

Smartcard

SMARTCARD INSTALLATION GUIDE Part Two – Installing and using the Smartcard Manager

This document in three parts provides instructions to install your Smartcard Reader, software and public keys onto your local PC. For further guidance please visit https://www.lawscot.org.uk/members/professional-support/smartcard/

Getting Started

This step-by-step guide assumes that you are **a user with administrative privileges to install software** onto your computer.

How to check if you have admin privileges: Go to **START** and select **CONTROL PANEL**, then select **USER ACCOUNTS**, then **MANAGE USER ACCOUNTS** and check which **GROUP** you are in. (If you have an IT support person or department, you may wish to contact them before proceeding.)

Installing Smartcard Manager application

Once the Smartcard reader has been successfully installed, the next step is to install the manager application & drivers. The Smartcard Manager Application is a small utility that allows you to interrogate and maintain the Smartcard. The application is not required for general usage, but used in the event that passcodes need changing or confirmation of digital signatures. This tool will enable full maintenance of the Smartcard and allow such functionality as:

- Changing PIN & PUK codes
- Unlocking PIN
- Importing certificates
- View card information

The manager application, listed in the table below, is a small utility application that is compatible with Microsoft[®] Windows[®] and Apple[®] operating systems. The application can be downloaded from the Law Society's website:

Application	Application purpose	Application Installation File Location
Card Manager card maintenance		Microsoft [®] http://www.lawscot.org.uk/media9259/SmartcardWindows.zip
		Apple [®] <u>http://www.lawscot.org.uk/media/9260/SmartcardMac.zip</u>

To install the Smartcard manager application

1. Click the **link** above and **open the file** (select the appropriate link for all Windows or Apple operating systems)

- 2. Run the software to Install (Please allow the BIT4ID application to be installed, if prompted)
- 3. Select a language English
- 4. Follow the on-screen instructions, and then click Next
- 5. Click I Agree to the License Agreement

6. Software will install, and then click **Finish** to complete the installation. If requested to reboot your computer, select **reboot now**. Failure to complete this step can result in the application not being correctly installed

7. The application is installed and will be available from the operating system programme menu

	Installation Screenshots		
Step/ instruction	Image		
Step 1 - download	Windows Internet Explorer What do you want to do with SmartcardWindows.zip? Size: 16.7 MB		
	From: www.lawscot.org.uk Open The file won't be saved automatically. Save Save Save Cancel		
Step 2 – double-click to start installation	AppData > Local > Microsoft > Windows > Temporary Internet Files > Content.IE5 > L49WUZ10 > SmartcardWindows		
	Image: bit4id_ipki_1.3.6.5-x86-x64-es-crtmgr Application 17,139 KB No 17,148 KB 15		
Step 3 – select language	Installer Language X3 Please select a language. English OK Cancel		



Step 6 – reboot the computer to finish the installation	Universal Middleware 1.3.6.5 Setup Installing Please wait while Universal Middleware 1.3.6.5 is being installed. Created uninstaller: C:\Program Files (x86)\Bit4id\Universal Middleware\uninst.exe Universal Middleware 1.3.6.5 Setup V A system reboot is required to complete the installation. Do you want to restart now? Ves No Created uninstaller: C:\Program Files (x86)\Bit4id\Universal Middleware\uninst.exe Install System v1.0 A Back Close Cancel
The Smartcard Manager will be visible in the programme list. You can also create a shortcut on the screen.	Bit4id - Smart Card Manager Dc Bit4id - Smart Card Manager
The user interface of the Smartcard Manager allows several functions to be carried out.	BIT4ID Card Manager File Import DSD [OMNIKEY AG Smart Card Reader USB 0] Refresh Import Export Reset device Change PIN Unlock PIN Description DSD Serial number 6278401912337104 Manufacturer Bit4id Model DS2048 (LB) PIN is OK PUK status PUK is OK Total memory Free memory N/A

Using the Smartcard Manager

The Smartcard Manager Application is a small utility that allows the Smartcard holder to interrogate and maintain their Smartcard. The application is not required for general usage, but used in the event that passcodes need changed, confirmation of digital signature information and a test that the Smartcard Reader is working correctly.

Function/ Feature	Description	Functionality Screenshot	
Application	Launch program from program menu, desktop or ribbon	Bit4id - Smart Card Manager	Bit4id - Smart Card Manager
Main Screen	Accessing all functions and features from the main screen	📴 BIT4ID Card Manager	
		File	
		Tokens	Login
			Refresh
			Import
			Export
			Reset device
			Change PIN
			Unlock PIN
		Cield Value	Change PUK
		Description DSD	Certificate View
		Serial number 6278401912337104 Manufacturer Bit4id	Register certificates
		Model DS2048 (LB) PIN status PIN is OK	Information
		PUK status PUK is OK Total memory 65536 Free memory N/A	Å id
		Displays information about the software and middleware use	www.bit4id.com

ard manager, you log in by entering N. This serves as a feature to ensure no is tampering with partcard.	Tokens	NIKEY AG Smart Card Reader USB 0]	
log in by entering N. This serves as a feature to ensure no is tampering with partcard.	SD [OMN	NIKEY AG Smart Card Reader USB 0]	Login
N. This serves as a feature to ensure no is tampering with artcard.			
e is tampering with artcard.			Refresh
artcard.			Import
			Export
			Reset device
	En Login		
	PIN		
	Field	OK	Cancel
	Dest Caricer		
	Manufacturer	Bit4id DS2048 (LB)	Register certificates
	PIN status	PIN is OK	Information
	Total memory 65536 Free memory N/A	did	
	Open/close a PKC	S11 session with the selected token	www.bit4id.com
ou have logged in, all	EIT4ID Card Ma	nager	
information stored on the card will become visible.	File		
	Image Tokens Image = Tokens Image = State Sta		
		Logout	
	🖻 📄 User c	ertificates	Refresh
	User co	ertificates JANA BERGER . / 70003685B (Op.) rtificates	Logout Refresh Import
	User ci	ertificates JANA BERGER . / 70003685B (Op.) rtificates	Logout Refresh Import Export
	User ci	ertificates JANA BERGER . / 70003685B (Op.) rtificates	Logout Refresh Import Export Reset device
	User ci	ertificates JANA BERGER . / 70003685B (Op.) rtificates	Logout Refresh Import Export Reset device Change PIN
	User ci	ertificates JANA BERGER . / 70003685B (Op.) rtificates	Logout Refresh Import Export Reset device Change PIN Unlock PIN
	Eicld	ertificates JANA BERGER . / 70003685B (Op.) rtificates	Logout Refresh Import Export Reset device Change PIN Unlock PIN Change PUK
	Field Description	ertificates JANA BERGER . / 70003685B (Op.) rtificates Value DSD	Logout Refresh Import Export Change PIN Unlock PIN Change PUK Certificate View
	Field Description Serial number Manufacturer	ertificates JANA BERGER . / 70003685B (Op.) rtificates Value DSD 6278401912337104 Bit4id	Logout Refresh Import Export Reset device Change PIN Unlock PIN Change PUK Certificate View Register certificates
	Field Description Serial number Model PIN status	ertificates JANA BERGER . / 70003685B (Op.) rtificates Value DSD 6278401912337104 Bit4id DS2048 (LB) PIN is OK	Logout Refresh Import Export Change PIN Unlock PIN Change PUK Certificate View Register certificates Information
	Field Description Serial number Manufacturer Model PIN status PUK status Total memory Free memory	value Value DSD 6278401912337104 Bit4id DS2048 (LB) PIN is OK 65536 N/A	Logout Refresh Import Export Reset device Change PIN Unlock PIN Change PUK Certificate View Register certificates Information
		E CA ce	Iokens Iokens

Change PIN	Function for changing the	BIT4ID Card Manager	
	Smartcard PIN	File	
		Tokens	Logout
		DSD [OMNIKEY AG Smart Card Reader USB 0]	Defreeh
			Reiresh
		Change PIN	
		Old PIN	
		PIN Status PIN is OK	vice
		New PIN	PIN
		Min lenght: 4	IN
		Max lenght: 8	UK
		Field Repeat new PIN	View
		Serial number OK	Cancel
		Manufacturer Model	Toformation
		PIN status PIN is OK PUK status PUK is OK	Information
		Total memory 65536	×
		Free memory IN/A	Zh id
			-
			www.bit4id.com
Change DUIK	Function for changing the	r	
Change PUK		BIT4ID Card Manager	
		File	land
		OSD [OMNIKEY AG Smart Card Reader USB 0]	Bafaab
		JANA BERGER . / 70003685B (Op.)	Import
		CA certificates	
		PUK Status PUK IS OK	
		Min lenght: 4	
		Field Max lenght: 8	
		Description Repeat new PUK Serial number	
		Manufacturer Model OK Cancel	certificates
		PIN status PUK status PUK IS UK	rmation
		Total memory 65536 Free memory N/A	Š
		Change the device PUK	www.bit4id.com

Unlock PIN	Function for using the	P BIT4ID Card Manager	
	Smartcard's PUK to unblock	File	
	a forgotten or compromised	Tokens Logou	ıt
	PIN	OSD [OMNIKEY AG Smart Card Reader USB 0] OF OF User certificates Refrest	:h
		JANA BERGER . / 70003685B (Op.) Import	t
			t
		PUK [vice
		PUK Status PUK is OK nge f	PIN
		New PIN Dock P	PIN
		Min lenght: 4	PUK
		Field Max lengnt: 8 Description Repeat new PIN cate	View
		Serial number Manufacturer	tificates
		Model OK Cancel mat	tion
		PUK status Total memory 65536 Free memory N/A www.bit4id	l id d.com
Refresh Import Export Register certificates	Functions for adding/removing digital certificates onto your Smartcard. These functions will not apply.		

Certificate View	Feature for viewing the list of digital certificates on the Smartcard	Certificate General Details Certification Path Image: Certificate is intended for the following purpose(s): • Ensures the identity of a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Proves your identity to a remote computer • Protects software from alteration after publication • Protects software from alteration after publication • Protects e-mail messages • Allows data to be signed with the current time Issued to: JANA BERGER . / 70003685B (Op.) Issued by: ACA - Certificados Corporativos - 2014 Valid from 29/ 07/ 2015 to 29/ 07/ 2017 Install Certificate Install Certificate Issuer Statement Learn more about tertificates OK
Information	Feature showing the version of the Smartcard Manager Application installed	Information