

# **XM3 MASTER ADD TAG**

**How to add a new user to the system**



**User Instructions**



## Overview

### **DON'T LOSE THE MASTER ADD TAG!**

It is the only master tag programmed onto your system.

If you lose it you will need to pay for an engineer to come out and reprogram the entire tag system!



The master add tag, as its name implies, allows the holder to add user tags to the readers which will grant them access through secure doors.

The **master add tag** is bright green on one side.....



..... and **black** with a number on the other side








**Standard tags are black on both sides**  
One side has a number on it








# Adding a new user

It may be best to familiarise yourself with these instructions ***BEFORE*** you start adding tags around the building

<p>To add a group of new users to the readers, first obtain the master add tag</p>	
<p>Next obtain the tag(s) that you need to give access through the doors</p>	
<p>Around the building you will see these blue tag readers.</p>	
<p>Don't forget that the intercom units at the front doors also have these blue readers built in to them</p>	
<p>Go to the first reader you want to add the new tags to, and present the master add tag to it</p>	

## Adding a user cont.

<p>Note that the red + light comes on</p> <p>The reader is now in "add mode"</p>	 <p>A close-up photograph of the XM3 Microprox reader. The device is blue with a vertical strip of lights. The top light, which is a red '+' symbol, is illuminated. A red arrow points to this light from the text on the left. A red circle highlights the light. The text 'XM3 MICROPROX' is visible at the bottom of the device.</p>
<p>Next present the new tags you want to give access to that reader, <u>one at a time</u></p>	 <p>A close-up photograph of the XM3 Microprox reader. A hand is holding a dark grey tag near the reader. The yellow light is illuminated. The text 'XM3 MICROPROX' is visible at the bottom of the device.</p>
<p>The reader will beep and the yellow light will come on each time you present a new tag to the reader</p>	 <p>A close-up photograph of the XM3 Microprox reader. A hand is holding a dark grey tag near the reader. The yellow light is illuminated. A yellow arrow points to the yellow light from the text on the left. The text 'XM3 MICROPROX' is visible at the bottom of the device.</p>
<p>When you have added all the tags to the reader, present the master add tag again.</p> <p>Note that the "add mode" light is now off</p>	 <p>A close-up photograph of the XM3 Microprox reader. A hand is holding a green tag labeled 'ADD TAG' near the reader. The red '+' light is illuminated. A red arrow points to this light from the text on the left. A red circle highlights the light. The text 'XM3 MICROPROX' is visible at the bottom of the device.</p>
<p>All of the new tags you have just presented during this procedure will now open the door where you added them.</p> <p><b>Test one of the tags to check this</b></p>	 <p>A close-up photograph of the XM3 Microprox reader. A hand is holding a dark grey tag near the reader. The yellow light is illuminated. The text 'XM3 MICROPROX' is visible at the bottom of the device.</p>
<p><b>REPEAT THIS PROCEDURE AT EVERY OTHER DOOR WHERE THE NEW TAGS NEED TO WORK – NORMALLY ALL THE OTHER DOORS</b></p>	

# Possible issues during programming

## 1. USER TAKING TOO LONG

Present the master add tag and the reader will go in to "add mode"



If the reader is in "add mode" for 30 seconds without the user doing anything.....



.....it will exit "add mode" automatically and return to its normal operational state.



**MAKE A NOTE OF WHICH TAGS YOU HAVE ALREADY ADDED  
TEST THEM IF YOU ARE UNSURE WHICH ONES WORK  
REPEAT THE ADD PROCESS AGAIN FROM THE BEGINNING FOR THE  
TAGS THAT DIDN'T OPEN THE DOOR**

## Possible issues during programming cont.

### 2. USER TRYING TO ADD A TAG THAT IS ALREADY VALID

Present the master add tag and the reader will go in to "add mode"



Whilst in "add mode" if you present a tag that the reader already knows.....



.....it will give 4 beeps, exit "add mode" automatically and return to its normal operational state.



**MAKE A NOTE OF WHICH TAGS YOU HAVE ALREADY ADDED  
TEST THEM IF YOU ARE UNSURE WHICH ONES WORK  
REPEAT THE ADD PROCESS AGAIN FROM THE BEGINNING FOR THE  
TAGS THAT DIDN'T OPEN THE DOOR**