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Managing the Access Codes

This chapter describes how to create access codes to manage the internet provision for your customers using access codes.

Note The Access Codes option is currently available only for the Meraki.

The CMX Engage enables you to control the internet provisioning in your business premises using the access codes. You can create access codes for your various Meraki networks (locations) and restrict the internet access for these locations using the access codes. That is, the customers can access the internet only after providing an access code configured for that location. This chapter describes how to create and manage the access codes using the CMX Engage.

The CMX Engage enables you to share with the customers the access codes that you have created. You can specify the validity period for an access code. You can configure to have a single code value for an access code, or to change the code value weekly or monthly. You can manually specify the code values for an access code or choose to auto-generate. You can define the time for which the customers can access the internet using an access code. The CMX Engage also enables you set the bandwidth limit, including uploading and downloading limits, when accessing the internet using a particular access code.

You can define multiple access codes for a single network (location). For example, if you want to provide a high speed internet only for your platinum members, you can create an access code with maximum band width and create another access code with limited bandwidth. You can then share the access codes based on the type of the customer.

Note Only a CMX Engage user with account admin or access code manager rights can create or manage the access codes.

Note Only a CMX Engage Account Admin user can invite a user as an Access Code Manager. The Access Code option is available in the CMX Engage dashboard only for an Account Admin or Access Code Manager account.

Creating an Access Code

To create an access code, perform the following steps:

Step 1 In the CMX Engage dashboard, choose **Access Code**.

The Access Code page appears.

> **Note** The Access Code option will be available in the CMX Engage dashboard only if you are a CMX Engage Account Admin or Access Code Manager user. For more information on creating a CMX Engage user, see the "Inviting a CMX Engage User" section on page 11-1.

Step 2 From the drop-down list, choose the Meraki network for which you want to define the access code.

Step 3 Click **Add Access Code**.

Step 4 In the Add Access Code page, choose the type of access code that you want to create.

- Fixed-The code value remains the same till the time the access code is valid.
- Weekly- The code value for the access code changes every week.
- Monthly- The code value for the access code changes every month.

The remaining fields that appear depends on the access code type that you have selected.

If you choose the access code type as **Fixed**, enter the following details:

a. In the text field, enter a name for the access code.

b. If you want to define your own code values for the access code, select the "Set your own access code?" check box.

c. In the Access Code field that appears, enter the code value.

d. Specify the time for which the customer could access the internet using the access code by adjusting the "Limit session by time" bar. This time is for a single section.

e. If you want to define a validity period for the access code, select the "Define a validity period for this access code" check box. Specify the start date and end date by clicking the respective buttons.

f. If you want to limit the bandwidth when the customer accesses the internet using this access code, select the "Limit bandwidth" check box**.**

g. Specify the maximum bandwidth that must be provided to the customer when accessing the internet using this access code by adjusting the "Bandwidth Limit" bar.

h. Click the See more link and specify the upload and download limits.

If you choose the access code type as **Weekly**, enter the following details:

a. In the text field, enter a name for the access code.

b. Specify how to generate the access code.

- If you want to specify your own code values for all the weeks, select the "Upload access codes from the csv file" check box.You can download the access code template by clicking the link in the message box. After entering all the code values for all the required weeks in the template, you can upload the template as a csv file using the Upload button.

- If you want to generate the access codes for all the weeks automatically, specify the period for which this access code is valid in weeks by adjusting the "Access Code Validity time period" bar.

Note   The "Access Code Validity time period" bar will be available only if you have not selected the "Upload access codes from the csv file" check box. If you have selected the "Upload access codes from csv File" check box, the validity period is considered based on the number of code values entered in the csv file. For example, if you define three code values in the csv file, then the access code is valid for three weeks. The code values mentioned in the csv file are considered sequentially for each week.

c. Specify the time for which the customer could access the internet using the access code by adjusting the "Limit session by time" bar. This time is for a single section.

d. Click the Start Date button, and specify the date from which the access code is valid.

e. If you want to limit the bandwidth when the customer accesses the internet using this access code, select the "Limit bandwidth" check box.

f. In the "Bandwidth limit" bar that appears, specify the maximum bandwidth that must be provided to the customer when accessing the internet using this access code by adjusting the bar.

g. Click the See More link and specify the upload and download limits.

If you choose **Monthly**, enter the following details:

a. In the text field, enter a name for the access code.

b. Specify how to generate the access code.

- If you want to specify your own code values for all the months, select the "Upload access codes from the csv file" check box.You can download the access code template by clicking the link in the message box. After entering all the code values for all the required months in the template, you can upload the template as a csv file using the Upload button.

- If you want to generate the access codes for all the months automatically, specify the period for which this access code is valid in months by adjusting the "Access Code Validity time period" bar.

Note   The "Access Code Validity time period" bar will be available only if you have not selected the "Upload access codes from the csv file" check box. If you have selected the "Upload access codes from the csv file" check box, the validity period is considered based on the number of code values entered in the csv file. For example, if you define three code values in the csv file, then the access code is valid for three months. The code values mentioned in the csv file are considered sequentially for each month.

c. Specify the time for which the customer could access the internet using the access code by adjusting the "Limit session by time" bar. This time is for a single section.

d. Click the Start Date button, and specify the date from which the access code is valid.

e. If you want to limit the bandwidth when the customer accesses the internet using this access code, select the "Limit bandwidth" check box.

f. In the "Bandwidth limit" bar that appears, specify the maximum bandwidth that must be provided to the customer when accessing the internet using this access code by adjusting the bar.

g. Click the See More link and specify the upload and download limits.

Step 5   In the "Number of times access code cane be used" field, enter the maximum number of times a customer can access the internet using this access code.

Step 6   Click **Create**.

Viewing an Access Code

You can view all the access codes for a network of which the validity period has not yet expired.

To view the access codes defined for a network location in the CMX Engage, perform the following steps:

Step 1   In the CMX Engage dashboard, click **Access Code**.

Note   The Access Code option will be available in the CMX Engage dashboard only if you are a CMX Engage Account Admin or Access Code Manager user. For more information on creating a CMX Engage user, see the "Inviting a CMX Engage User" section on page 11-1.

Step 2   In the Access Code page that appears, from the drop-down list, choose the Meraki network for which you want to view the access codes.

Step 3   The access codes defined for the network appears.

For the Meraki network selected, the total number of access codes available, and number of active and inactive access codes among them are displayed.

In addition, the following details of the access codes defined for the network are displayed:

- Status- Whether the access code name is active or not.
- Name- The name of the access code.
- Code-The code value for the access code name at the time of viewing the access code. The code value changes if it is set to change weekly or monthly.
- Type-The access code type. The access code type can be fixed, or that changes weekly or monthly.
- Validity- The period for which the access code is valid.
- Actions- The actions such as edit, share, and delete that you can perform for an access code.

Editing an Access Code

To edit an access code, perform the following steps:

Step 1   In the CMX Engage, click **Access Code**.

Note   The Access Code option will be available in the CMX Engage dashboard only if you are a CMX Engage Account Admin or Access Code Manager user. For more information on creating a CMX Engage user, see the "Inviting a CMX Engage User" section on page 11-1.

Step 2   In the Access Code window that appears, select the network for which you want to edit the access code.

The access codes defined for that network appear.

Step 3   In the Actions area for the access code that you want to edit, click the **Edit** button.

Step 4   Make necessary changes, and click **Update**.

Sharing an Access Code

The CMX Engage enables you to share the access codes with your customers.

To share an access code, perform the following steps:

Step 1   In the CMX Engage, click **Access Code**.

> **Note**   The Access Code option will be available in the CMX Engage dashboard only if you are a CMX Engage Account Admin or Access Code Manager user. For more information on creating a CMX Engage user, see the "Inviting a CMX Engage User" section on page 11-1.

Step 2   In the Access Code window that appears, select the network for which you want to share the access code.

The access codes defined for that network appear.

Step 3   In the Actions area for the access code that you want to share, click the **Share** button.

Step 4   In the Share Access Code window that appears, enter the e-mail ID of the person to whom you want to share the access code, and click **Send**.

Deleting an Access Code

To delete an access code, perform the following steps:

Step 1   In the CMX Engage, click **Access Code**.

> **Note**   The Access Code option will be available in the CMX Engage dashboard only if you are a CMX Engage Account Admin or Access Code Manager user. For more information on creating a CMX Engage user, see the "Inviting a CMX Engage User" section on page 11-1.

Step 2   In the Access Code window that appears, select the network for which you want to delete the access code.

The access codes defined for that network appear.

Step 3   In the Actions area, for the access code that you want to delete, click the **Delete** button.

Step 4   In the Delete window that appears, click **Yes** to confirm the deletion.

Deactivating an Access Code

To deactivate an access code, perform the following steps:

Step 1   In the CMX Engage, click **Access Code**.

> **Note** The Access Code option will be available in the CMX Engage dashboard only if you are a CMX Engage Account Admin or Access Code Manager. For more information on creating a CMX Engage user, see the "Inviting a CMX Engage User" section on page 11-1.

Step 2 In the Access Code window that appears, select the network for which you want to deactivate the access code.

The access codes defined for that network appear.

Step 3 Swap the Status button for the access code that you want to deactivate.

If deactivated, the status button turns grey.

Reactivating an Access Code

By default, an access code is in the active mode when it is created. Once you deactivate it, you can activate it whenever required, provided the validity period for the access code is not expired.

To reactivate an access code, perform the following steps:

Step 1 In the CMX Engage, click **Access Code**.

> **Note** The Access Code option will be available in the CMX Engage dashboard only if you are a CMX Engage Account Admin or Access Code Manager user. For more information on creating a CMX Engage user, see the "Inviting a CMX Engage User" section on page 11-1.

Step 2 In the Access Code window that appears, select the network location for which you want to activate the access code.

The access codes defined for that network appear.

Step 3 Swap the Status button for the access code that you want to activate.

If activated, the status button turns green.

Internet Provisioning for Captive Portals with Access Code Configurations

When a customer connects to an SSID in your business premises, the web page for the splash URL configured is shown. This web page will have a text field to enter the access code. When the customer enters the access code for a network location, and click **Connect**, the CMX Engage displays the captive portal configured for the experience zone the location is associated with.

> **Note** If you have configured to accept any Terms and Conditions, the terms and conditions appear before provisioning the internet.