I_Site UK Helpdesk: I_Site@uk.toyota-industries.eu

**Table of Contents**

Information classification: Public

1   Introduction – Smart Access Software

Smart Access Software is a program that enables the use of the Toyota I_Site Smart Access USB Programmer on your computer.
The aim of this guide is to provide you with guidance on how to install the Toyota I_Site Smart Access USB Programmer to your computer as well as operating the Smart Access Software to use with the I_Site Portal.

1.1 Installing the Software

The Toyota I_Site Smart Access software can be downloaded from the Help section of the Toyota I_Site Help Portal.
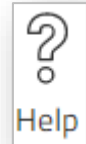
First login to the I_Site portal and click on the Help icon in the top right corner.

The first time you use the Help Portal it will ask you to login, use the same login details you used to login to the I_Site Portal.
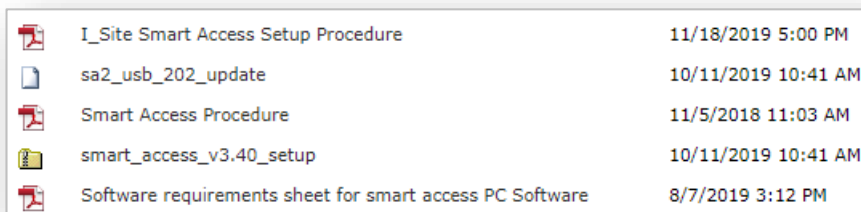*Please note: Login details are case sensitive.*

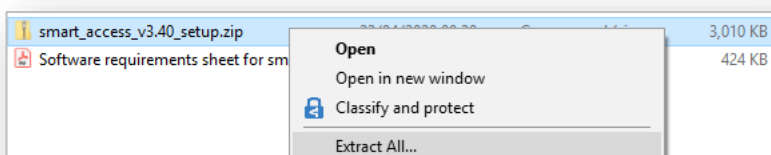Once logged in to the Help Portal navigate to the UK folder.

| 📁 | UK | 9/25/2017 3:00 PM |
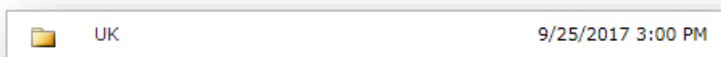
Then navigate to the Smart Access Software folder.

| 📁 | Smart Access Software | 1/13/2017 10:19 AM |
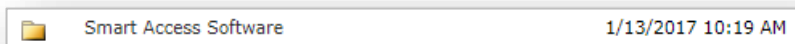
Once inside the Smart Access Folder download the smart_access_v3.40_setup.zip file to your PC.

| I_Site Smart Access Setup Procedure | 11/18/2019 5:00 PM |
sa2_usb_202_update	10/11/2019 10:41 AM
Smart Access Procedure	11/5/2018 11:03 AM
smart_access_v3.40_setup	10/11/2019 10:41 AM
Software requirements sheet for smart access PC Software	8/7/2019 3:12 PM

With the smart_access_v3.40_setup.zip downloaded to your PC, right click the file and extract all files.

| smart_access_v3.40_setup.zip | | 3,010 KB |
Software requirements sheet for sm	**Open**	424 KB
	Open in new window	
	🔒 Classify and protect	
	Extract All...	

Once the files are extracted run the smart_access_v3.40_setup.msi install file to start the Setup Wizard.

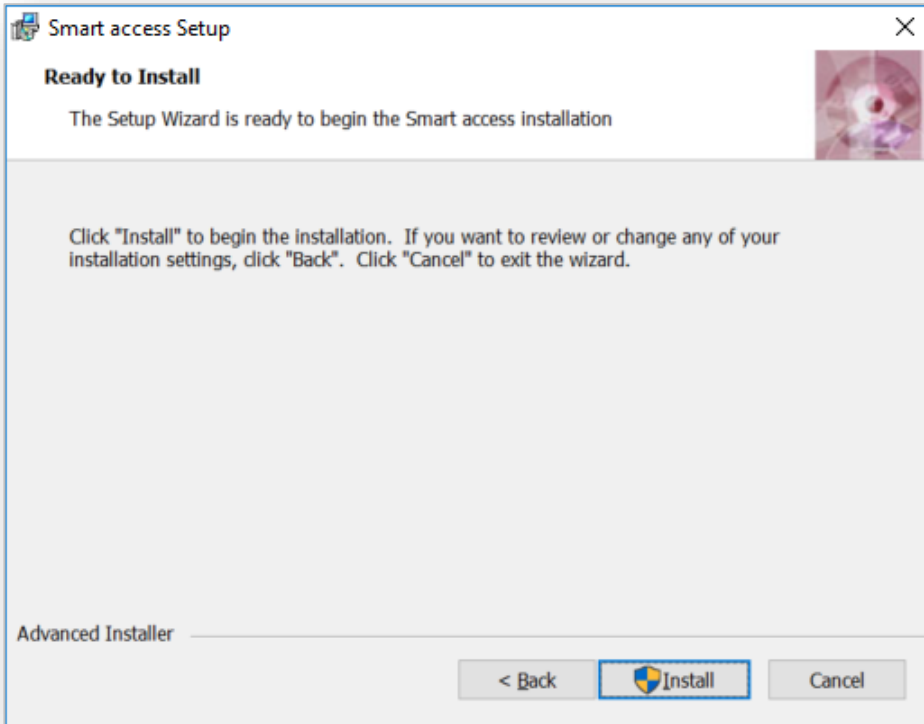smart_access_v3.40_setup.msi
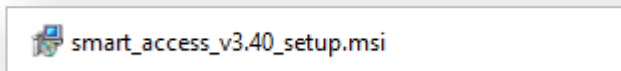
With the Setup Wizard started click Next.
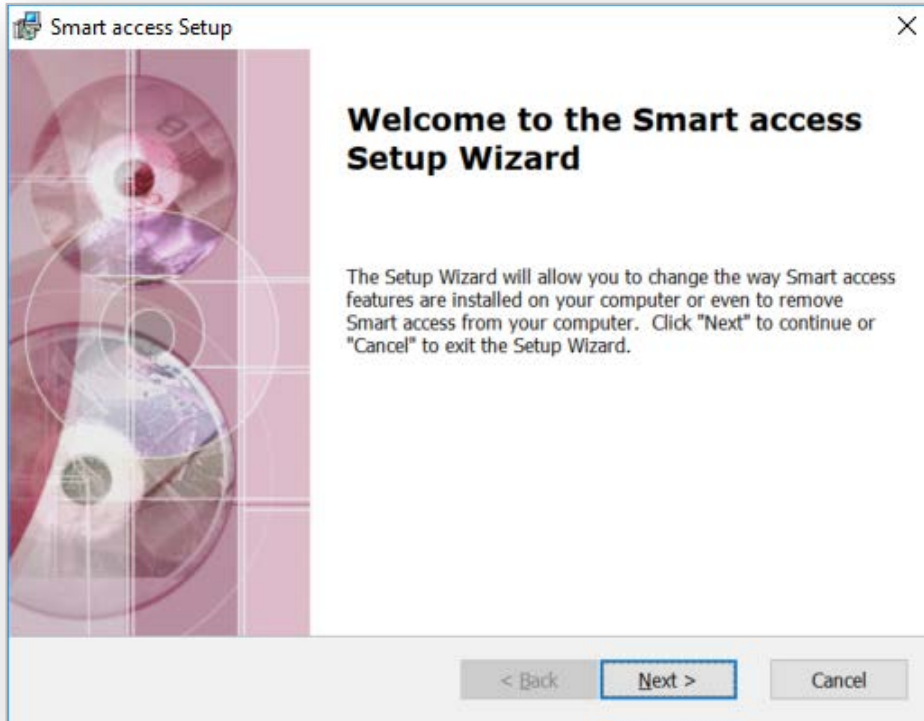
Choose what path you want to install the software or leave as default and click Next.
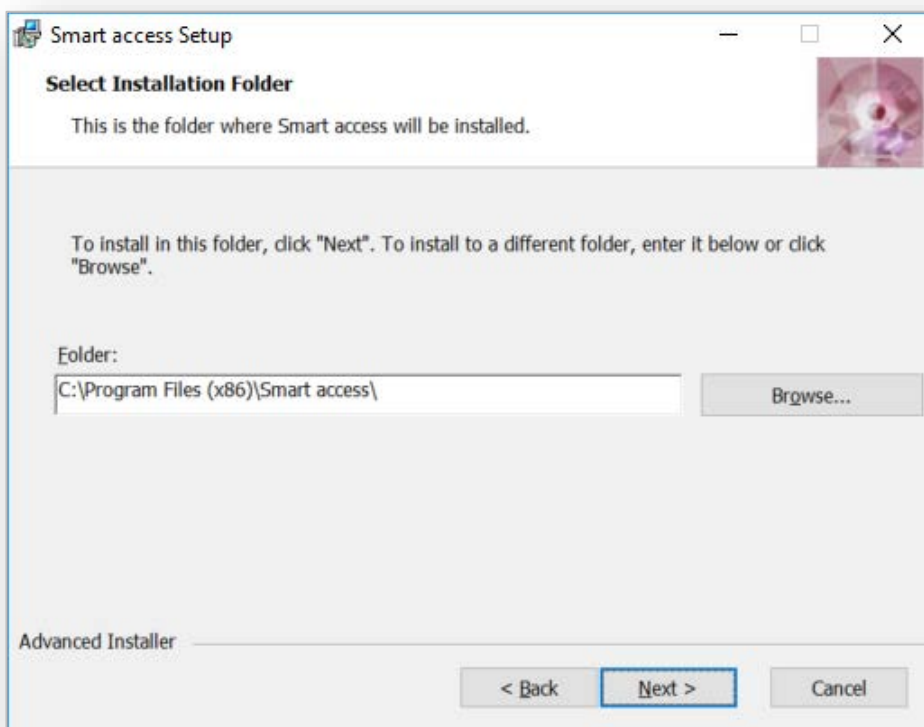
Click Install to start the install process

Please note: You will require administrator rights on your computer to install the software, if you do not have administrator rights on your PC then your IT Department will need to install the software for you.
Once the install has completed click the Finish button and this will open the software.
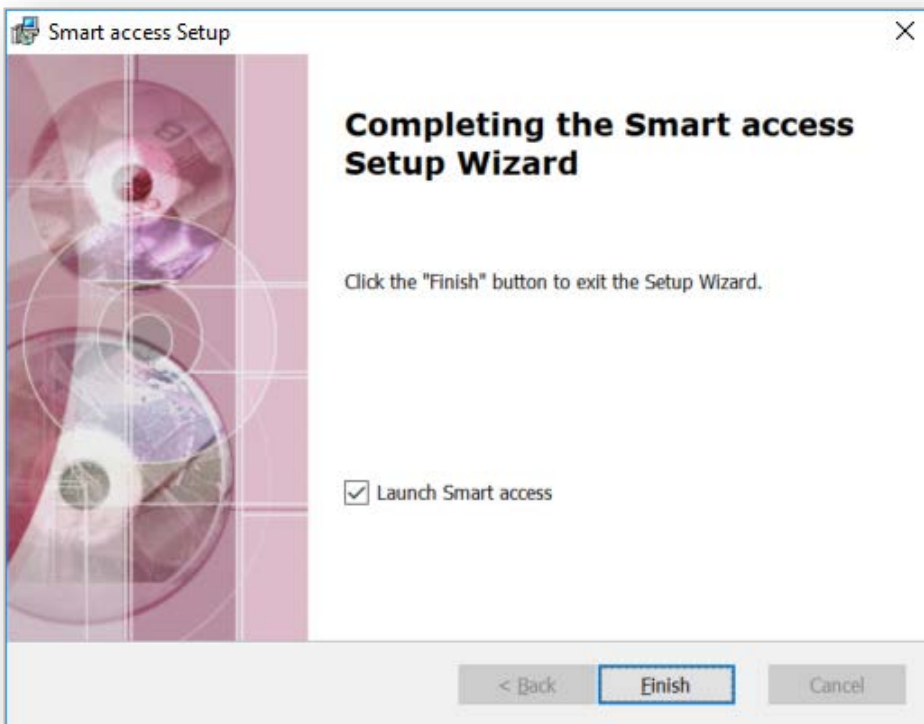
Once the software has loaded it will ask you to choose the program operating mode, **Select I_Site Mode** from these options to complete the setup.
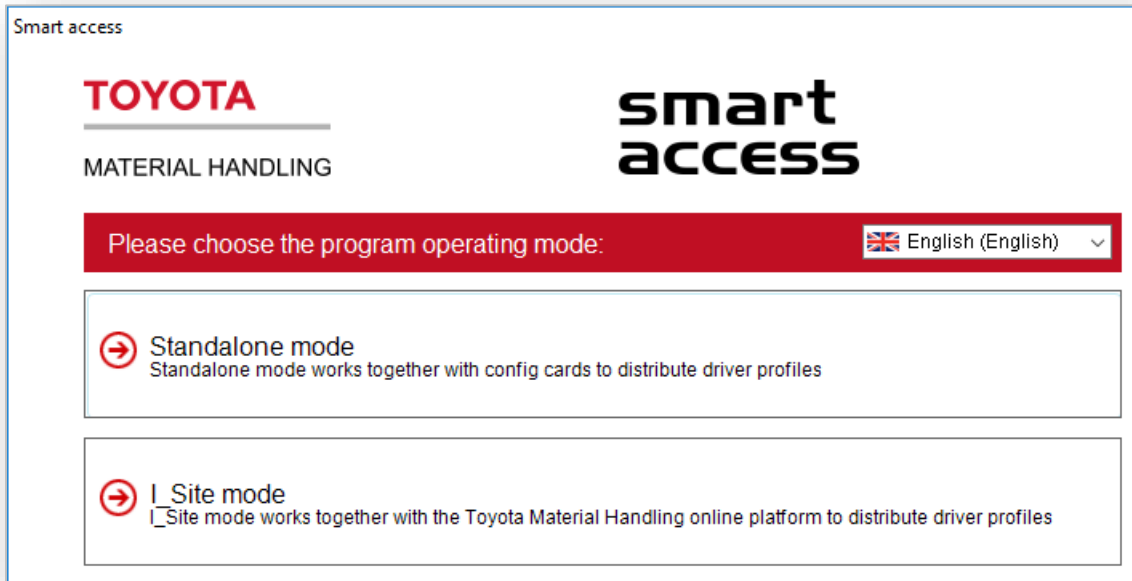
The Smart Access Software will then load up on your computer as shown below.
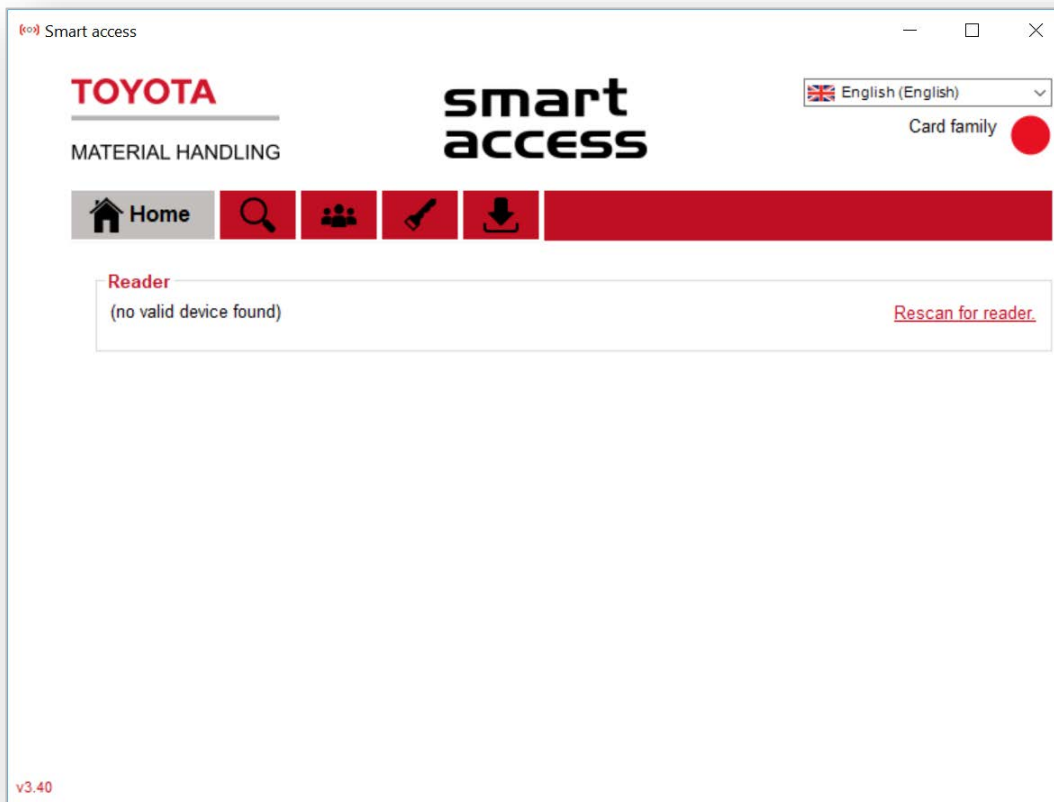
The Smart Access Software is now installed and ready to use.

2.1 Connecting the USB Smart Access Reader

Connect the USB Card Reader to your computer, windows will automatically install the drivers for the card reader.

Open the Smart Access Software, on the Home screen under the Reader section if it states (no valid device found) Click the Rescan for reader option on the right side of the Reader Section.
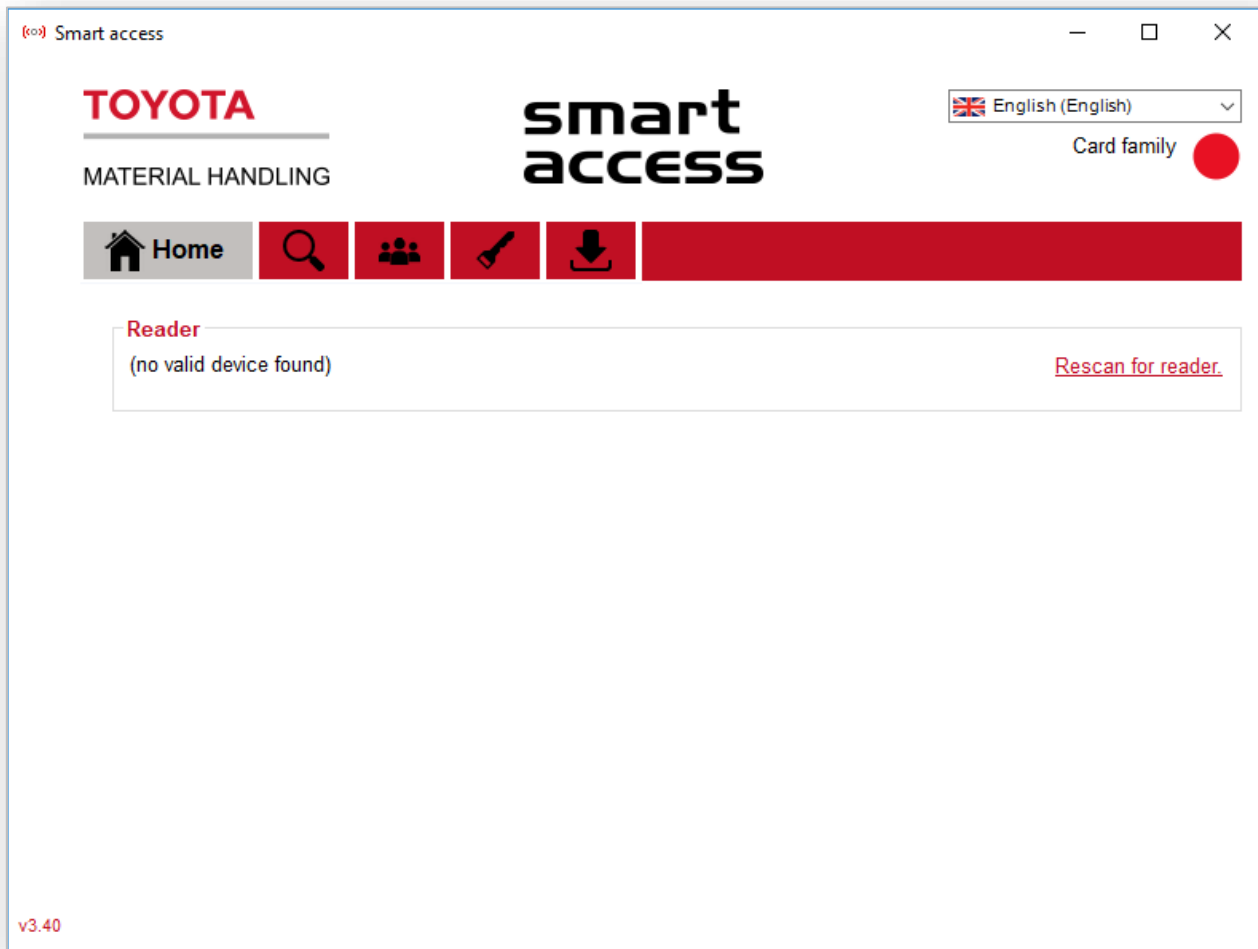
This will rescan for the USB Card Reader and once detected should show you the Card Reader Information as shown below.
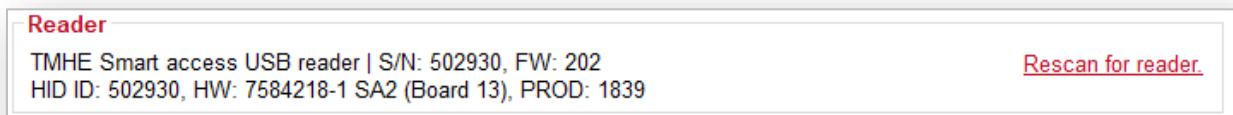
If the card reader isn't detected please contact the I_Site Helpdesk for further assistance.

2.2 Setting the Card Frequency to be used.

The first time we use the Smart Access software we need to scan the frequency of one of your cards/fobs to set the required frequency for I_Site. If the scan is unable to detect your card family then the card/fobs are not supported with I_Site.
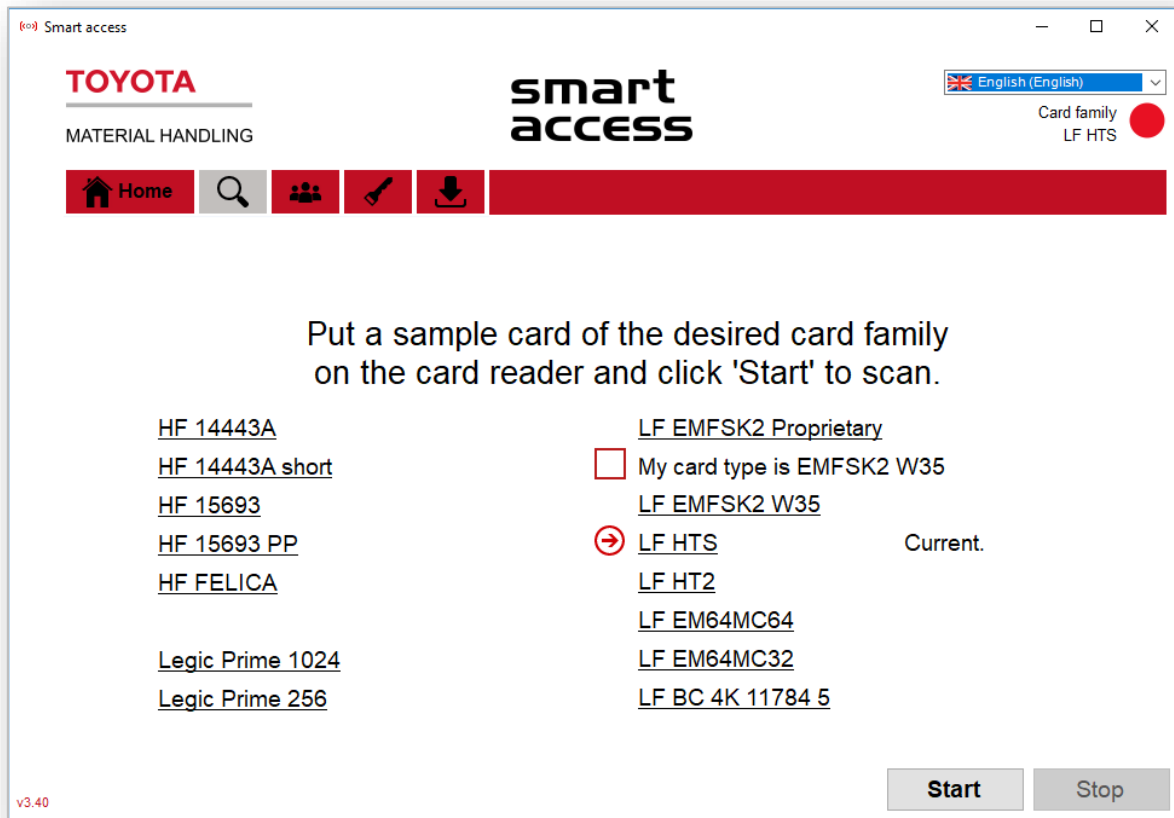
Click on the Magnifying Glass icon on the top menu.

Place your Smart Access Fob or Card on to the card reader and Click the Start button to scan.

The system will scan through all the supported frequencies and if detected it will stop on the frequency and show Current next to the frequency if detected.

Once the scan has completed you will notice the Card Family will update in the top right corner with the frequency of the card we have just scanned and was detected as the current frequency.
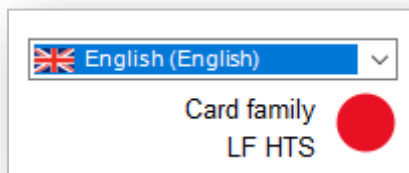
Once the card family has updated here we are ready to start scanning driver cards.

As long as the same cards/fobs are being used this step only needs to be completed once as the software will remember the last used frequency.

2.3 Scanning the Card ID using Smart Access Software.

Each card will need to be scanned to copy the Card ID from the card/fob and then assigned to a driver profile. Each driver will require their own Card ID to be assigned to their profile and we cannot use the same card for more then one driver.
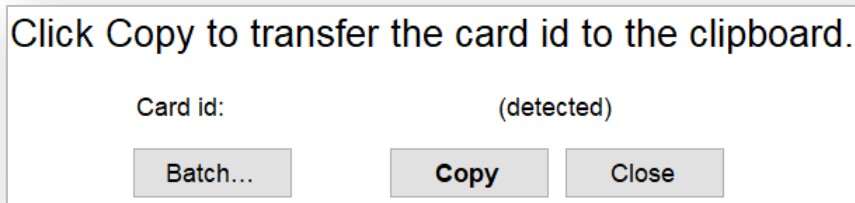
Click on the People icon on the top menu.

Place your Card/Fob on to the USB Card Reader, when you place the card on to the reader it should display (detected) if the card has been detected succesfully.

Click Copy to transfer the card id to the clipboard.

Card id: (detected)

Batch...   Copy   Close

This will then enable the Copy button for us to press, we will receive a confirmation that it "Copied Successfully".

Smart access   ✕

ⓘ   Copied successfully.

OK
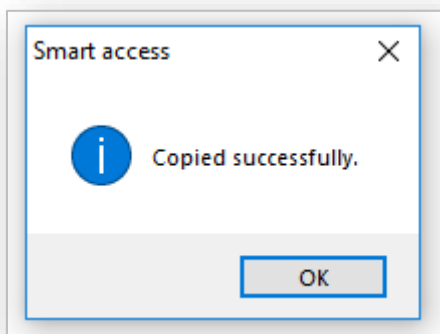
The Card ID has now been copied to your computer clipboard for you to paste in to the driver profile or driver upload template.

2.4 Adding the Card ID to a Driver Profile

Once the Card ID has been copied to the clipboard we need to assign it to a driver profile within the I_Site Portal.

Login to the I_Site Portal and go to Manage Site then Drivers Click the search button to display a list of drivers.
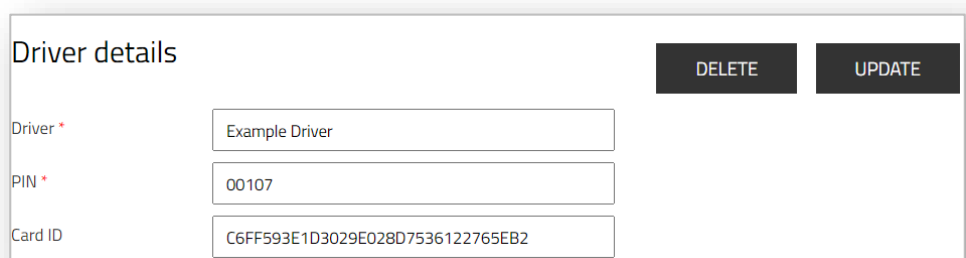
Find the Driver you want to assign the card/fob to in the list of drivers and click on the Driver Name to open the Driver Profile page.
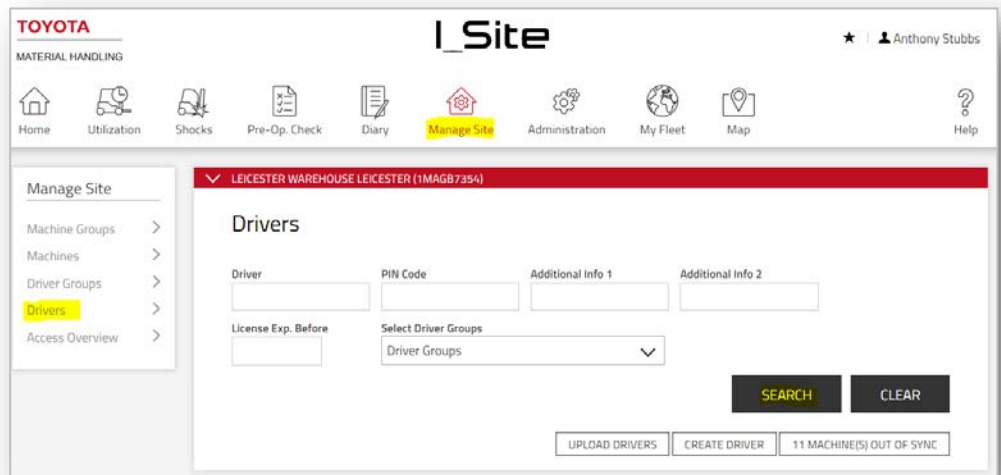
Right click on the Card ID box and select Paste and press enter, this will Paste in the Card ID in to the box.
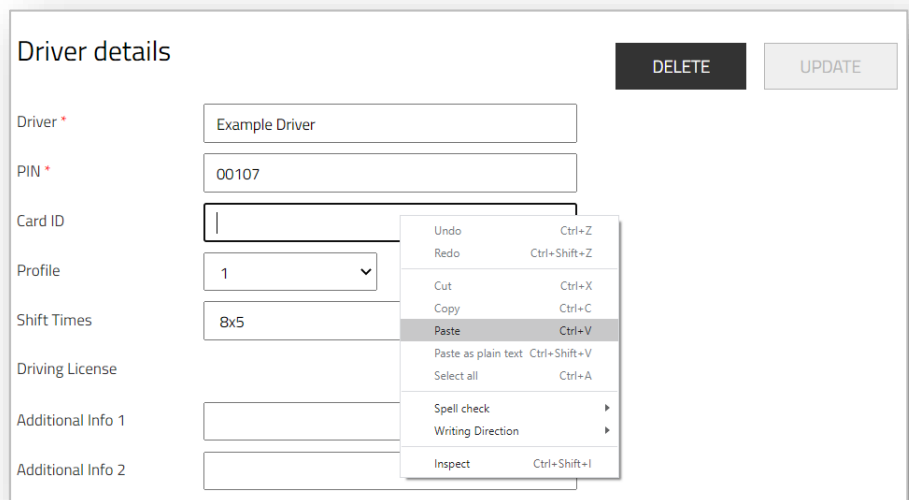
Once we have the Card ID pasted in to the Driver Profile we can click the update button to the save the changes.

2.5 Setting up the Configuration Card

The configuration card is used to change the card frequency of the Smart Access Readers on the forklift trucks.
The configuration card is only required if you are using a different frequency then the standard frequency that is used with the Toyota Delivery cards.
WARNING – If the card frequency is changed to a different frequency any cards/fobs using the old frequency will no longer function. The card reader can only read one frequency at a time, so all cards/fobs need to be using the same frequency to function correctly.

Click on the Key icon on the top menu.
To setup the configuration card to work with I_Site the Software needs to be running in I_Site mode.
If the software is not running in I_Site mode please refer to the troubleshooting steps further in this guide.
With the software running in I_Site mode, place the configuration card on to the USB Card Reader.
Once the config card is placed on the reader you should see the card is (detected) in the Card ID section.

Config card detected and read, you can now edit the configuration.

Card id:	(detected)
Mode:	I_Site mode
Stored drivers:	0
Card family:	LF HTS

Write   Close

Click the write button to setup the configuration card, once complete you will receive the below notification.

Config card data written successfully.

The configuration card is now setup and ready to use.
The config card can now be used on the forklift truck card reader to change the frequency to the correct frequency required for your cards/fobs.
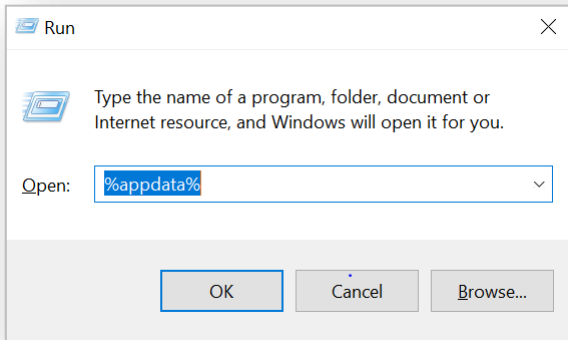
3.1 Smart Access Software not running in I_Site Mode.

If Smart Access hasn't been installed in I_Site mode and is running in Standalone mode we will need to reset the software to allow us to enable I_Site Mode.
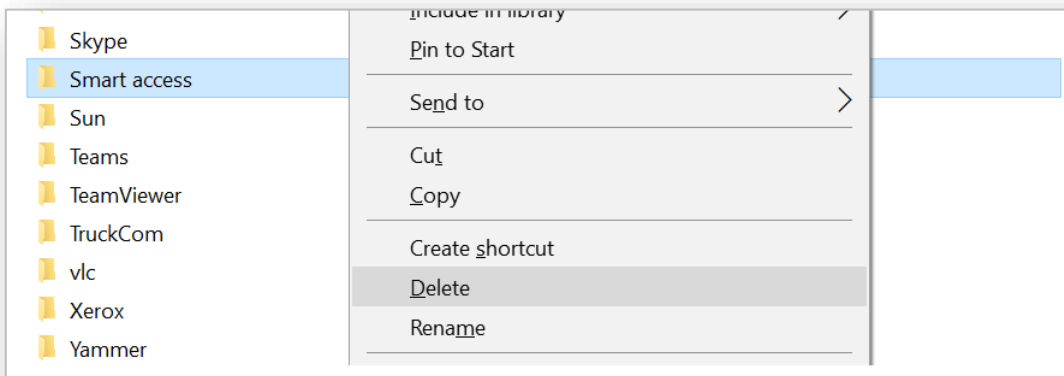
Close down the Smart Access Software on your PC.

Click the Windows Start Menu and type Run and then press enter.

This will open the run window, in the Open section type %appdata% then press ok.

This will open the %appdata% folder on your computer, Right click on the Smart Access folder and choose delete.

Reopen to the Smart Access Software, Click on the Key Icon on the top menu to confirm the software is now running in I_Site Mode.

If the software isn't in I_Site Mode please contact the I_Site Helpdesk for further assistance.

3.2 Driver Card/Fob NOT Detected when trying to Scan Card ID.

If you have placed the Card/Fob on to the card reader but it isn't showing as (Detected) the software might be set to the wrong frequency. Only one type of card frequency can be used with Smart Access at a time.

Check the software is running in the correct frequency for the card by repeating section 2.2 in this guide.

If the software or cards are still not working please contact the I_Site Helpdesk for further assistance.