THE LAW SOCIETY
of SCOTLAND
www.lawscot.org.uk

Smartcard

SMARTCARD INSTALLATION GUIDE
Part One – Installing the Smartcard Reader

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 www.lawscot.org.uk/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.)

Equipment - Reader

Before you can use a Smartcard, you must install a Smartcard reader on your host computer. The Smartcard reader, provided by the Law Society of Scotland, is compatible with Microsoft® Windows® and Apple® operating systems. Installation is achieved by a plug and play compliant device upon detection by your host computer. The Smartcard reader provided is a high-performance reader for desktop use with a standing base in a robust housing – remove the Smartcard reader from the box and attach the base. Other card-readers are available, however, we recommend you use the device supplied by the Law Society of Scotland that has been tested and will be supported during its lifetime.

Smartcard reader with desktop base fitted

Insert Smartcard face-forward, with the gold chip inserted into the slot on the top pf the reader. Your photographic image will be shown on the top right as ou view the reader face on.

Equipment – supported Operating Systems

The Law Society of Scotland Smartcard will only support computer devices with the following minimum specification:

Operating system	Web Browser			
	Internet Explorer	Firefox	Chrome	Safari
Windows XP®	OK	OK	OK	
Windows Vista®	OK	OK	OK	
Windows 7® (32-bit & 64-bit)	OK	OK	OK	
Windows 8® (32-bit & 64-bit)	OK	OK	OK	
Mac OS®		OK		Not supported

Installing the Smartcard Reader - automatically

To connect the Smartcard reader

1. **Shut down** and **turn off** your computer
2. **Attach** the reader to an available **USB port**
3. **Turn on** your machine and **log on as a user with the ability to install applications (admin privileges)**
4. Ensure your computer is **connected to the internet**

Installing the device driver

The reader is plug-and-play and will install all necessary drivers for use on its own.

The Smartcard reader is designed to be user-friendly and install necessary drivers by itself. If the Smartcard reader has been detected and installed properly, the LED illuminates. (green light on left-hand side display) Your Smartcard reader is now ready for use.

However, if you are using a host computer that does not have a plug and play feature (plugging in the reader does not prompt the computer to install the appropriate driver), you must install the driver manually.

Installing the Smartcard Reader - manually

Installing the Smartcard reader manually requires to you to download the driver from the manufacturer's website https://www.hidglobal.com/drivers and install the software on your computer.

To connect the Smartcard reader

1. **Shut down** and **turn off** your computer
2. **Attach** the reader to an available **USB port**
3. **Turn on** your machine and **log on as a user with the ability to install applications (admin privileges)**
4. Ensure your computer is **connected to the internet**

Installing the device driver

1. **Select** the link above or cut & paste into a web browser
2. **Enter** the following details into the **search filter** options:

> **Brand**: Omnikey
>
> **Product**: Onmikey 3121 USB Card Reader
>
> **OS**: Enter the operating system of your computer.
>
> If you are unsure of your Computer operating system, please check your system information:
>
> **Windows**: Go to **START** and select **CONTROL PANEL**, then select **SYSTEM** – your computer's Operating System will be displayed on the "Edition" tab.
>
> **Apple**: From the Apple (🍎) menu, choose **About This Mac**. Click the Version number underneath where the window says "**OS X**". The **About This Mac** window then displays your OS X version number in place of the version number.

3. **Double-click** the relevant driver (usually named "self-extracting archive") in the upcoming list to **download** the driver and **install** as per your operating system instructions.