Adding Users

Any user card can be added to any Bellswipe system. Cards can be added individually or in groups. Cards can be allowed access any time or only during certain periods.

This means, for example, management can gain access through all three doors in a building at any time, but shop floor staff can be restricted to the two main factory doors, and only between 9am and 5pm. This would be three Bellswipe systems with the staff cards only enabled on two with time restriction, and management cards enabled on all three with no time restriction.

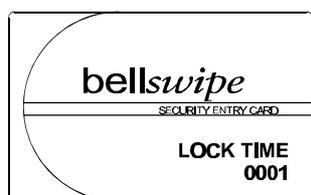There are 3 types of card used:

User Cards

User cards are issued to each person who is   to be given access to the protected area. They have a signature strip on the back to record and identify the user's name, and on the front there is a user number (01-20) and a 4-digit pack number.

Shadow cards

For each user card there is a corresponding Shadow card with an identical user and pack number. The shadow cards are used to disable a user card (which may have been lost or stolen).

Function cards

Eight Function cards are provided for card and System management, e.g. setting the lock time. All eight cards have the same 4-digit pack number, which also appears on the lid of the CR500 controller.

Card	Function
ENABLE CARD	Enable a single user card
ENABLE GROUP	Enable a group of user cards (max 20)
ZONE 1	Restrict user card(s) to Time Zone 1 (used with ENABLE CARD or ENABLE GROUP)
ZONE 2	Restrict user card(s) to Time Zone 2 (used with ENABLE CARD or ENABLE GROUP)
LOCK TIME	Set the lock release time
TEST LOCK	Operate the lock release for 5 seconds
DELETE ALL	Delete all user cards.
ENABLE PACK	**Use only under direction from the manufacturer** Enable a Starter pack (8 function cards and 16 users)

Enabling or Changing a group of cards(with access any time)

This procedure is used to quickly add a group of user cards in a single operation where unrestricted access is required. The cards must be sequential and have the same pack number (making the maximum 20 cards). The procedure may also be used to remove Time Zone restrictions from an existing group of cards.

Procedure

Swipe ENABLE GROUP
▶ *Green LED flashes.*

Swipe 1st User (or Shadow)
▶ *Green LED flashes.*

Swipe Last User (or Shadow)
▶ *Red and Green LEDs flash for 1 second.*

Eg:
The first card in a User Pack is 9843 01; the last card is 9843 20.

Enabling or Changing a group of cards(with Time Zone access)

This procedure is used to quickly add a group of user cards, in a single operation, where a common Time Zone restriction is required. The cards must be sequential and have the same pack number, making the maximum 20 cards. The procedure may also be used to change the Time Zone restriction of an existing group of cards.

Procedure

Swipe ENABLE GROUP
▶ *Green LED flashes.*

Swipe ZONE 1 or ZONE 2
▶ *Green LED flashes.*

Swipe 1st User (or Shadow)
▶ *Green LED flashes.*

Swipe Last User (or Shadow)
▶ *Red and Green LEDs flash for 1 second.*

Eg:
The first card in a User Pack is 1743 01; the last card is 1743 20.

Note:
ZONE 1: allows access when the TIME input is closed.
ZONE 2: allows access when the TIME input is open.

Adding or Changing a card(with unrestricted access)

This procedure is used to enable a single user card where unrestricted access is required, or to remove the Time Zone restrictions of a card already enabled.

Procedure

Swipe ENABLE CARD

▶ *Green LED flashes.*

Swipe User (or Shadow)

▶ *Red and Green LEDs flash for 1 second.*

Adding or Changing a card (with timed access)

This procedure is used to enable a single user card requiring a Time Zone restriction, or to change the Time Zone of a card already enabled.

Procedure

Swipe ENABLE CARD

▶ *Green LED flashes.*

Swipe ZONE 1 or ZONE 2

▶ *Green LED flashes.*

Swipe User (or Shadow)

▶ *Red and Green LEDs flash for 1 second.*

Notes
ZONE 1: allows access when the TIME input is closed.
ZONE 2: allows access when the TIME input is open.