Reader Install Instructions

To install a 3MillID Bluetooth Reader, obtain the following before following this instruction guide. The following materials may not be necessary if a professional installer is coming to your location. Contact your dealer for assistance. At least one Bluetooth reader, an Owner login to the 3blueID portal system, a portable Windows 10 device, a Bluetooth read/write USB chip, a 3MillID installation digital toolkit, and finally acquire a usable email address. Optionally include a cell phone with the 3MilllID application installed to test the door.
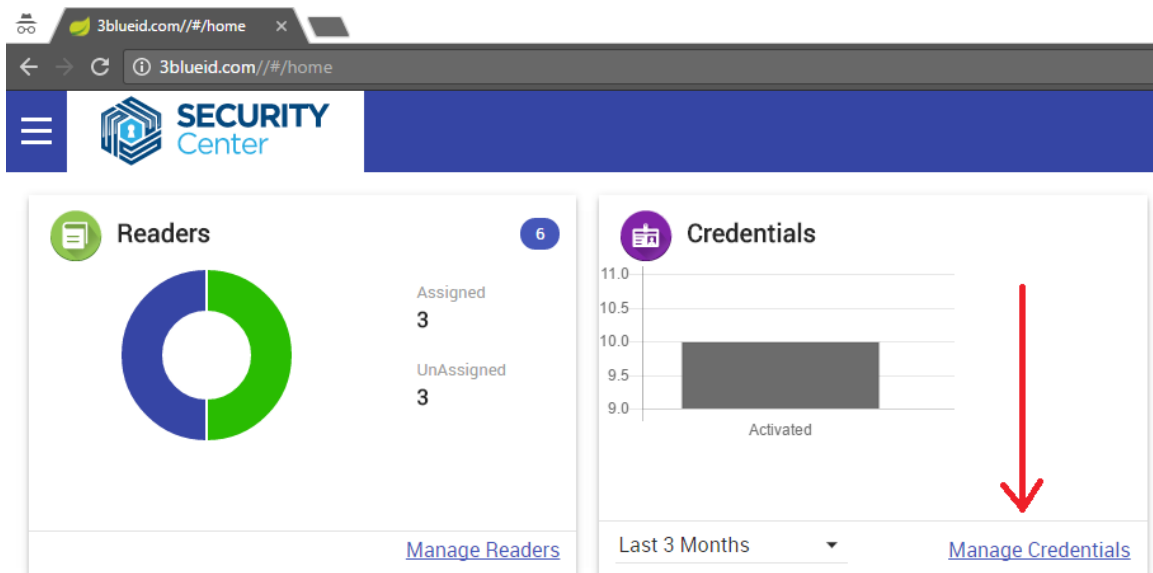
Step 1. Installing the Reader

If a professional installer has come to your location, skip this step. To begin, start by installing the 3MillID reader into the Wiegand connecting cable of either an old reader, or newly wired into an access control system. The important connections are Supply Voltage Ground, Supply Voltage, Data 1/CLK, and Data 0/DAT, and the tamper, buzzer line are optional. The buzzer input line can be connected to the buzzer, green, or red LEDs to emit an output as appropriate. After this the reader is then affixed to its wall mount and tested with a physical card credential to ensure the device is reading properly.

For additional assistance with physically installing the device, and a wiring diagram, see 3MillID's Reader Installation Guide attached to this document.
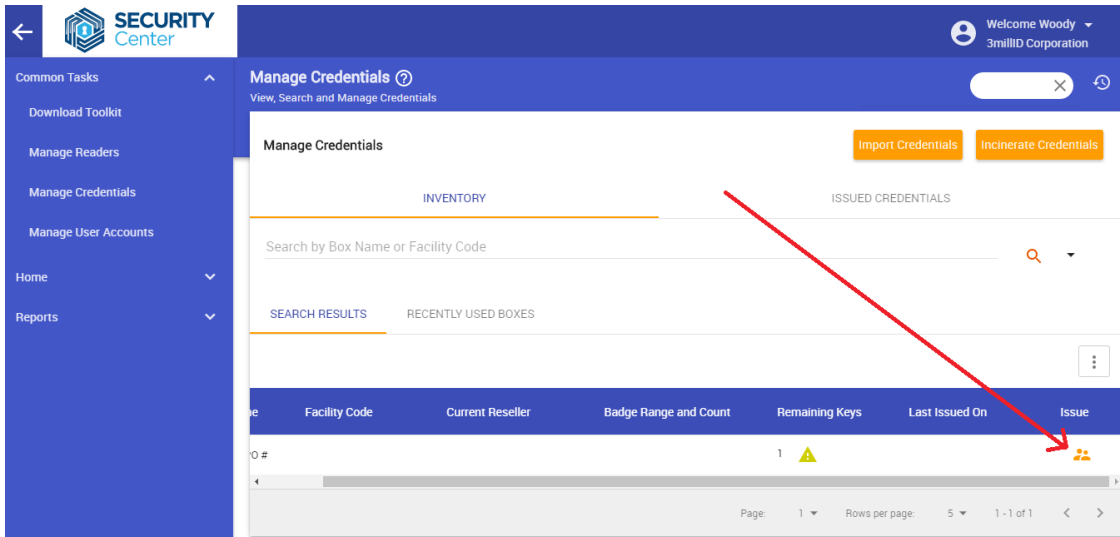
Step 2. Setting Up your Installer

In the email provided to the Owner of the mobile credentials there should be an email from "BadgingPortal.com". If the email is not in the inbox be sure to check your spam before contacting your supplier for assistance. Within this email is login information to the Portal as a credential owner. Upon first login to "int.badgingportal.com" you will be prompted to enter a new password. Be sure that it is memorable and contains three of the four following, lowercase letters, uppercase letters, numbers, and symbols.
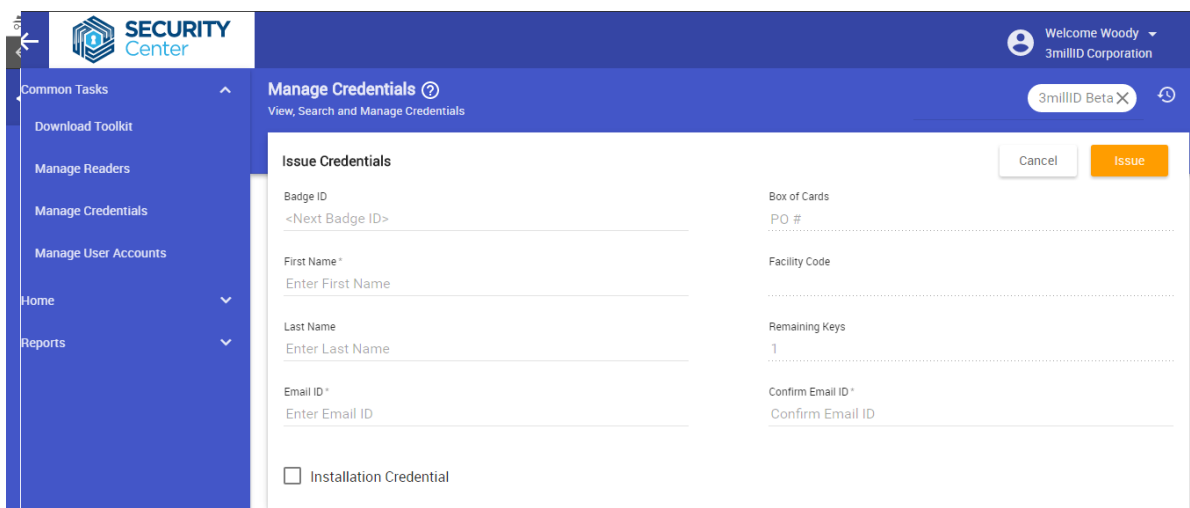
Log into the portal using the new password to access the Owner portal profile page. Within the page there should be three panels and a menu icon in the top left. In the center of the screen there should be a series of bar graphs with a hyperlink on the "Manage Credentials" line.

Open this link. This will bring you to a new page where you can manage your issued credentials. There should be a line identifying different "Virtual Card boxes" where you can see any previously ordered credential boxes. If no boxes appear contact your 3MillID approved credential reseller and purchase a box of credentials to continue.

On the far right side of the page under the issued boxes there will be an icon under the "issue" label. Open this page, then begin to enter the information of your reader installer. If self installing enter your information onto this page including the credential number you want to issue to your installer. If not issue this credential to your installer using their information as provided. It does not need to be a viable number in the access control system to function. Be sure to check at the bottom the optional check box that lists it as an "Installation Credential". A date line will appear to choose the expiration date of the installation credential. After this has been completed click the "issue credential" button in the top right corner of the page. This will issue an installation credential to the email specified from "MobileCredentialsPortal".

Step 3. Preparing the Readers

    To begin enrollment of the reader you must have had reader names uploaded to the portal. Contact you card reseller with the names of the readers desired to be displayed by the application when accessing the reader.

    If a professional installer has come to your location then skip the rest of this step. Obtain your Windows 10 device and Bluetooth USB. Plug the USB into the Windows device and wait for drivers to automatically install. This may not be visible, however to ensure that they do install go to the Windows Update application and ensure that all the Windows Updates have been installed before proceeding.

    Begin installing the 3MillID installer toolkit onto the windows device. Administrator permissions will be necessary to install to your device. If you purchased a complete toolkit from a 3MillID distributor the application will already be installed on your provided windows device. Open the 3MillID toolkit, it should prompt for a PIN, Server URL, and an Authorization code. If only the PIN is requested, enter four numbers at random, and navigate back to the "Authorize" tab that appears on the application. To get the information requested go back to the email and search for the installation credential email issued by the "BadgingPortal.com". Within this email there should be a PIN, server URL, and Authorization code all to be entered into the application. After entering this information the device will automatically sync with the Credentials server and will retrieve the names for the readers. Then will appear a panel with a variety of options. Go to the "install" button.

    After going to the install option the device will scan for nearby Bluetooth readers. Approach within 3 feet of the installed reader and press the "scan" button on the top right of the application screen. The unnamed reader will now populate the application panel and its name is listed as its serial. Select the desired reader to edit, and it will bring you to a new application page. In this page there are two drop down menus, first select the "owner" by bringing down the menu and selecting the Owner name. Then go to reader names and from the list select the name for the reader to install. Then finally press the "install" button. The program will move through a checklist, however not all elements are critical, check the final step that reads "Reader has been installed" to ensure that installation has occurred correctly.

    Press the continue button and repeat the process for all remaining readers to be installed.

Step 4. Getting the Users ready.

    The next step is to issue credentials. To use credentials ensure that all individuals to be issued Bluetooth credentials have downloaded the 3MillID application found on either, the Play Store for Android, or App Store for IOS devices. Then log into the Owner profile of the portal. Go to the "Manage Credentials" option hyperlink. In the box of credentials to be issued to to the icon under the issue column. Enter the starting credential, and the user's information into the issuing page. Press the "issue credential" button in the top right corner of the page. The credential number will count sequentially as the page refreshes to allow the info of the next user to be entered.

    Each user will receive an email from the "BadgingPortal.com" containing their individual authorization code. To activate their device copy this code, open the 3MillID application paste the code into the app, and press the "Activate" button at the bottom. The device will now be capable of sending their bade ID information to Bluetooth readers associated with the Owner.

-Note, if new readers are installed after a user has received their credential, the user must update their credentials by going to the options icon (a gear in the top right of the app) go to the credentials tab, and press the "Update Credentials" button. Without this readers may not be visible to a user.