





### AirKey registration



> To register, go to <u>https://airkey.ewa.</u> <u>com</u> and click on the *AirKey registration* button.

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Registering to AirKey	
Please 18 at least the marked liable are	of register to Active Then you will receive a confirmation e-mail with your user ID and a registration link.
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> Complete the fields in the form. Fields highlighted by \* are mandatory fields. Please remember to enter the captcha text in the corresponding field and tick the boxes for the General Terms and Conditions of Business (GTB) and end user licence agreement (EULA).

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> You will receive a confirmation email to complete the AirKey registration process. It includes the following information:

- the link to set the password
- the customer number
- the user name

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User ID.	User ID		
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	Login		Password Register

> After setting the password, you can log in at <u>https://airkey.evva.com</u> with your user ID from the e-mail and the password you have chosen.

A more detailed description of this procedure can be found in our AirKey system manual in Chapter 4.2 AirKey online administration registration.

## Top up credit



> Select *Home* in the start screen and then the *Top up credit* tile.

For this purpose, a KeyCredit card is required featuring a scratch field on the rear that conceals a credit code.

2	
,	Add credit

> Click the **Top up credit** button.

	Add credit 0
Enter a credit	zode to add days or KeyCredits to your credit:
	· · · · · ·

> Enter the credit code printed on the KeyCredit card (not case-sensitive).

> Click the **Top up credit** button. The system will confirm having correctly topped up your credit if the credit code was correct.

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



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

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	* First name	First same	
	*Last warne	Last same	
	Rdentafker	Identifier	
	* Telephone number	Telephone number	
	Language for correspondence	Endish •	
	If you have not yet register input telephone number by them as part of the next st	nd the smarphone, the registration ox SMS message. You can assign authoris tp.	te is automatically sent to the ations and immediately send

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



If the AirKey app is already installed, clicking on the link will automatically complete the registration. If the AirKey app has not yet been installed, you will be directed via the link to download the AirKey app. In this case, the procedure differs between Android and iPhone as follows:



> Search for persons or smartphones already created using the search field, If you know that the person and smartphone have not yet been created, select **Create new**.



> A text message is sent to the target person containing a link to register for an AirKey system.

Android: The registration is performed automatically after installing and opening the AirKey app. **iPhone:** After installing and opening the AirKey app, a prompt requests that the user enters a phone number. Enter your telephone number and confirm with *Register*. You will receive another SMS. Remain in the AirKey app and enter the eight-digit registration code that appears above the keyboard. Confirm with *Register* to complete the registration.

A more detailed description of this procedure can be found in our AirKey system manual in Chapter 4.9.1 Function "Send a Key"

## Add locking components with the smartphone



> Cylinders in the as-delivered condition must be activated by manual touch, thus they are included in the overview list of within range Bluetooth locking components.

#### > Android:

Click on the three dots next to the locking component in factory state **1**. Subsequently select Connect **2**.

> iPhone: When a component is in the as-delivered condition, swipe it to the left and select Connect 1.

The maintenance authorisation must
be activated for the smartphone!



> Now you see the details of the locking components. Tap *Add component*.



> The smartphone establishes a connection to the locking component. The locking component and the smartphone must always stay within the NFC or Bluetooth connection range.



> Enter a unique designation for the locking component including any 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 checkbox or the blue slider. This may take a few seconds.

> If several locking systems are available, select the corresponding locking system.



> A connection to the locking component is automatically established via Bluetooth and the process is completed. If the cylinder no longer flashes blue, it must be reactivated again by touching it.

#### **Determining the location**

Componer	nt details (III)	← Authorisati	on details	
Main entrance Test f. Evva	•	P Main entra	noe (w)	
Q Location 48.1715079 1	6.3295453	Hands-free mode		and a contract to any other
Component type	Cylinder	Access control system	Test f. Evva	and the second sec
Model	NFC / Bluetooth	Location	48.1715079.16.3295453	
Component ID-	000508E2C227AD98	Permanent access	unimited	- And
Firmware version	Thumb turn femware: 4.54 Electronics module firmware: 4.54 Locking component Java Card applet: 5.44	Created on Component ID	17.07.2017 14.37 000508E2C227AD98	
Access control system	Test f. Diva			Google
Component status	Battery OK Time context Time context Time context Time context Stackst up to date Areas up to date Pelease dustion up to date Office mode settings up to date Firmware up to date			Unnamed location 17 **** (12) * \$ 2mm 0 MORE INFO MORE INFO
Door designation	Main entrance			

> If the tick in the turquoise checkbox or the blue slider was activated when the locking component was added, the location data is displayed both in the component details and in the authorisation details of the locking component.

The location data is displayed as a link in the authorisation details of the locking component. If the link is tapped, the user is automatically redirected to an installed map service such as Google Maps or Apple Maps.

> Activate the special authorisation "Maintenance mode" for this smartphone:

The maintenance authorisation can only be activated for smartphones that are already assigned to a person. This gives the smartphone the authorisation to block locking components that are in the as-delivered condition; furthermore locking components and locking system media can also be added or removed from a locking system. Activation additionally allows updates of locking component firmware and media key ring versions.

igs	
Maintenance authorisation	☑ This smartphone can be used to perform additional maintenance operations on AirKey components
Office mode	Medium can activate the manual office mode
Show event log data	Show event log data in AirKey app
Release duration	Normal release duration
	O Extended release duration
PIN code of the AirKey app	No PIN code set
Update after each access	Activated (the AirKev app data on the smartphone is updated after each access)

> The special authorisation "Maintenance mode" is activated on the *Home* page via the *Smartphones* tile.

> Click the desired smartphone in the overview list.

> On the **Details** tab, in the **Settings**section, select the checkbox for maintenance authorisation and then click Save.

Eine detailliertere Beschreibung zu diesem Vorgang finden Sie in unserem AirKey-Systemhandbuch im **Kapitel 4.11 Schließkomponente hinzufügen**.

# Add cards key rings, combination keys and bracelets - encode media



> 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 locking component will be established. Cylinders must be woken up in advance by touching them.

The maintenance authorisation must be activated for the smartphone!

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> Tap **Add** in the media details.

Enter a unique designation for the medium and tap *Add*.

If several locking systems are available, select the corresponding locking system.



> Hold the as-delivered medium against the locking component to update the medium.



> Once again hold the as-delivered medium to the locking component to complete the process.

A more detailed description of this process can be found in our AirKey system manual **in Chapter 4.12 Add Cards, Key rings and Combination key**.

### Creating persons / Assign a medium to a person



> In the grey bar on the *Home* screen, select the *Add Media & Persons* block and select *Add -> Create new 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).

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Only a	ctive media that has	not been assigned to a	person will be shown.	
Hed	a ID. Designation, 1	Terephone number	Al media +	
4	Media type	Media ID	Designation	Telephone number
0	Card	0005(DE9860	Card 1	
0	Smartphone	010858999640	Mobile	+40 11 22 30 55 4
show	1 to 2 of 2 entries	ordeservouvo	Moble	+0 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.

A more detailed description of this procedure can be found in our AirKey system manual in Chapter 4.7 Creating a person and in Chapter 5.6.5 Assigning medium to a person. A more detailed description of this procedure can be found in our AirKey system manual in Chapter 4.7.1 Importing personal data.

## Assign authorisations



> On the *Home* screen, 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 available access types do not appear until you move your selection to the centre area.



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

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	to

> Click **Save** once you have configured all authorisations for the required access area.



A more detailed description of this process can be found in our AirKey **system manual in Chapter 4.14 Assigning authorisations**.

## Hands-free mode for Bluetooth locking components

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	General Dchult wires Public holdwys
A A A	Startineth settings of the AikEry app
Settings	Access from the lock screen.
	If the option is not actuated, the smartphone exist be unlactual before such access.
	Settings

> There is a hands-free mode for Bluetooth locking components. This is a convenience function in which the locking component no longer has to be selected in the app. The administrator can configure the function so that access can be granted even when the smartphone display lock is activated. For this purpose, go to the *Home* page, select the tile *Settings* and then activate the "Access from locked screen" function in the "General" tab.





> Hands-free mode must also be activated in the *Authorisations*.

**Function:** The cylinder emits a Bluetooth signal when touched. With wall readers, this process is carried out automatically, without touching. If an AirKey app within the locking range receives this Bluetooth signal, the locking process is started.

A more detailed description of this procedure can be found in our AirKey system manual in **Chapter 6.9 AirKey app settings** and briefly in **Chapter 6.16 Excursus: Hands-free at a glance**.

## Deactivate medium - if lost



#### Deactivating

> Select the tile *Smartphones* or *Cards* on the Home screen.

> Select the desired medium from the overview list.

> Click **Deactivate medium**.



> Enter a reason for the deactivation. The reason "Loss", "Defect" or "Other" can be selected. Click Continue. Click Deactivate medium to confirm the security prompt.

> Click *Continue*.

> Click **Deactivate medium** to confirm the security prompt.

(!)

Update the locking components for which the medium was authorised. Thus the maintenance task associated with the blacklist is removed from the list and the deactivated media can no longer block these locking components.

A more detailed description of this procedure can be found in our AirKey system manual in Chapter 5.6.17 Medium deactivation and in Chapter 5.6.19 Medium reactivation.

#### AirKey system overview

https://www.evva.com/de/airkey/website/

### AirKey online administration

http://airkey.evva.com

<u>AirKey system manual</u> <u>https://www.evva.com/de/airkey/systemmanual/</u>

### AirKey software tutorial

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

#### Assembly instructions, data sheets and user information:

https://www.evva.com/de/downloads



www.evva.com