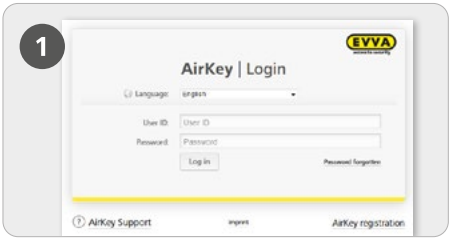
EVVA
access to security

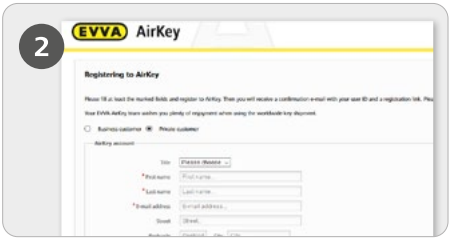
AirKey

Instruction manual

AirKey registration



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



› 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).

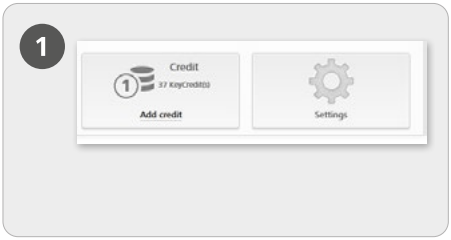
› You will receive a confirmation email to complete the AirKey registration process. It includes the following information:

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

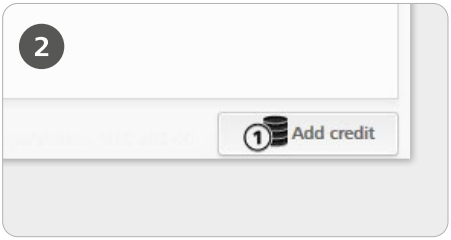
› After setting the password, you can log in at https://airkey.evva.com with your user ID from the e-mail and the password you have chosen.

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

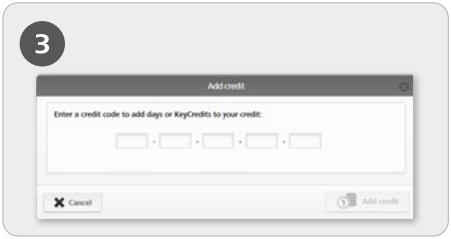
Top up credit



› 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.



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



› 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.

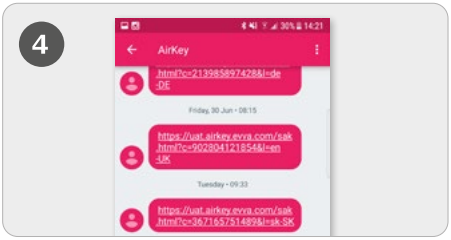
A more detailed description of this procedure can be found in our AirKey system manual in **Chapter 4.6 Assigning authorisations**.

Creating smartphones and registering them using „Send a Key“

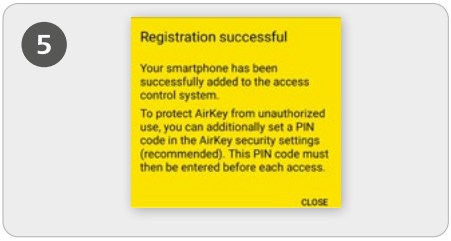
› On the **Home** screen, select the ***„Send a Key“*** tile.

› 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***.

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



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

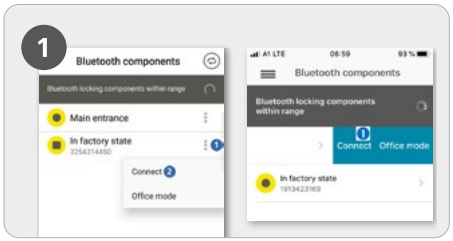


› If the AirKey app is already installed, clicking on the link will automatically complete the registration. If the AirKey app has not yet been installed, you will be directed via the link to download the AirKey app. In this case, the procedure differs between Android and iPhone as follows:

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

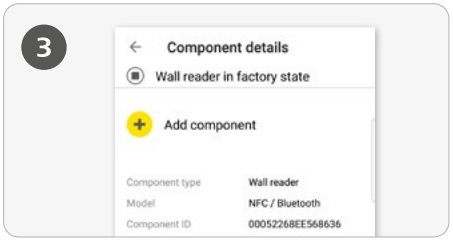


› Cylinders in the as-delivered condition must be activated by manual touch, thus they are included in the overview list of within range Bluetooth locking components.

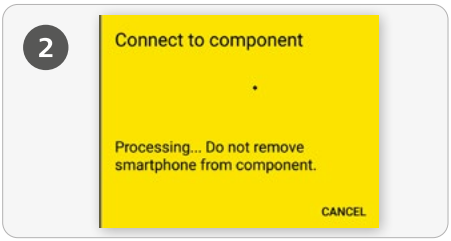
› **Android:**
Click on the three dots next to the locking component in factory state ❶.
Subsequently select Connect ❷.

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

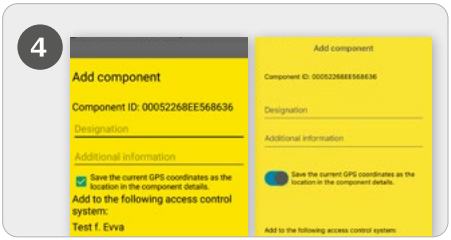
The maintenance authorisation must be activated for the smartphone!



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



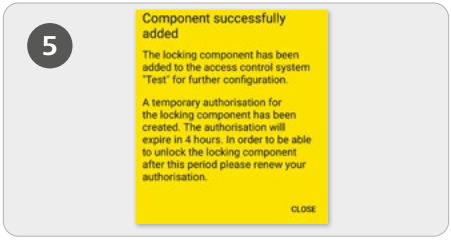
› The smartphone establishes a connection to the locking component. The locking component and the smartphone must always stay within the NFC or Bluetooth connection range.



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

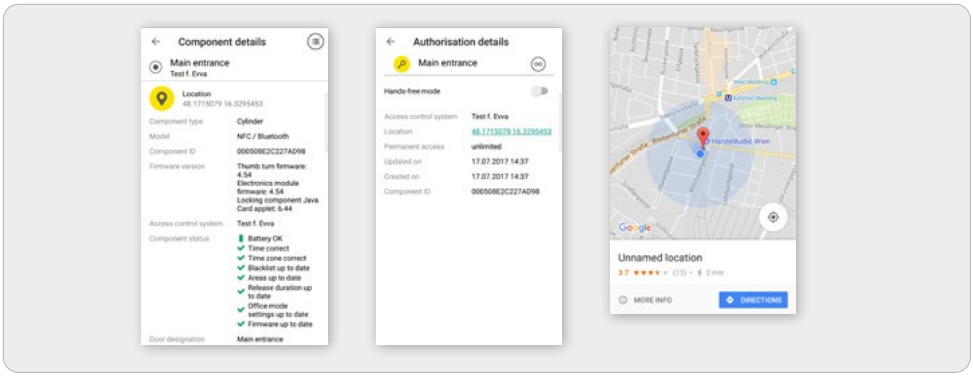
› ***The current GPS coordinates of the locking component are automatically determined. This is indicated by the tick in the turquoise checkbox or the blue slider. This may take a few seconds.***

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



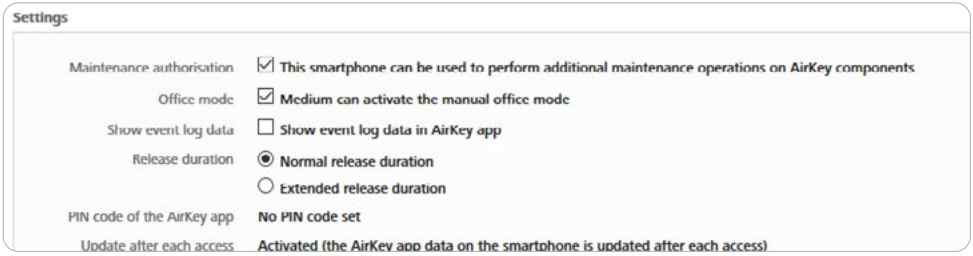
› A connection to the locking component is automatically established via Bluetooth and the process is completed. If the cylinder no longer flashes blue, it must be reactivated again by touching it.

Determining the location



› 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.

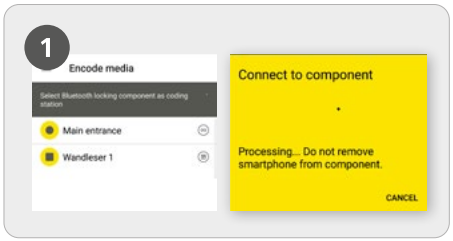
› Activate the special authorisation „Maintenance mode“ for this smartphone:
The maintenance authorisation can only be activated for smartphones that are already assigned to a person. This gives the smartphone the authorisation to block locking components that are in the as-delivered condition; furthermore 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.



› 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.

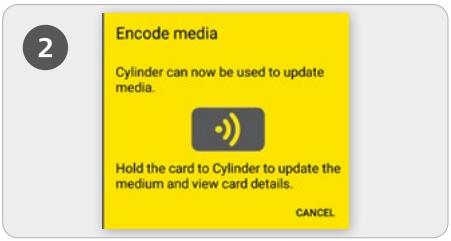
Eine detailliertere Beschreibung zu diesem Vorgang finden Sie in unserem AirKey-Systemhandbuch im **Kapitel 4.11 Schließkomponente hinzufügen**.

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

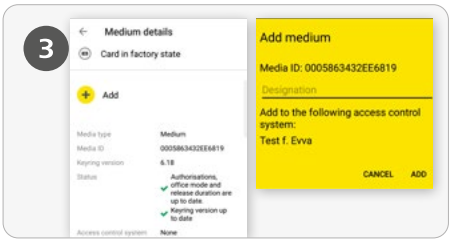


› Start the AirKey app and select the ***Encode media*** menu item from the main menu.
› Select the Bluetooth locking component from the overview list you would like to use to update the medium with.
› A connection to the locking component will be established. Cylinders must be woken up in advance by touching them.

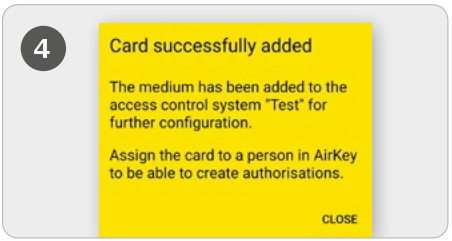
The maintenance authorisation must be activated for the smartphone!



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



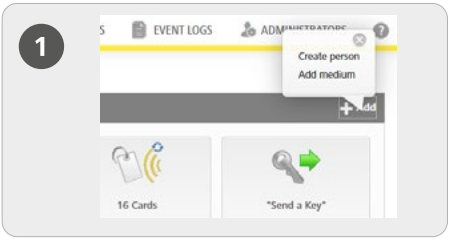
› Tap ***Add*** in the media details.
Enter a unique designation for the medium and tap ***Add***.
If several locking systems are available, select the corresponding locking system.



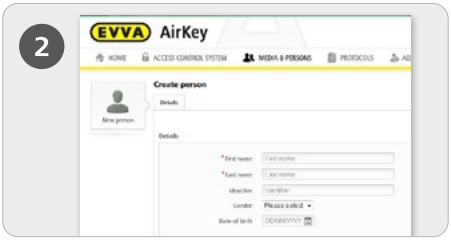
› Once again hold the as-delivered medium to the locking component to complete the process.

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**.

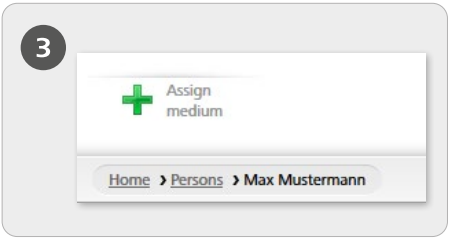
Creating persons / Assign a medium to a person



› 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***.



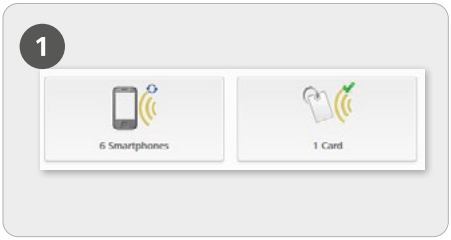
› Now click the ***Assign medium*** button (below the person icon).

› 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.

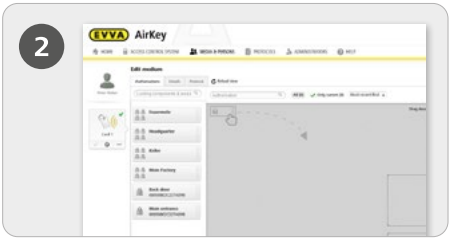
› Click ***Continue***.
› Then click ***Assign medium***.
The medium has been successfully assigned to the selected person.

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**.

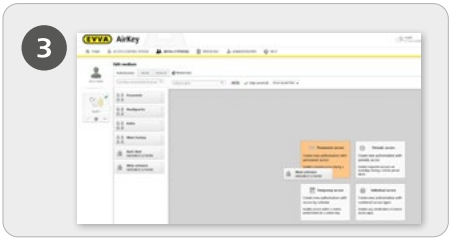
Assign authorisations



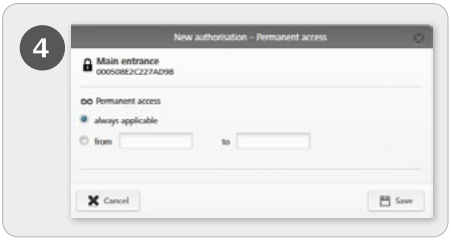
› On the ***Home*** screen, select the ***Smartphones*** or ***Cards*** tile.
› Select the desired medium from the overview list.



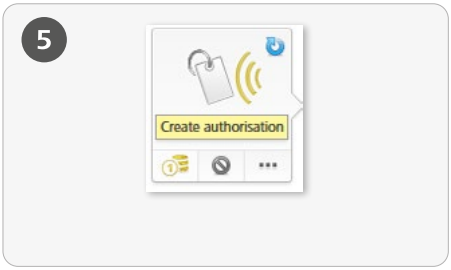
› If the medium has been assigned to a person, an overview of authorisations for this medium appears.



› Drag and drop the button with the selected door/area into the centre. The available access types do not appear until you move your selection to the centre area.



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

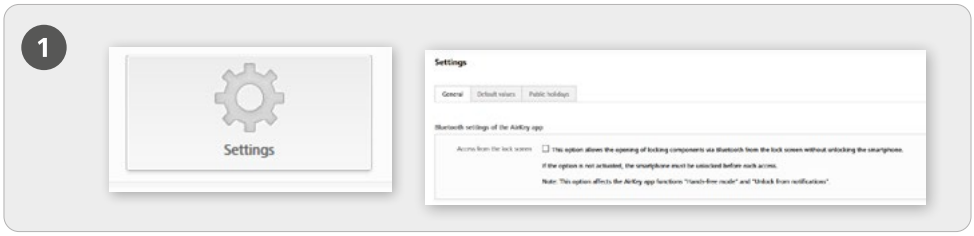


› After having created the access authorisations for a medium, you must complete the process with ***Create authorisation*** and update the corresponding medium.

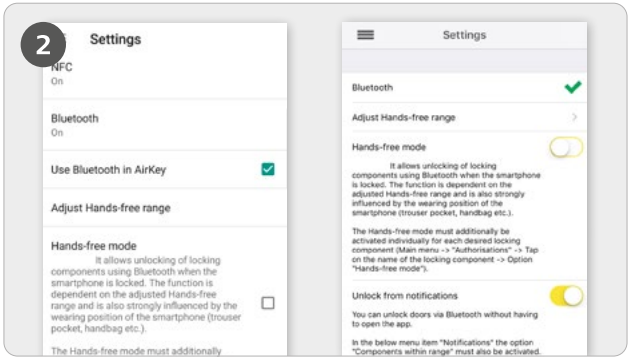
One KeyCredit is required to create the desired access authorisation!

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

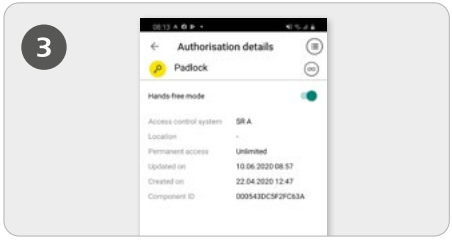
Hands-free mode for Bluetooth locking components



› 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.



› Select ***Settings*** in the AirKey app in the main menu and activate the hands-free mode



› 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

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

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

Assembly instructions, data sheets and user information:
https://www.evva.com/de/downloads

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