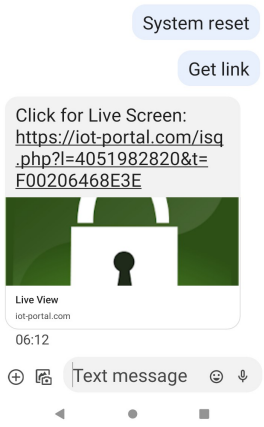
Quick Start User Guide

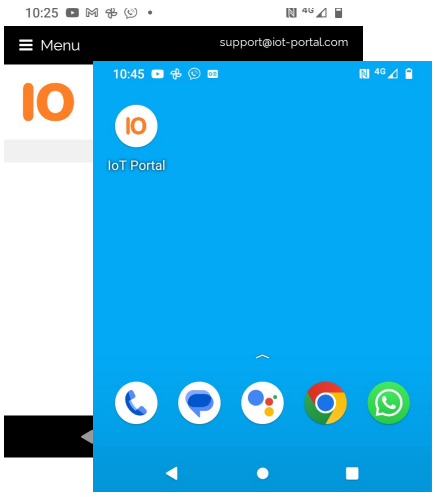
iot-portal
The Internet-of-Things Portal

SMS Programming

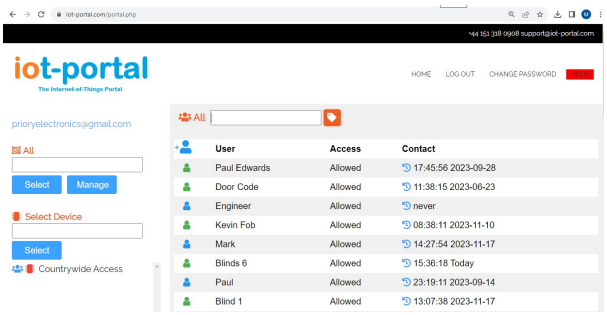


QR Code/Email Link

Chrome App



iot-portal



User/Device Portal

SMS Programming	*QR Code/Email Link*	*Chrome App*	*User/Device Portal*
Restrictive Ideal for SIM Free Products (eg Intercom)	**Ideal for initialisation Practical for 1-3 Units**	**Ideal for 1+ Units Initialisation for 2+**	**For managing complex sites/Access Control Systems**

There are 4 methods for managing IoT-Portal devices. You can program a device purely by SMS but this is somewhat restrictive and costly. See the 'SMS Programming' guide. You can also manage IoT Portal devices online which is preferred for all but SIM free products.

Each device has its own 'Live Screen' on the portal. From the Live Screen the device can be operated and programmed. **A user with a 'Full Access' email address or an 'Admin' phone number will have access to the device's Live Screen.**
A user with a 'Full Access' email address can get to the Live Screen via links sent by email or through the App and Portal.
A user with an 'Admin' phone number can get to the 'Live Screen' by SMS or through the IoT Portal Chrome App which can be installed on smartphones or desktop.

Quick Start User Guide

SIM Free

iot-portal
The Internet-of-Things Portal

Quick Start User Guide

Programming Online: https://iot-portal.com

There are 3 several methods of reaching the Live Screen.
If you have just one unit, the simple QR Code/Email Link method will be most suited to you.
If you simply want access to any of your devices on demand, use the app:

https://iot-portal.com/app

If you manage groups of users shared amongst multiple devices, use **The Portal**. However, most installers and users with multiple devices should use the app.

QR Code

A QR code supplied with the product will grant immediate access to the Live Screen. These QR codes can be destroyed and created on the Live Screen. Scanning the 'Live Screen' QR Code will take you to the Live Screen for that unit. From here you can add any user phone numbers and email addresses as required.

Website Enrolment/Email Link

If a device is new and has no users, the enrol screen (https://iot-portal.com/enrol) can be used to insert your email into the device for access as a 'Full Access' email address. A semi-permanent link is then sent to you via email which will return you to the Live Screen should you click on it.
If the link is lost you can visit https://iot-portal.com/index#login3 in order to send a new email with a link in it.

The Portal: https://iot-portal.com/

You can view all devices that contain your phone number as an 'Admin' or 'Master' number on the portal website. Additionally, any unit that has your email address set to 'Full Access' will be displayed in the portal. *If you have a unique product code for your devices they will also be displayed in the portal.*
You can click on the device and visit that device's Live Screen via the portal. You can also manage a group of devices via the portal itself. We recommend emailing support@iot-portal.com should you require more than a basic means of logging into the individual devices.

IoT Portal App: https://iot-portal.com/app

The app is a simplified version of the portal. It allows you to quickly get to the Live Screen for any device that has your email address stored in it as a 'Full Access' email address or any device that has your phone number in it stored as an 'Admin' or 'Master' phone.
Your credentials are stored in a cookie which allows you to remain logged in for up to 390 days.

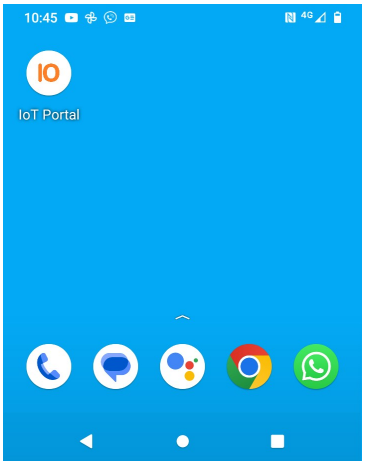
Lost Access

Should you have a device without valid QR Codes and with users already registered in it, please email a picture of the unit to support@iot-portal.com and we will assist you with gaining access.

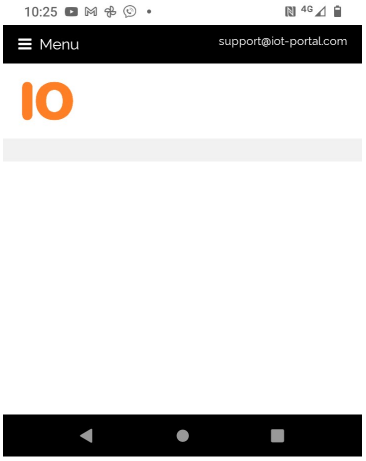
Quick Start User Guide

IoT-Portal App

The app is a simplified version of the portal. It allows you to quickly get to the Live Screen for any device that has your email address stored in it as a 'Full Access' email address or any device that has your phone number in it stored as an 'Admin' or 'Master' phone.
Your credentials are stored in a cookie which allows you to remain logged in for up to 390 days.
The app can be used as a website or can be installed as a Progressive Web App (PWA).



https://iot-portal.com/app



Installation

To install the app, visit https://iot-portal.com/app **using Google Chrome** or scan the above QR Code and open it with Chrome. You can simply use the website if you choose or you can click on the 'Install' button which will place an icon on your phone or desktop. This is simply a convenient way of getting to the website https://iot-portal.com/app on Google Chrome.

To log in, enter you email address or phone number. You can register your email address even if you have no devices. However, if you would like to log in with your phone number, you must first add your phone number as an admin phone to at least 1 device. You may do this on your first unit using the QR Code sticker supplied with the device. **You will be sent a link via email or phone. You must open the link in the same browser you requested it from!**

Once you are logged in by either email or phone, you can add a new device simply by scanning the 'Enrol QR Code' for that device. Ensure you are logged into the app on your phone!

iot-portal.com
Enrol Page
LPIN: 0123456789
Firmware: 7.06R002

Open, your camera app on your phone, focus on the QR Code and open the link with your app!

This is the easiest method of setting yourself up on a new device.

Quick Start User Guide

Programming: User Enrolment

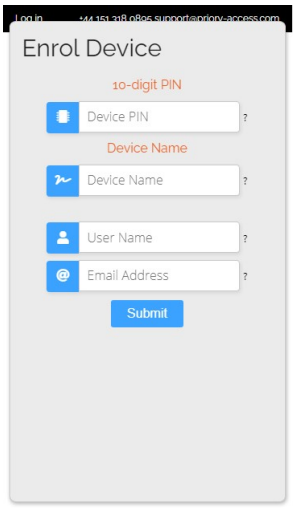
When first powered up, the signal LED (SIG) will initially flash. This will light permanently once a connection has been established. As long as the LED is not flashing the system will be operational.

The 5G model may take 2-3 minutes to connect to the network. These units are not intended to be moved very often and save power by storing network settings for the local base stations instead of loading them every time it is powered up. This is why they take a long time to start up.

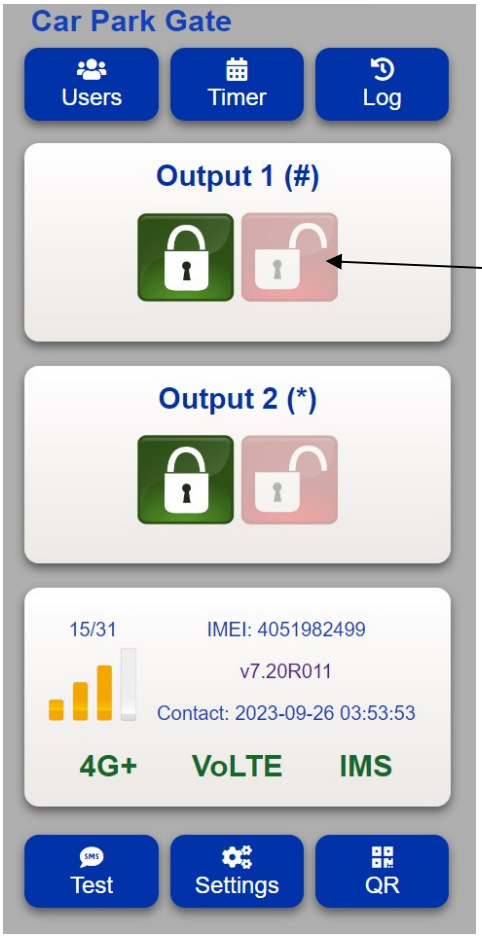
If you have access to a smart phone with QR code reader, you can get access directly to the Live Screen and Users page by scanning the **Live Screen QR code** which contains a secret encrypted key *(be aware we also include the 'View Screen' QR code label which gives unauthorised viewers read-only access)*. To use the QR code, open your phone camera app, scan the image, and navigate to the Users page to add your number and email address. We recommend you add both your mobile number and email address.

To add users without the QR code, the admin user must enrol himself/herself on the unit by visiting the following address

https://iot-portal.com/enrol



Enter your name, your email address and click 'Enrol'. This will take you to the Live Screen for your device. You will receive an email with a link to the Live Screen.
Using the Enrol method will ensure your 'Dial-to-Open' system has a unique output 1 telephone number.



Live Screen
Intercom/Gate Opener

Click the 10-Digit Code to name the device.

Click the 'Users' button to add/remove and edit users for this device.

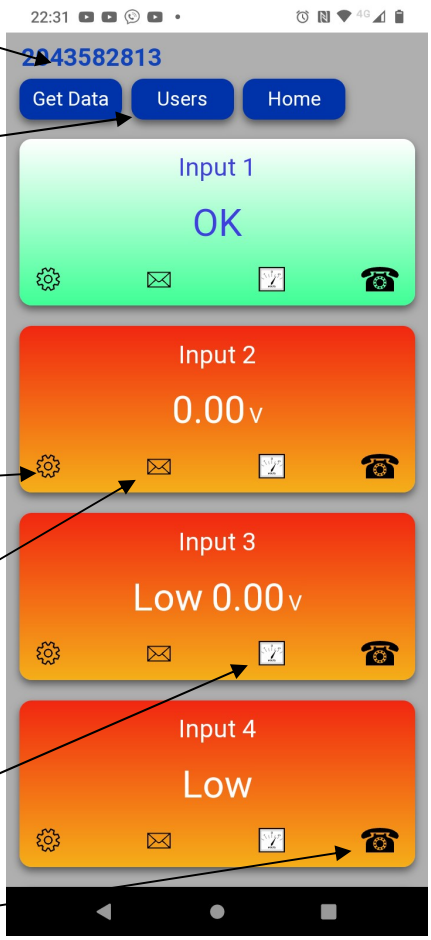
Click the red 'Unlocked Padlock' to activate the output relay and green to de-activate the relay.

Click the settings button to change the input from digit to analogue, set what happens when triggered and set the hold time.

Click the envelope to change the SMS and email messages.

Click the meter to change the input voltage trigger thresholds.

Click the phone icon to change the phone number for that input or output. **Delete the existing number to reveal number list.**



Live Screen
Alarm Dialler

In general, clicking on text on the Live Screen will allow a user to edit the text. For example, click on the word 'Low' on the above Live Screen will all the displayed word to be changed when the input is in the 'Low' state.

Input Settings

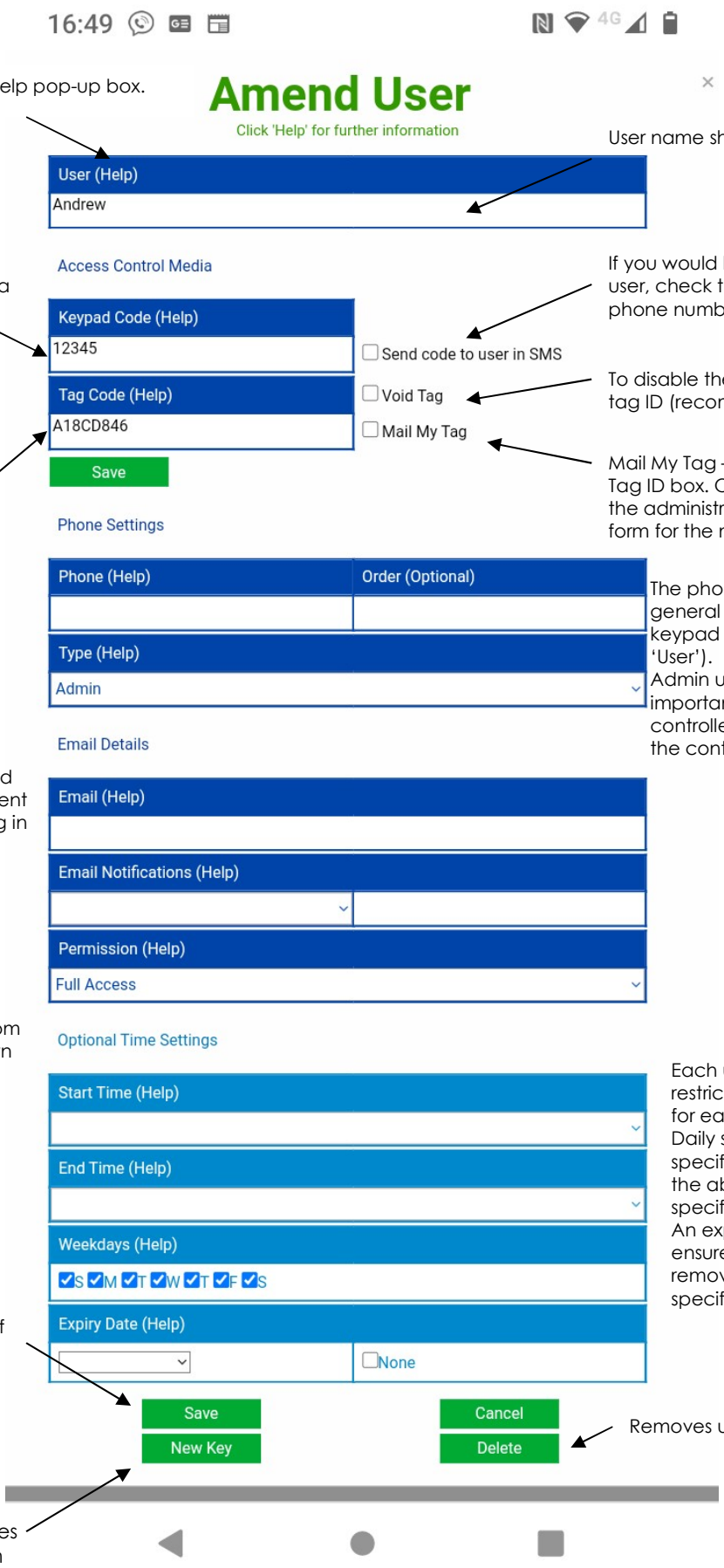
The input settings screen allows users to set what happens when each input is triggered in both the high and low states (typically the alarm starting and alarm stopping conditions).

The 'Digital/not Analogue' checkbox sets the operating mode for that channel. Effectively this control switches on and off a small source current applied to the input terminal. This allows the input to be connected to a 'volt-free' switch contact. The source voltage is about 2.5V at ~20uA. In digital mode the actual measured voltages are meaningless and should be left at 10V/20V.

Hold Times are the minimum time the input must be in the new state for an event to be generated. By default, this is typically 2 seconds for most devices. This means an alarm must be sounding for 2s before SMS and call sending will commence.

Quick Start User Guide

User Details



Each section has a help pop-up box.

User name should be entered here

For door readers with a keypad, optionally enter a keypad code here

If you would like the code sent to the user, check this checkbox and fill in the phone number below.

The tag ID is entered here
If you clicked on the tag ID on the Live Screen it will be pre-filled.
There are multiple ways of obtaining a tag ID:

- Priory Tag label
- Using NFC Tools
- Obtain from door reader
- Obtain from USB reader

To disable the user's access but retain their tag ID (recommended), click void tag

Mail My Tag – clicking this box pre-fills the Tag ID box. Once the save button is pressed the administrator is directed to an address form for the mailing address of the user.

The phone number can be added for a general user so they can receive their keypad code via SMS (Type should be 'User').
Admin users should add their number for important information from the controller such as void tag attempts or the controller needs attention.

Email addresses should be added for Admin users so they can be sent a link to the door controller or log in to the group view via the iot-portal.com main page.

Admin users should have 'Full Access' selected from the permission drop down box.

If invalid/void tag events require email notification, select 'Full' from the email notifications drop down box.

Each user can have time restrictions placed on their access for each door.
Daily start and end times can be specified in this section along with the ability to restrict access to specified days.
An expiry date may be added to ensure access is automatically removed for this user on the specified date.

When either 'Save' button is pressed, the cloud database is instantly updated. An attempt is made to contact the controller if it is available. If the controller is offline an attempt will be made at a later date until the data is confirmed.

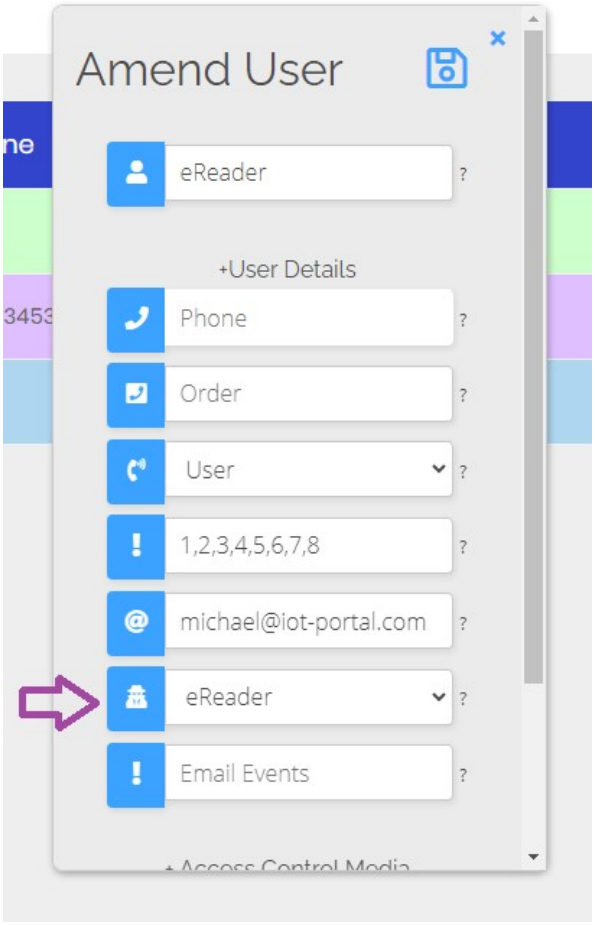
Removes user from database

The 'New Key' button generates a new secure link for an Admin user if the original has been unintentionally shared

Email Programming and Control

Each device can be programmed and controlled by email. This is useful for adding multiple users at once or for activating the output relays by an automated email message. For example, you may get an automated email from a 3rd party and would like this to operate a light or motor for example.

For an email address to control or program the device, it must be known to the system. The operator should go to the 'Users' page from the 'Live Screen' and add a new user with the desired email address. The user must be set to an 'eReader' email address as shown below:



eReader email addresses show up on the Users page in purple. Emails sent from this email address will be able to change settings and control the output relays for this device. Emails are not as secure as phone numbers and can be easily spoofed, so ensure the eReader setting is only used during desired periods of programming and control.
For extra security an email API key can also be generated which can be included in the email body. This will ensure spoof emails are disregarded.

To send commands to the device via email, messages should be sent to:

things@iot-portal.com

This is the standard email address for devices. The subject line of the email must contain only the 10-digit code for your device and nothing else.

Email Commands

Multiple commands may be sent per email, each separated by a new line. Each command will be processed and a reply will be sent for each command in 1 email.

Most SMS commands are accepted by email along with the user command:

User *name,phone,type,email,events*

For example:

User Michael,07123456789,master,michael@iot-portal.com,12345678

The type field can be: *master*, *text*, *call* or *user* (for dial-to-open). If a field isn't required leave it blank but insert a comma:

User Michael,,,michael@iot-portal.com,12345678

The events are input numbers for inputs 1 to 8.

The '**delete users**' command can be used with the API key to remove all 'users' leaving any admin, call, text phone or Full Access email address.

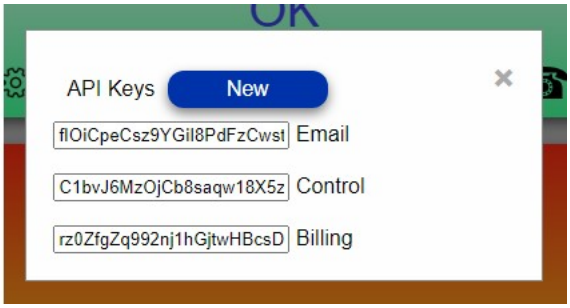
Controlling the output relays

You should specify the output you would like to operate with the # or * symbol as follows:

On#
Off#
Pulse*
Open*
Close*

Securing with an API Key

An API key can be generated on the Live Screen by clicking 'Show Tools'>'Create/View API Keys'.
If the email API key box is empty, click 'New'



To make use of the email API you should select ‘eReaderAPI’ as the user type. The API Key must be on the first line of the body of the email in order for eReaderAPI emails to be read.

Declaration of Conformity

Document Number: DOC_MQX_103_DoC

Issuer's Name: Priory Access Ltd

Issuer's Address: 23 Goodlass Road, Liverpool, L24 9HJ

Object of the declaration: MQX1.03

The object of the declaration described above is in the conformity with the relevant Union harmonisation legislation:

2014/108/EC The Electromagnetic Compatibility

Directive 2011/65/EU The Restriction of Hazardous Substances
Directive 2014/53/EU RED Art3.1(b) Radio Equipment Directive Conformity is shown by compliance with the applicable requirements of the following documents:

Safety: EN 60950-1:2006+A2:2013

EMC: EN 301 489-1 V1.9.2 (2011-09) EN 301 489-7 V1.3.1 (2005-11) EN 301 489-17 V2.2.1 (2012-09) EN 301 489-24 V1.5.1 (2010-10)

Radio: EN 301 511 V12.0.0 (2015-02) EN 300 328 V1.9.1 (2015-02) EN 301908-1 V7.0.1 (2014-11) EN 301908-2 V6.2.1 (2013-10)

Technical Construction File required by this directive is maintained at 23 Goodlass Road, L24 9HJ UK

Signed for and on behalf of Access Controls Ltd

Name: Michael Beaver
Position: Director
Date: 02/06/2021

Made in UK

Priory Access Ltd
23 Goodlass Road
Speke
Liverpool
L24 9HJ

Registered in England & Wales
Company No: 7260262