# **Portal Box System - Quick Reference Guide**

## **Portal Box Hardware**

### **Basic Card Usage**

1. **Access Equipment**: Scan your card → Enter 4-digit PIN → Green "Machine On" display appears
2. **End Session**: Remove your card → Equipment powers off after grace period (10 seconds), or press ‘\*’ to end before the grace period expires.
3. **Continue Session**: Remove card → Reinsert before grace period ends

### **Status Indicators**

| **Screen Color** | **Portal Box State** |
| --- | --- |
| Blue | Awaiting Card  (Idle State) |
| Green | Access Granted |
| Red | Access Denied |
| Orange | Proxy Mode |
| Purple | Training Mode |
| Yellow | Grace Period  (Push ‘**\***’ to end) |

### **Special Key Functions (From Idle State)**

* **\* Key**: Enter Card ID Reader mode (for card registration)
* **# Key**: Enter Certification mode (user authorization)
* Press/hold the same key used to enter the special mode to exit it.

### **PIN Entry**

* You have 3 attempts to enter your 4-digit PIN
* Default PIN for new users is 0000
* Contact admin to reset forgotten PINs, or go to MakerPortal → Profile

## **MakerPortal Web Interface**

Access the STEAM MakerPortal at **makerportal-steam.com**

### **User Account**

* **Login**: Click account icon → Sign in with Google
* **View Profile**: Click account icon → Select Profile
* **View Balance**: Check balance at bottom of transaction history
* **View Authorizations**: Listed on your profile page

### **Admin Quick Actions**

1. **Add User**: Users → Add → Complete form with name, email, PIN, role
2. **Add Card**: Cards → Add → Enter Card ID (get from Card Reader mode) → Select type
3. **Add Equipment**: Equipment → Add → Enter name, MAC address, type, location
4. **View Logs**: Access Log → Use filters for specific date ranges/equipment

### **Common Troubleshooting**

* **Card Not Reading**: Try repositioning card or reboot system with small button on back of the Portal Box
* **Unauthorized Message**: Verify your account has proper authorizations (check via MakerPortal → Profile)
* **Portal Box Unresponsive**: Press the reboot button on back of box, if that is unsuccessful power cycle the device (unplug/replug)
* **Session Timeout**: Equipment has automatic timeout (check equipment settings)

## **Card Registration Process**

1. At Portal Box: Press ‘**\***’ → Scan card → Note the Card ID → Press ‘**\***’ to exit
2. In MakerPortal: Cards → Add → Enter Card ID → Select card type → Save
3. Link to user: Select user from dropdown → Save

## **Authorization Process**

1. **Admin Method**: In MakerPortal, edit user profile and check equipment authorizations
2. **Portal Box Method**: Press ‘**#**’ → Scan admin card + enter PIN→ Scan user card → Confirm authorization

**Need help?** Contact system administrator at: aa034@bucknell.edu