

### 5.4.1 - Single Add/Single Deletion

#### To add/delete a single card:

1. Enter the master password (default is [111111]) followed by the [#] key. The LCD displays the following:

1. ENROLL    2. PASSWD  
3. TIMER    4. SYSTEM

2. Press [1-Enroll]. The LCD displays:

1-ACCESS CARD  
2-AUX. CARD

3. Press [1-Access Card]. The LCD displays:

1. PROGRAM CARDS  
2. VIEW CARDS

4. Press [1-Program Cards]. The LCD displays:

1. S\_ADD    2. S\_DEL  
3. B\_ADD    4. B\_DEL

5. Press:

- [1-S\_Add] to add a new card, or
- [2-S\_Del] to delete a card from the unit.

The LCD displays:

TOTAL CARDS: XX (xx=# of cards in unit)

CARD NO. \_\_ : \_\_\_\_\_

- You can type in the number (XX:XXXX) printed on the card followed by the [#] sign using the keypad.
7. Once you have entered the card number, you will see the following screen:

CARD NO. XX:XXXX  
PIN:

**ADD**

OR

ALREADY USED  
PIN:

**DELETE**

8. To enter the PIN, enter the 4-digit code using the keypad. Use the [#] key to accept; **(No pin)**

**NOTE:** If you leave the PIN blank, the unit will assume that no PIN was entered and the user will not be prompted for his PIN.

9. Once the card has been accepted, the system will display:

ACCEPTED

10. Following the acceptance message, the unit will wait for another new card. To add/delete another card

simply repeat steps 5 and up.

11. To exit the programming mode press [#], [#].

## 5.4.2 - Batch Add/Batch Deletion

Before you can use the batch mode to enroll new cards, it is essential that the group of cards be numbered sequentially.

### To Add/Delete a group of cards:

1. Enter the master password (default is [111111]) followed by the [#] key. The LCD displays the following:  
1. ENROLL    2. PASSWD  
3. TIMER     4. SYSTEM
2. Press [1-Enroll]. The LCD displays:  
1-ACCESS CARD  
2-AUX. CARD
3. Press [1-Access Card]. The LCD displays:  
1. PROGRAM CARDS  
2. VIEW CARDS
4. Press [1-Program Cards]. The LCD displays:  
1. S\_ADD    2. S\_DEL  
3. B\_ADD    4. B\_DEL
5. Press [3-B\_Add] to add cards or [4-B\_Del] to delete a batch of cards. The LCD displays:  
TOTAL CARDS: XX (xx=#cards in unit)  
CARD NO.    :
6. There are two ways to enter the card number in the system:
  - You can simply present the card to the reader and the number will automatically be entered.
  - enter the card number manually followed by the [#]. To enter special characters (hexadecimal) refer to the section "Special Characters (Hexadecimal)" (page 19).
7. Once you have entered the first card number, the LCD will display the following screen:  
CARD NO. XX:XXXXX  
TOTAL:
8. Enter the total number of sequential cards that you wish to add/delete followed by the [#] key to accept. The LCD will display:  
Processing...xx

For example to add 50 cards that are sequentially numbered you would enter the first card (lowest number) and select 50 for the total. Example: you enter card #{01:00001} as the first card number, the system will automatically program cards {01:00001} to {01:00050} into the system...