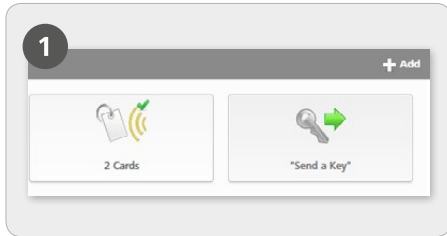


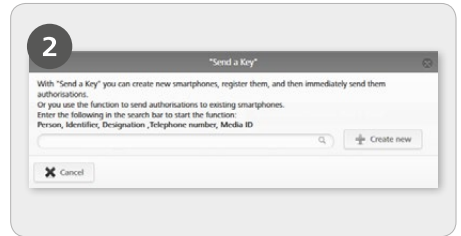
# AirKey

Quickguide

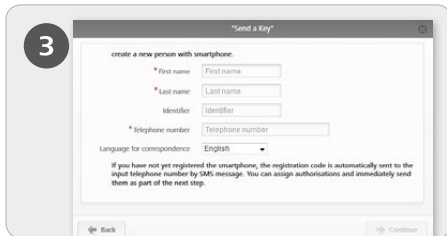
# Creating smartphones and registering them using „Send a Key“



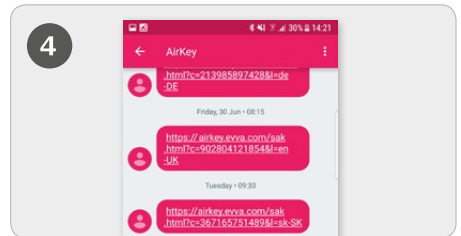
➤ On the **Home** page, select the „**Send a Key**“ tile.



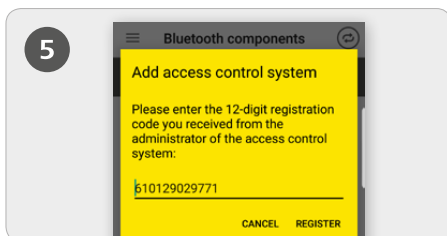
➤ Enter a person name, code, etc. in the search field. If you are aware of the fact the user has not yet been created, select **Create new**.



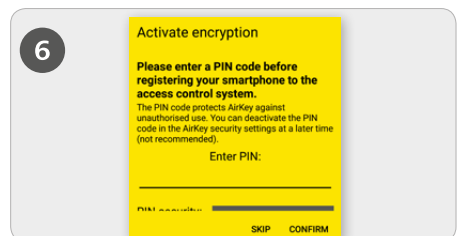
➤ Click **Continue** once you have completed all mandatory fields.



➤ A text message is sent to the corresponding user containing a link to the AirKey app to register for a locking system.



➤ Installing the AirKey app: Click the link in the text message (SMS) and install the app on the smartphone. Now once again click the link in the text message (SMS) and then confirm the registration code.

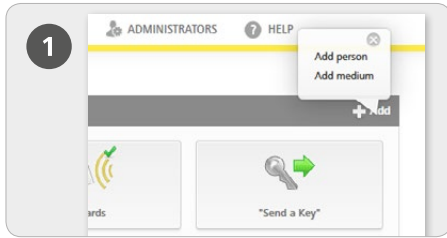


➤ The requested PIN code is a security option that can also be skipped if you do not want to enter the code each time you unlock a locking component.

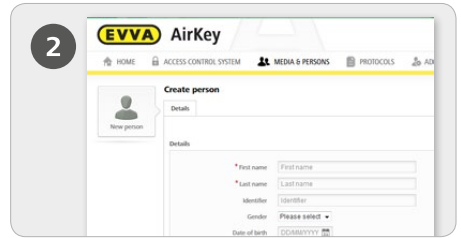


A detailed description of „Creating smartphones and registering using „Send a Key““ is available in our AirKey system manual in Section **4.9.1 „Send a Key“ function**.

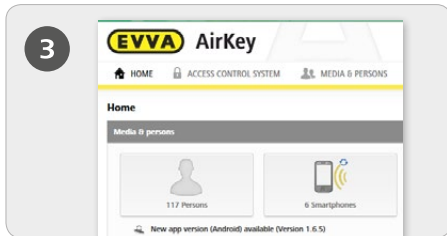
# Creating smartphones and registering them using a registration code



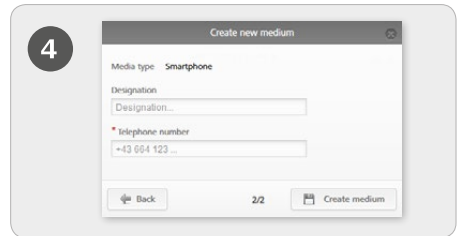
- On the **Home** page, in the grey bar of the **Media & persons** block, select **Add** -> **Add Person**.



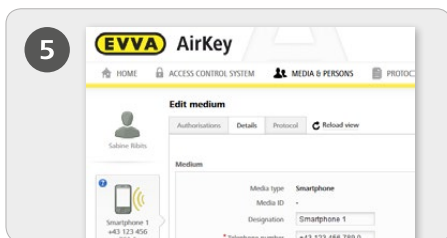
- Complete the fields in the form. Fields highlighted by \* are mandatory fields.
- Click **Save**.



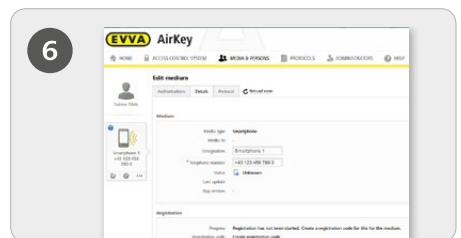
- On the **Home** page, select the **Smartphones** tile. Click the **Create medium** button.



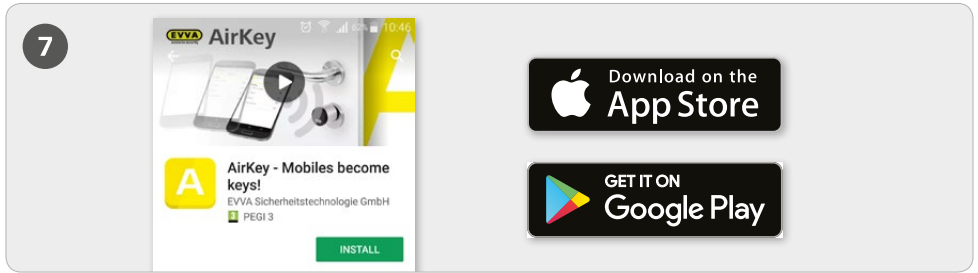
- Select **Smartphone** as the new medium and click **Continue**.
- Then enter the designation and telephone number of the smartphone.
- Click **Create medium**.



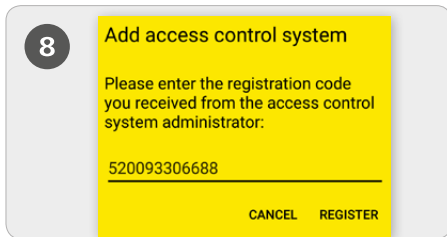
- Now you are in the details section of the smartphone you created.
- Click the + icon above the smartphone next to where it says „No person“.
- Select the desired person and click **Continue**.
- Click **Assign person** to complete the process.



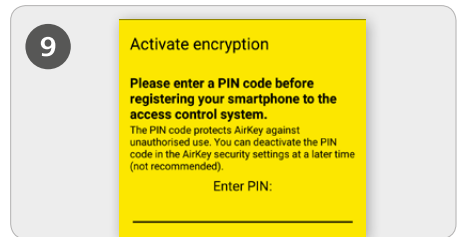
- Select **Edit medium** -> **Details**. In the „Registration“ block, click **Create registration code**. A new registration code including its validity date will be shown.



› Install the AirKey-App on your smartphone (available from the Google Play Store/Apple App Store)



› Initially, you must accept the disclaimer in the AirKey-App before being able to register the smartphone. Subsequently enter the recently created registration code.



› The requested PIN code is a security option that can also be skipped if you do not want to enter the code each time you unlock a locking component.

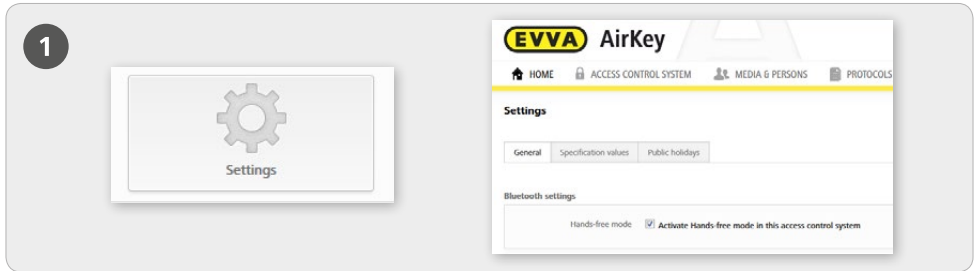
**Activating the special authorisation „Maintenance mode“ for this smartphone:**

*Maintenance mode can only be activated on smartphones that have already been assigned to a person. As a result of activation, the smartphone is authorised to lock and unlock locking components that are in factory state as well as adding or removing locking components and media within the locking system. Activation additionally allows updates of locking component firmware and media key ring versions.*

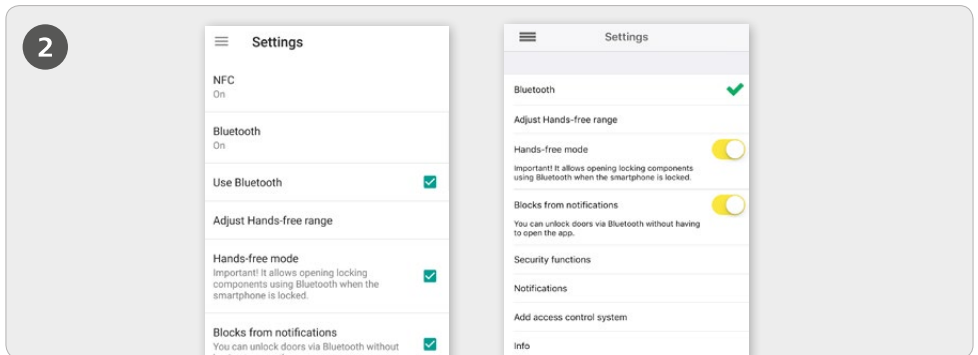


A detailed description of „Creating smartphones and registering using a registration code“ is available in our AirKey system manual in Section **4.8 Creating smartphones** and **4.9 Registering smartphone**. Refer to Section **4.14 Assigning authorisations** for information about „Assigning authorisations“.

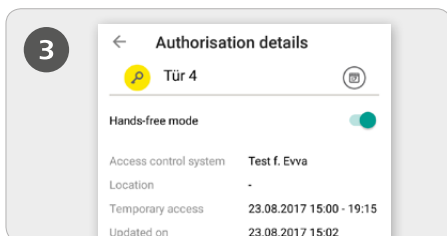
# Hands-free mode for Bluetooth locking components



➤ There is a hands-free mode for Bluetooth locking components. Initially activate this function in the AirKey online administration for the entire locking system. For this purpose, go to the **Home** page and select the **Settings** tile to subsequently activate Hands-free mode in the „General“ tab.



➤ Activate Hands-free mode in the main menu of the AirKey-App in the **Settings** menu.



➤ Hands-free mode is additionally activated for each AirKey component in the **Authorisations** menu item of the Authorisation details.

### Adjusting the hands-free range

› Select the „**Adjust hands-free range**“ function to open a sub-menu for cylinders and wall readers available in a locking system. Select the locking component type for which you would like to adjust the range or reset the range (for all locking components) here.

#### Cylinder range

- › In the cylinder sub-menu, the AirKey-App lists all active Bluetooth cylinders in range that have been woken up by having touched them.
- › Select the relevant cylinder and move away from it as far as required to activate the automatic smartphone identification.
- › Press **Save**.

#### Range for wall readers

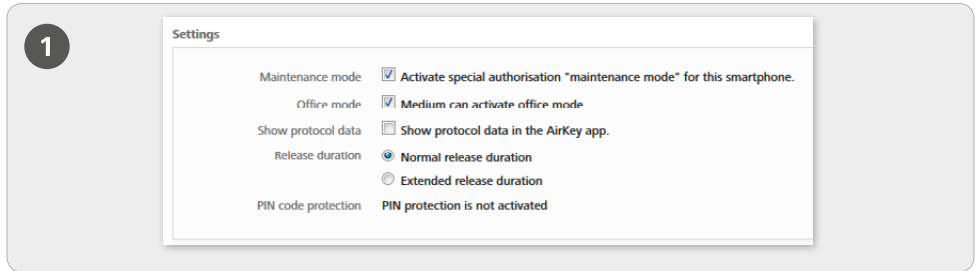
- › The AirKey-App shows all Bluetooth wall readers in range.
- › Select the relevant wall reader and move away from it as far as required to activate automatic smartphone identification.
- › Press **Save**.

**Note:** *The standard range is approximately 50 - 70cm, however it depends on the manufacturer and device. For reasons of safety, EVVA recommends to adjust the range to approximately 30 cm.*



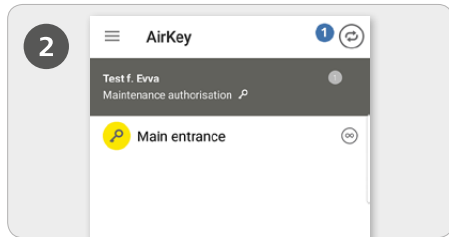
Refer to Section **6.8 Settings** of our AirKey system manual for a detailed description on the „Hands-free mode for Bluetooth locking components“ process.

# Adding locking components using the smartphone + location



- › Activate the special authorisation „maintenance mode“ on the **Home** page in the **Smartphones** tile.
- › Click on the desired smartphone in the overview list.
- › In the menu go to **Edit medium -> Details -> Settings** and tick the box for maintenance mode before clicking Save.

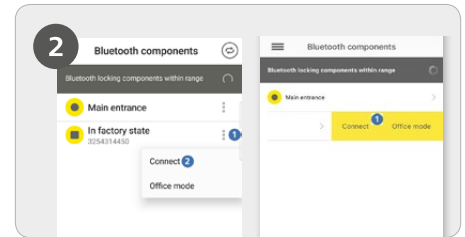
## Via NFC:



- › Start the AirKey-App and select the icon **Connect to component 1**. Hold the smartphone to the locking component in factory state.

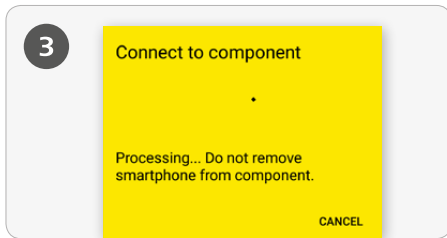
**IMPORTANT:** *The maintenance authorisation must have been activated for the smartphone!*

## Via Bluetooth:

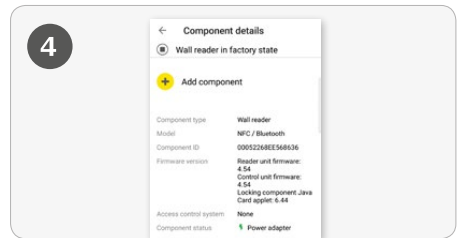


- › Touch cylinders in factory state to wake them up and make sure they are shown on the overview list of Bluetooth locking components in range.
- › **Android:** Click on the three dots next to the locking component in factory state **1**. Subsequently select **Connect 2**.
- › **iPhone:** Swipe the component in factory state to the left, a menu highlighted in yellow appears. Select **Connect 1**.

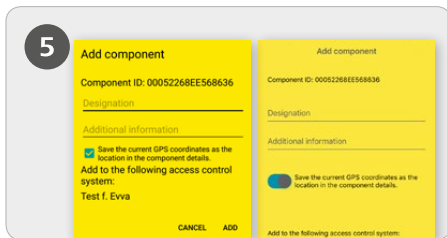
**IMPORTANT:** *The maintenance authorisation must have been activated for the smartphone!*



› The smartphone establishes a connection to the locking component. Do not go beyond the NFC or Bluetooth range between the locking component and the smartphone.



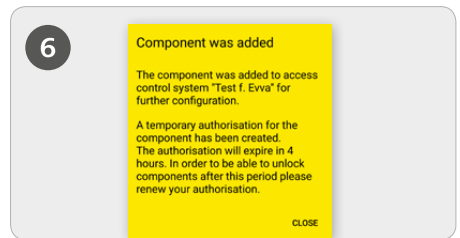
› Now you see the locking component's details. Tap **Add component**.



› Enter a unique designation for the locking component including additional information and tap **Add**.

› **The current GPS coordinates of the locking component are automatically determined. This is indicated by the tick in the turquoise tick box or the blue slider. This may take a few seconds.**

› Select the corresponding locking system if several locking systems are available.



› Using NFC once again hold the smartphone to the locking component in factory state or using Bluetooth do not leave the locking component's range to complete the process.





**TIP:** Hold the locking component to the NFC antenna of the smartphone.

## Determining the location

7

**Component details**

Main entrance  
Test f. Eva

Location  
48.1715079 16.3295453

Component type: Cylinder  
Model: NFC / Bluetooth  
Component ID: 000508E2C227AD98  
Firmware version: Thyris'fun firmware: 4.54  
Electronics module firmware: 4.54  
Locking component Java Card applet: 6.44

Access control system: Test f. Eva  
Component status:  

- Battery OK
- Time correct
- Time zone correct
- Blacklist up to date
- Areas up to date
- Release duration up to date
- Office mode settings up to date
- Firmware up to date

Door designation: Main entrance

**Authorisation details**

Main entrance

Hands-free mode:

Access control system: Test f. Eva  
Location: [48.1715079 16.3295453](#)  
Permanent access: unlimited  
Updated on: 17.07.2017 14:37  
Created on: 17.07.2017 14:37  
Component ID: 000508E2C227AD98

Unnamed location  
3.7 (133) - 2 min

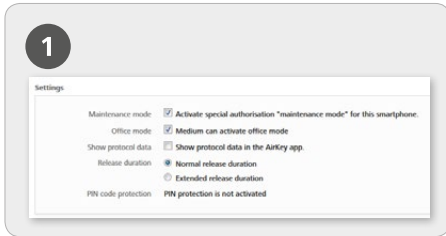
MORE INFO DIRECTIONS

➤ If you ticked the turquoise box or moved the blue slider towards the right when adding the locking component, the location data is shown in the component details as well as in the authorisation details of the locking component. The location data has been illustrated as a link in the authorisation details of the locking component. Click the link to be automatically forwarded to Navigation App.

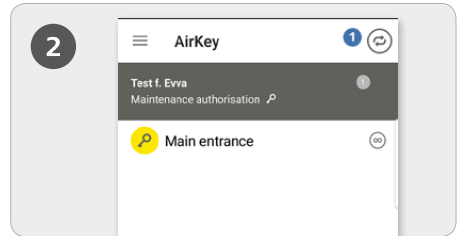
Please refer to our AirKey system manual in Section **4.11 Adding locking components** for a more detailed description on „Adding locking components using the smartphone + determining the location“.



# Adding cards, key tags and Combi keys using an Android smartphone

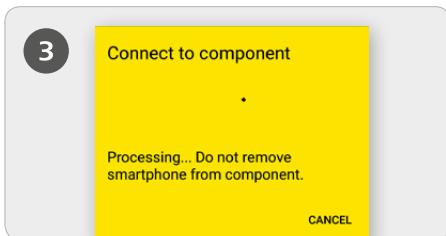


- › Activate the special authorisation „Maintenance mode“ on the **Home** page via the **Smartphones** tile.
- › Click the relevant smartphone in the overview list.
- › In the menu go to **Edit medium** -> **Details** -> **Settings** and tick the box for maintenance mode before clicking **Save**.

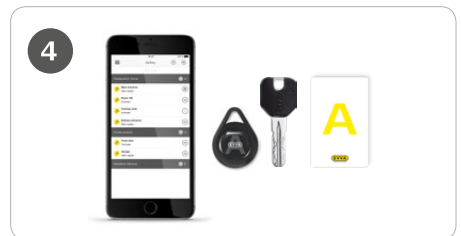


- › Start the AirKey-App and select the icon **Connect to component** 1.

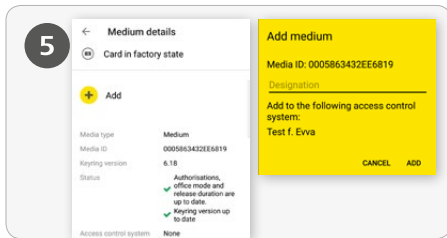
**IMPORTANT:** *The maintenance authorisation must have been activated for the smartphone!*



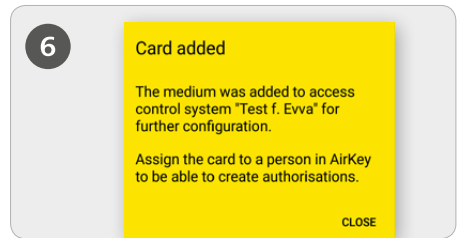
- › Hold the smartphone to an medium in factory state. The smartphone establishes a connection to the medium. Do not go beyond the NFC range of the connection between medium and smartphone.



**TIP:** *Hold the medium to the NFC antenna of the smartphone.*



- › Enter a unique designation for the locking component and tap **Add**.
- › Select the corresponding locking system if several are available.

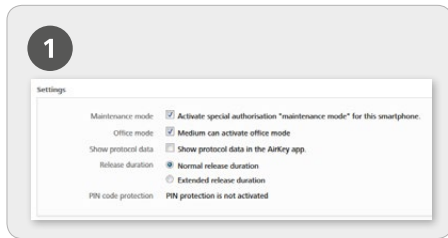


- › Now once again hold the smartphone to the medium in factory state to complete the process.

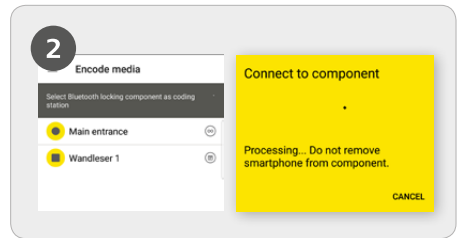
Refer to our AirKey system manual in Section **4.12 Adding cards, key tags and Combi keys** for a more detailed description on the „Adding cards, key tags and Combi keys using smartphones“ process.



# Adding cards, key tags and Combi keys using iPhones – encoding media

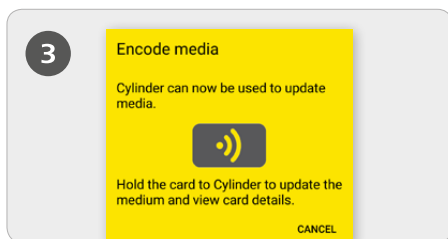


- › Activate the special authorisation „Maintenance mode“ on the **Home** page via the **Smartphones** tile.
- › Click the relevant iPhone in the overview list.
- › In the menu go to **Edit medium** -> **Details** -> **Settings** and tick the box for maintenance mode before clicking **Save**.

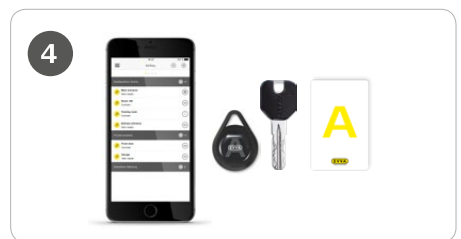


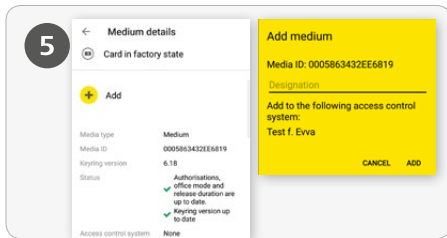
- › Start the AirKey-App and select the **Encode media** menu item from the main menu.
- › Select the Bluetooth locking component from the overview list you would like to use to update the medium with.
- › A connection to the medium will be established. Do not go beyond the range of the connection between locking component and medium.

**IMPORTANT:** *The maintenance authorisation must have been activated for the smartphone!*

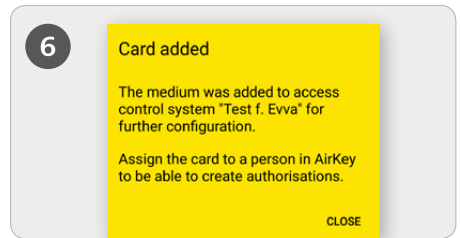


- › Hold the medium in factory state to the locking component to update the medium.





- › Tap **Add** in the media details.  
Enter a unique designation for the locking component and tap **Add**.  
Select the corresponding locking system if several locking systems are available.

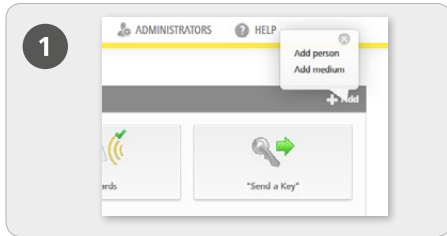


- › Once again hold the medium in factory state to the locking component to complete the process.

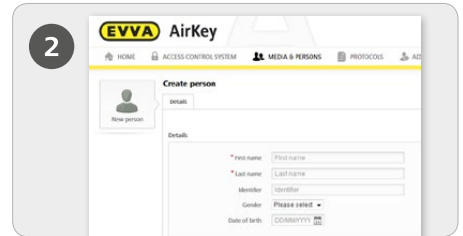
Refer to our AirKey system manual in Section **6.6 Encoding media** for a more detailed description of the „Adding cards, key tags and Combi keys using iPhones – encoding media“ process.



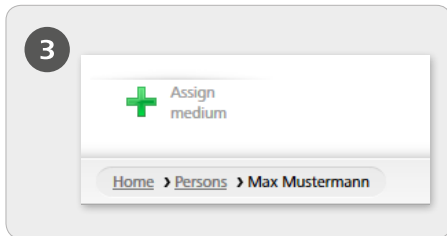
# Creating persons/assigning media to persons



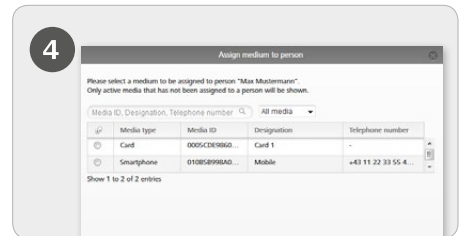
➤ On the **Home** page, in the grey bar of the **Media and persons** block, select **Add** -> **Person**.



➤ Complete the fields in the form. Fields highlighted by \* are mandatory fields.  
➤ Click **Save**.



➤ Now click the **Assign medium** button (below the person icon).

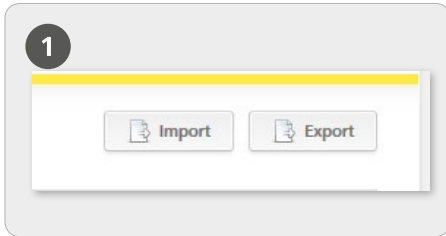


➤ Select a medium you would like to assign to the person from the overview list. Only media that have not been assigned to persons yet are listed.  
➤ Click **Continue**.  
➤ Then click **Assign medium**. The medium has been successfully assigned to the selected person.

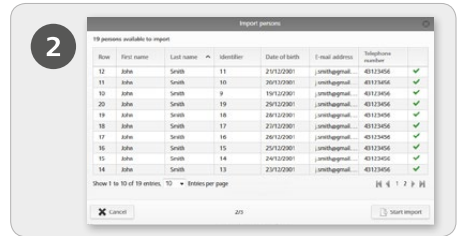


Refer to our AirKey system manual in Section **4.7 Creating persons** for a more detailed description of the „Creating persons/assigning media to persons“ process.

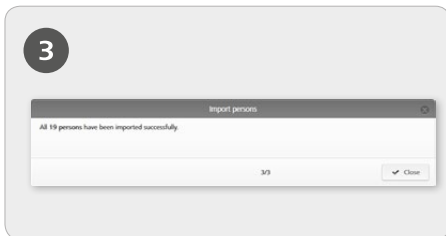
# Importing persons



- › You can also create persons in AirKey via external files. For this purpose, you require a CSV file to import them into the system.
- › For this purpose, go to the **Home** page, select the **Persons** tile and click **Import** in the top right.



- › Click **Select file**.  
Select the corresponding CSV file you would like to import.  
You are provided with an overview of the persons to import.
- › Click **Start import**.



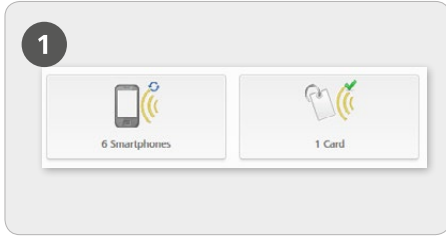
- › The system indicates in a message how many persons have been imported.  
Click **Close**.  
The AirKey online administration automatically forwards you to the overview list of persons.

**IMPORTANT:** The CSV file must be formatted as follows to guarantee successful imports with person lists. If you change the column sequence in the CSV file, the personal data is imported to incorrect fields in the AirKey online administration. Imports are not possible if you delete the first row with headings from the CSV file.

Refer to our AirKey system manual in Section **4.7.1 Importing personal data** for a more detailed description of the „Importing persons“ process.



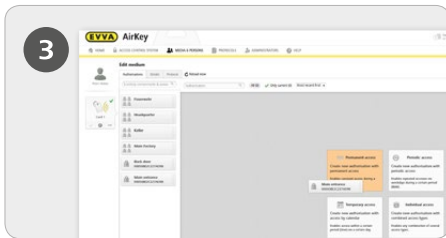
# Assigning authorisations



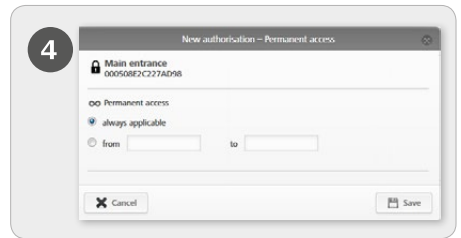
- › On the **Home** page, select the **Smartphones** or **Cards** tile.
- › Select the desired medium from the overview list.



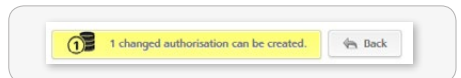
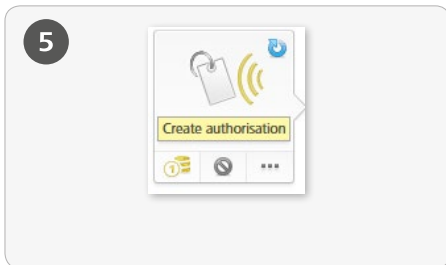
- › If the medium has been assigned to a person, an overview of authorisations for this medium appears.



- › Drag and drop the button with the selected door/area into the centre. The potential access types are displayed only after having dragged and dropped the selected door/area into the centre.



- › Click **Save** once you have configured all settings for the required access.



After having created access authorisations for a medium, you must complete the process with **Create authorisation** and update the corresponding medium.

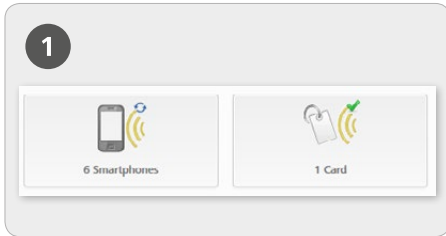
**IMPORTANT:** One KeyCredit is required to create the desired access authorisation!



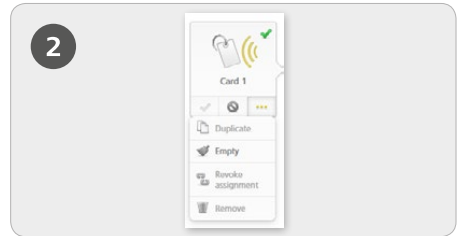
Refer to our AirKey system manual in Section **4.14 Assigning authorisations** for a more detailed description of the „Assigning authorisations“ process.



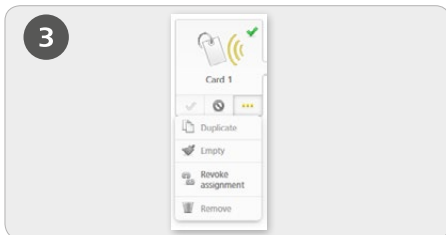
# Removing a medium



- To completely remove a medium from a locking system it has to be emptied, the assignments to persons has to be revoked and then the medium has to be removed.
- On the **Home** page, select the **Smartphones** or **Cards** tile.

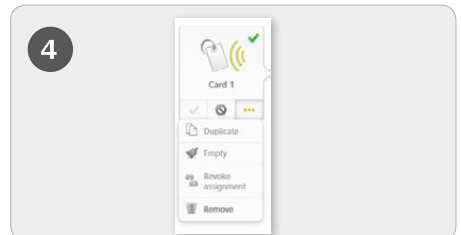


- Select the desired medium you would like to empty from the overview list.
- Click **More... -> Empty**



- Click **Empty medium** to accept the safety query and update the corresponding medium using a smartphone or coding station to complete the process.
- Now click **More... -> Revoke assignment**. Confirm the safety query with **Cancel assignment**.

**IMPORTANT:** Deactivate the special authorisation for „maintenance mode“ on smartphones to be able to cancel assignments.

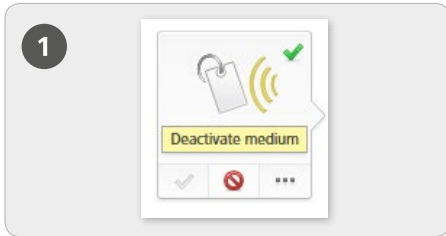


- Select **More... -> Remove** to irrevocably delete the medium from the locking system.
- Click **Remove medium** to confirm the safety query.

**IMPORTANT:** In a final step the medium must then be updated using a smartphone with maintenance mode or a coding station.

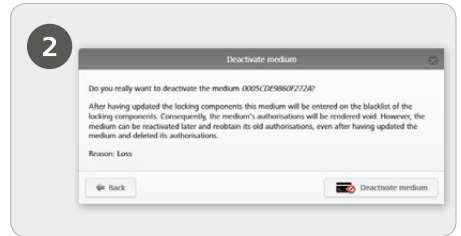


# Deactivating/reactivating media



## Deactivating

- › On the **Home** page, select the **Smartphones** or **Cards** tile. Select the desired medium from the overview list.
- › Click **Deactivate medium**.



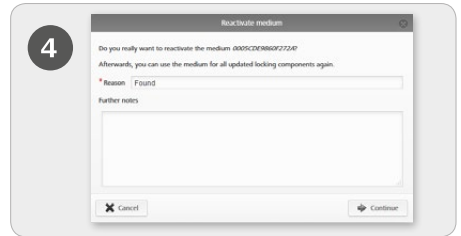
- › Enter a reason for deactivation. Select „Other“ button to open the input field with a limit of 50 characters. If necessary, enter additional information (at maximum 500 characters) in the „Further notes“ input field.
- › Click **Continue**.
- › Click **Deactivate medium** to confirm the safety query.

**IMPORTANT:** *Update the locking components for which the medium had been authorised. The maintenance task for the blacklist will consequently disappear from the list and deactivated media are no longer authorised to unlock the locking components.*



### Reactivation

- You can reactivate a deactivated medium (highlighted by the red circle icon on the left of the medium), for instance if you have been able to relocate media.
- On the **Home** page, select the **Smartphones** or **Cards** tile.
- Select the desired medium from the overview list.
- Click **Reactivate medium** below the media icon.



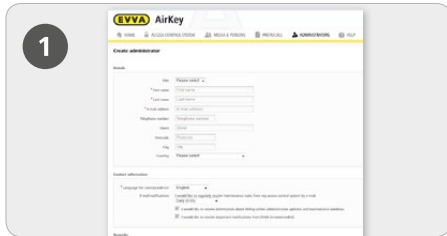
- Enter the reason for reactivation (at maximum 50 characters) and click **Continue**.
- Click **Reactivate medium** to confirm the safety query.

**IMPORTANT:** Update the locking components that have been assigned maintenance tasks for the blacklist as a result of reactivation. The medium will only unlock all authorised locking components once all affected locking components have been updated. One KeyCredit is deducted to reactivate authorisations. KeyCredits are required.

Refer to our AirKey system manual in Section **5.6.17 Deactivating media** and **5.6.19 Reactivating media** for a more detailed description of the „Deactivating/reactivating media“ process.



# Multi-administration and Sharing locking components

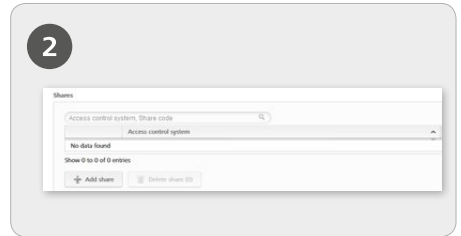


› Administrators have comprehensive rights to manage the entire AirKey locking system. Administrators can only be created by other administrators.

› In the main menu, select **Administrators** -> **Create administrator**.

› Complete the fields in the form. Fields highlighted by \* are mandatory fields.

› Click **Save**.



## Working with several AirKey locking systems:

› You can share locking components within your locking system with other locking systems (clients). You can then also assign authorisations for these locking components in other locking systems.

› On the **Home** page, select the **Cylinders** or **Wall readers** tile.

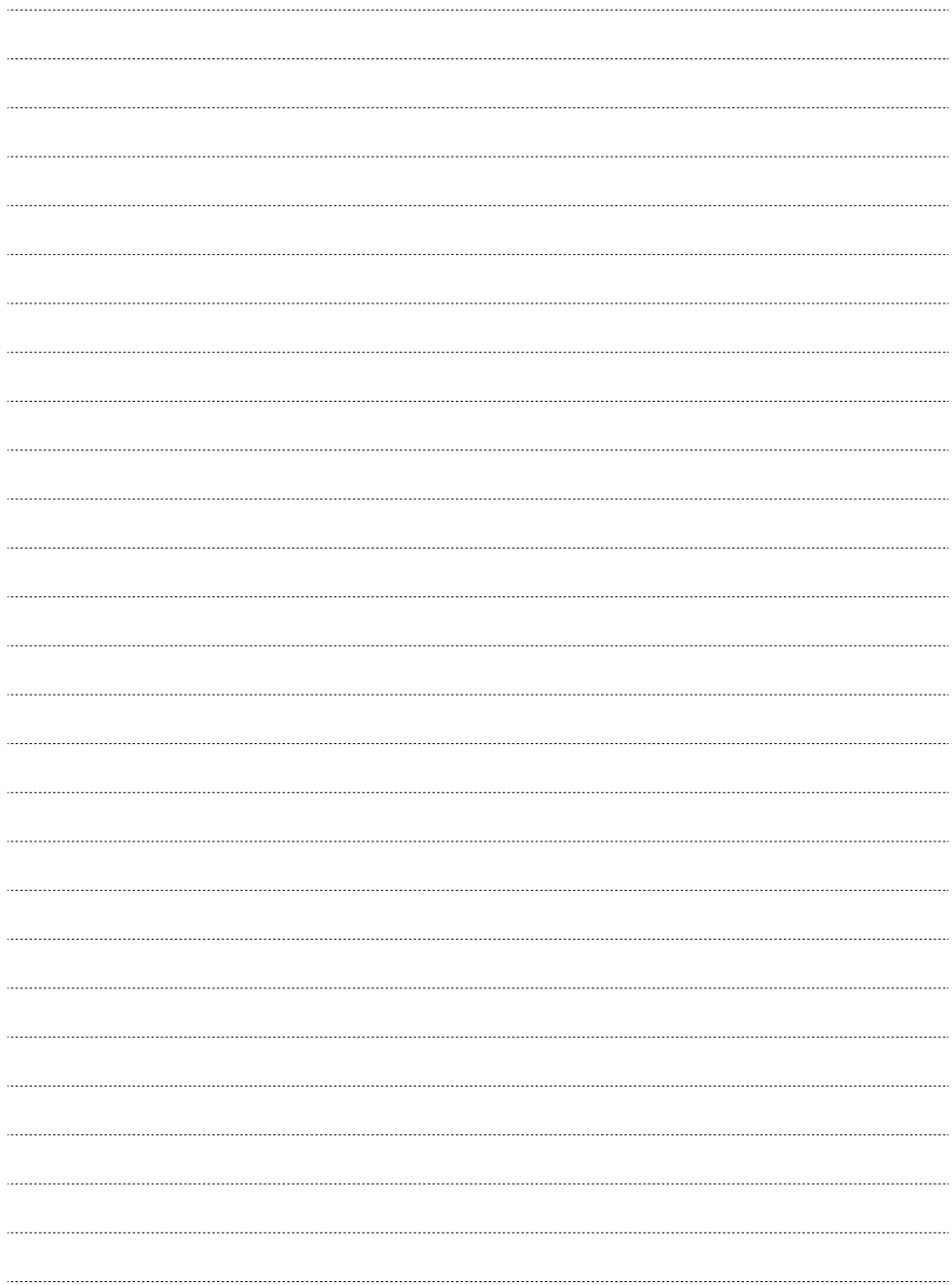
› Click the door designation of a locking component you would like to share.

› Click **Add share**.



Refer to our AirKey system manual in Section **10 Working with several AirKey locking systems** for more detailed information on the „Multi-administrators and sharing locking components“ process.







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