

XM3 Proximity Tag

Door Access System



User Instructions

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Overview

The door access control system in this building is very simple to use.

There are no complicated procedures to follow or PIN numbers to remember.

The only item you need to have with you at all times is the tag that was issued to you by your manager. It has a hole in one end so that you can put it onto your key ring or similar for safe keeping.

Do not make any other holes in the tag or attempt to make the existing hole bigger, as this will destroy the tag.

LOOK AFTER YOUR TAG!

It is your only means through the secure doors in the building.



Main Components

The door access control system has three main parts that you will see around this building.

<p>This is a proximity tag reader.</p>	
<p>This is a door release button</p>	
<p>This is a Green <i>Emergency</i> Break Glass switch</p> <p>This should only be used in an emergency or if the door needs to be unlocked for an extended period of time</p>	

Principles of Operation

<p>To get into an area controlled by a reader you will need your tag</p>	
<p>Present your tag to the reader so that the tag is within about an inch of the reader.</p> <p>It will beep once.</p>	
<p>The top yellow light confirms the reader has seen your tag.</p> <p>The GREEN light underneath confirms the reader has UNLOCKED the door</p>	
<p>The door will be unlocked for a pre-set period of time (normally set to 5 seconds), and will re-lock automatically</p>	

<p>ACCESS DENIED?</p> <p>If your tag is not valid for that particular door you will hear 4 short beeps when you present your tag –</p> <p>The top yellow light confirms the reader has seen your tag.</p> <p>The RED light underneath stays on. The door is still locked.</p>	
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Principles of Operation - cont

<p>Once inside an area controlled by a reader you will see the "Door Release" button and the "Green Emergency Break Glass"</p>	
<p>To open the door press the button in the centre of the "Door Release" plate</p>	
<p>The door will be unlocked for a pre-set period of time (normally set to 5 seconds), and will re-lock automatically</p>	

Opening a door for an extended period

If you need a door to be unlocked, and to stay unlocked for an extended period, e.g. in an emergency

Press the centre of the Green Break Glass



Note the black and yellow flag in the top corner is now visible



Whilst this flag is visible
The door will remain unlocked.



How to reset the Green Break Glass Switch

<p>Whilst the flag is visible the door is unlocked.</p>	
<p>To reset the Green Break Glass Switch you will need a key like this.</p>	
<p>Insert the key into the hole underneath the switch</p>	
<p>Slide the key in as far as it will go. Note the flag will disappear if you have the key in far enough</p>	
<p>Rotate the key to the left</p>	
<p>The clear front plate will snap back into position. Rotate the key back to the right and withdraw it.</p>	

Fault finding

Strike Locks	
<p>Make sure the black/yellow flag is NOT VISIBLE on the green break glass switch.</p> <p>If it is, obtain the key and reset it before proceeding further</p>	
<p>Once you have the door propped open –</p> <p>Present your tag to the reader, or push the “door release” button.</p> <p>The green light should come on.</p>	
<p>Check that the lock is now free and you can move the catch by pushing it with your finger.</p>	<p>Can be moved when door is unlocked</p> 
<p>The lock will re-engage after the open period, and you will not be able to move the catch any more.</p> <p>You should hear the lock “click” when it locks again.</p>	<p>Can't be moved when locked</p> 
<p>If the door security system is working as described above then it is working correctly. DO NOT call A.R.M.</p>	
<p>There may be a problem with the door catching on the tumescent strip, or the door closing mechanism.</p> <p>In this case contact the main building contractor to have a look at the problem for you.</p>	

Magnetic Locks (Mag-locks)

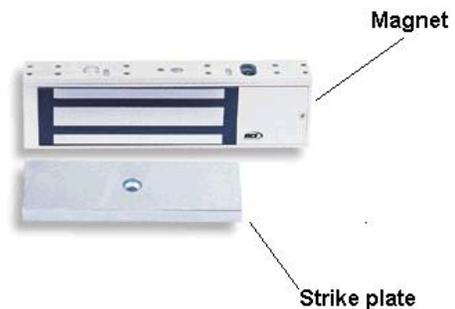
A mag-lock is normally mounted at the top of the door.

It holds the door closed by magnetically grabbing the strike plate fitted to the door



The magnetic lock is mounted on door frame

The steel strike plate will be bolted to the door so the magnet can hold the door shut



Make sure you have something made of steel to hand to check that the magnet is working, e.g. keys.

Do not use a paperclip as they magnetise easily!

Do not use stainless steel as this is not magnetic!



Make sure the black/yellow flag is **NOT VISIBLE** on the green break glass switch.

If it is, obtain the key and reset it before proceeding further.



Once you have the door propped open, check that your steel key (or other steel item) will stick strongly to the magnet



Present your tag to the reader, or push the "door release" button.

The green light should come on.



Your steel key should now drop to the floor.

If it doesn't, check it can easily be slid from the magnet whilst the green light is on



The lock will re-engage after the open period, and the green light will go out. Your key will now stick strongly to the magnet again.



If the door security system is working as described above then it is working correctly. **DO NOT call A.R.M.**

There may be a problem with the door catching on the tumescent strip, or the door closing mechanism.

In this case contact the main building contractor to have a look at the problem for you.