


AirKey

First steps



AirKey registration

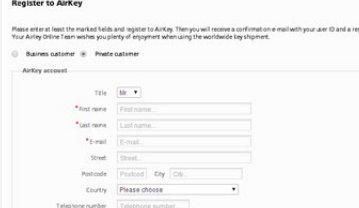
1



The screenshot shows the 'AirKey | Login' page. At the top right is the EVVA logo with the tagline 'Access to security'. Below the logo is a language dropdown menu set to 'English'. The main form has two input fields: 'User ID' and 'Password'. Below the password field is a 'Login' button and a 'Password forgotten' link. At the bottom of the page, there are three links: 'AirKey Support', 'AirKey imprint', and 'AirKey registration' (which is highlighted with a red circle and the number 1).

Go to airkey.evva.com and click the **AirKey registration** button.

2



The screenshot shows the 'Register to AirKey' page. It has a heading 'Register to AirKey' and a sub-heading 'Please enter at least the marked fields and register to AirKey. Then you will receive a confirmation e-mail with your user ID and a request that your AirKey Online Team will be notified of your registration when using the word 'I have registered'.' Below this is a radio button selection for 'Business customer' and 'Private customer'. The 'AirKey account' section has a 'Title' dropdown menu. The 'First name' and 'Last name' fields are marked with an asterisk. The 'E-mail' field is also marked with an asterisk. There are fields for 'Street', 'Postcode', 'City', and 'Country'. The 'Country' field has a dropdown menu with 'Please choose' selected. There are also fields for 'Telephone number' and 'Telephone number'.

Complete registration.


3



The screenshot shows the content of a confirmation email. It starts with 'Dear Sir/Madam, welcome to AirKey!' and 'We are happy that you have used the AirKey website to create a new user account.' It then states 'To finish your online registration, please specify your personal data in the following form: <https://airkey.evva.com/registration>'. It mentions 'If you have already registered, please log in to the system using your user ID and password.' It also includes a note about the 'AirKey Online Team' and a link to the 'AirKey Online Team'.

You will receive a confirmation e-mail to complete the registration process. It includes the following information: customer number, user name, link to specify the password.

4



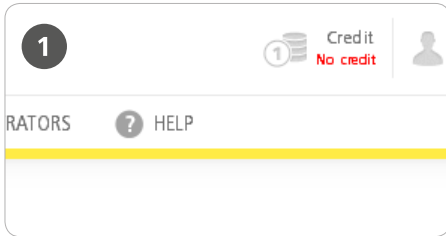
The screenshot shows the 'AirKey | Login' page, identical to the one in step 1. It features the EVVA logo, a language dropdown menu set to 'English', and a login form with 'User ID' and 'Password' fields, a 'Login' button, and a 'Password forgotten' link. The 'AirKey registration' link at the bottom is highlighted with a red circle and the number 4.

You can now log in using the user name and your individually configured password at airkey.evva.com

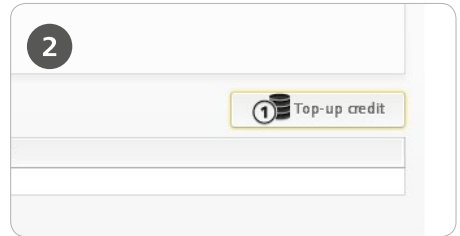


Please refer to **4.3 Registering the AirKey online administration** of our AirKey system manual for a more detailed description on „Registration“

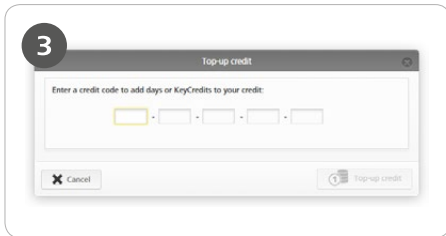
Topping up credit



Click the **Credit** function in the header of the screen.



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

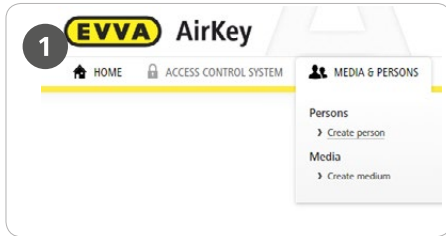


Enter the code from the KeyCredit card (not case-sensitive).

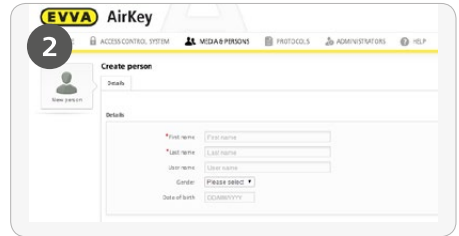
Click **Top up credit** – if the code was valid, a confirmation appears.



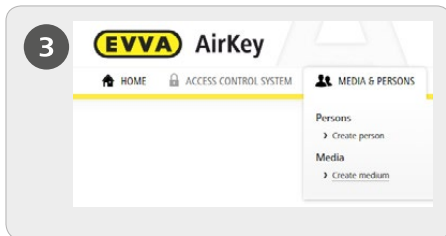
Creating and registering smartphones



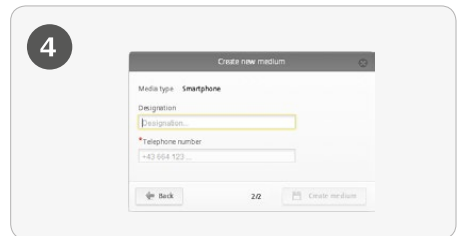
In the online administration main menu, select **Media & persons > Create person.**



Complete mandatory fields. Fields highlighted with * are mandatory fields **Click Save.**



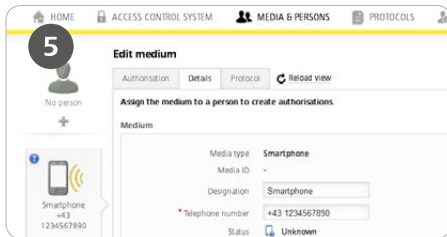
In the online administration main menu, select **Media & persons > Create medium.**



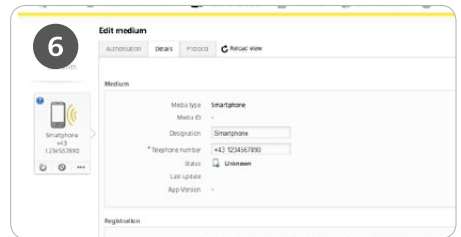
- Select Smartphone as the new medium and click **Continue**
- Then enter the designation and telephone number of the smartphone
- Click **Create medium**



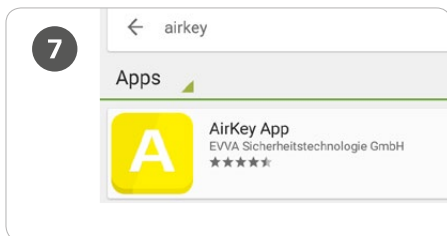
Please refer to **4.8 Creating smartphones** of our AirKey system manual for a more detailed description on „Creating smartphones“



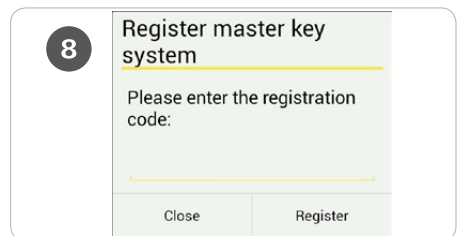
- › The details window of this smartphone opens
- › Click the + icon if the system shows **No person**
- › Select the desired person and click **Continue**. Click **Assign person** to complete the process



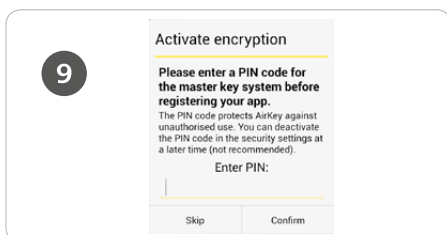
- › Select **Media & persons > Edit medium > Details**
- › Click **Create registration code**
- › The Registration section now shows a valid registration code and its expiry date



Install the AirKey app on your smartphone (available in the Google Play Store).

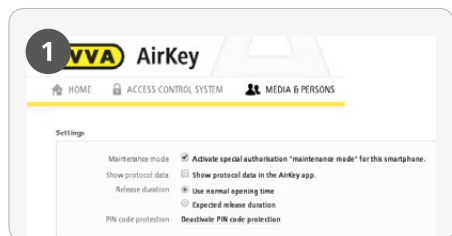


You must accept the disclaimer in the AirKey app before being able to register the smartphone. Subsequently enter the recently created registration code.

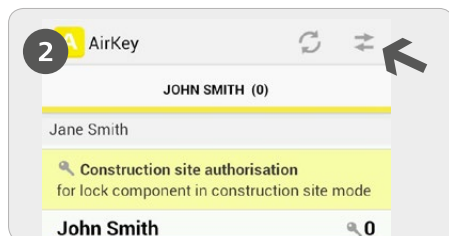


The requested PIN code is a security option that can also be skipped if you do not want to enter the code each time you unlock a component.

Adding locking components using the smartphone

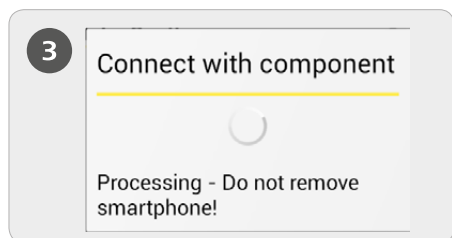


- The maintenance authorisation is enabled in the online administration, in the **Media & persons > Media** menu
- Select the affected smartphone from the overview list
- In the online administration main menu, select **Media & persons > Edit medium > Details > Settings > Maintenance mode**



Start the AirKey app and select the **Connect to component** icon.

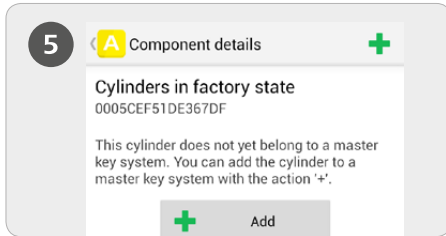
IMPORTANT: A maintenance authorisation must have been assigned to the smartphone.



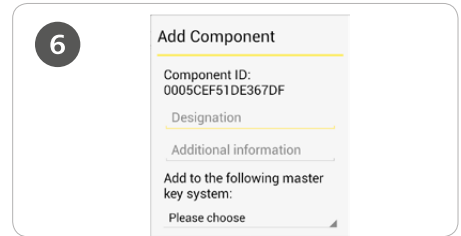
Hold the smartphone to the locking component in factory state. The smartphone establishes a connection to the locking component. Do not remove the smartphone from the locking component while it is establishing the connection.



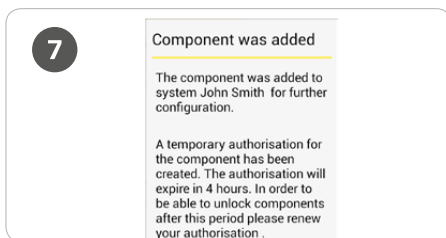
HINT: hold the smartphone to the component in the area where the smartphone's NFC chip is installed.



Now you see information about the locking component. Select **Add**



- Enter a unique designation for the locking component and click **Add**
- Select the corresponding system if several locking systems are available



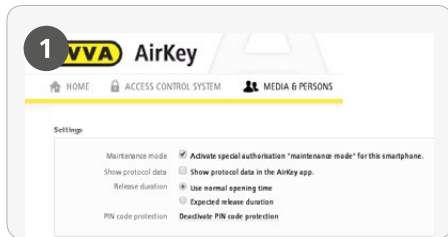
Now once again hold the smartphone to the locking component to complete the process.

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

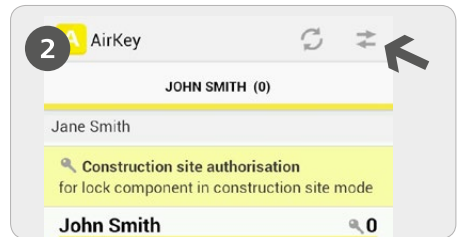
Maintenance mode can exclusively be activated on smartphones that have already been assigned to a person. As a result of activation, the smartphone is authorised to unlock locking components in factory state as well as add or remove locking components and media within the AirKey system. Activation additionally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



Adding cards, key tags and combi keys to the locking system

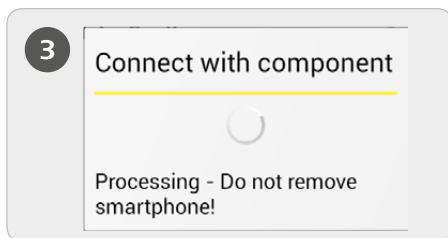


- The maintenance authorisation is enabled in the online administration, in the **Media & persons > Media** menu
- Select the affected smartphone from the overview list
- In the online administration main menu, select **Media & persons > Edit medium > Details > Settings > Maintenance mode**

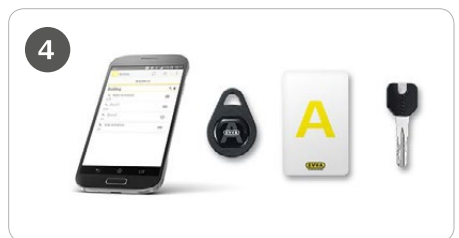


Start the AirKey app and select the **Connect to component** icon

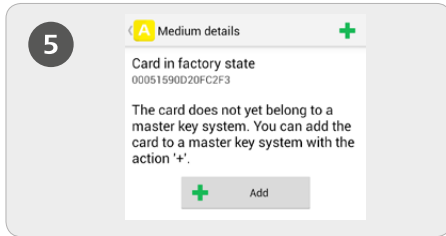
IMPORTANT: A maintenance authorisation must have been assigned to the smartphone.



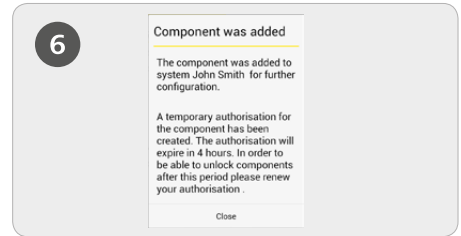
Hold the smartphone to an identification medium in factory state. The smartphone establishes a connection to the locking component. Do not remove the smartphone from the identification medium while it is establishing the connection.



HINT: hold the smartphone to the identification medium in the area where the smartphone's NFC chip is installed.



Select **Add**.



- Enter a designation for the medium
- Select **Add**
- Now once again hold the smartphone to the medium to complete the process

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

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

Please refer to **4.12 Adding cards, key tags and combi keys to the locking system** of our AirKey system manual for a more detailed description on „Adding cards, key tags and combi keys to the locking system“



<http://www.evva.at/airkey>

<http://airkey.evva.com>

<http://video.evva.com/tutorials/airkey/software/en/>

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

This image shows a full page of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings present.



www.evva.com