



## HID Corporation "How to Order Guide" Access Control Credentials

Each part number consists of a base number, to indicate the type of Credential, and a number or letter to indicate each Credential option. Each Credential has a standard part number which includes default options, as indicated on the attached Credential guides. When an order is placed for a credential, the base number and all options must be specified. If you require any options that are different from the default options, you must also indicate those options at the time the order is placed. All part numbers must be complete to be accepted by HID's order entry system.

All credential orders must have the following information:

- **Base Model Number** - Indicates type of credential
- **Frequency** - Indicates high (400 kHz), low (125 kHz), or (13.56 MHz) frequency. Low frequency (125 kHz) is standard for all HID Proximity access credentials. 400 kHz is an optional frequency offered for use with the older generation Destron/IDI products and ProxCard® II proximity credentials. 13.56 MHz is the contactless frequency associated with MIFARE®.
- **Programming** - Indicates whether the credential is programmed at the factory by HID or programmed by you with an HID field programmer. If the credential is ordered non-programmed, an HID field programmer must be used for programming. (Contact an HID sales representative for field programmer eligibility.)
- **Front Packaging** - Indicates standard or custom artwork and type of finish.
- **Back Packaging** - Indicates standard or custom artwork and type of finish.
- **125 kHz Credential Numbering** - Internal 125 kHz programmed number and visible external credential number.
- **Slot Punch**
- **Optional 13.56 MHz Credential Numbering** - Internal 13.56 MHz programmed number and visible external credential number.

All orders for custom artwork credentials must have the following information:

- **Custom Artwork Number** (Call your Customer Service Representative if number is not available.)

In addition, all credential orders must have the following programming information:

- **Bit and Format(s) Numbers**
- **Facility Code(s)**
- **Internal and External Start Numbers**
- **Any Special Instructions**

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