

# PASSPORT (V2) Initialising the Control Cards

The Primera PASSPORT Access Control System operates on a shadow card system.

The system uses 5 different types of cards:

- 1) Programming Card (Navy Blue)
- 2) System Restore Card (Red)
- 3) Passage Set Card (Green)
- 4) User Cards (Light Blue)  
*User Cards can be substituted with Fobs or Wristbands.*
- 5) Shadow Cards (Grey)



*To avoid confusion when programming the PASSPORT system with existing cards, please ensure all cards are clearly identified and marked.*

**Each lock has a maximum capacity of 70 Users.**

In an environment where there are multiple PASSPORT systems it is recommended that each unit is programmed using the same control cards (Programming, System Restore & Passage Set). All cards can be used to control or operate as many PASSPORT locks as are required. Each User Card must have a Shadow Card (for deletion purposes).

**Initialising the Programming Card:** From the factory each PASSPORT system is delivered so that when batteries are installed a red LED will indicate a readiness to receive the Programming Card (See Fig.1). The first card presented to the reader will be registered as the Programming Card regardless of its markings. This will be confirmed by an audible tone of 3 beeps and both red and amber LED's will illuminate in preparation for receiving the System Restore Card (See Fig.2).



(Fig 1) Red LED



(Fig 2) Red and amber LED's

**Note:** Under normal operating conditions the Programming Card puts the system in to the learn mode which is signalled by a continuous Red LED (See Fig.1). Only during the initialisation procedure will the red and amber LED illuminate in preparation for programming the System Restore Card (See Fig.2). Programming sessions are closed using the Programming Card again which extinguishes all LED's leaving the system in the user mode (See Fig.4).

**Initialising the System Restore Card:** Following the procedure detailed above and with both red and amber LED's illuminated, the next card presented to the reader regardless of its markings will be registered as the System Restore Card (See Fig.2). This is confirmed by an audible tone of 3 beeps after which all LED's (red, amber & green) are illuminated (See Fig.3) in readiness for learning on the Passage Set Card. When both the Programming and System Restore Cards have been learned on to the system, the lock is now ready to be programmed with the Passage Set Card.



(Fig 3) Both red and amber LED's



(Fig 4) No LED's

**Warning:** The System Restore Card should be kept secure. It should be used with caution and only when there is a need to fully erase the lock memory for complete re-programming.

**Initialising the Passage Set Card:** With all LED's (red, amber, green) illuminated, the next card presented to the reader regardless of its markings, will be registered as the Passage Set Card. This is confirmed by 3 + 1 rapid beeps, after which all the LED's will be extinguished (See Fig 4). The Passage Set Card is used to unlock the door for indefinite periods.

*Programming & Operating Instructions Shown Overleaf...*

# PASSPORT (V2) Programming & Operating Instructions

**Programming User Cards and Shadow Cards:** To program a User Card open the programming session using the pre-programmed Programming Card. Again, this is indicated by an audible tone of 3 beeps and a red LED (See Fig.1). Offer up the 1st User Card and an audible tone of 1 beep and an amber LED will confirm the transaction in readiness for programming a Shadow Card (See Fig.4). Once a User Card has been programmed on to the PASSPORT system it must immediately be followed by presenting a Shadow Card. This will be confirmed by an audible tone of 2 beeps and a red LED signals readiness for programming the next User Card (See Fig.1). Repeat the sequence until all the User and their respective Shadow Cards have been learned on to the system (max number of users 70). Close the programming session by presenting the Programming Card again. This is confirmed by an audible tone of 3 beeps and all LED's are extinguished (See Fig.3). The system is now in the operating mode ready for use.

**Note:** Shadow Cards are not a clone of the User Card and cannot be used to gain entry. They should be clearly identified, kept secure and not allowed into general circulation unless specifically required to delete their respective User Card.

**Operating the PASSPORT Lock:** Simply present a pre-programmed User Card to the reader. A single audible tone and a green LED indicates that the external Turn/Pull can be rotated to un-lock the door (Fig 5). The door will automatically re-lock after 4 seconds.

**Activating the Passage Set feature:** The Passage Set Card can be used for convenience to set the PASSPORT system in a temporary unlocked position. This is signalled by a single beep and continuously flashing green LED (Fig 6). The door will remain un-locked until the Passage Set Card is offered up again to re-lock the system. Passage set periods should be kept to a minimum to reduce battery power consumption. Re-lock the door immediately it is convenient to do so by presenting the green Passage Set Card again.

**Erasing a User Card:** Present the Programming Card (red LED Fig 1) followed by the designated Shadow Card to delete its respective User Card. Close the session afterwards using the Programming Card. Multiple User Cards can be deleted in the same programming session by presenting their respective Shadow cards in succession while the programming session is open. User Cards which have not been deleted will continue to operate the lock as before.

**Low Battery Warning:** A continual flashing Amber LED signals that the batteries are nearing exhaustion and need to be replaced (Fig 7). To replace the batteries remove the front cover of the passbox by unscrewing the two Pin-Torx screws (Screwdriver Bit P/N PR-9-T20-SB). Remove the existing batteries and replace with 4 x high performance 'AA' (LR6) Alkaline 1.5V primary cell batteries.

**Database Full Warning:** (No more User Card space) signalling: 6 audible beeps and all LED's flashing. (Fig 8).

**Note:** It is not possible to program the lock during the low battery cycle. Ensure the batteries are sufficiently charged (no flashing amber LED) before attempting to program the lock.

**Non-Volatile Memory:** The PASSPORT locking system is equipped with a non-volatile memory. As such, all key-cards programmed on to the system will continue to work as normal after the power supply has been interrupted during the replacement of batteries.

**Battery Life:** How long the batteries will last is subjective and dependent on many different factors. For example; a door that is used only a few times per day will last much longer than one which is used considerably more. Based on normal environmental conditions and an average of 20 unlocking cycles per day, we anticipate that the system will last for approximately 1 year before the batteries will need replacing. Leaving the lock in the Passage Set condition for prolonged periods will drain the batteries quicker and should therefore be kept to a minimum. Always use good quality high performance batteries.

**System Restore:** In the event that there is a need to remove all the cards that have been programmed on to a PASSPORT product, simply offer up the System Restore card. This will empty the database completely and restore the product back to the original factory settings. From here it will be necessary to re-install all the control, user and shadow cards.



(Fig 1) Red LED



(Fig 4) Amber LED



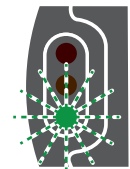
(Fig 1) Red LED



(Fig 3) No LED's



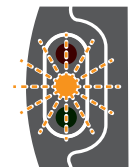
(Fig 5) Green LED



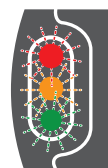
(Fig 6) Flashing Green LED (4 Second Intervals)



(Fig 1) Red LED



(Fig 7) Flashing Amber LED



(Fig 8) All LED's Flashing