








AN1078 - Lost Enrolment Cards

If your Enrolment card is lost, we do insist that a number of steps are followed:



If the security of your installation is important

-  Purchase a new card/fob pack.
-  Data reset all systems on the site (you will probably require the help of your installer to do this)
-  Initialise the systems with the Enrolment card from the new pack.
-  Withdraw original cards and issue cards from the new pack to your employees.

If the security of your installation is NOT important

-  You can purchase a replacement enrolment card from our website < <http://www.paxton.co.uk> > with a credit/debit card.

Go to 'How to Buy' then 'Buy Cards and Tokens'.

You can also use the direct link: < <http://paxton.info/624> >
-  The part number is 899-001 should be used for this purchase.
-  We require the order card from your site to enable us to identify the enrolment card details.

If the order card has also been lost then you can send in a function card for us to retrieve the site information.

NOTE: This card will not be returned and so a replacement function card should be included in the order for the new enrolment card.

Important

When a duplicate Enrolment card is issued, the original can still be used to enrol additional card/fob packs onto your readers. These will then open doors on your site.