

Keyfobs / Key Cards Facility Codes

The FACILITY CODES for Proximity keyfobs and Proximity key cards may change from shipment to shipment. If your new batch of fobs/ key cards have a different **facility code** than your last batch here's how to handle that in Gym Assistant

- **OLD FOBS/Key Cards** - No action required for your old fobs/ key cards, they will work as usual.

- **NEW FOBS/Key Cards** - In Gym Assistant when assigning a **new** fob/ key card you may either:

1. Click the CardNum button, and while the CardNum field is open scan the keyfob/key card that you are assigning to the new customer. This will result in all 8 digits of the new keyfob/key card to be captured in this field. Click OK when the numbers have been captured. **The first 3 digits are the new facility code for this batch of fobs/key cards**, followed by 5 numbers of that keyfob/key card.

OR you may:

2. Click the CardNum button and type in the **new facility code** followed by 5 numbers showing on the fob/key card (no space between the facility code and the 5 numbers of the fob/key card). This method will work also.

Online URL: <https://gymassistant.phpkb.cloud/article/keyfobs-key-cards-facility-codes.html>