

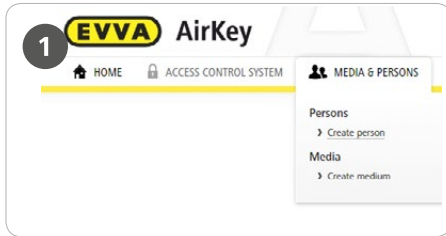


AirKey

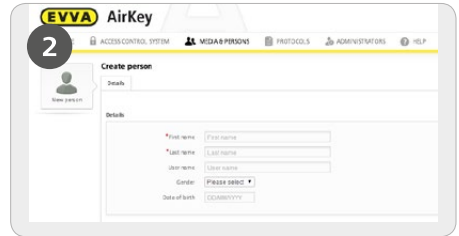
Quickguide



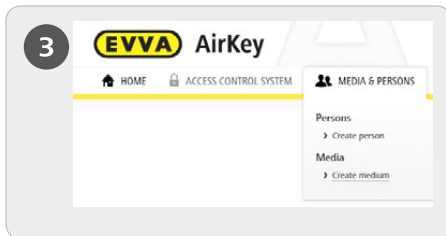
Creating and registering smartphones



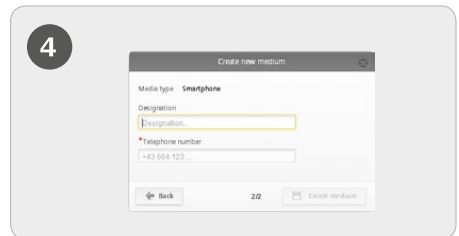
In the online administration main menu, select **Media & persons > Create person.**



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



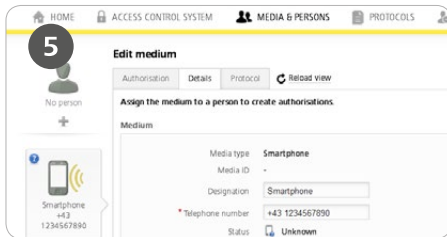
In the online administration main menu, select **Media & persons > Create medium.**



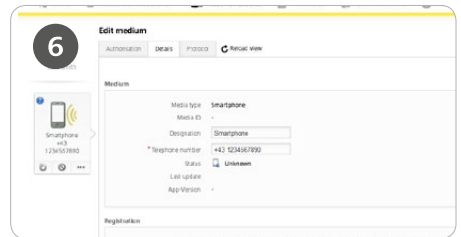
- Select Smartphone as the new medium and click **Continue**
- Then enter the designation and telephone number of the smartphone
- Click **Create medium**



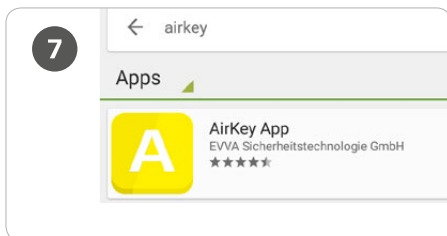
Please refer to **4.8 Creating smartphones** of our AirKey system manual for a more detailed description on „Creating smartphones“



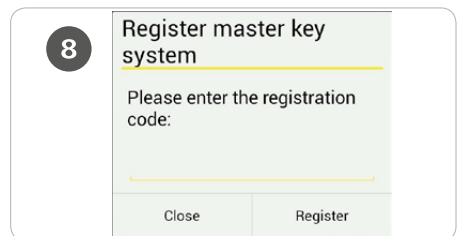
- › The details window of this smartphone opens
- › Click the + icon if the system shows **No person**
- › Select the desired person and click **Continue**. Click **Assign person** to complete the process



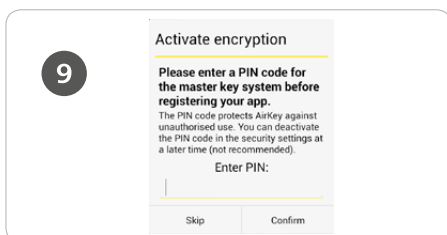
- › Select **Media & persons > Edit medium > Details**
- › Click **Create registration code**
- › The Registration section now shows a valid registration code and its expiry date



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

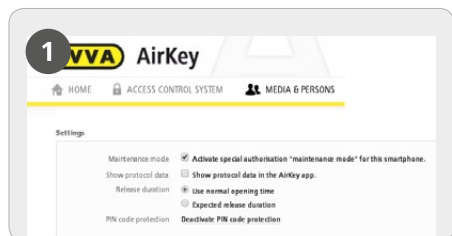


You must accept the disclaimer in the AirKey app before being able to register the smartphone. Subsequently enter the recently created registration code.



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.

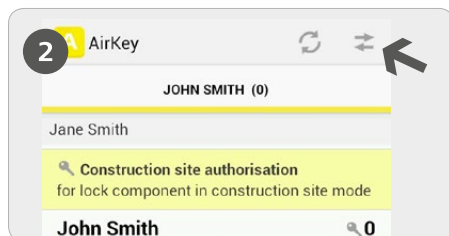
Adding locking components using the smartphone



➤ The maintenance authorisation is enabled in the online administration, in the **Media & persons > Media** menu

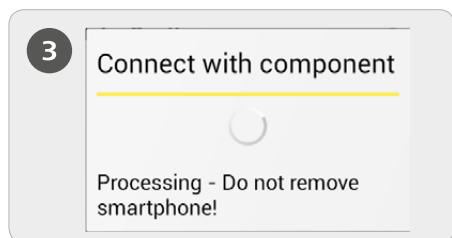
➤ Select the affected smartphone from the overview list

➤ 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.

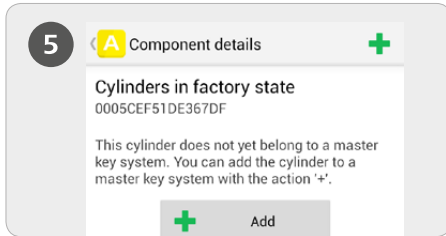
IMPORTANT: A maintenance authorisation must have been assigned to the smartphone.



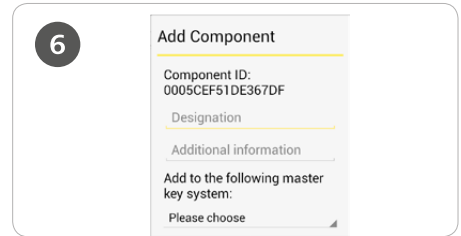
Hold the smartphone to the locking component in factory state. The smartphone establishes a connection to the locking component. Do not remove the smartphone from the locking component while it is establishing the connection.



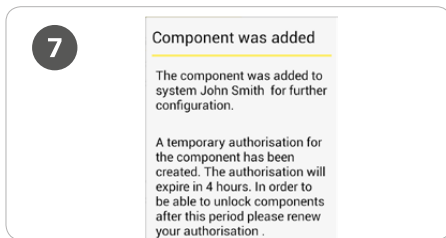
HINT: hold the smartphone to the component in the area where the smartphone's NFC chip is installed.



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



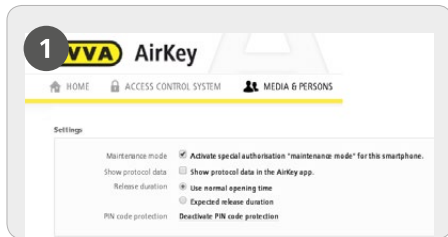
Now once again hold the smartphone to the locking component to complete the process.

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

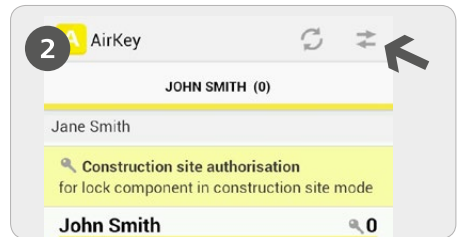
Maintenance mode can exclusively be activated on smartphones that have already been assigned to a person. As a result of activation, the smartphone is authorised to unlock locking components in factory state as well as add or remove locking components and media within the AirKey system. Activation additionally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



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

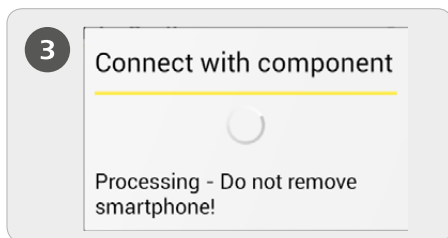


- The maintenance authorisation is enabled in the online administration, in the **Media & persons > Media** menu
- Select the affected smartphone from the overview list
- In the online administration main menu, select **Media & persons > Edit medium > Details > Settings > Maintenance mode**

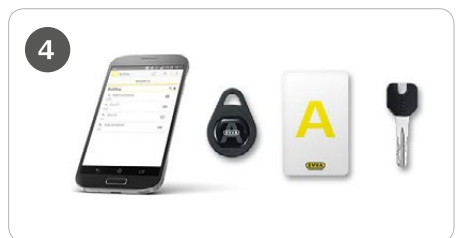


Start the AirKey app and select the **Connect to component** icon

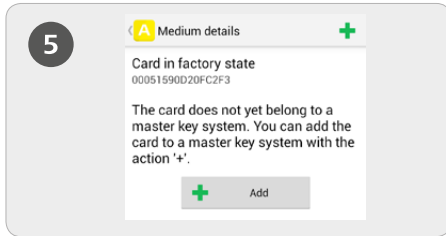
IMPORTANT: A maintenance authorisation must have been assigned to the smartphone.



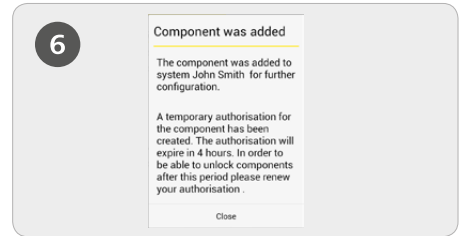
Hold the smartphone to an identification medium in factory state. The smartphone establishes a connection to the locking component. Do not remove the smartphone from the identification medium while it is establishing the connection.



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

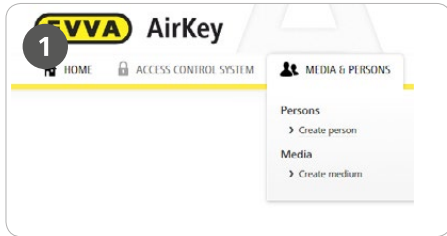
Activating the special „Maintenance mode“ authorisation for this smartphone:

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.

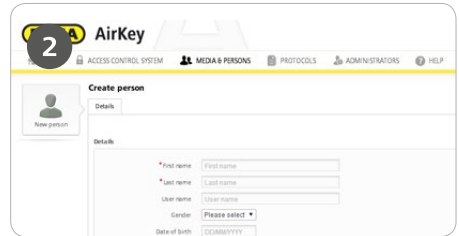
Please refer to **4.12 Adding cards, key tags and combi keys to the locking system** of our AirKey system manual for a more detailed description on „Adding cards, key tags and combi keys to the locking system“



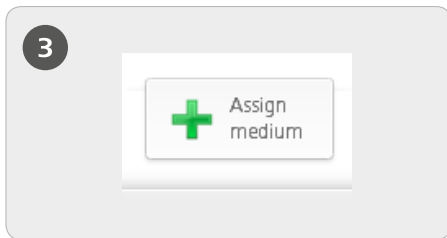
Creating persons/assigning media to persons



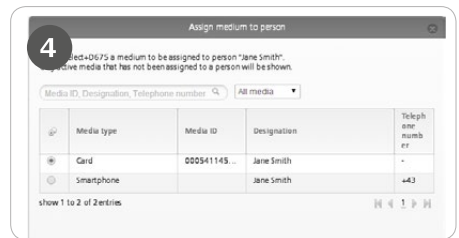
In the online administration main menu, select **Media & persons > Create person**



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



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



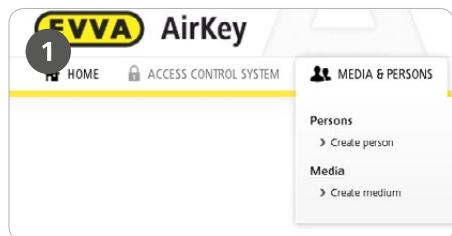
- Select a medium you would like to assign to the person
- Active media that have not been assigned to persons are listed only
- Then click **Assign medium**
- The medium has been successfully assigned to a person



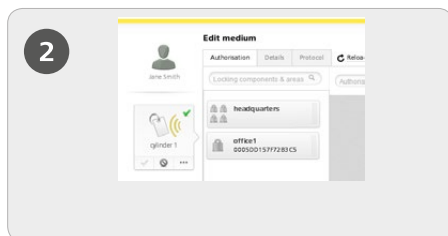
Please refer to **4.7 Creating persons** of our AirKey system manual for a more detailed description on „Creating persons/media“



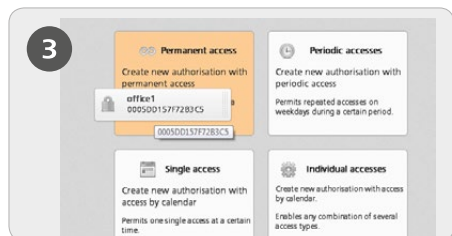
Assigning authorisations



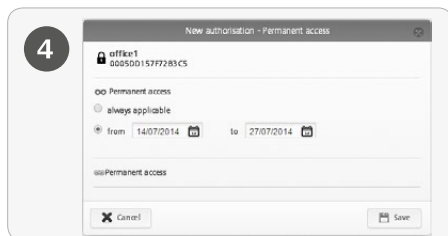
- In the main menu, select **Media & Persons > Media**
- Select the desired medium from the overview list



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



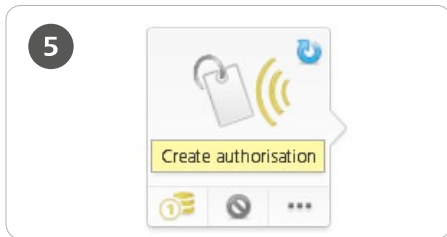
Drag and drop the button with the selected door/area into the centre. The potential access types are displayed only after having dragged and dropped the selected door/area into the centre.



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

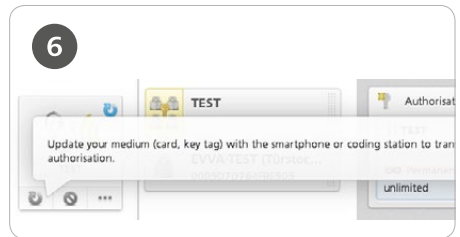


Please refer to **4.14 Assigning authorisations** of our AirKey system manual for a more detailed description on „Assigning authorisations“



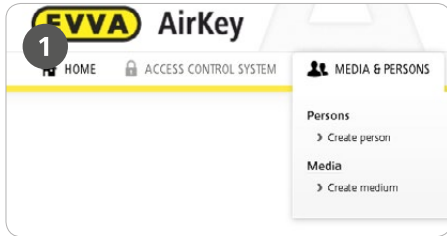
After having created access authorisations for media, click Create authorisation to complete the process and then update the corresponding medium.

IMPORTANT: one KeyCredit is required to create the authorisation.



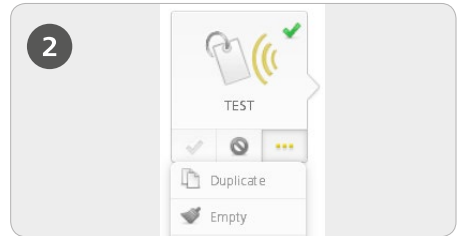
HINT: proceed as described in „Adding cards, key tags and combi keys to the locking system > Connecting to components“ to update media using a smartphone.

Removing a medium



› Empty a medium, revoke assignments to persons and then remove the medium to completely remove a medium from a system.

› In the main menu, select **Media & Persons > Media**

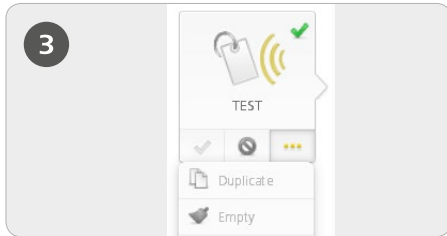


› Select the desired medium you would like to empty from the overview list

› Click **More... > Empty**



Please refer to **5.8.15 Removing media** of our AirKey system manual for a more detailed description on „Removing a medium“

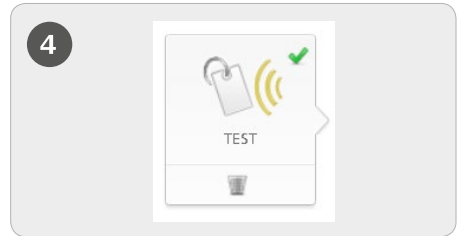


› Click **Empty medium** and accept the security prompt to complete the process and update the corresponding medium using a smartphone or coding station to complete the process.

› Now click **More... > Cancel assignment**

› Confirm the security prompt to cancel the assignment.

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



› In the main menu select **Media & Persons > Media** to permanently remove the medium from the system

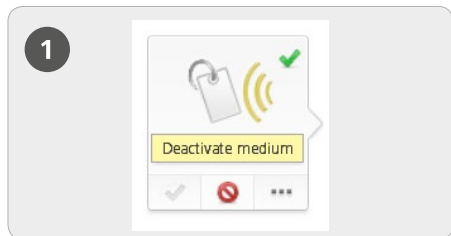
› Select the desired medium you would like to remove from the list.

› Click the recycling bin below the media icon.

› Click **Remove medium** to confirm the security prompt

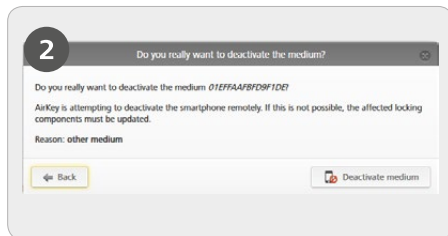
IMPORTANT: In a final step the medium must then be updated using a smartphone in maintenance mode or a coding station

Deactivating/reactivating media



Deactivating

- In the main menu, select **Media & Persons > Media**
- Select the desired medium from the list.
- Click **Deactivate medium**

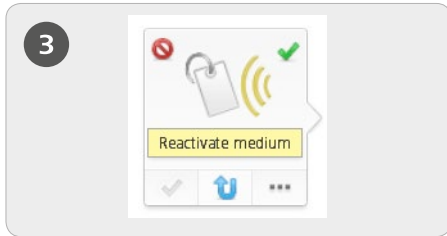


- Enter the reason for deactivation. Select „Other“ to open the input field with a character limit of 50 characters
- If necessary, enter additional information (at maximum 500 characters) in „Additional comments“
- Click Continue
- Click Deactivate medium to confirm the **security prompt**

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



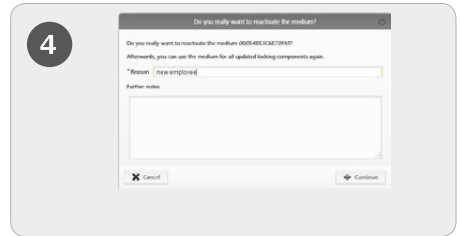
Please refer to **5.8.9 Deactivating media** of our AirKey system manual for a more detailed description on „Deactivating/reactivating media,,



Reactivating

You can reactivate deactivated media (highlighted by the red circle icon next to the medium) for instance if you found the media again.

- › In the main menu, select **Media & Persons > Media**
- › Select the medium you would like to reactivate from the overview list
- › Click Reactivate medium below the media icon



- › Enter the reason for reactivation (at maximum 50 characters) and make a decision as to whether you would like to reactivate authorisations valid prior to deactivation
- › Click Continue
- › Click **Reactivate medium** to confirm the security prompt.

IMPORTANT: Update the locking components that have been assigned maintenance tasks as a result of reactivation. The medium can only unlock all locking components once all blacklist entries have been removed, i.e. all affected locking components are up to date.

One KeyCredit is deducted to reactivate authorisations. Consequently, you require credit.

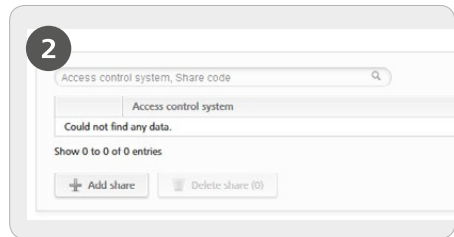
Multi-Administration & Component-Sharing



Administrators

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

In this menu, select **Administrators** > **Create administrator**. Complete mandatory fields. Fields highlighted with * are mandatory fields. Click **Save**.



Sharing locking components

You can share a locking component that has been assigned to you with another locking system (client). You can consequently also manage shares for this locking component in other locking systems.

- In the main menu, select **Access control system** > **Locking components**
- Click on the door designation of a locking component you would like to share.
- Click **Add share**



Please refer to **10 Working with several AirKey systems** of our AirKey system manual for a more detailed description on „ Multi-Administration & Component-Sharing „

<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/>

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www.evva.com