RUTHERFORD CONTROLS
A DORMA Group Company

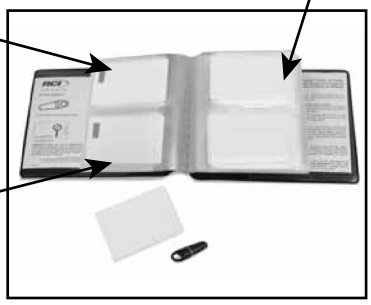
In or Out...we make it Easy!®

Instructions for Issuing Cards or Fobs

Administering your PROXIMITY system will be simplicity itself provided the simple guidelines are followed.

Deletion Card
This card must stay in the wallet. Write the user's name on the card through the window here.

User Card/Fob
Give this to the user.



Each User Card/Fob and Deletion Card are a matched pair. **Do not mix up the pairs.**

Issuing Cards/Fobs:
On each page in this wallet there are two columns of 2 cards facing each other. The card/fob on the left with the green dot/stripe is the User Card/Fob, the plain card on the right is the Deletion Card.

• Write the name of the user to whom the card is to be given on the Deletion Card through the window in the wallet's pouch. The name is usually also written on the User Card/Fob.

• Take the User Card/Fob from the opposite pouch and give it to the user.

Adding Another Pack to an Existing System:
Additional wallets can only be added to the reader by first presenting any one of the currently enrolled enrollment card(s) followed by the new wallet enrollment card(s).

That's it! The cards/fobs are ready to work on your system – you do not have to go to the door to enable the card.

Deleting a User from the System:
• Open the card wallet and look for the Deletion Card with the name of the person you wish to void from the system.

• Present the matching Deletion Card to each reader on your site. The user will now be void and not able to gain access.

Notes: The wallet has the Deletion Cards with the names written on inside and effectively becomes an index of the users on your system. Numbers can be used instead of names although generally the simplicity of names is preferred.

For large numbers of users, consider upgrading to our new Proximity Desktop Programmer for lower cost cards/fobs and easy administration. Available in USB.

Troubleshooting

Problem	Solution
Door Open Time (DOT) card not accepted by reader	- Present the enrollment card to the reader - Present the DOT card to the reader - DOT card should now be accepted
Tokens not being accepted by the reader	- Present the enrollment card to the reader - Present the token to the reader - Tokens should now be accepted

NOTE:
Do not take more than one User Card/Fob and one Deletion Card from the wallet at any one time without first having written names on them. The security and administration of your system will be seriously compromised if the unmarked cards become mixed up.