

## Credential Enrollment Reader

### Programming / Encoding Credentials



1. Go to the "User" tab and plug the Proxess Enrollment Reader into the USB\ Power port of your phone or tablet. Click "OK". Keep the credentials at least 6" away.
2. The Card Mode is now "Info". Click on the "Card Mode" tab and select "Create".
3. Select a User for the credential to be assigned to.
4. Place and leave the card on the reader for ~2-3 seconds, until it beeps. Remove the card from the reader.
5. To confirm, Click on the "Card Mode" tab and select "Info". Place the card on the reader again. The credential record should now show the card that has been assigned to the user.
6. To program more cards, change "Card Mode" back to "Create" and repeat steps 1-3.
7. When finished, unplug the enrollment reader.

*See the LoxIQ™ User Guide for more information*

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1. The Pop-up Window
  - a. Go to any screen in the software.
  - b. Place a card on the enrollment reader.
  - c. The pop-up window presents several options for the operator.
  - d. The operator may click the "Pop out" button, which will undock this window from the main ProxessIQ™ application. It may then be dragged anywhere on the desktop, so that the user can continue programming other screens in the ProxessIQ™ system. Once the pop out window is open, remove the card from the reader.
2. Assigning a Credential to an Existing User
  - a. To assign the credential, click on the drop-down arrow. Select an existing user\cardholder from the list and click on the "Assign New Credential" button to complete the task.
    - i. **NOTE:** Users may have more than one credential. The user selected may have only their information entered and this may have been the first credential assigned to them, or they may already have another credential.
  - b. Click "Save" and then "Ok"
  - c. Add "Access Profiles", "Doors", or "Door Groups" to complete that user's privileges.
  - d. Click "Save" and then "Ok"
  - e. Click "Write to Card" and quickly place the card on the reader. When it beeps and flashes green, the privileges are on the card.
3. Adding a New User
  - a. With the card on the enrollment reader, click on the "Create New User" button and the new user information screen will open.
  - b. Enter the First and Last name of the New User. Then, click "Save".
  - c. Follow 2b-2e to write privileges to the New User's credential.

*See the ProxessIQ™ Software Manual for more information*





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### FCC STATEMENT

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communication. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures: Reorient or relocate the receiving antenna. Increase the separation between the equipment and receiver. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. Consult the dealer or an experienced radio/TV technician for help.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

User Manual Notice required by Section 8.4 of ISSED RSS-Gen Issue 5

Industry Canada Statement

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's licence exempt RSS(s). Operation is subject to the following two conditions:

1. This device may not cause interference.
2. This device must accept any interference, including interference that may cause undesired operation of the device.

Industrie Canada l'énoncé L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

1. L'appareil ne doit pas produire de brouillage;
2. L'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

FCC ID: 2AKUZPXR01

IC: 22335-PXR01

Product Marketing Name: Proxess ENR Readers

Contains FCC ID: SH6MDBT50Q

Models (HVINS): PXR01-ENR