



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:

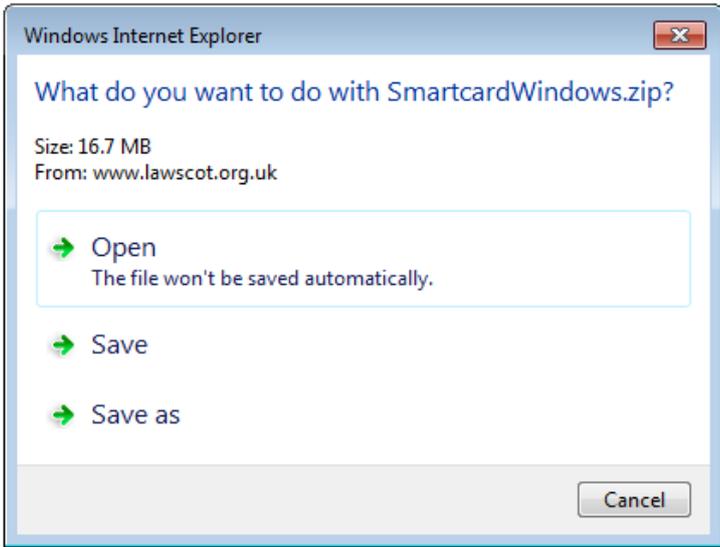
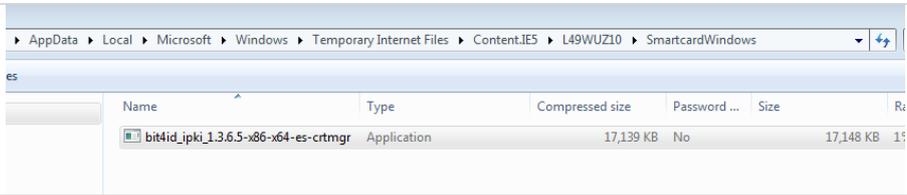
- Changing PIN & PUK codes
- Unlocking PIN
- Importing certificates
- View card information

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® http://www.lawscot.org.uk/media/9260/SmartcardMac.zip

To install the Smartcard manager application

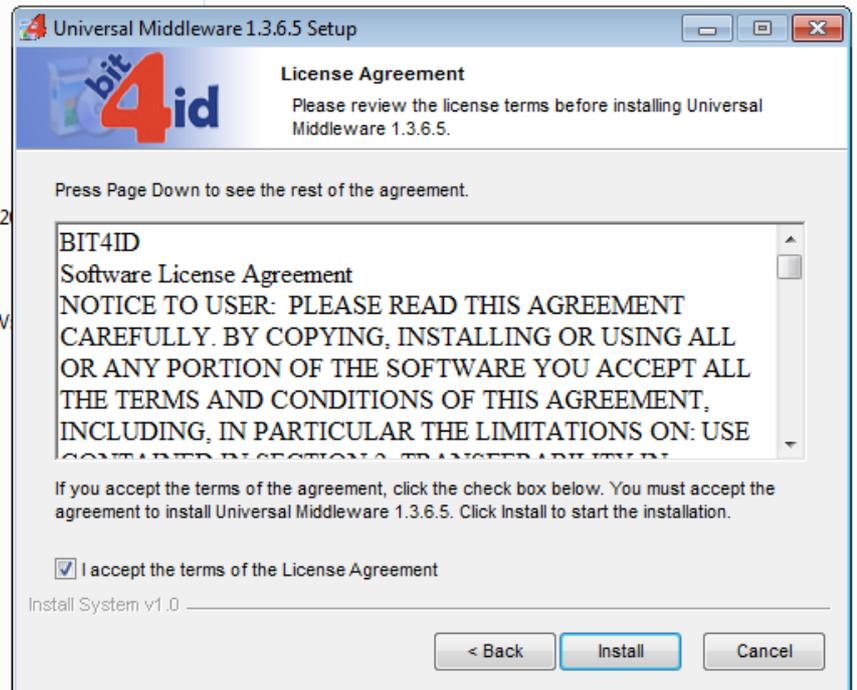
1. Click the **link** above and **open the file** (select the appropriate link for all Windows or Apple operating systems)
2. **Run** the software to **Install (Please allow the BIT4ID application to be installed, if prompted)**
3. **Select** a language – **English**
4. Follow the on-screen instructions, 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	
Step 2 – double-click to start installation	
Step 3 – select language	

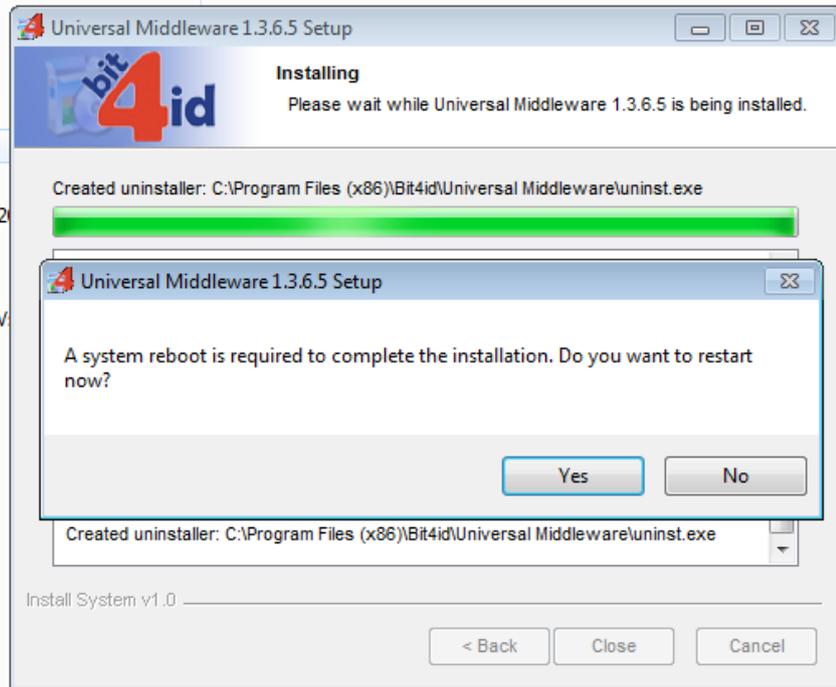
Step 4 – follow the instructions



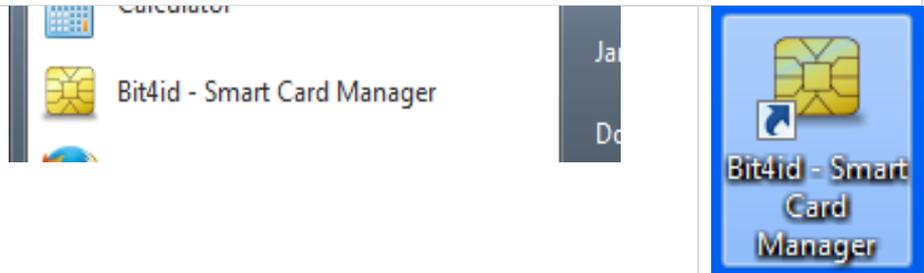
Step 5 – agree to the License Agreement & Install



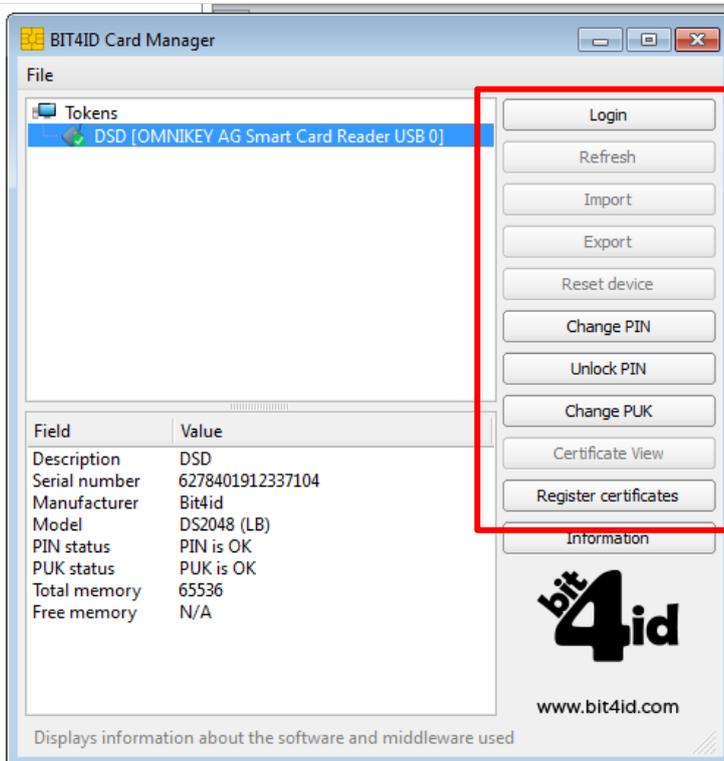
Step 6 – reboot the computer to finish the installation



The Smartcard Manager will be visible in the programme list. You can also create a shortcut on the screen.

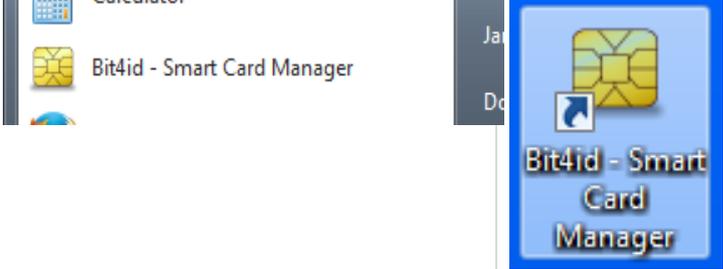
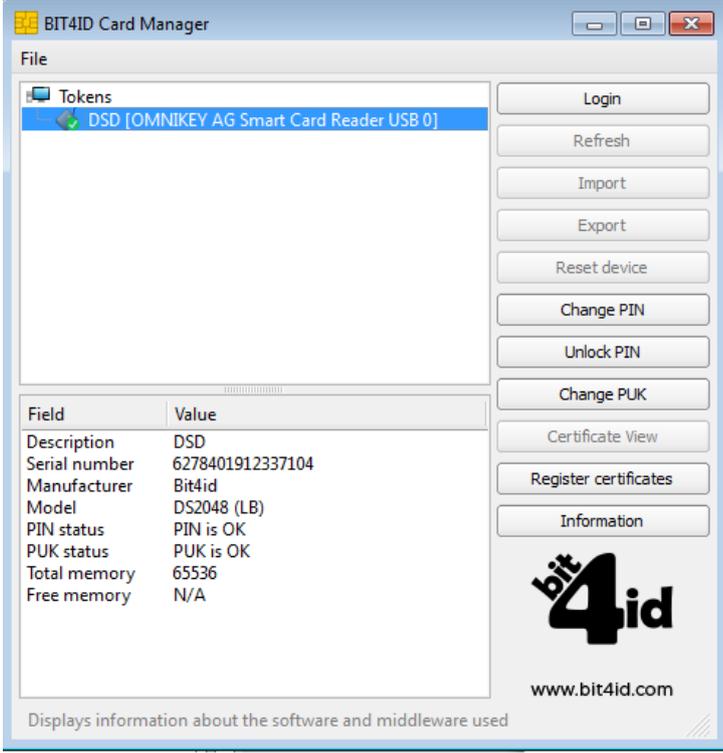


The user interface of the Smartcard Manager allows several functions to be carried out.



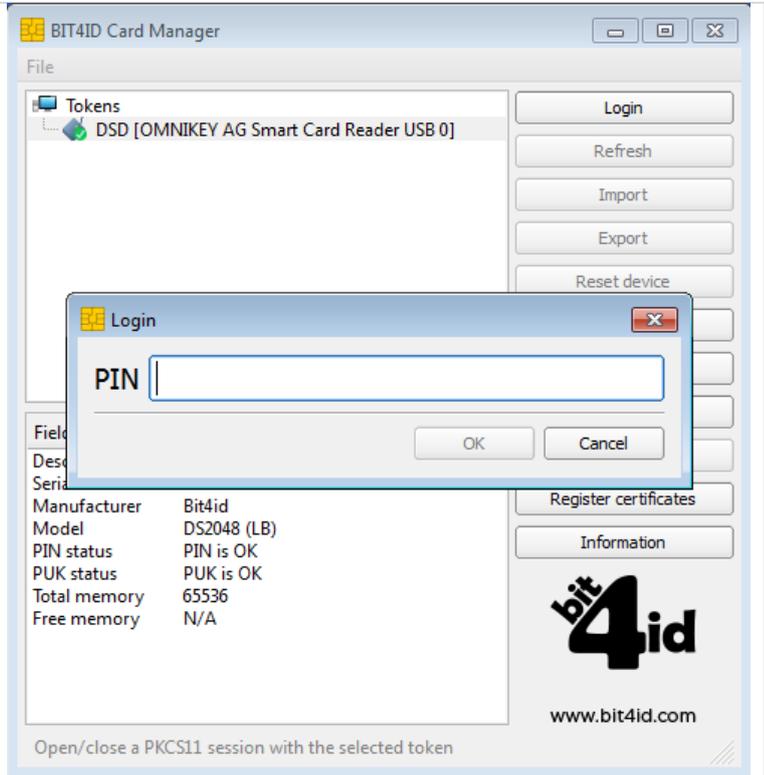
Using the Smartcard Manager

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.

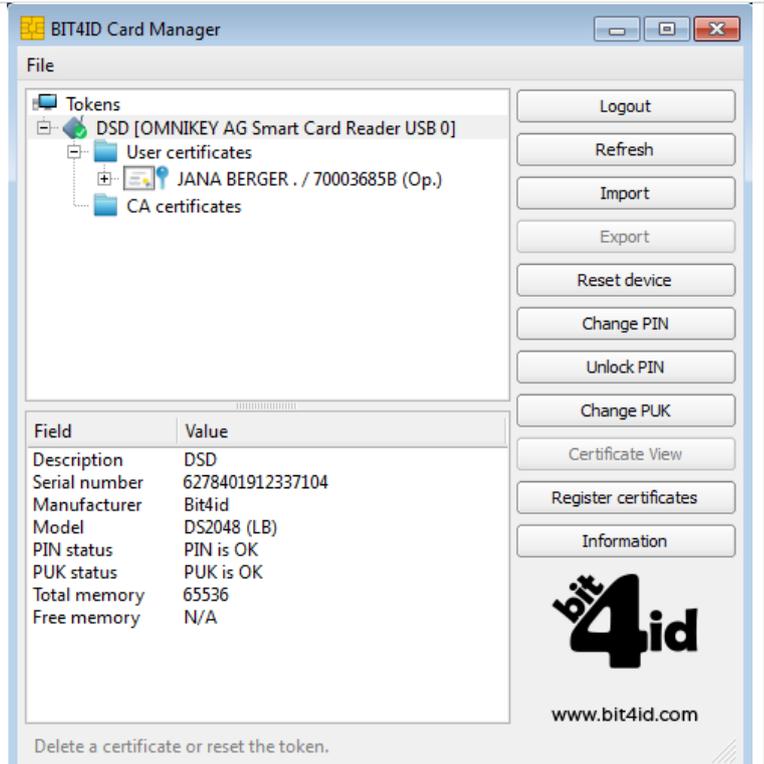
Function/ Feature	Description	Functionality Screenshot
<p>Application</p>	<p>Launch program from program menu, desktop or ribbon</p>	
<p>Main Screen</p>	<p>Accessing all functions and features from the main screen</p>	

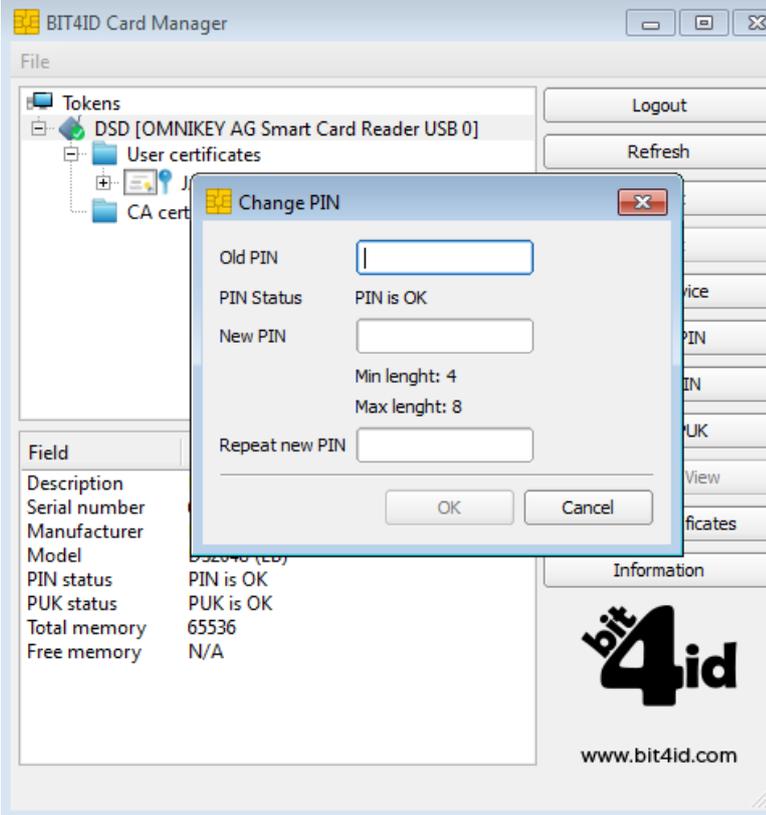
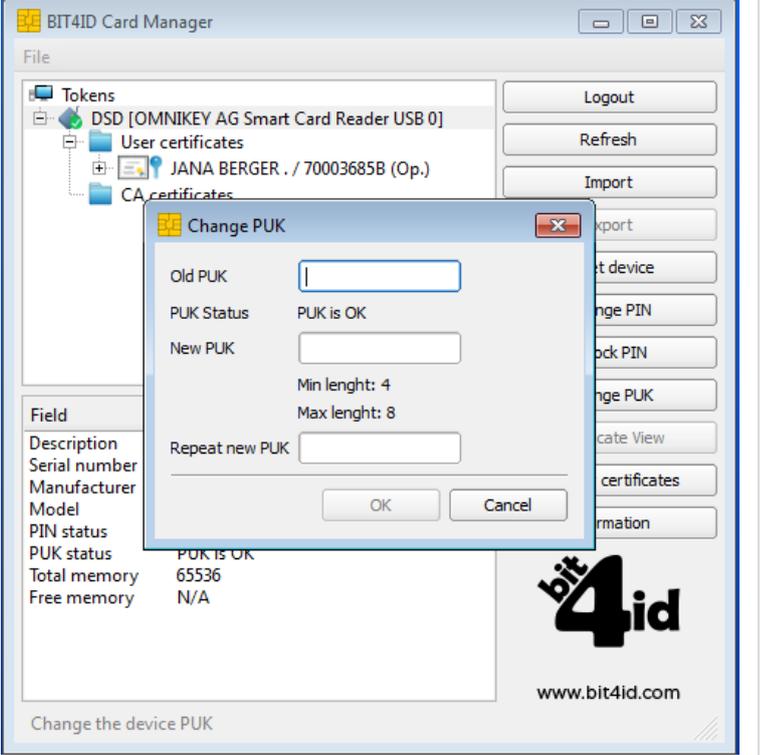
Accessing Manager functions

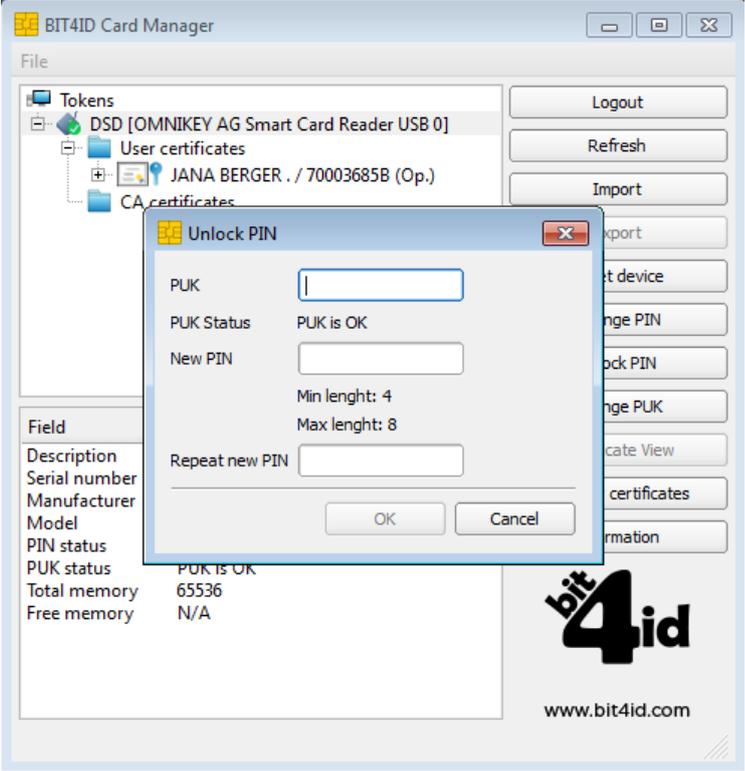
Before you can use any of the functions of your Smartcard manager, you need to log in by entering your PIN. This serves as a security feature to ensure no one else is tampering with your Smartcard.

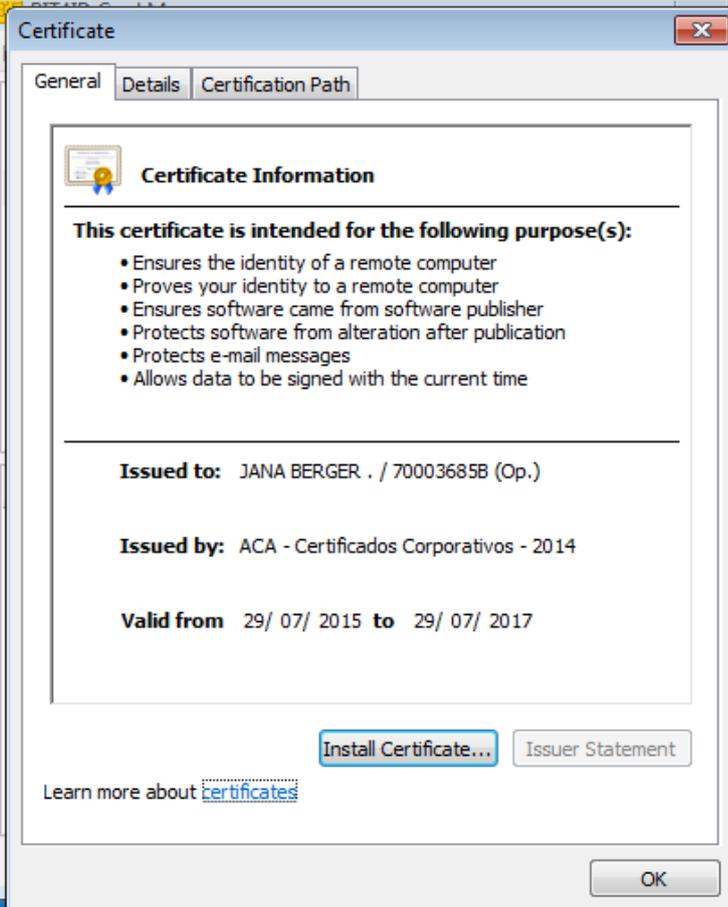


Once you have logged in, all information stored on the card will become visible.



<p>Change PIN</p>	<p>Function for changing the Smartcard PIN</p>	
<p>Change PUK</p>	<p>Function for changing the Smartcard PUK</p>	

<p>Unlock PIN</p>	<p>Function for using the Smartcard's PUK to unblock a forgotten or compromised PIN</p>	
<p>Refresh Import Export Register certificates</p>	<p>Functions for adding/removing digital certificates onto your Smartcard. These functions will not apply.</p>	

<p>Certificate View</p>	<p>Feature for viewing the list of digital certificates on the Smartcard</p>	 <p>The screenshot shows a 'Certificate' dialog box with three tabs: 'General', 'Details', and 'Certification Path'. The 'Details' tab is active, displaying 'Certificate Information'. It lists the certificate's purpose, issuer, and validity period.</p> <p>Certificate Information</p> <p>This certificate is intended for the following purpose(s):</p> <ul style="list-style-type: none"> • Ensures the identity of a remote computer • Proves your identity to a remote computer • Ensures software came from software publisher • Protects software from alteration after publication • Protects e-mail messages • Allows data to be signed with the current time <p>Issued to: JANA BERGER . / 70003685B (Op.)</p> <p>Issued by: ACA - Certificados Corporativos - 2014</p> <p>Valid from 29/ 07/ 2015 to 29/ 07/ 2017</p> <p>Buttons: Install Certificate..., Issuer Statement</p> <p>Link: Learn more about certificates</p> <p>OK</p>
<p>Information</p>	<p>Feature showing the version of the Smartcard Manager Application installed</p>	 <p>The screenshot shows an 'Information' dialog box with the Bit4id logo at the top. Below the logo, it displays copyright information and application details.</p> <p>Information</p> <p>Copyright 2013 Bit4id.com, All rights reserved.</p> <p>Card Manager (1.3.0)</p> <p>Informazioni Middleware</p> <p>Product Name: BIT4ID Universal Middleware ('bit4ipki.dll') Version: 1.3.6.5 Copyright: Bit4id - Copyright (C) 2004-2009 Company: Bit4id (http://www.bit4id.com) Description: Universal Middleware</p> <p>OK</p>