





# Creating smartphones and registering them using "Send a Key"



On the Home page, select the "Send a Key" tile.

		6
create a new person with s	martphone.	
• First name	Firstname	
* Last name	Lastname	
Identifier	Identifier	
* Telephone number	Telephone number	
Language for correspondence	English +	
If you have not yet register input telephone number by them as part of the next st	ed the smartphone, the registration code is autom (SMS message. You can assign authorisations and ep.	atically sent to the immediately send
de Back		

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



> 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.



> 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**.



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

	Activate encryption	
6	Please enter a PIN code before registering your smartphone to the access control system. The PIN code protest Airking yapants the PIN code in the Airking security developed a later time for recommended.	
	Enter PIN:	
	DIN converter SKIP CONFIRM	

> 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*.



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



> 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.

2	EVV	AirKey				
9	🛧 номе	ACCESS CONTROL SYSTEM	11	MEDIA & PERSONS	PROTOCOLS	20 AD
		Create person				
	-	Details				
	New person					
		Details				
		*Re	t name	Firstname		
		*La	t name	Lastname		
		N	entifier	Identifier		
			Gender	Please select •		
			d birth	DDAMAYYY 📆		

Complete the fields in the form.

Fields highlighted by \* are mandatory fields.

> Click *Save*.

	Create new medi	um
Media type Smartp	hone	
Designation		
Designation		
* Telephone number		
+43 664 123		
de Back	2/2	Create medium

### > Select *Smartphone* as the new medium and click *Continue*.

> Then enter the designation and telephone number of the smartphone.

> Click Create medium.

5	ACCESSION THE MERKER HORSES TO ADMINISTROPS	HEP
1	Edit rendum Antonium Back Instant Chinatree	
	And: type MonPythem Section 20 * Completion at 1 * Completion at 20 * Completion a	
	Regulation	
	Program Registration has not been started. Grade a registration code for the first the mode requirement of the Crade registration cade	-

> 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

		★ HOME ← ACCESS CONTROL SYSTEM ▲ MEDIA & PERSONS ■ PROTOCOLS
	32	Settings
Setti	ngs	General Specification values Public holidays
		Bluetooth settings
		Hands-free mode II Activate Hands-free mode in this access control system

> 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.

2 = Settings		=	Settings	_
NFC On		Bluetooth		~
Bluetooth		Adjust Hands-free	e range	
On.		Hands-free mode	and the second se	
Use Bluetooth		Important! It allows a using Bluetooth whe	opening locking components on the smartphone is locked.	
Adjust Hands-free range		Blocks from notifi		O
Adjust Hards-free lange	- 10	You can unlock door to open the app.	rs via Bluetooth without having	
Hands-free mode Important! It allows opening locking	_	Security functions	5	
components using Bluetooth when the smartphone is locked.		Notifications		_
	- 10	Add access contro	ol system	
Blocks from notifications You can unlock doors via Bluetooth without brains to come the and		Info		

> 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

Maintenance mode	Activate special authorisation "maintenance mode" for this smartphone.
Office mode	Medium can activate office mode
Show protocol data	Show protocol data in the AirKey app.
Release duration	Normal release duration
	Extended release duration
PIN code protection	PIN protection is not activated

> 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**.

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<sup>1</sup>. Subsequently select Connect<sup>2</sup>.

> **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.

Add component	Add component
Component ID: 00052268EE568636	Component ID: 00052268EE568836
Designation	Designation
Additional information	
Seve the current GPS coordinates as the location in the component details. Add to the following access control system: Test f. Evva	Additional information

> 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.

4	Componen     Wall reader in		
	+ Add compon	ent	
	Component type	Wall reader	
	Model	NFC / Bluetooth	
	Component ID	00052268EE568636	
	Firmware version	Reader unit firmware: 4.54 Control unit firmware: 4.54 Locking component Java Card applet: 6.44	
	Access control system	None	
	Component status	Power adapter	

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



> 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**



> 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*.



> 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.



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

**IMPORTANT:** The maintenance authorisation must have been activated for the 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).

Process strets / median to be surginged to grown "Mach Machimane", Only active median that not for som surginger to a periorial affect and to show.           (Ideals D, Deschafter, Trieghtons number Q.)         All media         ■ <u>Ø</u> Molia toge         Molia Stret         ■ <u>Ø</u> <u>Ø</u>
Media ID, Designation, Telephone number         All media           Image: Im
😥 Media type Media 10 Designation Telephone number
Card 0005CDE9860 Card 1 -
Smartphone 010858998A0 Mobile +43 11 22 33 55 4.

> 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.

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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.

19 pero	ons available to in	уни					
Row	First name	List name	dettler	Date of birth	(-mail address	Talaphone	
12	John .	Snith	11	21/12/2001	j.smith.grgmail.	48123456	~
11	John	Smith	10	20/13/2001	junithograal	43123456	~
10	John	Smith	9	19/12/2001	snithgenal	43123456	*
20	John	Smith	19	29/12/2001	j.smith.opmail	40123456	~
19	Auton	Smith	18	26/12/2001	(snithgenal)	40123456	~
18	John	Snith	17	22/12/2001	j.snithagnal	48123456	~
17	John	Smith	16	26/12/2001	jsmithergrad.	45125456	~
16	John	Smith	15	25/12/2001	isnitheenal.	43123456	~
15	John	Smith	14	24/12/2001	j.smith.genal.	40122456	~
14	John	Smith	13	23/12/2001	snithgenal	43123456	~
Show 1		, 10 • Entries per	pige 2/5			H 4 1	

#### 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.

## Assigning authorisations



> On the *Home* page, select the *Smartphones* or *Cards* tile.

> Select the desired medium from the overview list.



> 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.



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

New	authorisation – Permanent ac	
Main entrance 000508E2C227AD98		
00 Permanent access		
always applicable     from	to	
X Cancel		E Save

> 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.

2	<u>()</u>
•	Card 1
	< 0 ···
	Duplicate
	🛫 Empty
	Revoko assignment
	W Remove

> Select the desired medium you would like to empty from the overview list.

> Click *More... -> Empty* 

3	C ((*
	Card 1
	· · · ·
	Duplicate
	😻 Empty
	ep Revoke assignment
	W Remove

> 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.

4	C)((*	
•	Card 1	
	<ul> <li></li> <li><td></td></li></ul>	
	Duplicate	
	💞 Empty	
	es Revoke seignment	
	W Remove	

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.

	Reactivate medium
Do you re	ally want to reactivate the medium 0005CDE9860/272/P
Afterward	ds, you can use the medium for all updated locking components again.
* Reason	Found
Further ne	
Xo	norl 🖉 Continu

> 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.

2		
Shares		
Access	a control system, Share code 🔍 🥄	
	Access control system	
No da	la found	
Show 01	to 0 of 0 entries	
100010	dd share Delete share (0)	

#### 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.

#### AirKey system overview:

http://www.evva.at/products/electronic-locking-systems-access-control/airkey/systemoverview/en/

#### AirKey online management:

http://airkey.evva.com

#### AirKey software tutorial:

http://video.evva.com/tutorials/airkey/software/de/

#### Assembly manuals, data sheets and important information for use:

http://www.evva.at/products/electronic-locking-systems-access-control/airkey/ assembly-instructions-datasheets/en/




www.evva.com