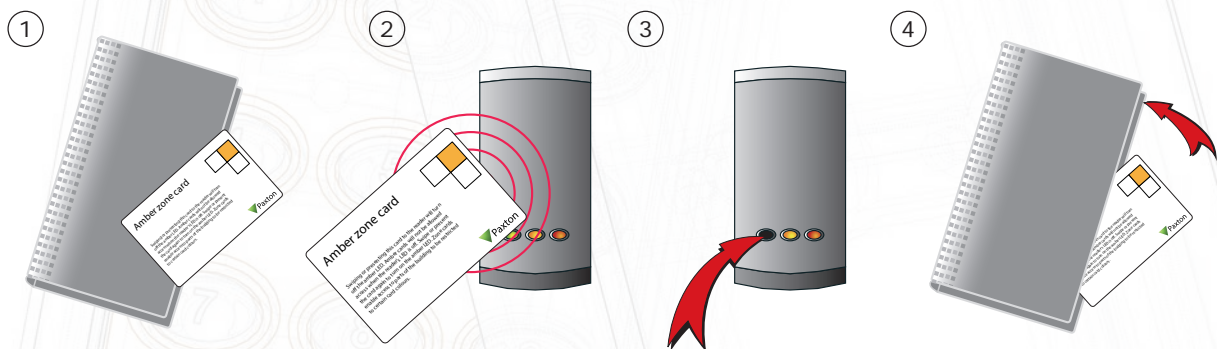
1. Take the amber zone card from the pack.
2. To stop access with amber tokens present this card to the reader.
3. The amber LED goes out indicating amber tokens do not have access.
4. To enable amber tokens once again, present the amber zone card to the reader. The amber LED will come back on. When finished return the card to its pack.

Red zone card

1. Take the red zone card from the pack.
2. To stop access with red tokens present this card to the reader.
3. The red LED goes out indicating red tokens do not have access.
4. To enable red tokens once again, present the red zone card to the reader. The red LED will come back on. When finished return the card to its pack.

Limit access to specific cards

Use the 'Bar all users' card to block access to all the user tokens and then re-validating only the cards that require access. This allows individual readers to be set up for a few specified cards.
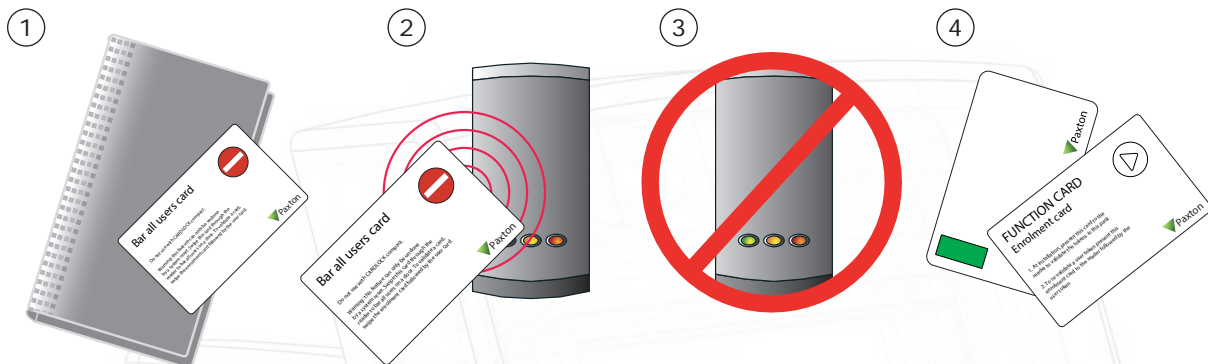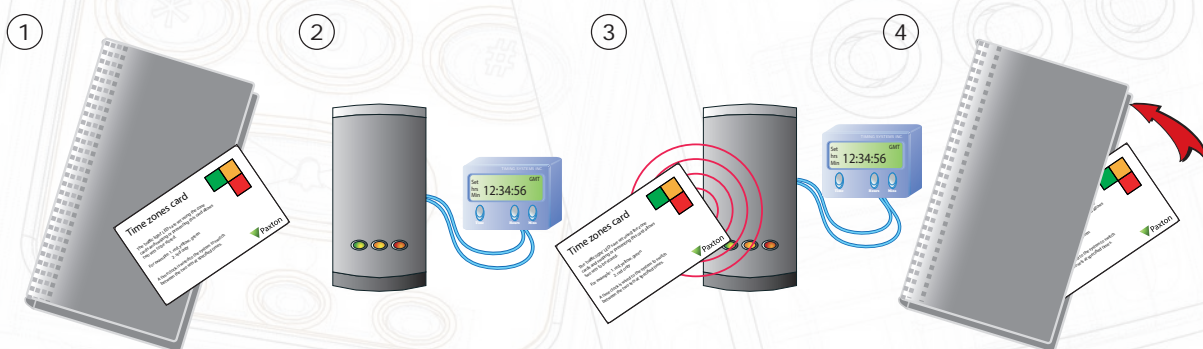

1. Take the 'Bar all users' function card from the pack.
2. Present the card to the reader.
3. When the card has been read, the LED's go off and come back on. All user tokens are now barred.
4. To grant access to individual tokens, present the enrolment card followed by the user token you wish to re-validate.

NOTE: This function can only be undone by resetting the system.

Limit access by Time / Colour

A time clock can be used to switch the reader between two colour sets. First, present the 'Time zones' card to the reader. This changes the function of the blue wires (compact system) or Contact/0V input (Switch 2) so that time clock contacts can be connected. An exit button cannot now be used with a compact reader.

The two colour sets will swap when the time clock output changes state. One set is active while the time clock contacts are closed and the second set while they are open.
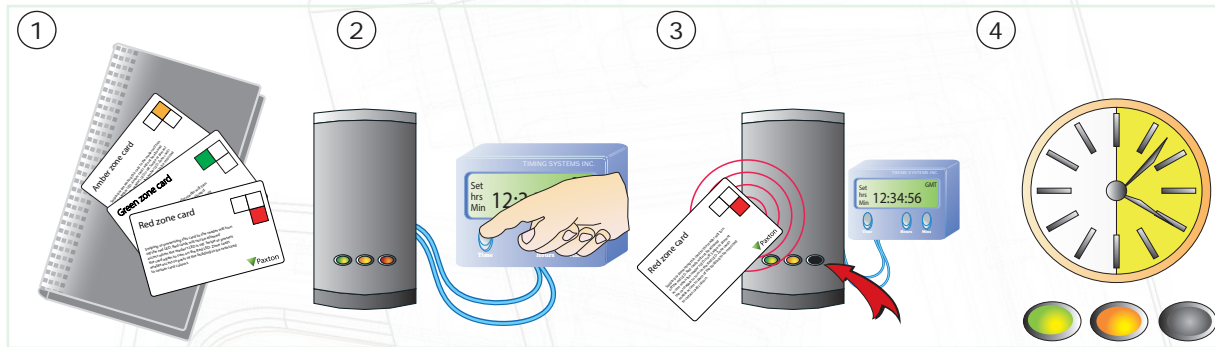

1. Take the time zones function card from the pack.
2. Connect a time clock to the Blue wires (compact) or Black/Contact (Switch2) using voltage free contacts. Set up the clock so its two different modes, 'on' and 'off', correspond to the times that you want to switch between the two sets of colour zones.
3. Present the time zones function card to the reader.
4. With the clock contacts 'off', use the zone cards to set up your first set of zones. Set the clock contact 'on' and set up the second set of zones. By observing the colour LED's you can confirm which zones are active in both the 'off' and 'on' conditions.
5. To disable the function, present the card again. A compact system will also require the Remote release card to be presented.

3

Example: We want to limit night staff with red cards to out-of-hours working, day staff with amber cards to working hours and security staff with green cards to have unrestricted 24 hour access.

Set the time clock to be 'off' during working hours and 'on' during out-of-hours.

Barring red cards users during working hours

1. Take the coloured zone function cards from the pack.
2. Switch the clock into its 'off' setting. By default, all colour groups are valid.
3. To bar red users during the daytime, present the red zone card.
4. For the duration of this timezone, only green and amber user cards will have access.

Barring amber card users 'out-of-hours'
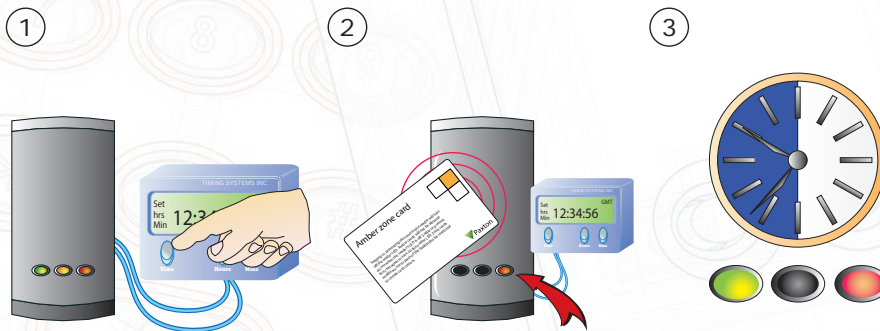
1. Switch the clock into its 'on' setting. All colours will be active.
2. To bar amber users during this timezone, present the amber zone card.
3. During the out-of-hours timezone amber users are barred.

Red cards are now barred during the working day (clock contacts 'off') and amber users are barred when the clock switches 'on' (Out-of-hours). Green users retain 24 hour access.