

Features and Functions of user web portal V3.1.0

Features and Functions of User Web Portal

Login

To login to the user web portal, do one of the following based on device's cloud connection status.

- **When not connected with the cloud**

1. Make sure your computer and the devices are on the same local network.
2. Type in the home center device's IP address into the browser.

`http://192.168.2.38/loginView`

3. Enter the username and the password which are both Admin888.

- **When connected to the cloud**

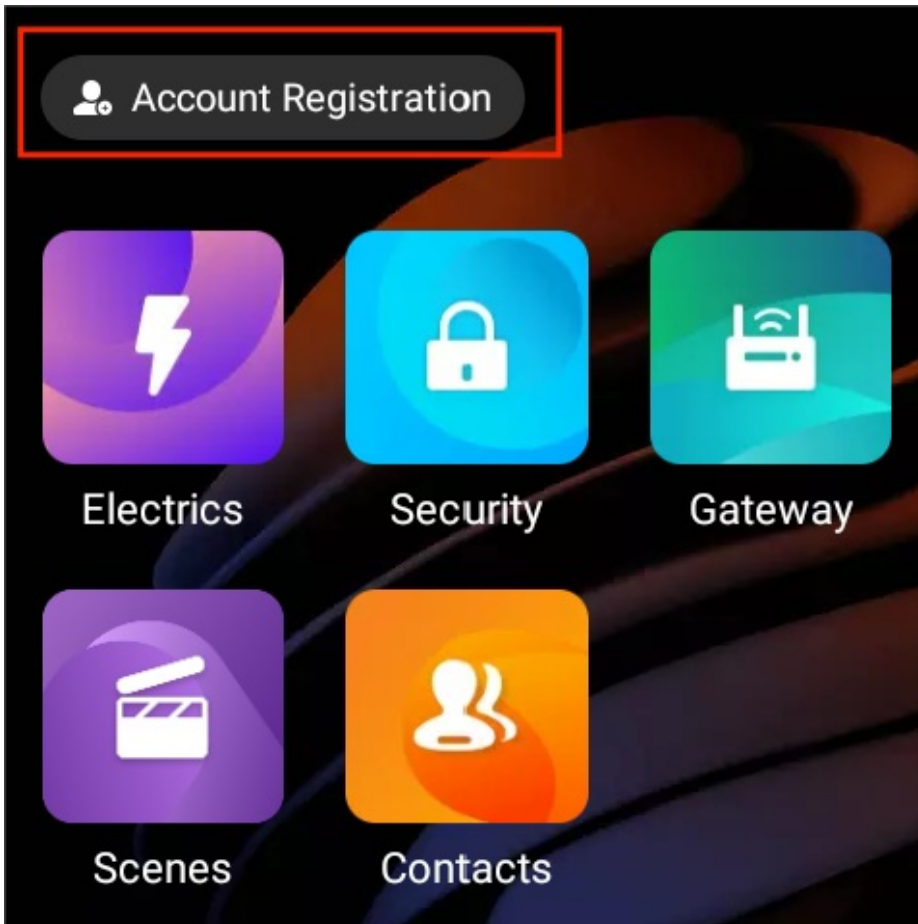
1. Make sure your computer and the devices are on the same local network.
2. Enter enter the home center device's IP address in the browser, or go to *https://my.akubela.com*.
3. Log in with the family's administrator account.



How to get the family administrator account?

Option 1: Contact your service provider, and provide them with a valid email address and other required information. The administrator will receive a welcome email with login credentials.

Option 2: After the devices are all connected to the cloud, you can self-register an administrator account by tapping the **Account Registration** button on the panels.




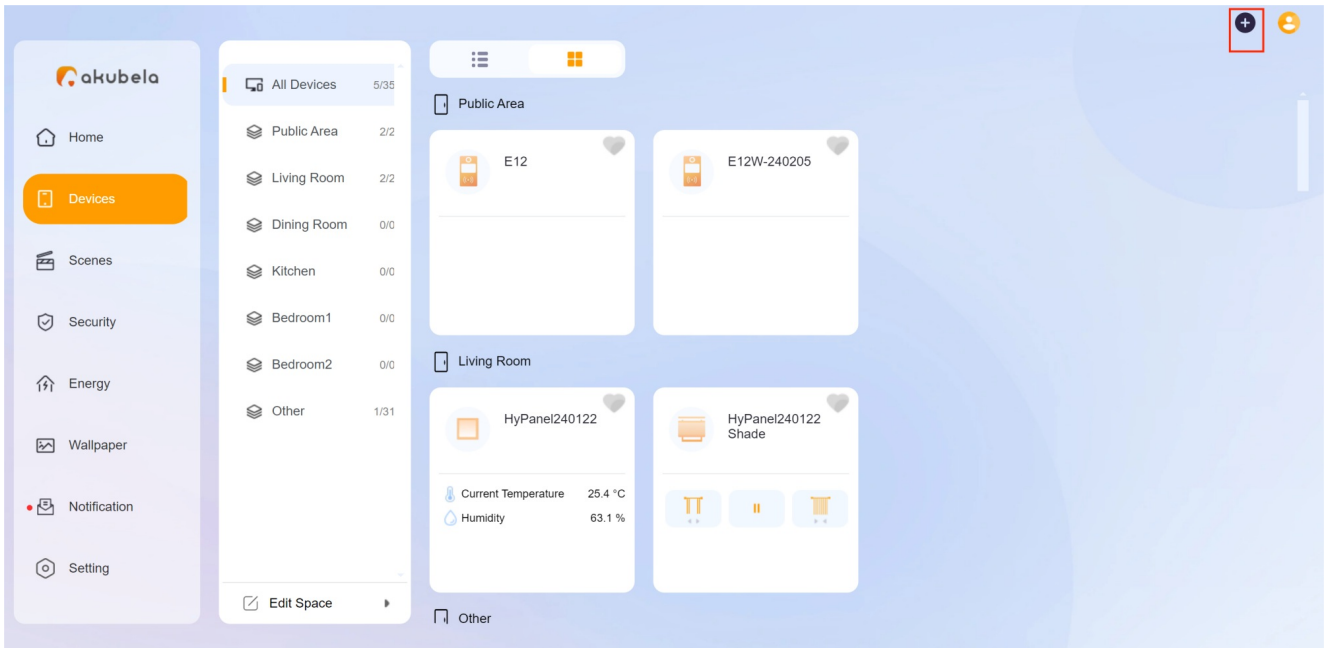
Option 3: Open the BelaHome app and tap **Sign Up** at the bottom left to create an account. Once registered, log in and scan the family QR code to become the administrator.

Add devices

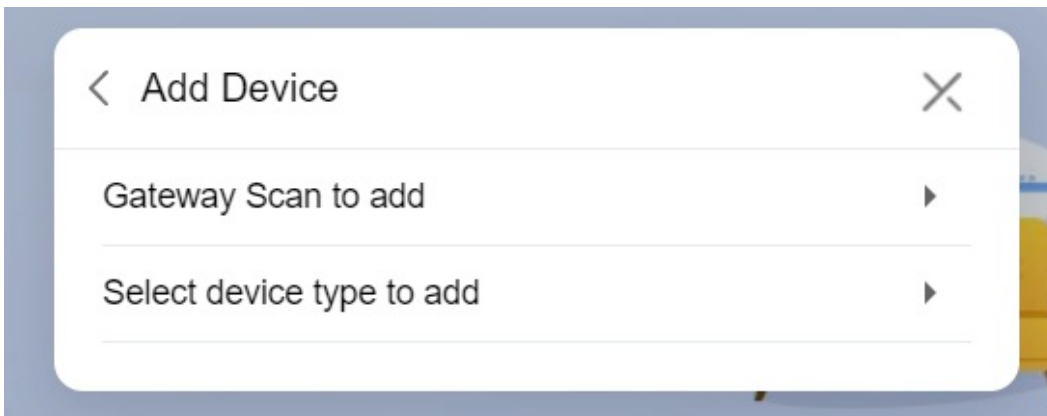
Add ZigBee Devices

ZigBee devices, such as sensors, emergency button, and more, can be added via the user web portal.

1. Click  in the upper right corner.



2. On the pop-up window, select **Add device > Gateway Scan to add**.




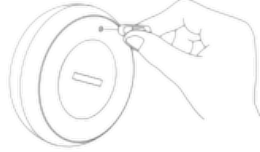

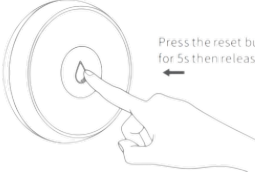

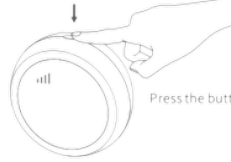



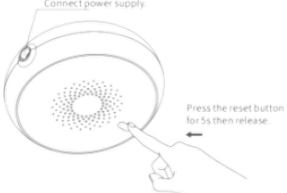
3. Select the desired panel to add the device to.


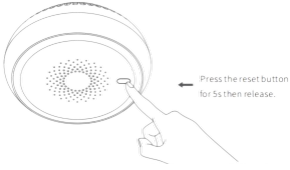

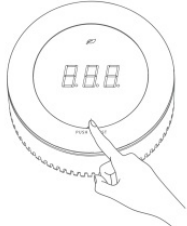

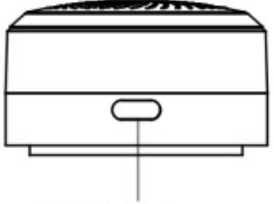


4. Put the ZigBee device into pairing mode.

TIP:

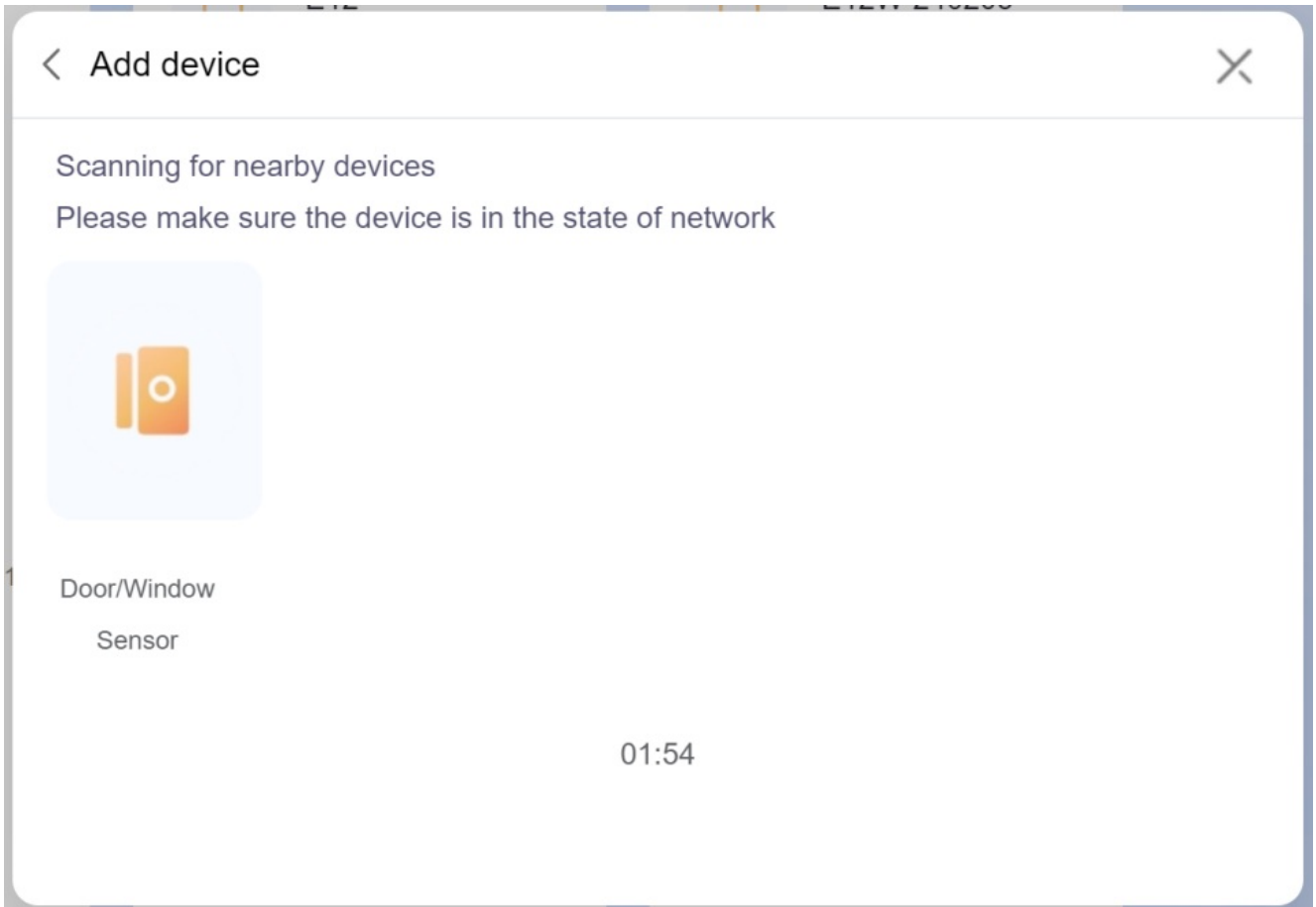
Here are examples of how to put devices into pairing mode. For more devices, see the guide [Put ZigBee Devices into Paring Mode](#), or refer to their manuals.

ZigBee device	How to put it to the pairing mode	
 <p>Smart Emergency Button</p>	<p>Insert a pin into the reset hole at its back cover for 5 - 10s until the green light flashes quickly.</p>	
 <p>Smart Flood Sensor</p>	<p>Press and hold the reset button on the front for 5 - 10s until the green light flashes quickly.</p>	 <p>Press the reset button for 5s then release.</p>
<p>Smart Temperature and Humidity sensor</p> 	<p>Press and hold the reset button on the side for 5 - 10s until the signal icon flashes quickly.</p>	 <p>Press the button for 5s.</p>
<p>Smart Motion Sensor</p> 	<ol style="list-style-type: none"> 1. Rotate the battery cover anticlockwise to open. 2. Press and hold the reset button for at least 5s until the green light flashes quickly. 	 <p>Press the reset button for 5s then release.</p>
<p>Smart Gas Sensor</p> 	<p>Press and hold the reset button on the front for at least 5s until the green light flashes quickly.</p>	 <p>Connect power supply</p> <p>Press the reset button for 5s then release.</p>

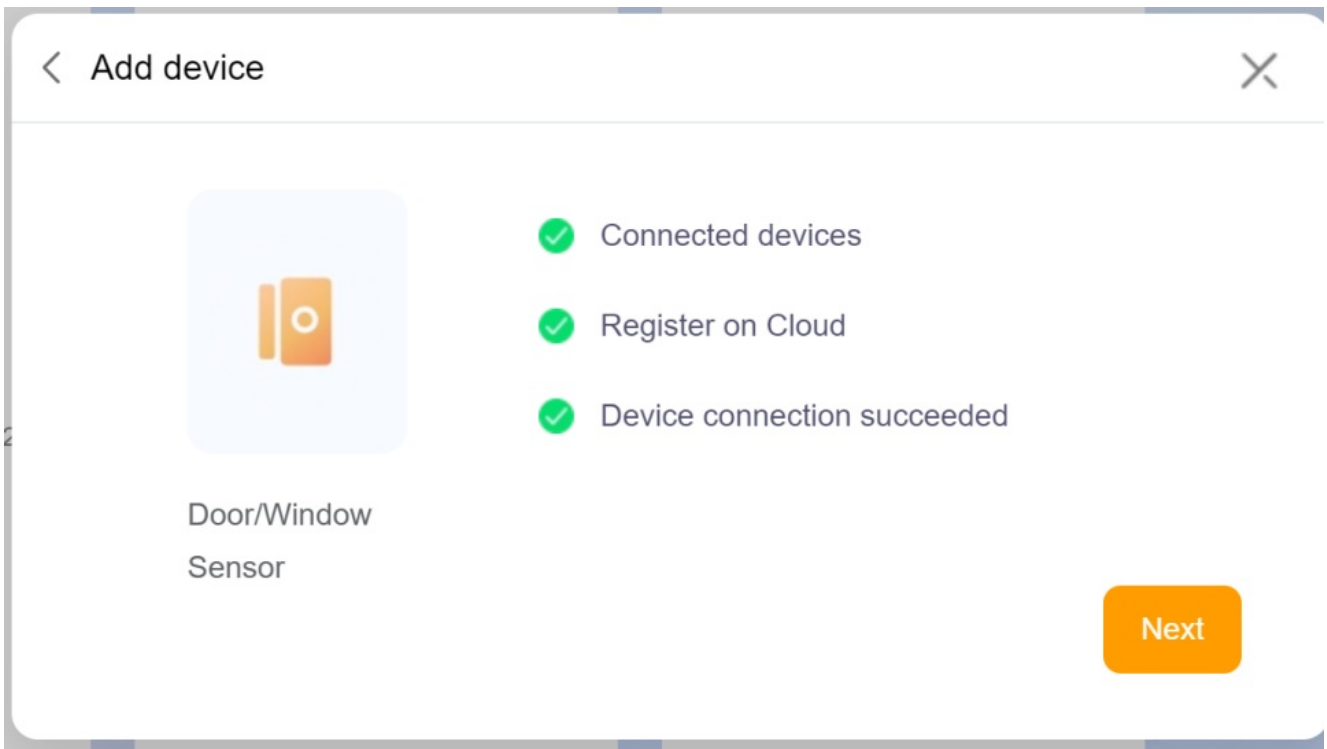
<p>Smart Smoke Sensor</p> 	<p>Press and hold the reset button on the front for at least 5s until the green light flashes quickly.</p>	 <p>Press the reset button for 5s then release.</p>
<p>Smart CO Sensor</p> 	<ol style="list-style-type: none">1. Power on the sensor, and wait for its indicator light to change from yellow to green.2. Press and hold the button on the front for at least 5s until the green light flashes quickly.	 <p>Long press the button for 5 seconds and release.</p>
<p>IR Controller</p> 	<ol style="list-style-type: none">1. Connect the controller to the power.2. Press and hold the side button until the green light flashes slowly and a beep sound is heard.	 <p>LED indicator Networking button</p>

5. Place the ZigBee device to close to the gateway.

6. Wait for the device to be discovered. Select it and go to the next step.




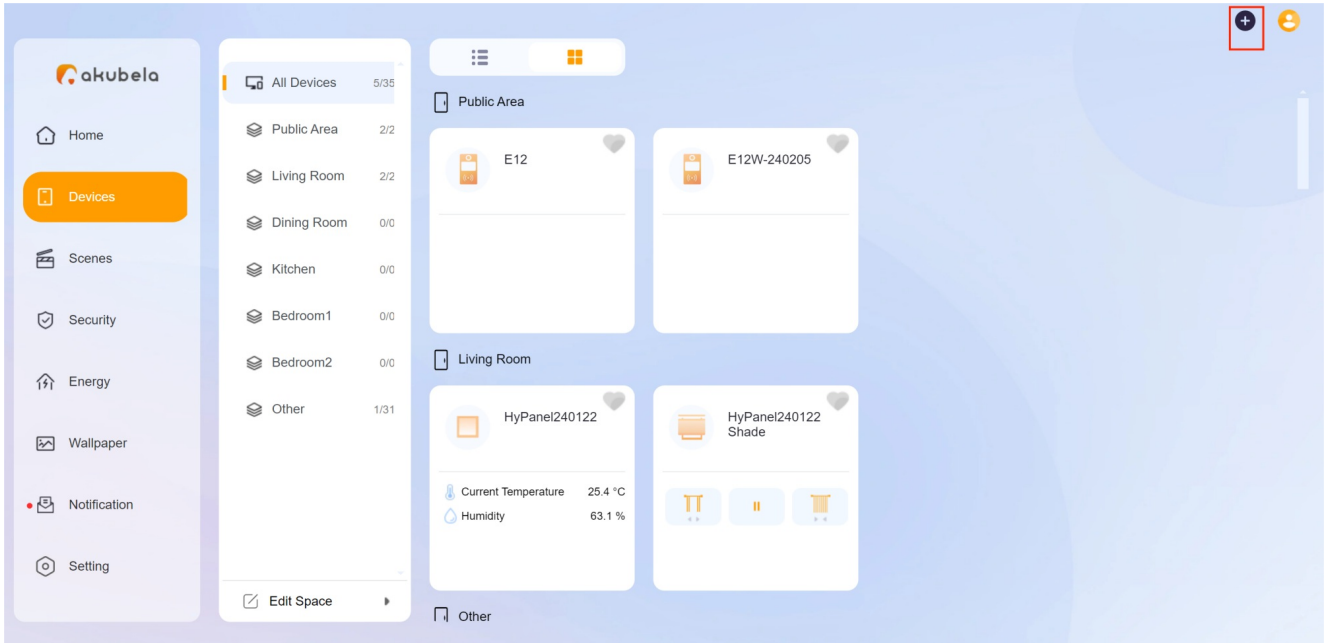
7. Click **Next** to complete the adding process.



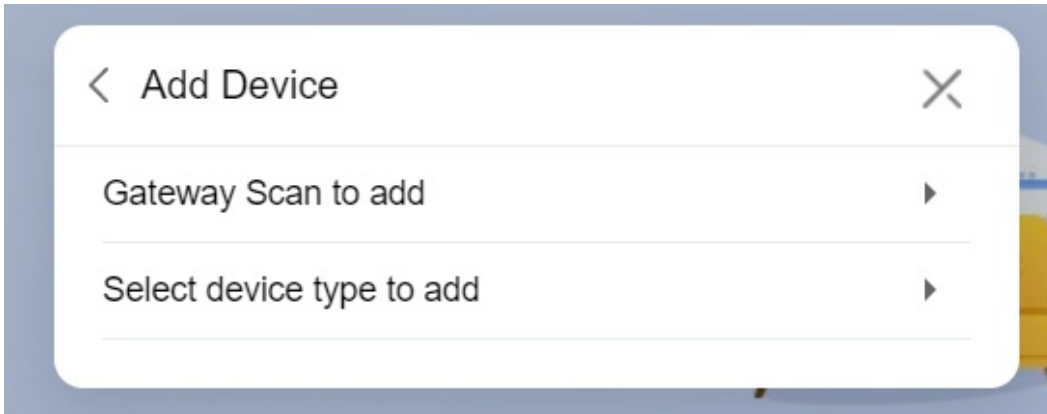
Add third-party devices

Third-party smart home devices, such as Philips Hue, Ring Video Doorbell, Ecobee thermostat, Lutron Caseta, TP-Link kasa, Sonos, and more, can be added via the user web portal.

1. Click  in the upper right corner.



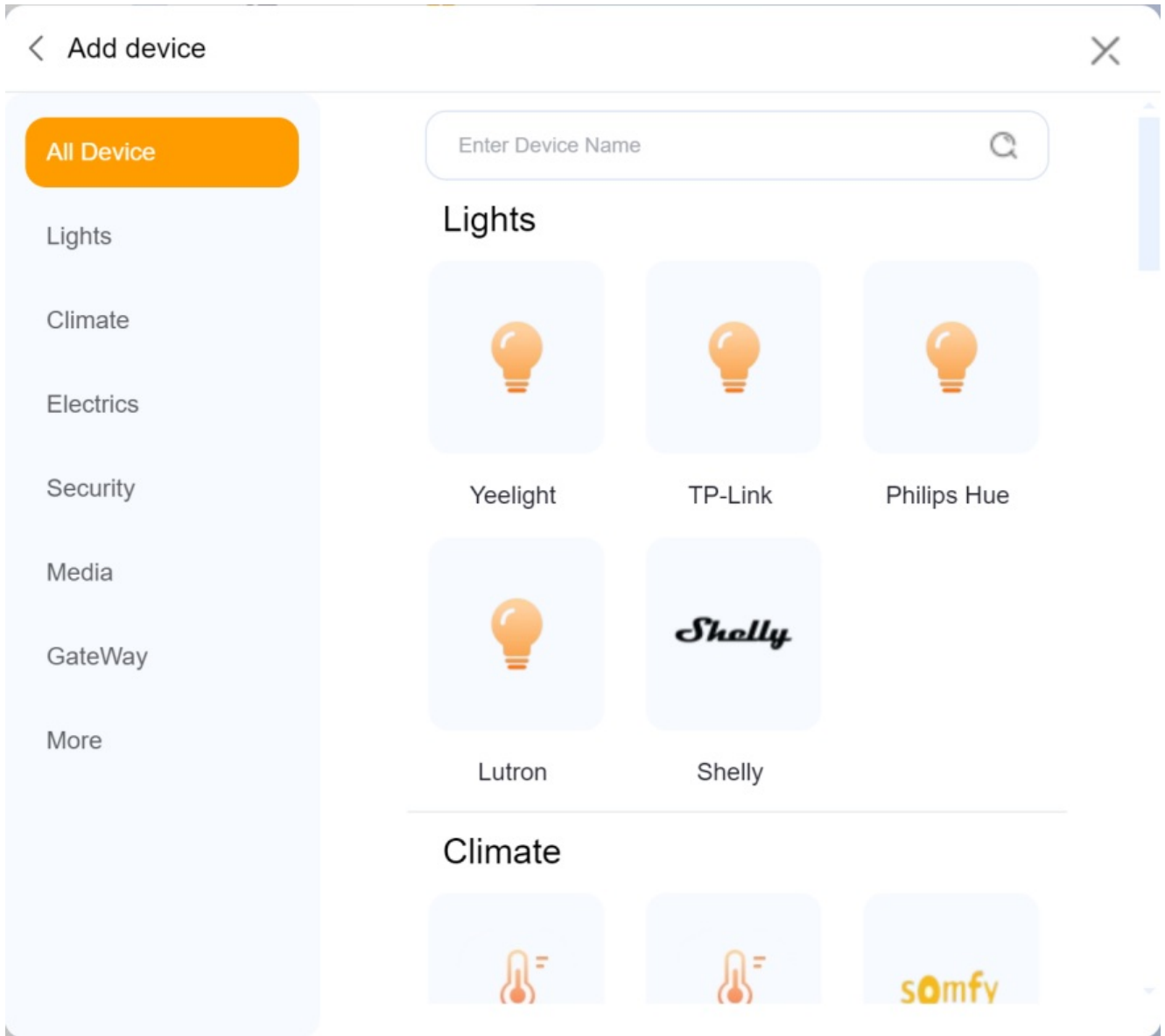
2. From the pop-up window, select **Add device** > **Select device type to add**.



3. Select the desired panel to add the ZigBee device to.



4. Select the device type from the list.



5. Follow the onscreen instructions to complete the adding.

Add Device



Connect your device to the local wifi network

To pair with the Kasa Smart device, do as the following:

1. Follow the device instructions to add it to the Kasa Smart app.
2. Ensure that the network used during the device setup is on the same local area network (LAN) as the panel.




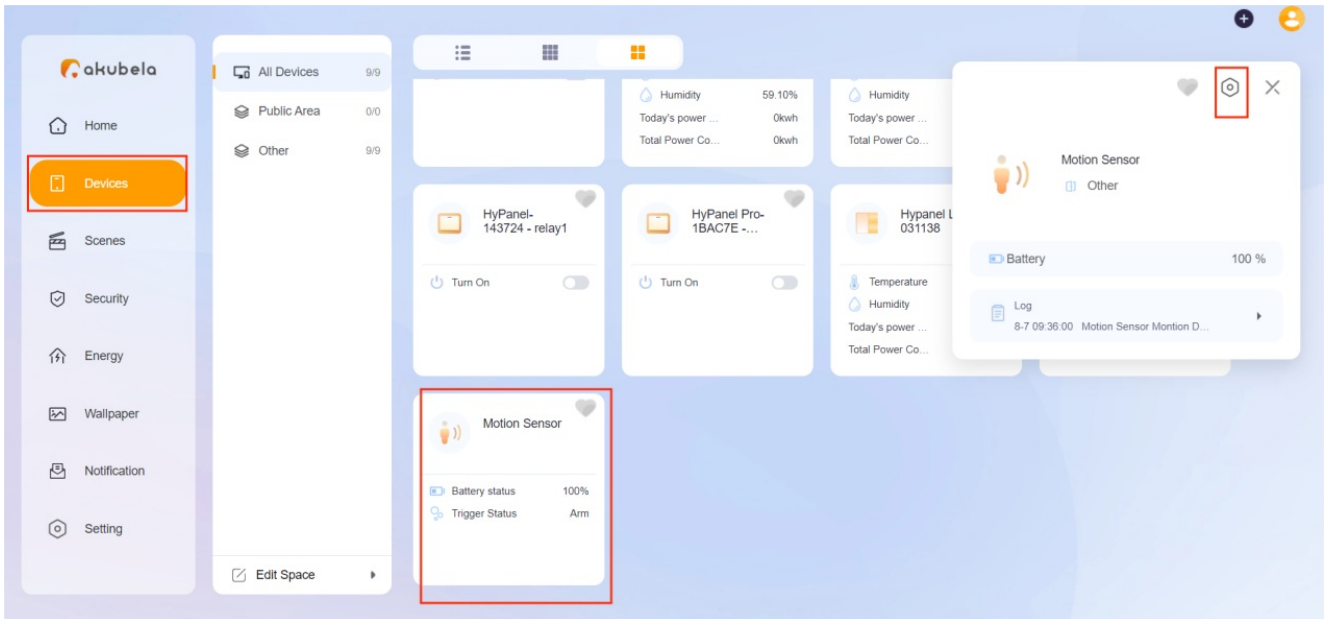
Next

Manage devices

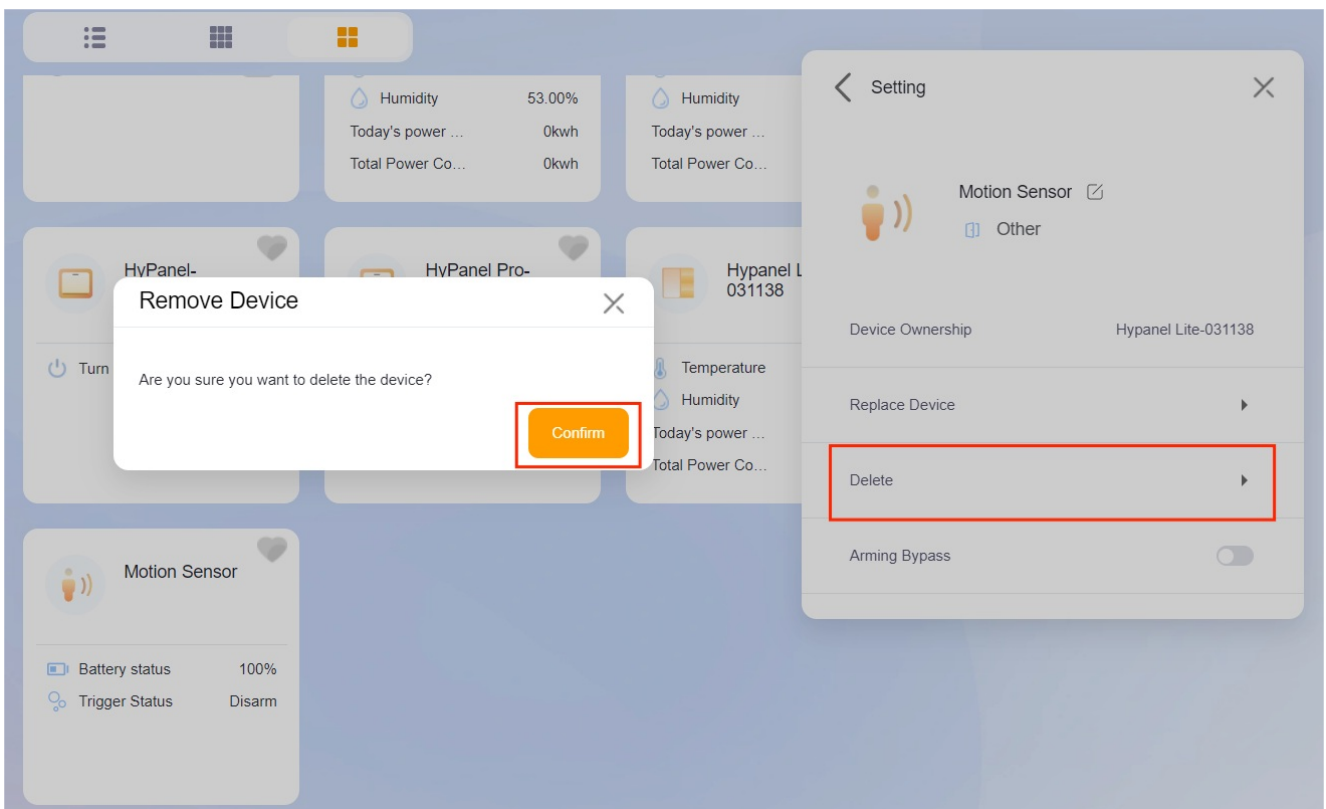
Remove added devices

To remove an added device, do the following:

1. Click **Devices** tab on the left screen.
2. Select the desired device. A menu appears on the right.
3. Click  at the upper right to go the device's setting page.



4. Select Delete and then Confirm.




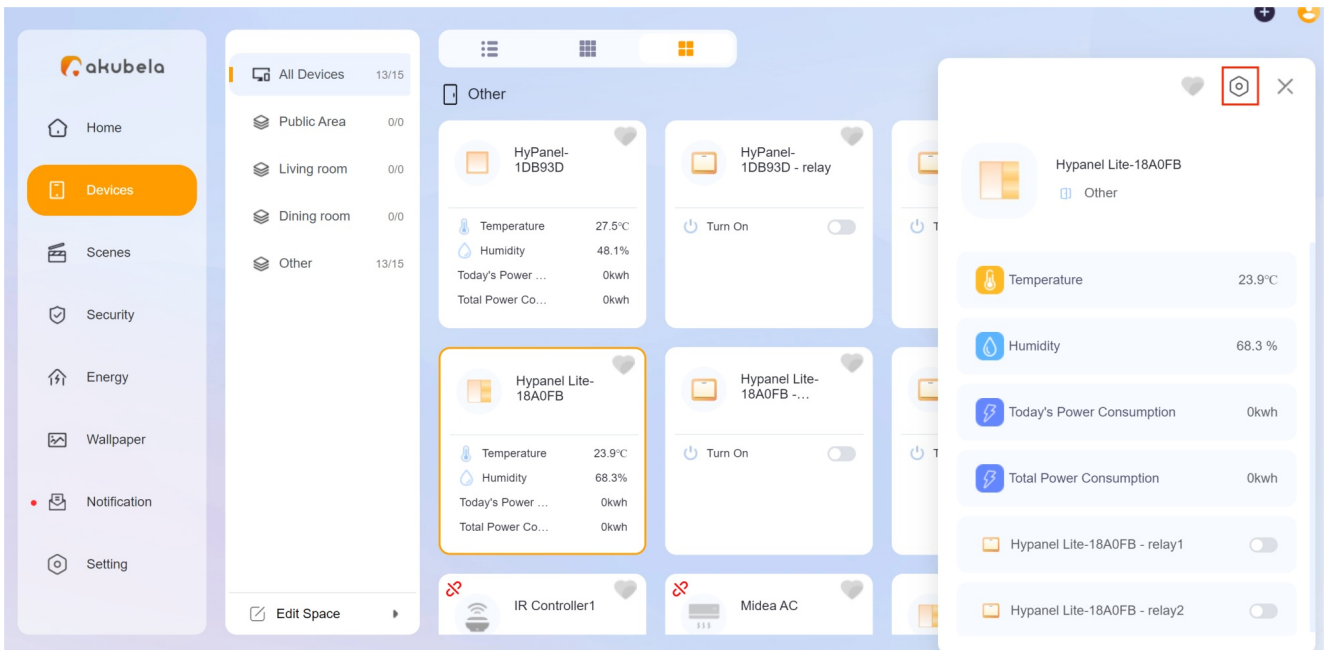
Change relay type

Depending on the flush mounted module model, you may change a panel's relay type to switch, light, fan, heating, cooling, shade, plug, TV, DND, Clean or more.

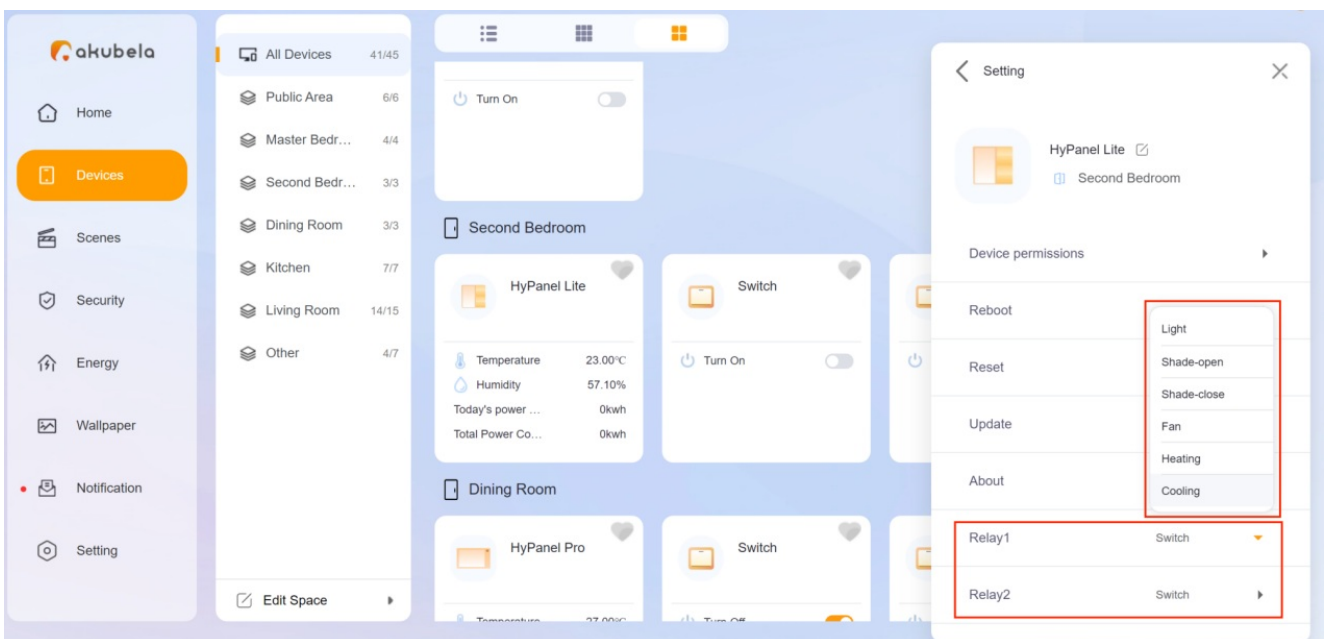
NOTE:

When one relay is set to Cooling and the other to Heating, they automatically combine into a single relay named Thermostat.

1. Click on **Devices** on the left-side menu, and select the desired panel.
2. Click on the icon  at the upper right.



3. Select the desired relay type from the list.






Create and manage automation scenes

You can create your own automation scenes to automate your home devices to do what you want, when you need. Existing scenes can also be edited or deleted.




Scene types

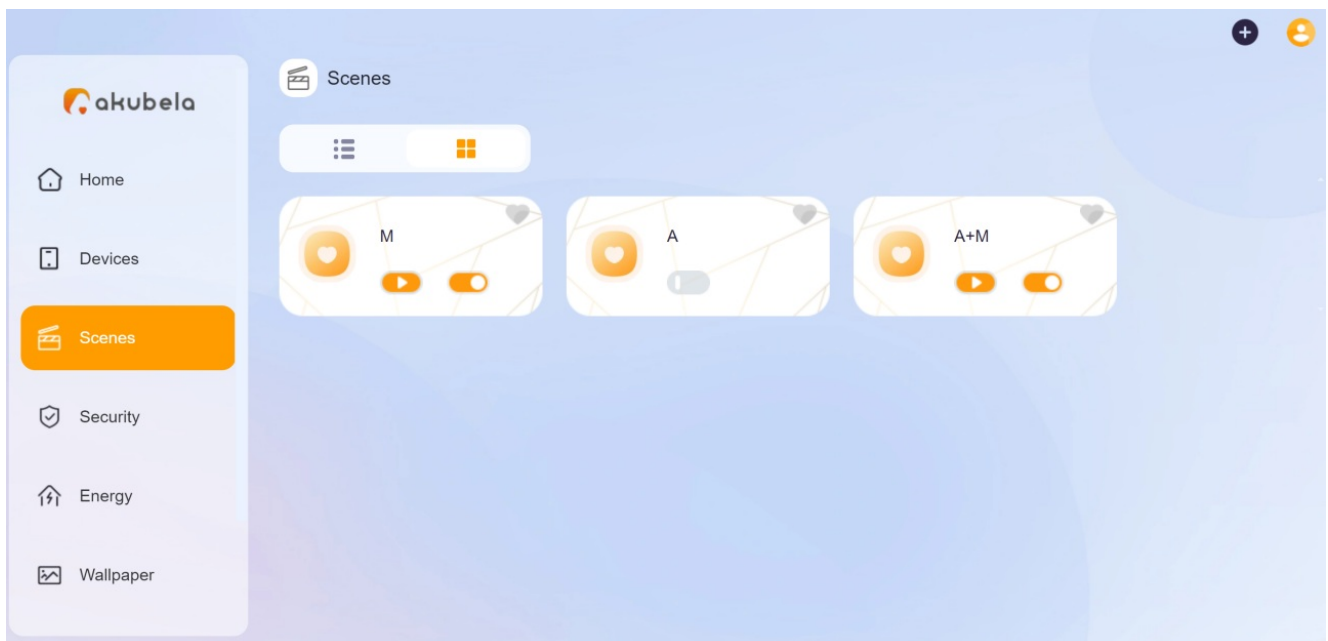
According to the conditions you select, there are 3 different types of scenes:

- Auto scene  : A scene that is set to be activated based on a schedule or an event.
 - If the scene icon is orange , it means as long as the preset conditions are met, the task will be triggered.
 - If the icon is white , it means the task will not be triggered automatically. You can tap it to allow it to auto-run.

NOTE:


This type of scenes are not displayed on HyPanel devices.

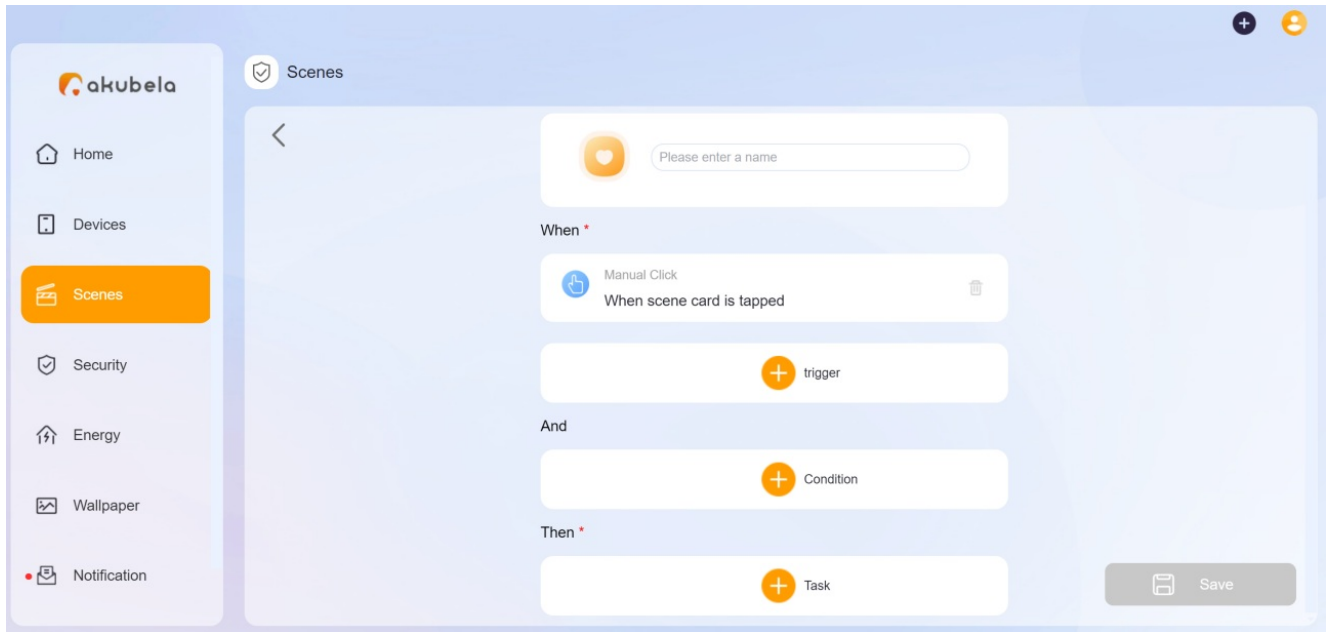
- Manual scene  : A scene that is set to be activated based on a tap or click on the scene image.
- Auto and manual scene   : A scene that is based on a schedule, an event, and a tap or click. When any of the conditions are met, the scene will be activated.



Create a scene

A scene consists of condition(s) and task(s). The preset tasks or actions could be triggered when the conditions are met. For example, you can create a scene that turns off lights when you leave.

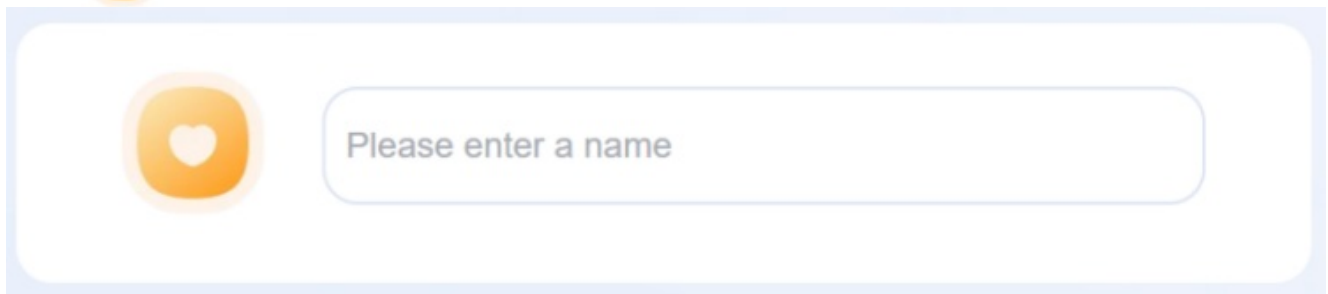
To create a scene, click  in the upper right corner, and select **Add scene**. The scene creating screen opens.



Name your scene

Giving your scene a unique name helps you easily distinguish between similar scene cards, so does add an image. The image is displayed along with the scene name on the Scenes screen.



Click  to select an icon from the default photos. Then type in the scene name.




Select trigger conditions

Conditions are different events that can trigger tasks, including the time of a day, your devices' actions, the security mode changes, and more. If you set multiple trigger conditions, the scene can be triggered when any of them is met.

When *

 Manual Click 

When scene card is tapped

 trigger

Click  in the **When** filed, from the pop-up list select one or more of the following:

Add Trigger



Manual Click



Date & Time



Device



Spaces



Scene Control




Security

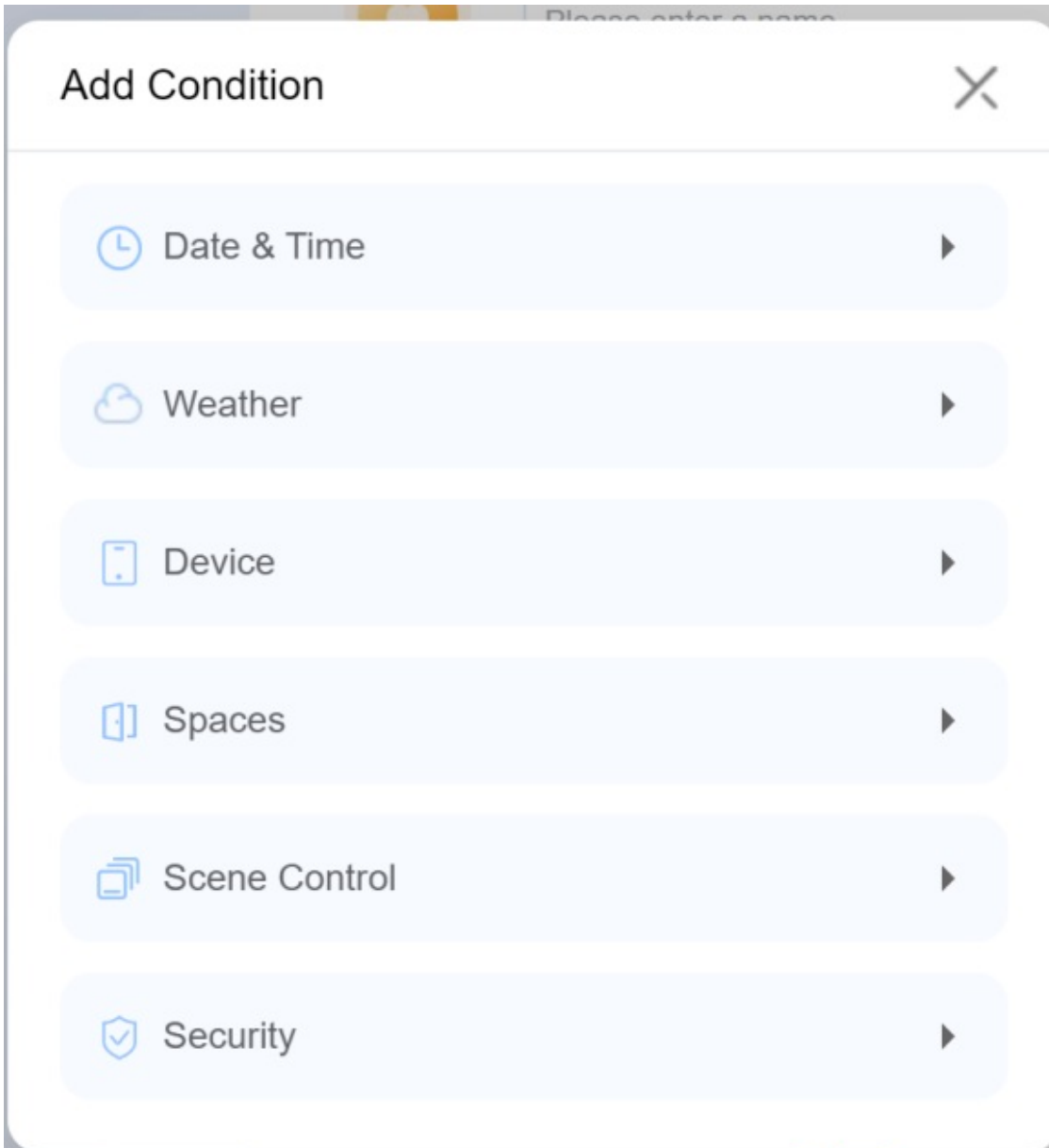


- **Manual Click.** To trigger task(s) by tapping the scene icon on panels, BelaHome app, or the user web portal.
- **Date&Time.** To trigger task(s) at a specific time and on certain days.
- **Device.** To trigger task(s) based on certain device's action. For example, when a motion detector detects something, or a door lock unlocks.
- **Space.** To trigger task(s) based on a specific condition or action performed by all devices of the same type within a designated space.
- **Scene.** To trigger task(s) when a scene's auto-run feature is enabled or disabled, or when the scene runs.
- **Security.** To trigger task(s) when the system is armed or disarmed in a certain security mode or an alert is activated.

Set preconditions

This step is optional.

To add preconditions, in the **And** filed, click  . The options are slightly different from the trigger conditions, such as the additional weather condition, the exclusion of manual click, and so on.



NOTE:



If you add conditions in both **When** and **And** fields, the scene will be activated when:


- a)Preconditions in **And** field were already met; and
- b)Any of the trigger condition in **When** field are satisfied.

For example, when your system is armed in the away mode, and if the smoke sensor detects leakage, the preset tasks will be activated. Please refer to the image for the configuration.

When *



Device


 When Other room Smoke Sensor-000001 smoke detected trigger 

 trigger

And

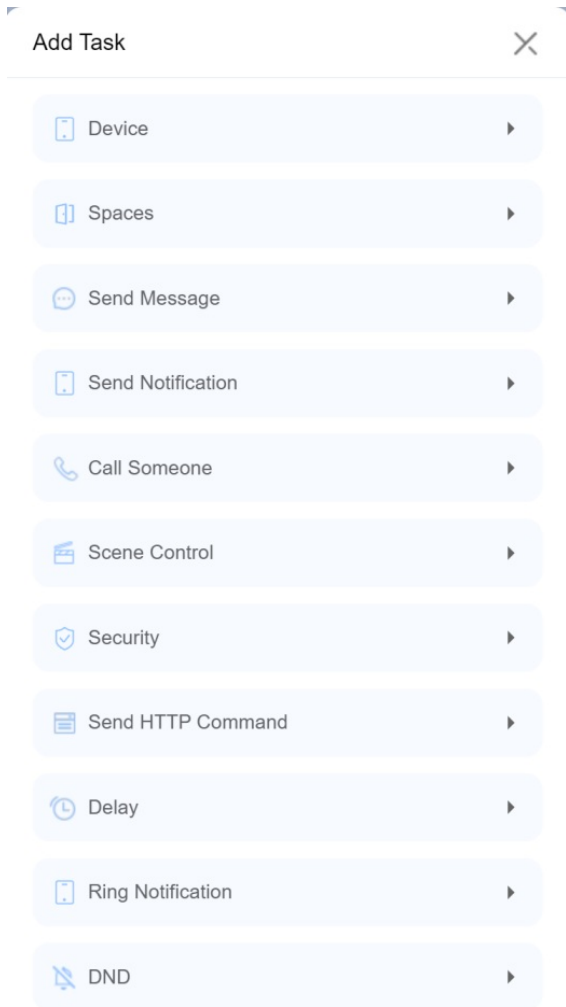
Security


 If Away mode is in arming mode 

 Condition

Select tasks

The task is the action(s) to perform when preset conditions are met.



Click  in the **Then** field, and select one or more of the tasks. In addition to those options the same as the conditions, you will find the following new choices:

- **Send Message.** Send a message to designated smart panels and family members.
- **Send Notification.** Send a notification to panels and family members.
- **Call Someone.** Call any family member(s) or panels.
- **Scenes Control.** To trigger, enable, or disable other scenes.
- **Security.** Enable the system to be armed or disarmed in a specific security mode.
- **Send HTTP Command.** Send a HTTP command to certain devices.
- **Delay.** Make the system to wait for a period of time before performing the task.
- **Ring Notification.** Send a notification to the designated devices or family members when some rings the door.
- **DND.** Turn on or off the DND function.

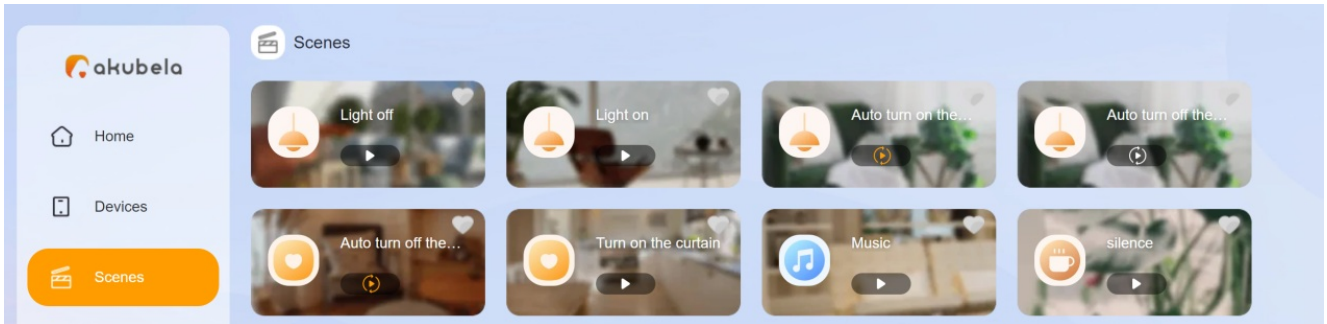
Once you're finished, click **Save** at the bottom of the screen.

The newly-created scenes(except the scenes without a manual condition) will display on all panels within your family and BelaHome's Scenes screen.

To customize the scenes that displayed on each panel, see [Personalize on-screen contents](#).

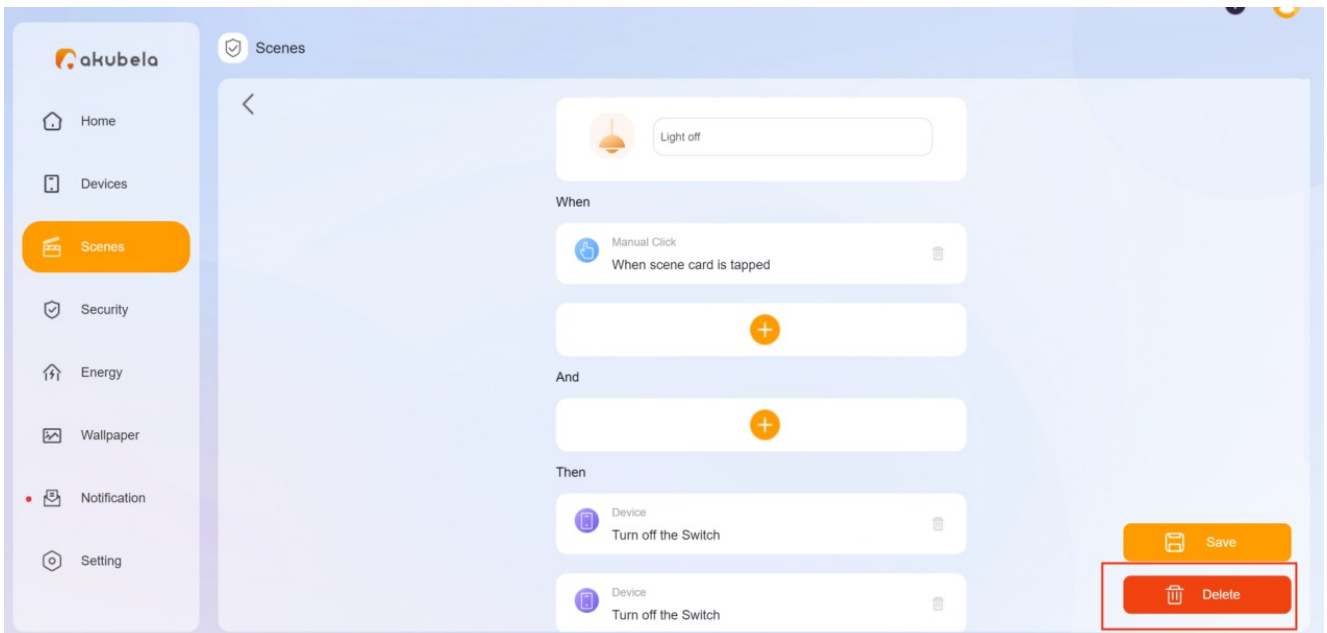
Edit a scene

To modify the name, image, conditions, or tasks, go to **Scenes**, and click on the desired scene to enter the editing page.




Delete a scene

If you want to remove a scene, go to **Scenes**, click on the desired scene to enter the editing page, and click **Delete** at the bottom right.



Activate your scenes

Run a scene with manual activation conditions

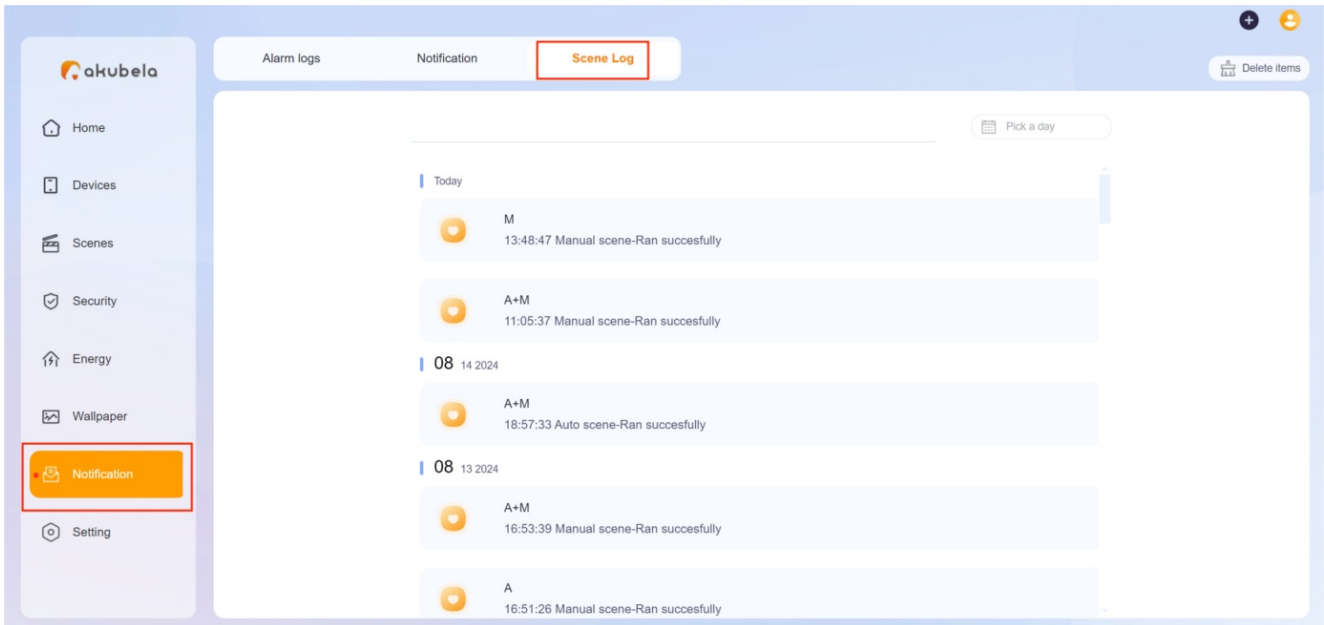
On the Scenes page, to activate a scene with manual conditions, just click its icon .

Run a scene with time or action conditions

When auto scenes are enabled (switch is on as the below figure shown), the scene will activate automatically once the preset conditions are met. No further action is needed to run an enabled auto scene.

See scenes logs

To see or clear scene running logs, go to **Notification > Scene Log**.




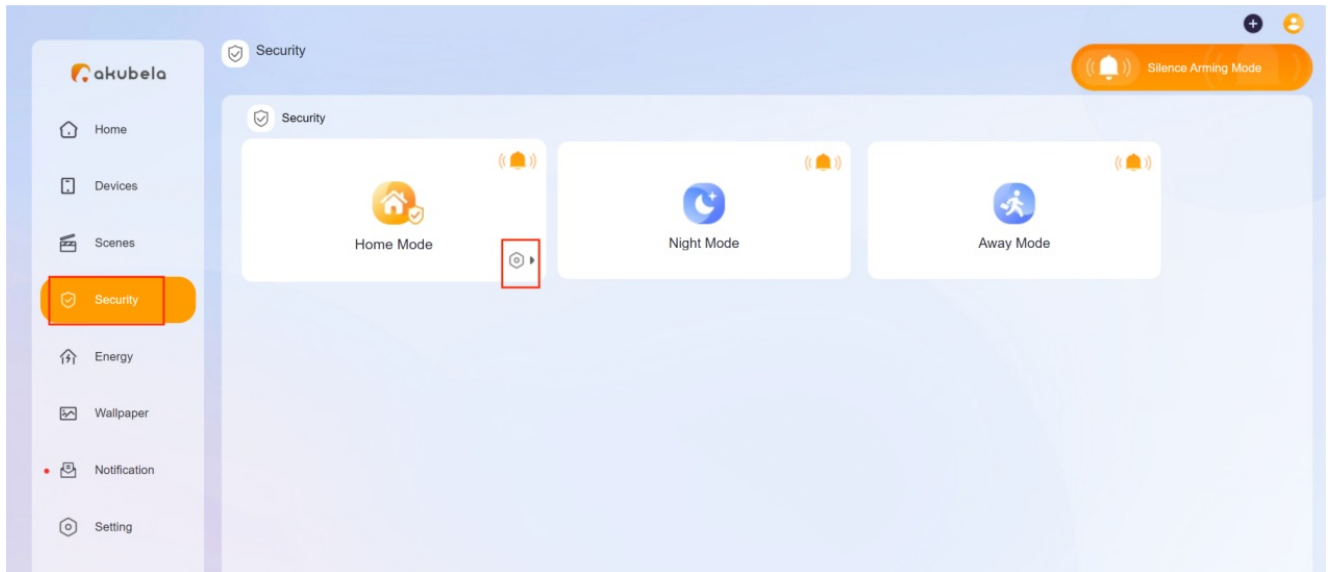
Create and manage security modes

You can configure three default security modes, or create custom modes to meet your requirements. The modes logs are all recorded and you can check at any time.


Configure default security modes

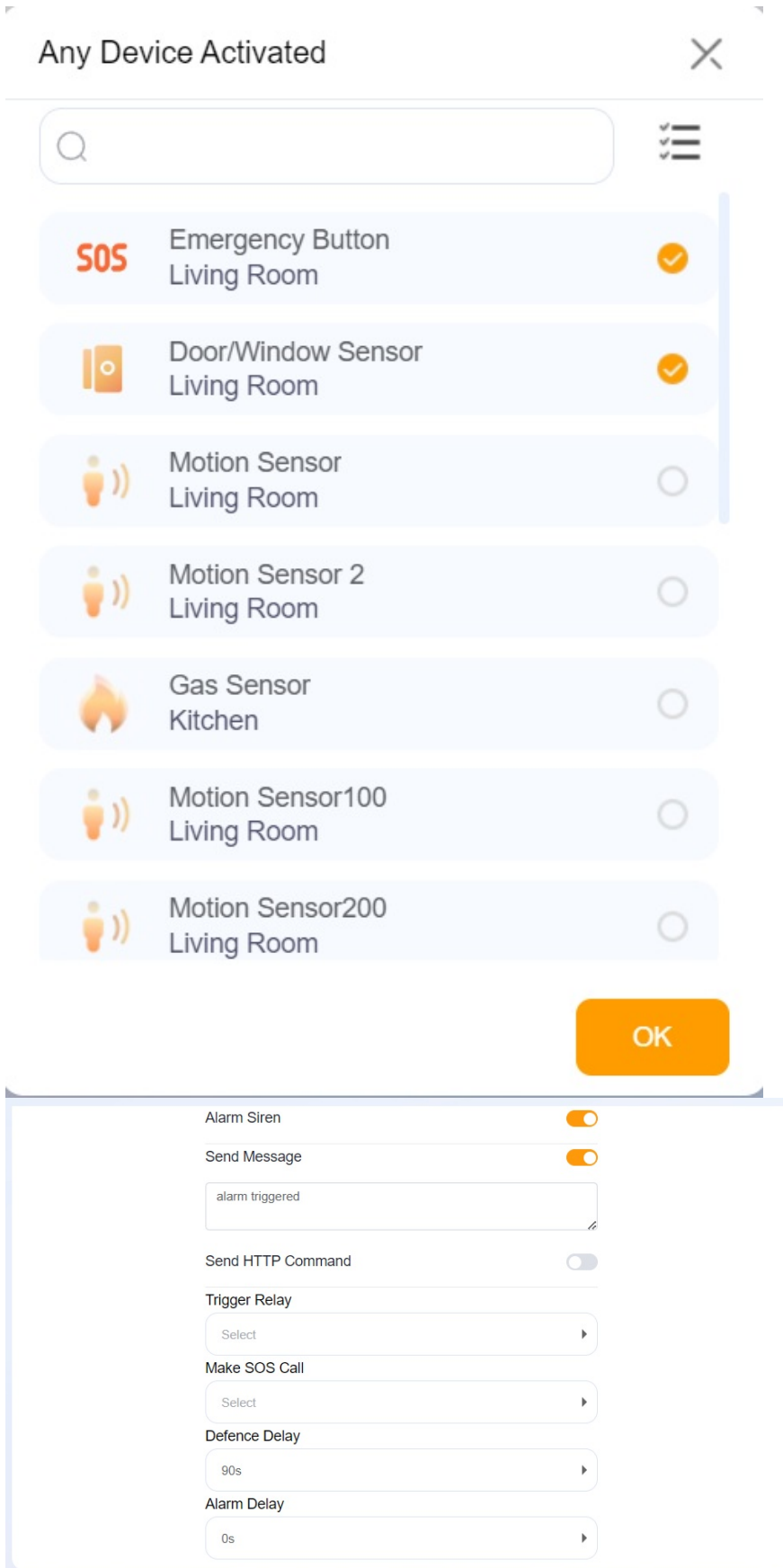
Akubela has 3 default security modes: Home, Away, and Night. To configure their conditions and tasks, do as the following.

1. Click **Security** on the left-side menu, and click the  at the bottom right of the desired mode.



2. On the followed screen, complete the below settings:

- In **Any Devices Activated** field, click  to select one or more devices to start a task when any of them is triggered or detects any activity. Click OK.





- In **Task** field, do any of the following:
 - Toggle the **Alarm Siren** on or off.
 - **Send Notifications** to all panels and family members.

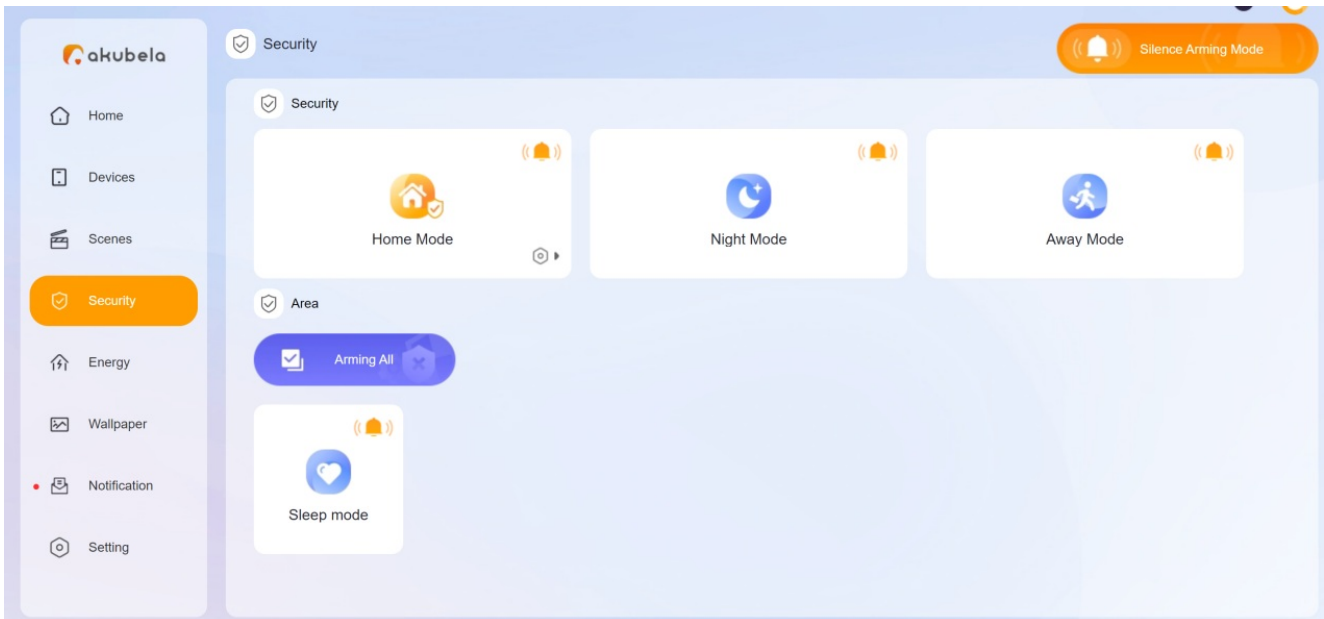
- **Send HTTP command** to perform specific actions.
- **Trigger Relay.** Select the relay(s) to be triggered when an alarm occurs.
- **Make SOS Call.** Choose the preset SOS members to be called when an alarm occurs. To add the SOS numbers, see here.
- **Defence Delay.** To configure a arming delay when you change the security mode to another.
- Set the **Alarm Delay** to let the alarm sound after a specific time period.

Create a new security mode

You are able to create your own security mode.

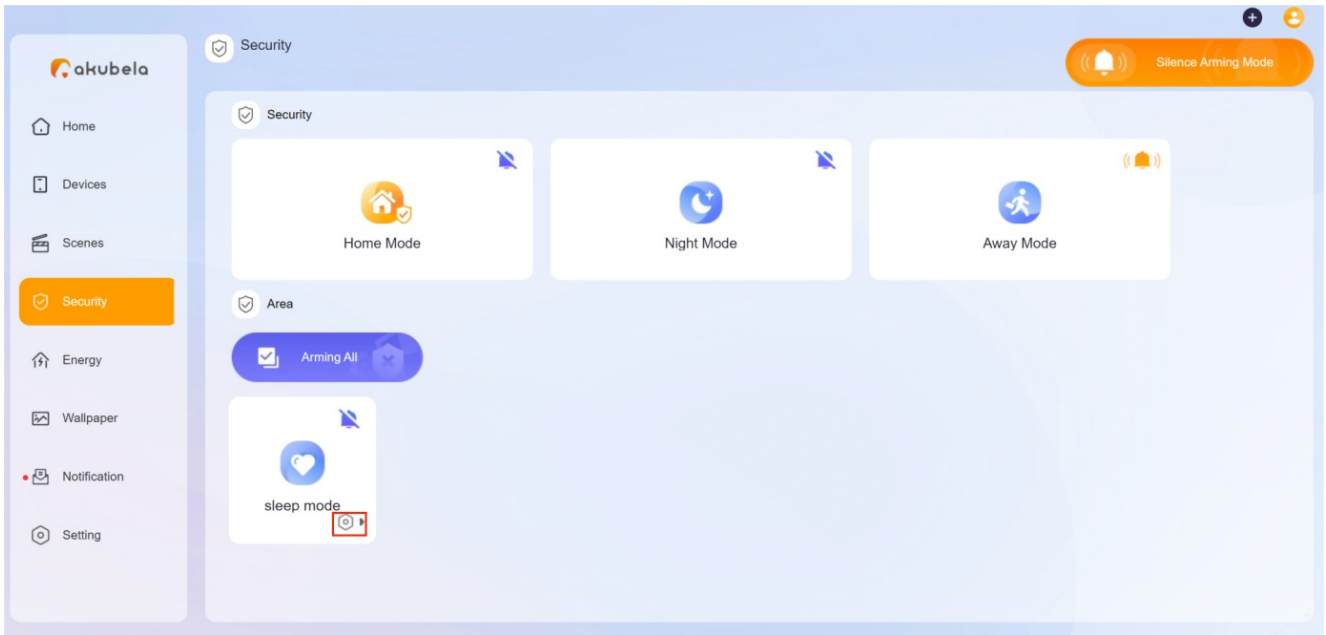
1. Click  in the upper right corner, and select **Add security**.
2. On the creating mode screen, complete the following settings:
 - Name the mode.
 - In **Any Devices Active** field, click  to select one or more devices to start a task when any of them is triggered or any of them detects something.
 - In **Task** field, select one or more tasks to be triggered. The options are the same as those in configuring default security mode.
3. When you're finished, click **Save**.

The newly-created modes will be displayed on all the panels' and BelaHome's Security screen.




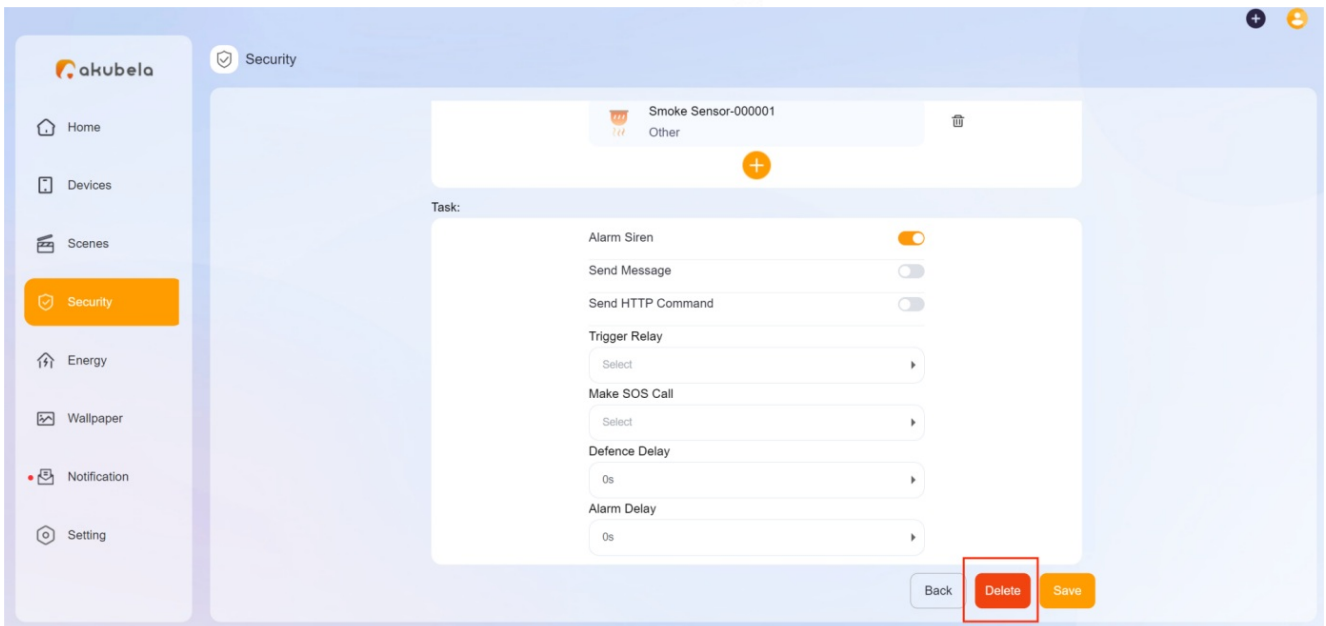
See or edit the security mode

To see or change the settings, go to **Security**, and click the mode's icon  at the bottom right.





Remove a custom security mode

To delete a custom mode, go to **Security**, click on its  at the bottom right, and click **Delete**.

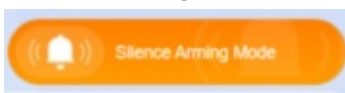


Enable siren and alert push when alarming

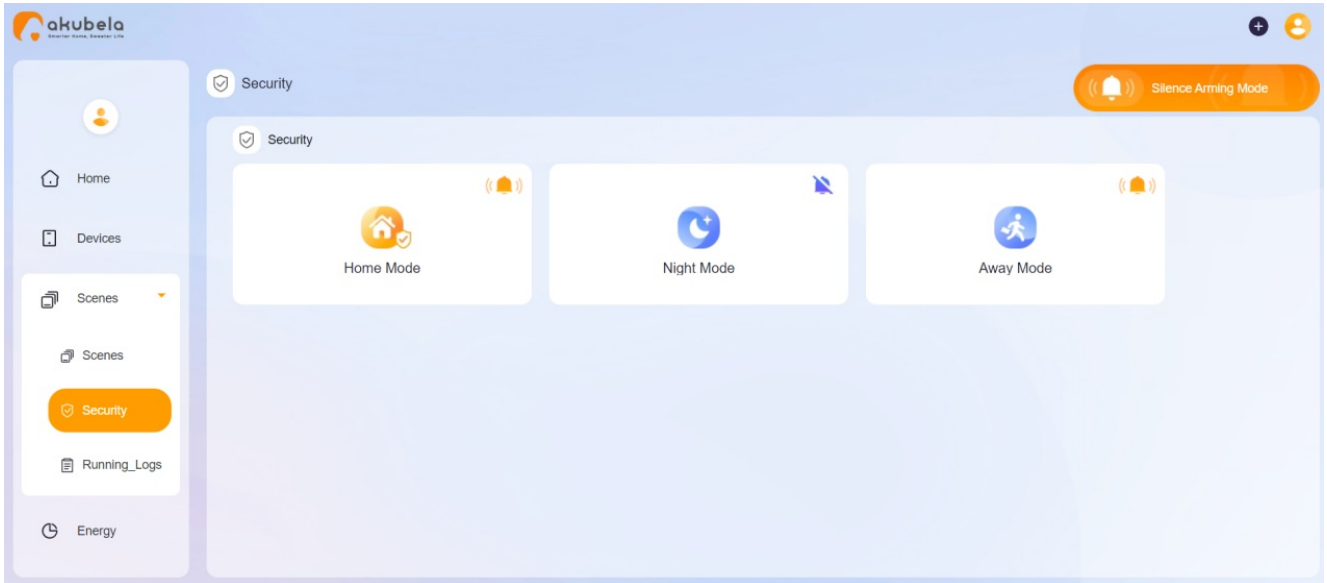
The system can sound a siren and send an alert when an alarm is triggered.

In the **Security** section, you'll see a bell icon in the upper right corner of the mode. The orange icon  indicates the siren feature is active. To disable the siren, click it, and it will turn blue .

For controlling this feature across all security modes simultaneously, click on

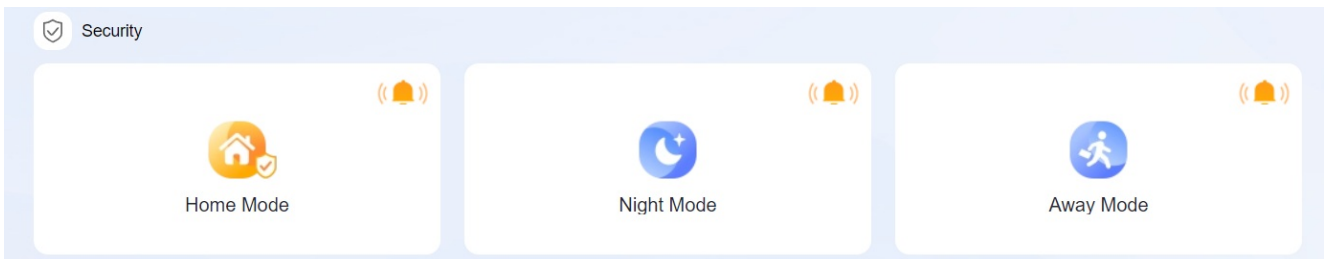


at the upper right.



Arm and disarm your system

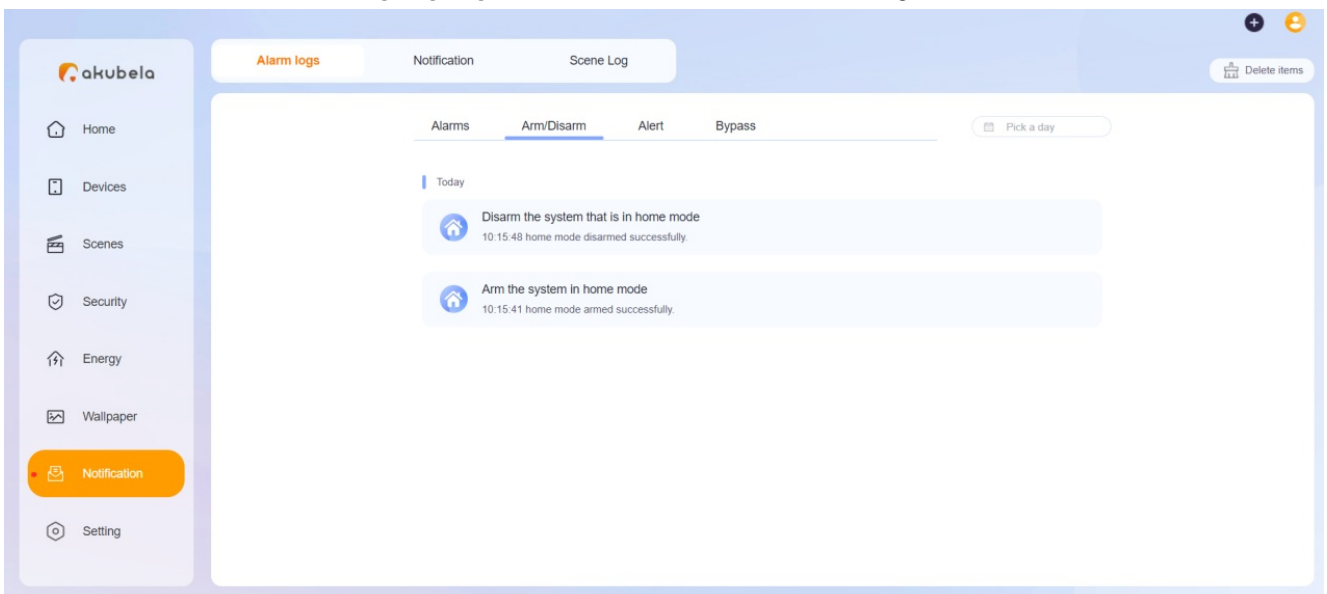
To arm the system, click the desired security mode, and its image color will change to orange. Custom and default modes can be enabled at the same time, but the default ones cannot.



To disarm the system, simply click the mode again. The color will turn back to blue.

See security logs

To see or clear scene running logs, go to **Notification > Alarm Log**.



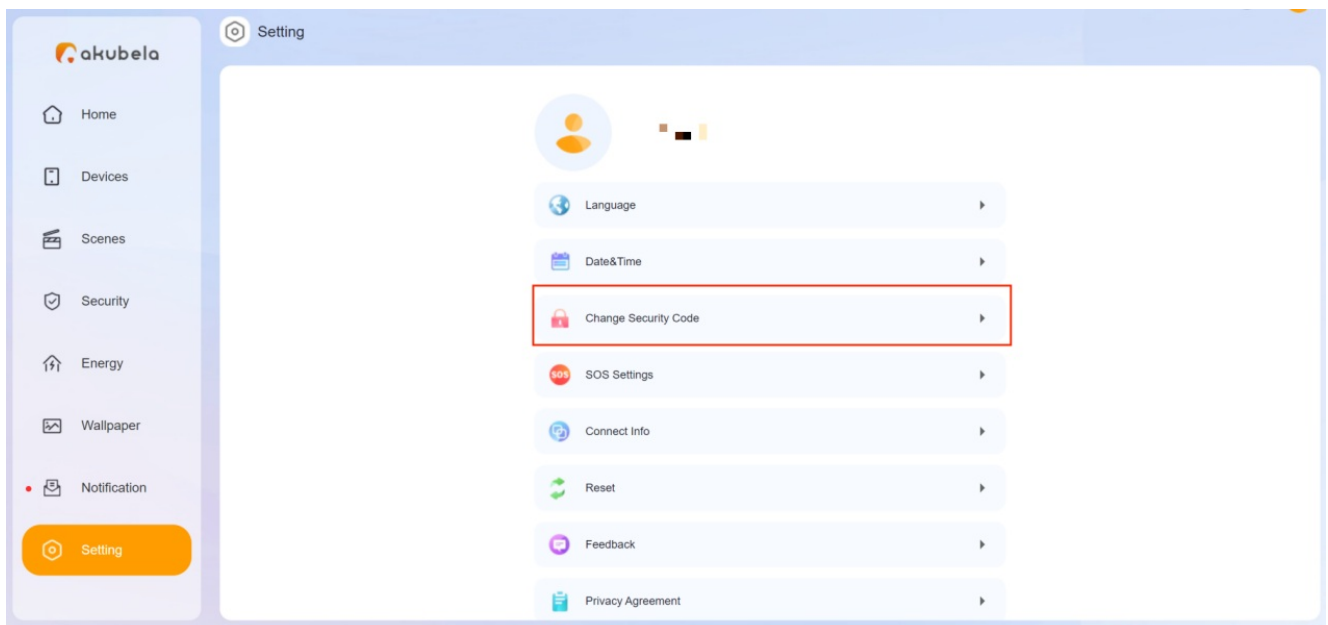
On this screen, you can see the following types of histories:

- **Alarms:** Display sensor alarm and alarm-cleared histories triggered in any security mode, including Away, Home, Night, and custom modes.
- **Arm/Disarm:** Display the system's arming and disarming histories.
- **Bypass:** Display histories of sensors being ignored and restored to function.
- **Alert:** Display all triggered histories associated with sensors, whether they are triggered in security mode or not.

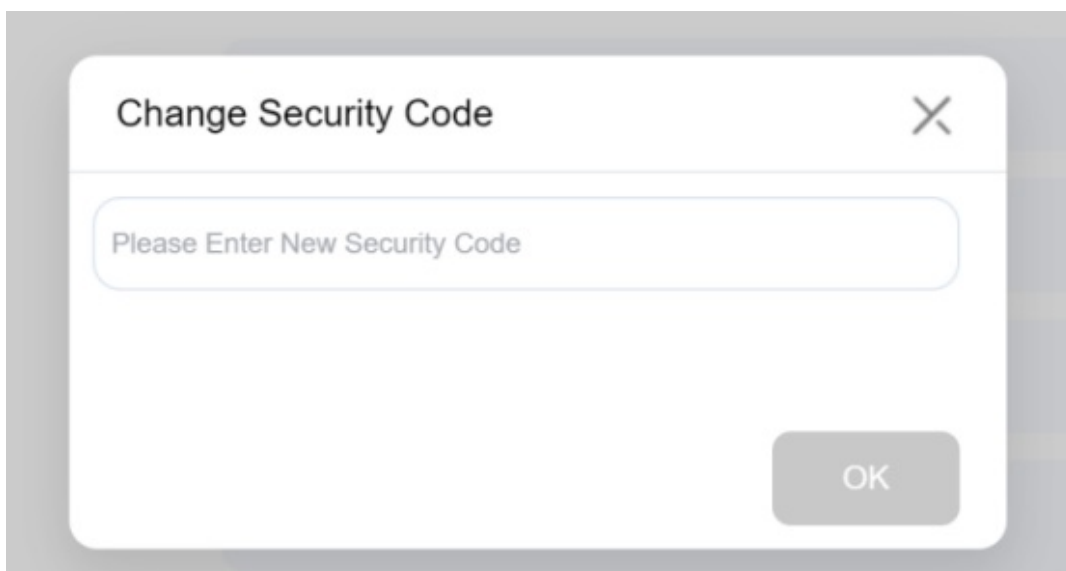
Modify arming/disarming code

If you forget the arming/disarming code, you can change it directly to a new one.

1. Select **Setting** from the left-sided menu.
2. Select **Change Security Code** from the menu opened on the right.



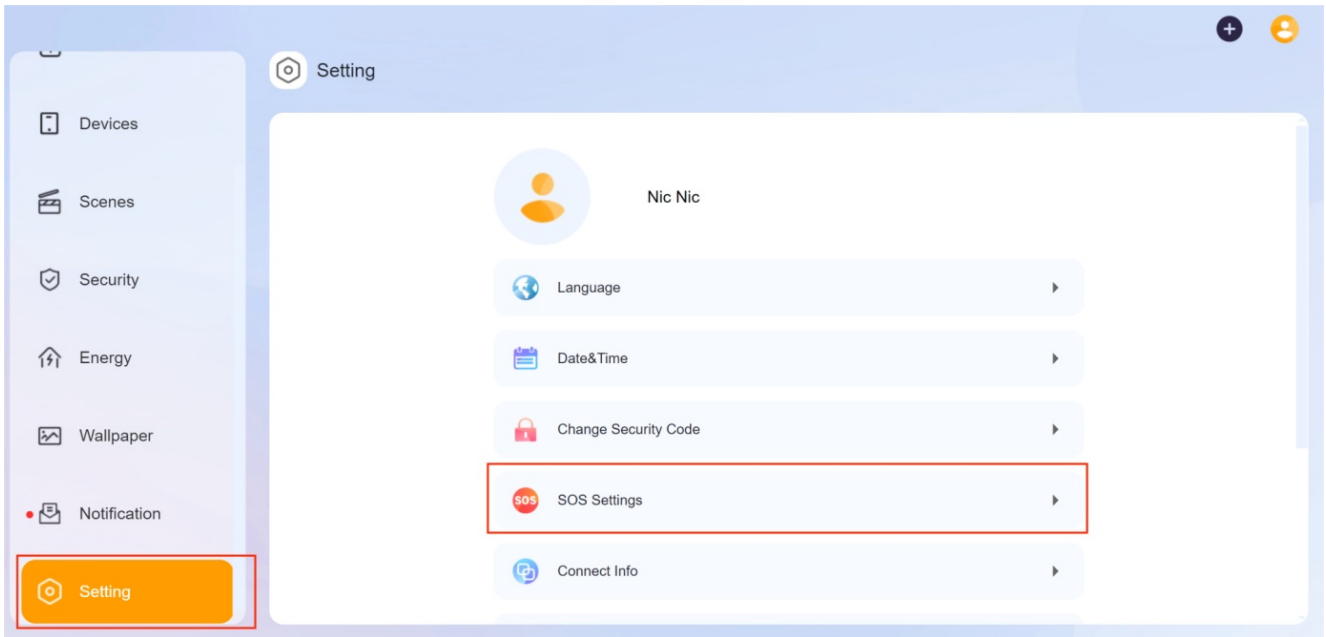
3. In the pop-up box, enter a new 6-digit code, and click **OK**.



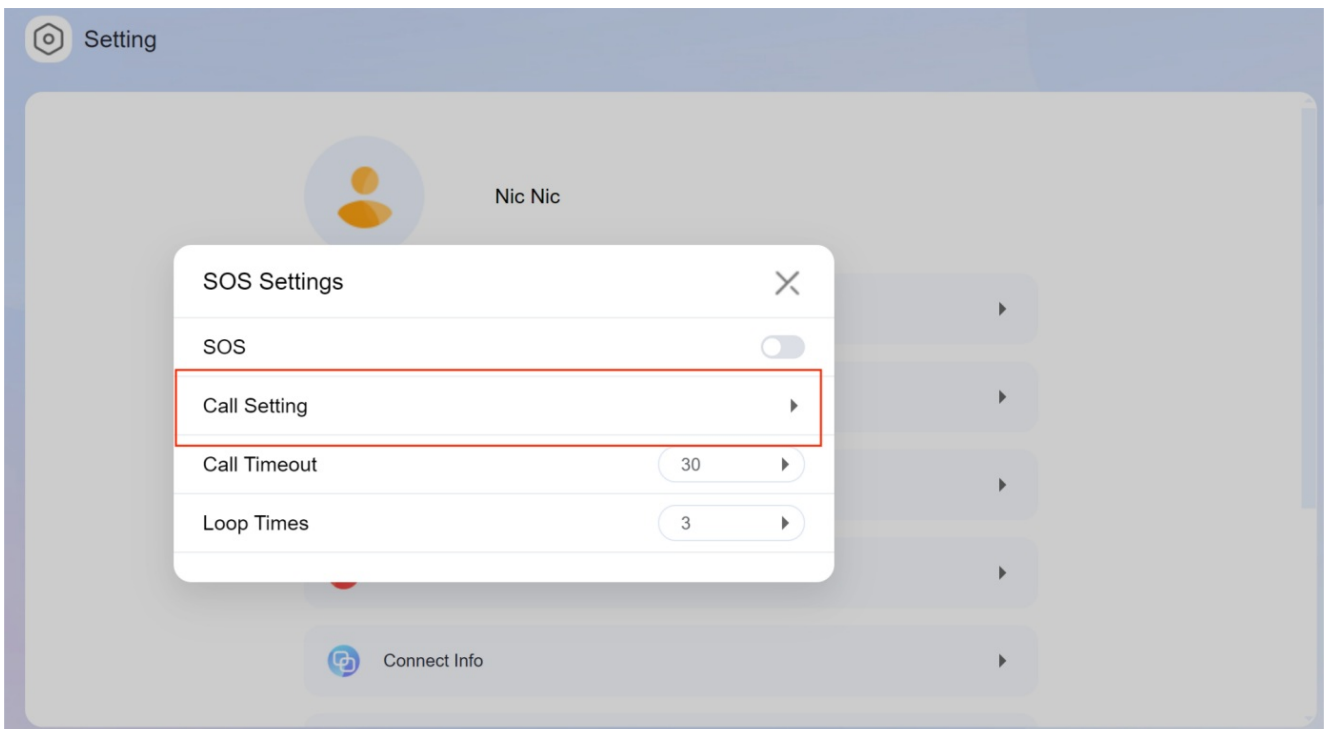
Set SOS numbers

SOS numbers must be set before you can enable 'Make SOS Calls' when configuring security mode tasks.

1. Click **Settings > SOS Settings**.



2. Select **Call Settings**.



3. Select the emergency number type and enter the SIP number.

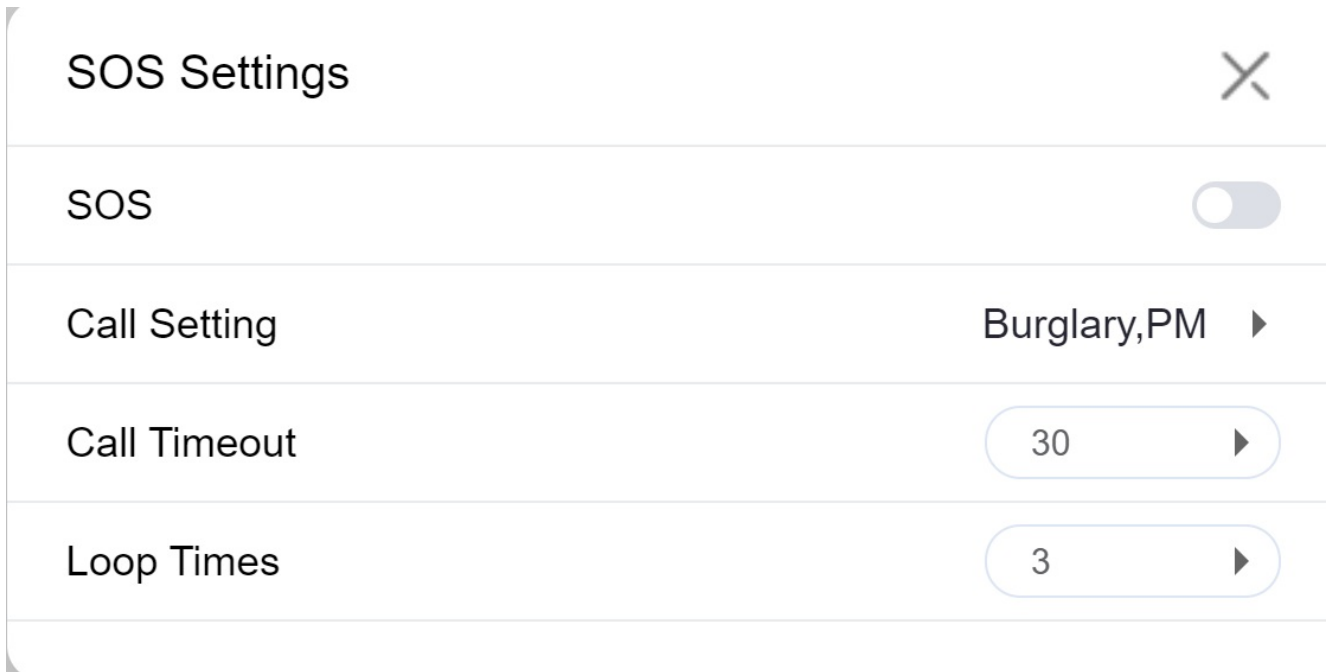
< Call Setting



<input checked="" type="checkbox"/> Burglary	<input checked="" type="checkbox"/>
<input type="text" value="1234674155"/>	<input type="button" value="+"/> <input type="button" value="🗑"/>
<input checked="" type="checkbox"/> Panic	<input type="checkbox"/>
<input checked="" type="checkbox"/> Medical	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fire	<input type="checkbox"/>
<input checked="" type="checkbox"/> PM	<input checked="" type="checkbox"/>
<input type="text" value="789456123"/>	<input type="button" value="+"/> <input type="button" value="🗑"/>

4. Click < Call Setting to go back to other settings, including:

- In the Call Timeout field, set the duration for how long the call rings before it's terminated or forwarded.
- In the Loop Times field, specify how many times the selected SOS numbers to be called.




5. Enable SOS function.

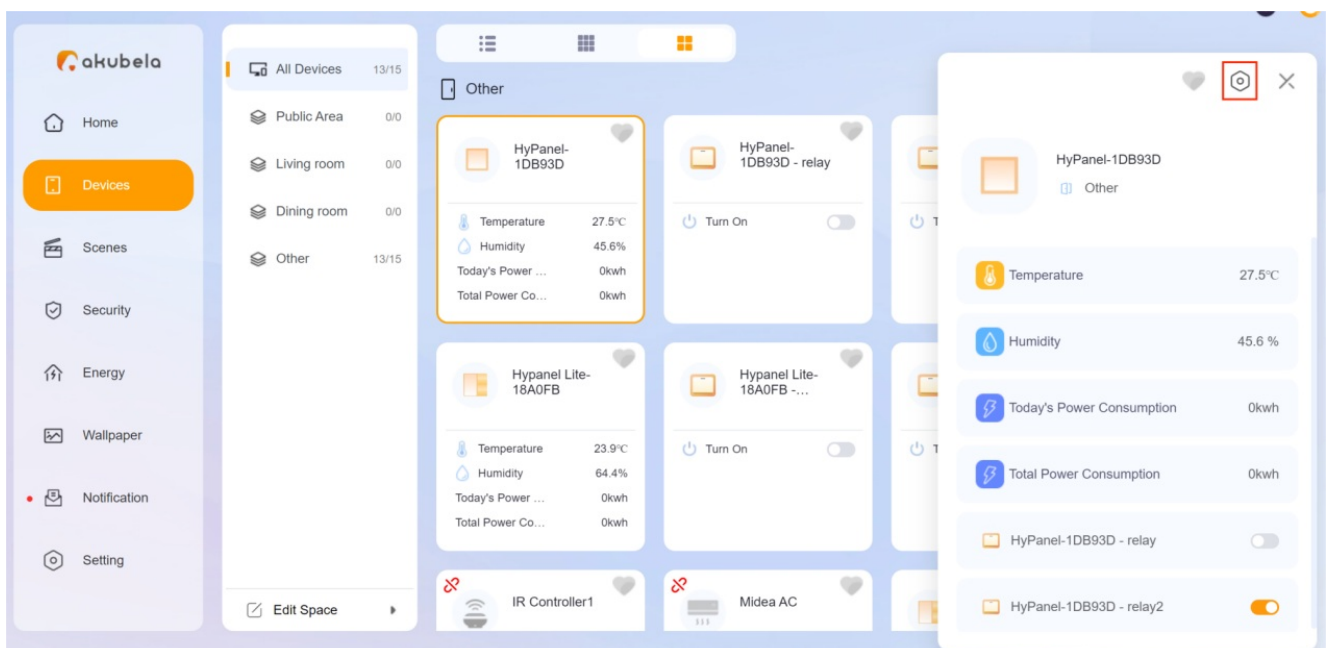
Personalize on-screen contents

The user web portal allows you to select the desired scenes, devices, security modes, and function categories to display on each panel.

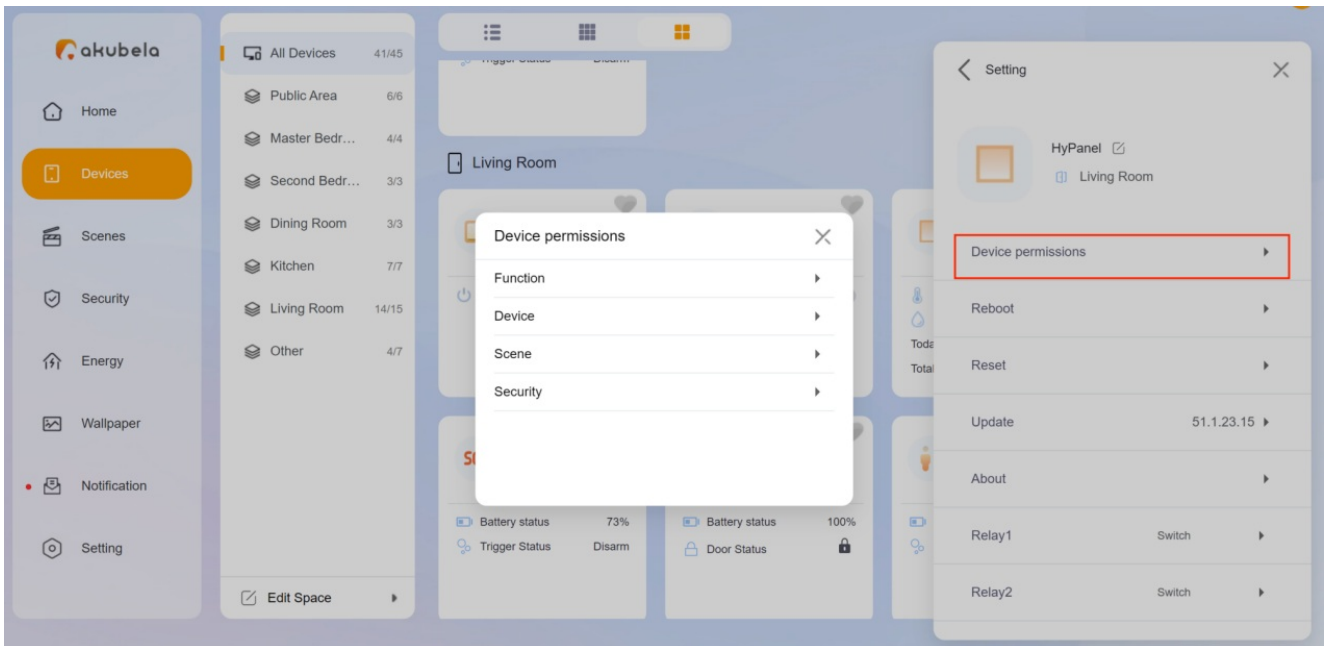
NOTE:

The panel must be online to customize the displayed features.

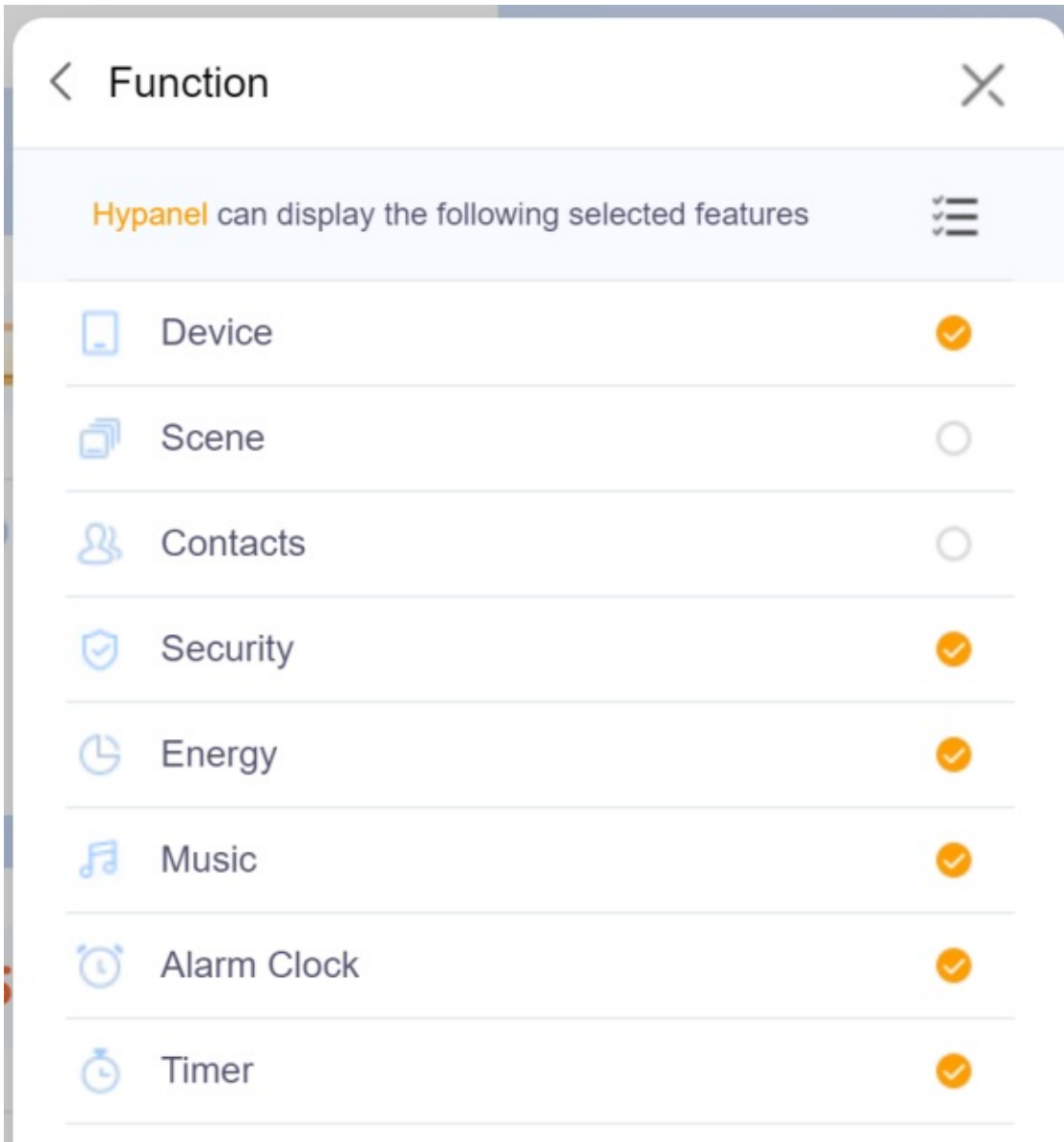
1. Click on **Devices** on the left-side menu, and select the desired panel.
2. Click on the icon  at the top right.



3. Select **Device permissions**, then choose the desired feature screen - **Function, Device, Scene, or Security** - to customize the displayed content.




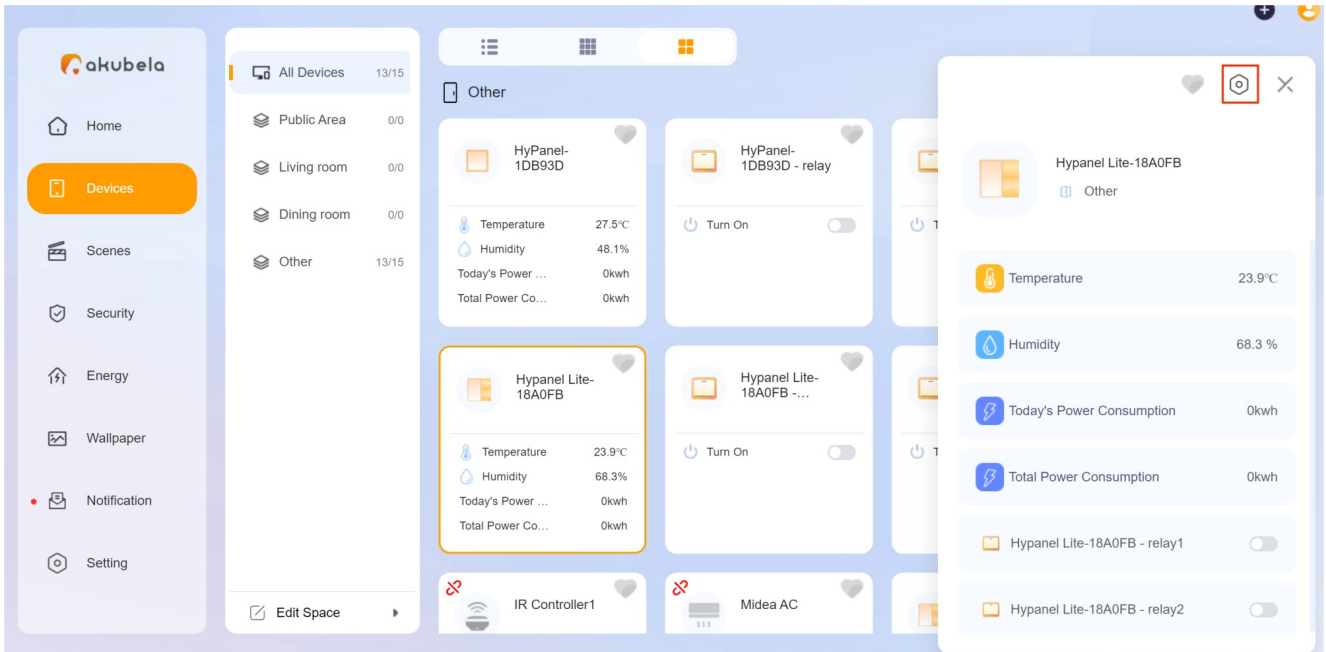
4. Check off the desired options to be displayed on the selected panel.



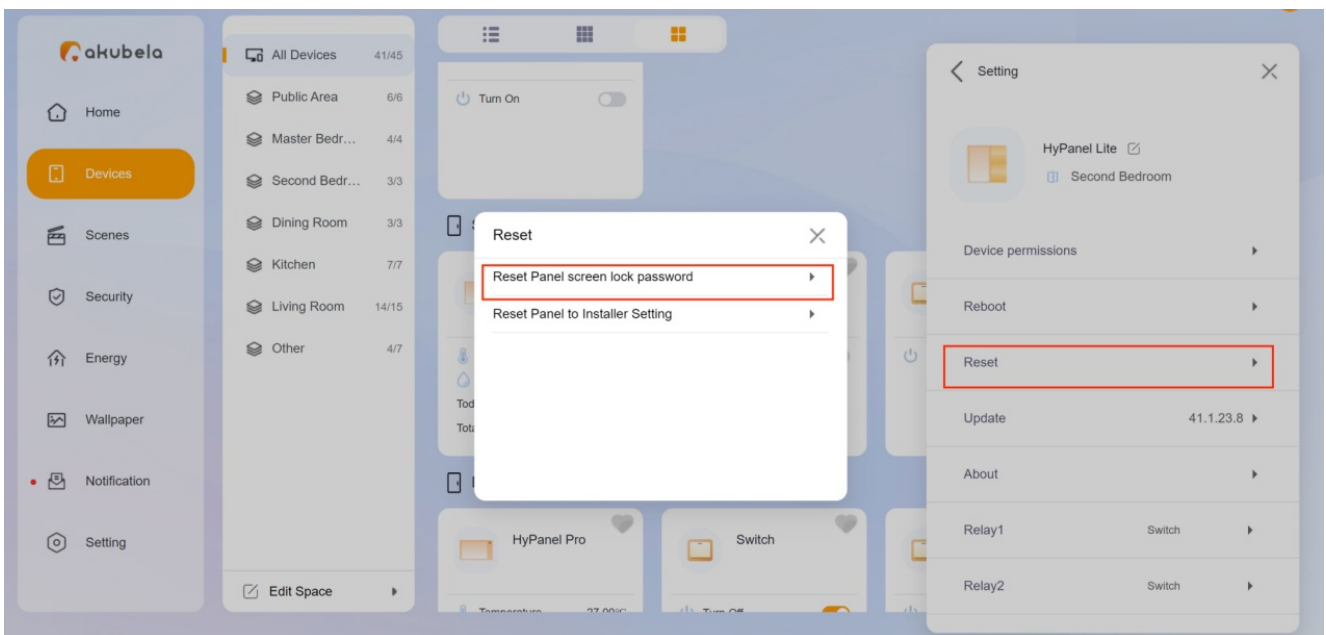
Clear panel's screen lock

If you forget the screen lock for a panel, you can clear it to access devices without a password.

1. Click on **Devices** on the left-side menu, and select the desired panel.
2. Click on the icon  at the top right.



3. Select **Reset > Reset Panel screen lock password**, and confirm the choice.



Family accounts management

In Akubela, there are various account types with different permissions.

The following are the three default types of accounts and their associated permissions:

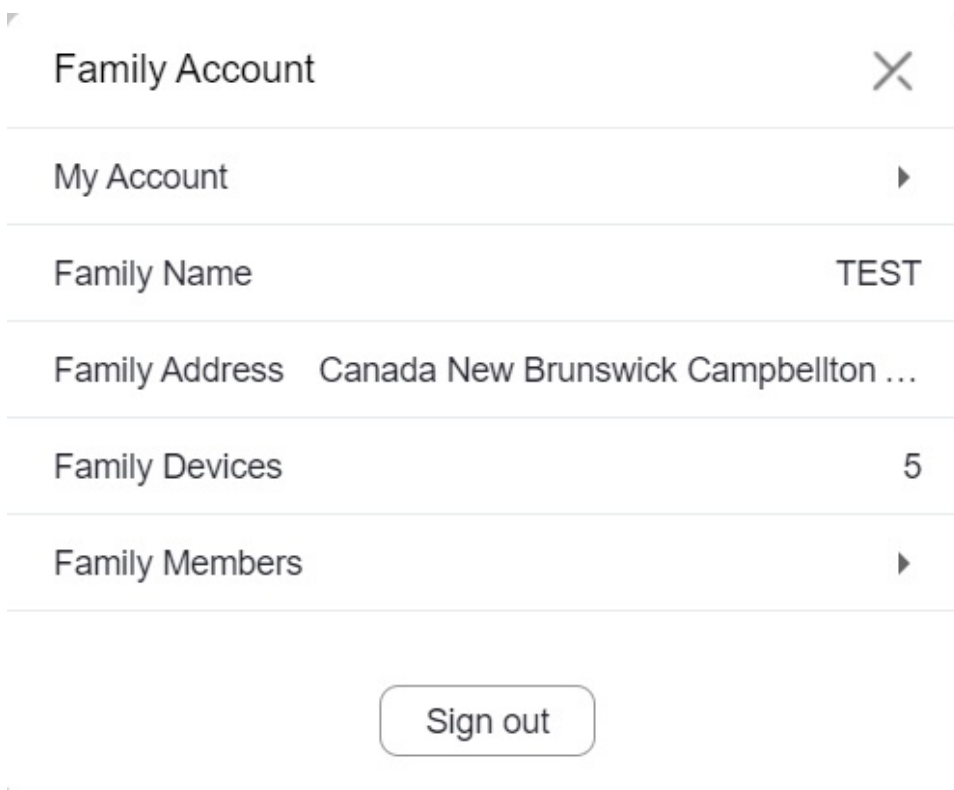
- **Administrator.** One and only. Having permissions to log in to the Home Center web interface, access all available features and functions, manage family data, and manage family member accounts.
- **Management role.** Having permissions to access all available features and functions, and to manage general user accounts.
- **General user.** Only having permission to access features and functions, such as devices and scenes control, but cannot add them or modify their settings.

Administrator account

Only the family administrator can manage member accounts, including updating information, changing permissions, transferring the administrator role, and more.

Change administrator account settings

1. Click  in the upper right corner, and select **My Account**.



The screenshot shows a user account settings menu. At the top, it says "Family Account" with a close button (X). Below that is "My Account" with a right-pointing arrow. Underneath are several rows of information: "Family Name" with the value "TEST", "Family Address" with the value "Canada New Brunswick Campbellton ...", "Family Devices" with the value "5", and "Family Members" with a right-pointing arrow. At the bottom of the menu is a "Sign out" button.

2. Do any of the following:


- Modify your name.
- Add or change your region and phone number.
- Change your login password (Not available when the family is running without the cloud connection).
- Unbind your account with the family, and give up all family-associated permissions (Not available when the family is running without the cloud connection).
- Delete your account (Not available when the family is running without the cloud connection).

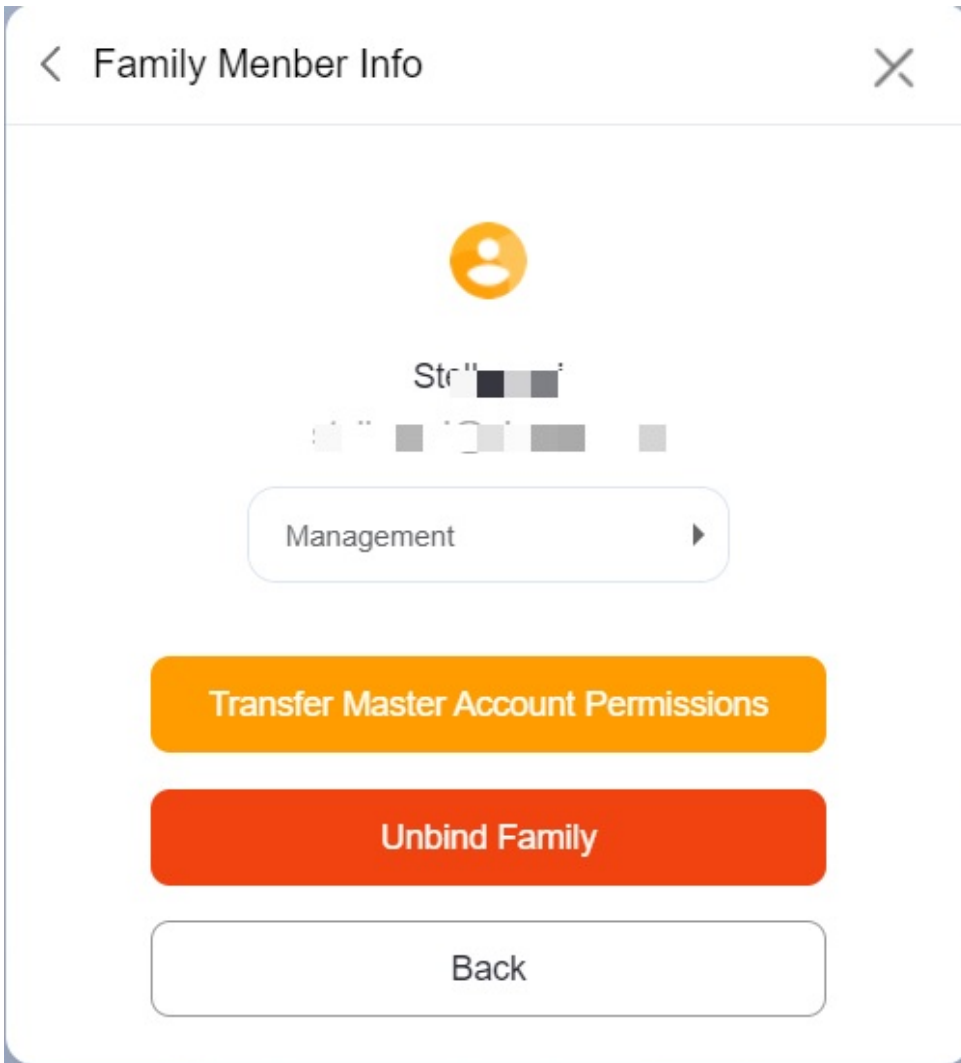
NOTE:

After you delete your account, you will not be able to sign in to BelaHome, and will lose all associated permissions. Before proceeding, you have to transfer the administrator rights to another family member.

Transfer administrator role

The administrator role is able to be transferred to another family member only when the family is running with the cloud connection.

To transfer the administrator role to another member, click  > **Family Members**, and select the member you want it to be the administrator. Click **Transfer Master Account Permissions** and follow onscreen instructions.



Manage family member accounts

Administrator account is able to create and manage management and general user accounts.

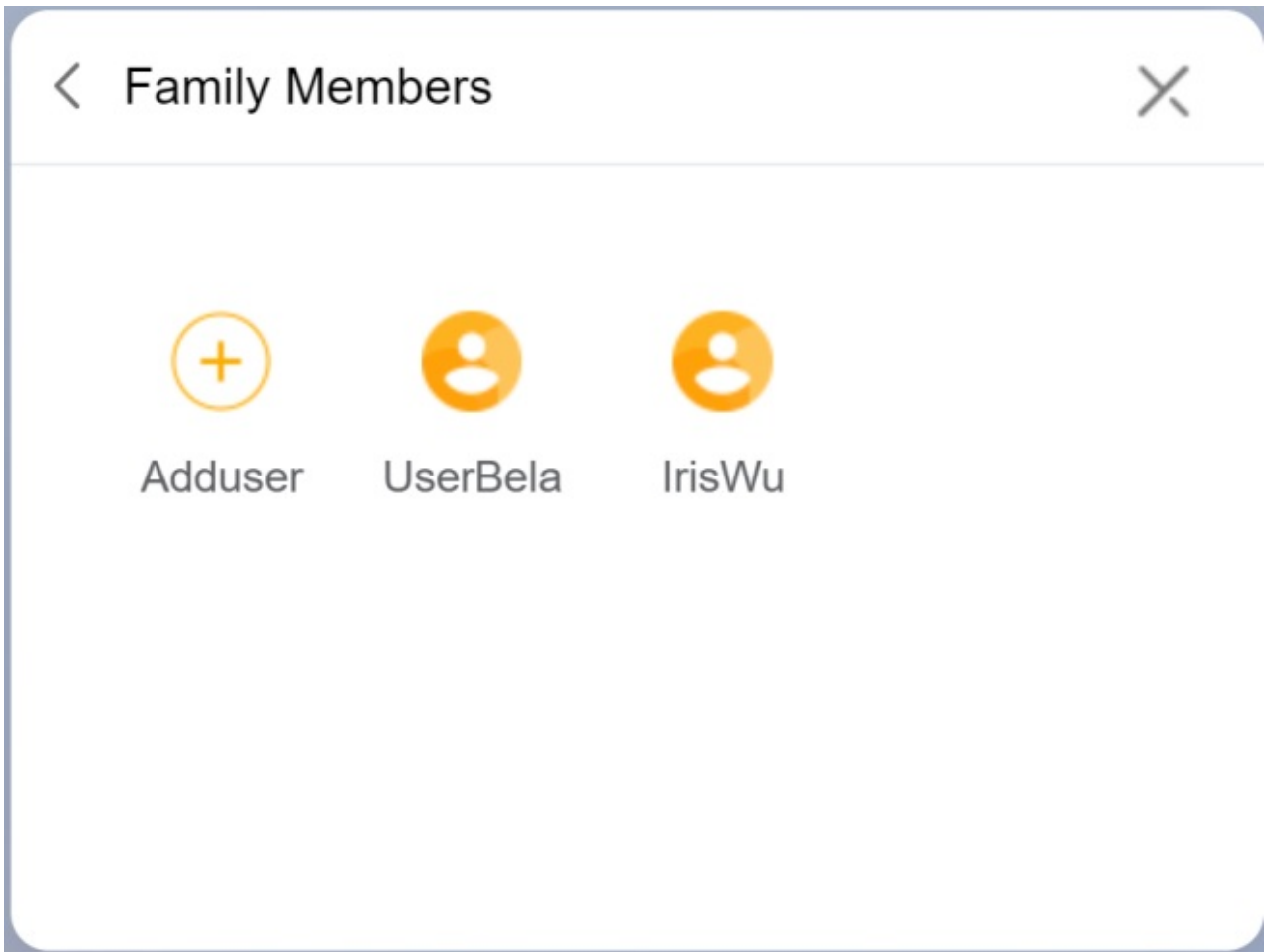
See family member info

Click  in the upper right corner, and select **Family Members**. All the member accounts are listed here.

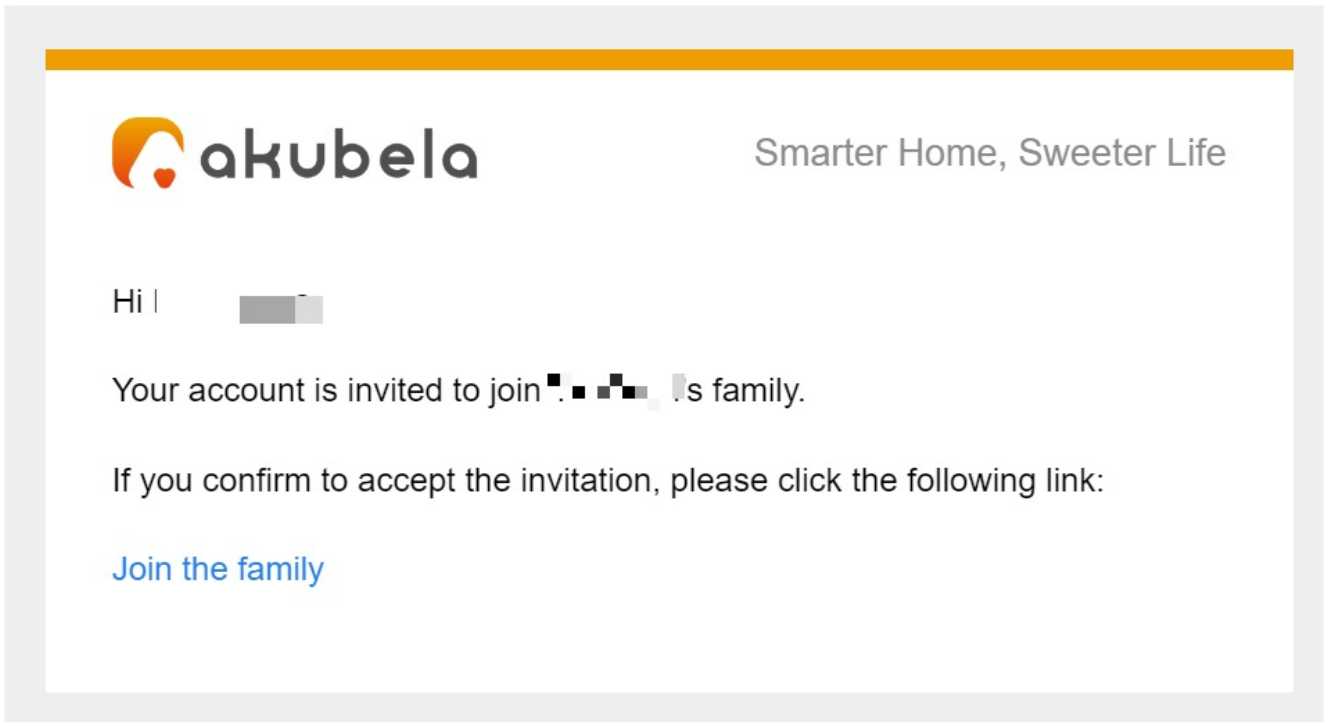
Add family members

The specific steps differ according to system's Cloud connection modes.



1. Go to  > **Family Members** >  .
Add User



2. Enter the required information.
3. The members will receive a confirmation email.



Change family member account type

1. Go to  > **Family Members**. Select the desired member account.
2. On the detailed Family Member Info page, do any of the following:
 - Click  under the member's name to change the account type.



- Unbind the account with the family.