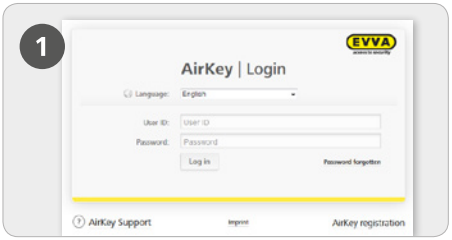
EVVA
access to security

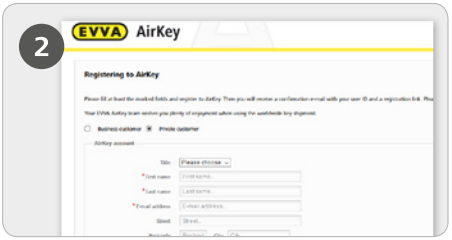
AirKey

First steps

AirKey registration



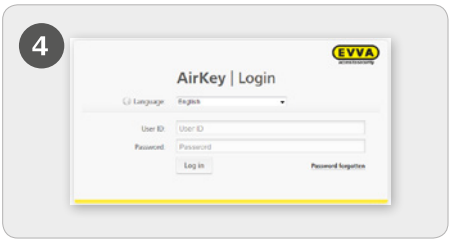
› Visit https://airkey.evva.com
and click the ***AirKey registration*** button.



› Complete the fields in the form.
Fields highlighted by * are mandatory fields.
Please remember to complete the captcha and tick the boxes for the General Conditions and end user licence agreement (EULA).

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

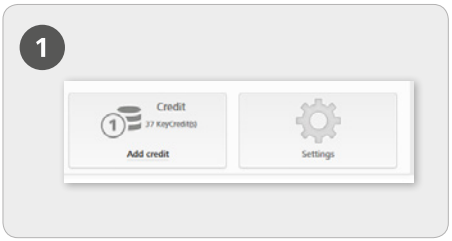
- a link to specify the password
- your customer number
- your user name



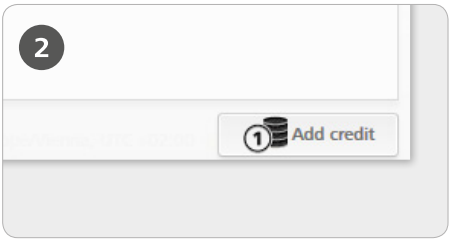
› After you specified a password you can now log in with your user name and password at https://airkey.evva.com.

Refer to our AirKey system manual in Section **4.3 Registering for AirKey online administration** for a more detailed description of the „AirKey registration“ process.

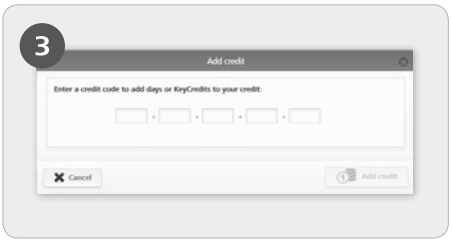
Add credit



› On the ***Home*** page, select the ***Add credit*** tile. For this purpose, a KeyCredit card is required featuring a scratch field on the rear that conceals a credit code.



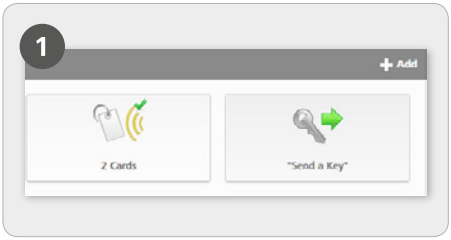
› Click the ***Add credit*** button.



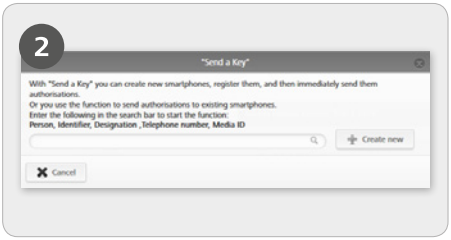
› Enter the credit code printed on the the KeyCredit card (not case-sensitive).
› Click the ***Add credit*** button.
The system will confirm having correctly topped up your credit if the credit code was correct.

Refer to our AirKey system manual in Section **4.6 Add credit** for a more detailed description of the „Add credit“ process.

Creating smartphones and registering them using „Send a Key“

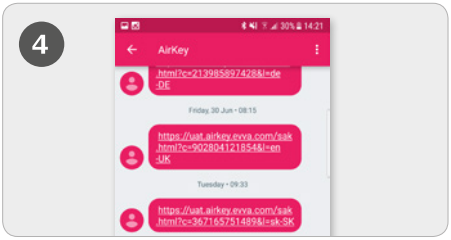


› On the ***Home*** page, select the ***„Send a Key“*** tile.

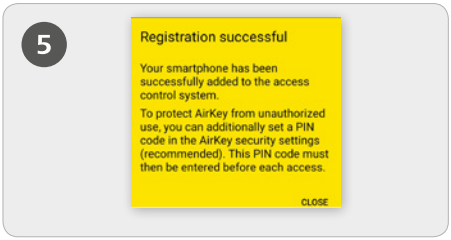


› In the search field, search for persons or smartphones that have already been created. If you know that the person and smartphone have not yet been created, choose ***Create new***.

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



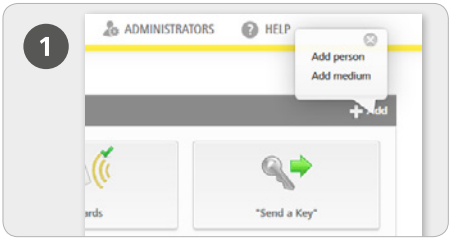
› A text message is sent to the corresponding user containing a link to register for a locking system.



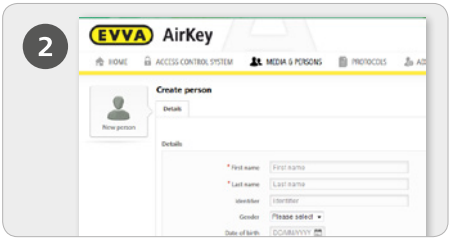
› If the AirKey app has already been installed in advance, the registration will be carried out automatically via the link.
If the AirKey app has not yet been installed, you will be forwarded to the download link for the AirKey app. In this case, the procedure differs between Android and iPhone as follows:
Android: After the installation and opening of the AirKey app, the registration is performed automatically.
iPhone: After installing and opening of the AirKey app, the user is asked to enter a telephone number. Enter your phone number and confirm with ***Register.*** You will receive another SMS. Stay in the AirKey app and tap on the eight-digit registration code that appears above the keyboard. Confirm with ***Register*** to complete the registration.

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**.

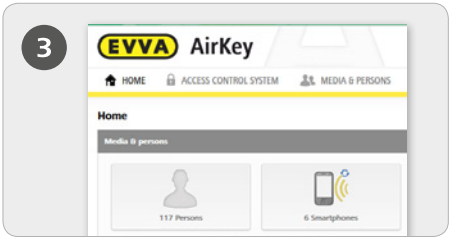
Creating smartphones and registering them using a registration code



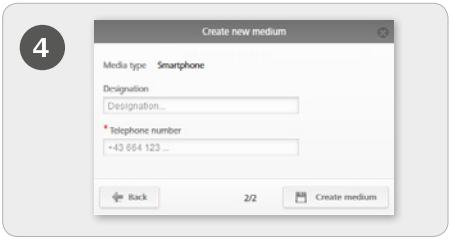
› On the ***Home*** page, in the grey bar of the ***Media & persons*** block, select ***Add -> Add Person***.



› Complete the fields in the form.
Fields highlighted by * are mandatory fields.
› Click ***Save***.

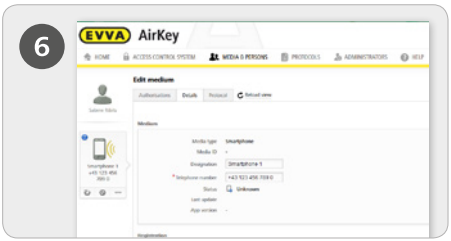


› On the ***Home*** page, select the ***Smartphones*** tile. Click on the ***Create medium*** button in the subsequent view.



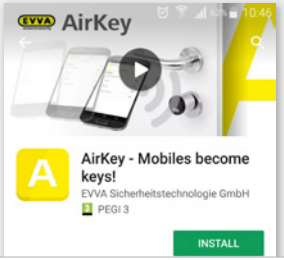
› Select ***Smartphone*** as the new medium and click ***Continue***.
› Then enter the designation and telephone number of the smartphone.
› Click ***Create medium***.

› 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.



› Select the Tab ***Details.***
In the „Registration" field, click ***Create registration code.***
A new registration code including its validity date will be shown.

7

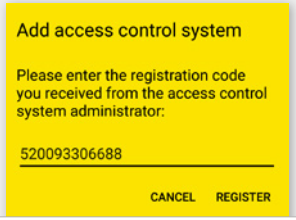


Download on the App Store

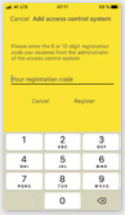
GET IT ON Google Play

› Install the AirKey app on your smartphone (available from the Google Play Store/Apple App Store)

8



9



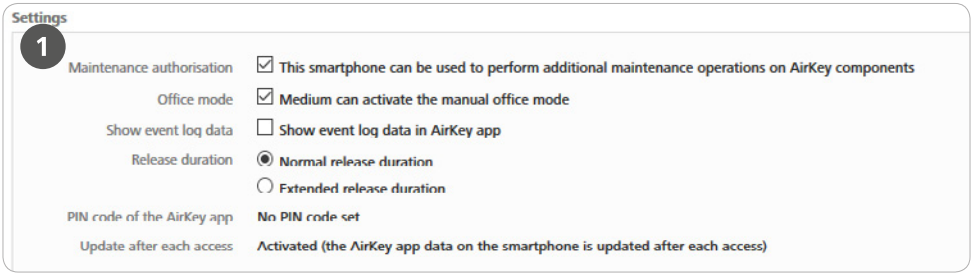
› **Android:** Initially, you must accept the disclaimer in the AirKey-App before being able to register the smartphone. Subsequently enter the recently created registration code and continue with ***Register***.

› **iPhone:** In order to register the smartphone, the disclaimer must first be confirmed in the AirKey app. Then tap on already received registration code, enter the recently created registration code and confirm with ***Register.***

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.*

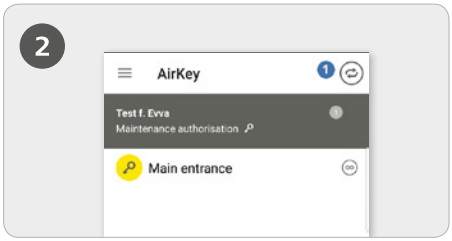
A detailed description of „Creating smartphones and registering using a registration code" is available in our AirKey system manual in Section **4.8 Creating smartphones** and **4.9 Registering smartphone**. Refer to Section **4.14 Assigning authorisations** for information about „Assigning authorisations".

Adding locking components using the smartphone



› 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 ***Edit medium -> Details -> Settings*** menu, tick the box for maintenance mode and then click ***Save***.

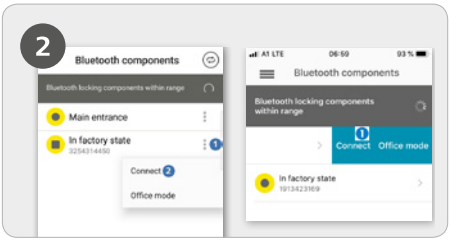
Via NFC:



› Start the AirKey-App, open the authorisations and select the icon ***Connect to component*** 1.
› Hold the smartphone to the locking component in factory state.

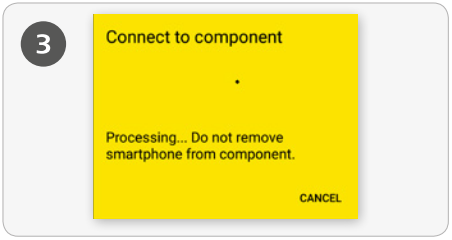
IMPORTANT: *The maintenance authorisation must have been activated for the smartphone!*

Via Bluetooth:



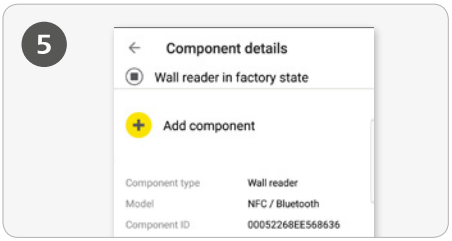
› Touch cylinders in factory state to wake them up and make sure they are shown on the overview list of Bluetooth locking components in range.
› **Android:** Click on the three dots next to the locking component in factory state 1. Subsequently select ***Connect*** 2.
› **iPhone:** Swipe the component in factory state to the left and select ***Connect*** 1.

IMPORTANT: *The maintenance authorisation must have been activated for the smartphone!administration.*

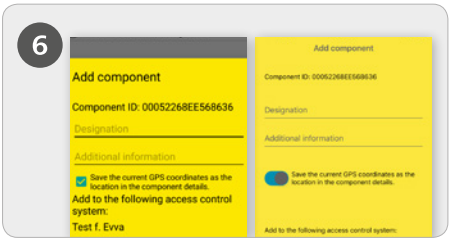


› The smartphone establishes a connection to the locking component. Do not go beyond the NFC or Bluetooth range between the locking component and the smartphone.

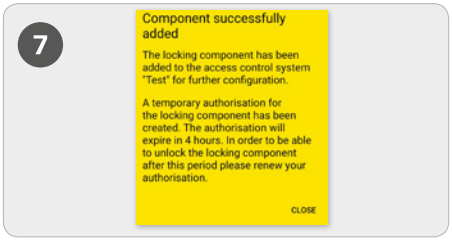
TIP for NFC: *Hold the locking component to the NFC antenna of the smartphone.*



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



› Enter a unique designation for the locking component including additional information and tap ***Add***.
› Select the corresponding locking system if several locking systems are available.



› Using NFC once again hold the smartphone to the locking component in factory state to complete the process. Do not go beyond the NFC range between the locking component and the smartphone.

› Via Bluetooth a connection to the locking component is automatically established to complete the process. If the cylinder no longer flashes blue, it must be woken up again by touching it.

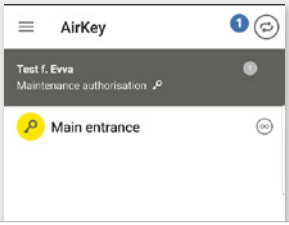
Please refer to our AirKey system manual in Section **4.11 Adding locking components** for a more detailed description on „Adding locking components using the smartphone".

Adding cards, key tags and Combi keys using an Android smartphone

1

› 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***.

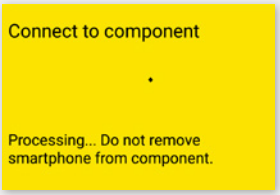
2



› Start the AirKey-App, open the authorisations and select the icon ***Connect to component*** 1.

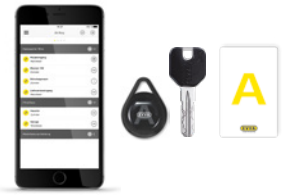
IMPORTANT: *The maintenance authorisation must have been activated for the smartphone!*

3

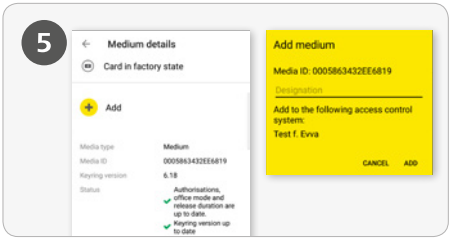


› Hold the smartphone to a medium in factory state. The smartphone establishes a connection to the medium. Do not go beyond the NFC range of the connection between medium and smartphone.

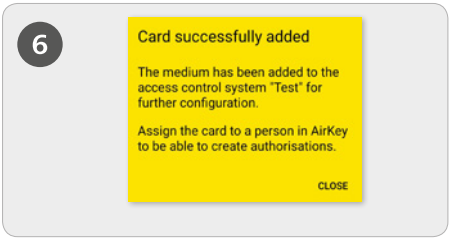
4



TIP: *Hold the medium to the NFC antenna of the smartphone.*



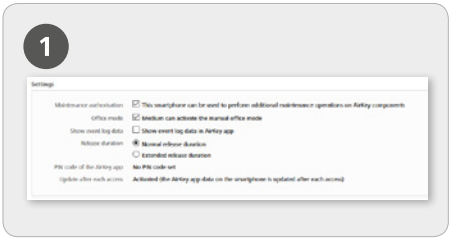
› Enter a unique designation for the locking component and tap ***Add***.
› Select the corresponding locking system if several are available.



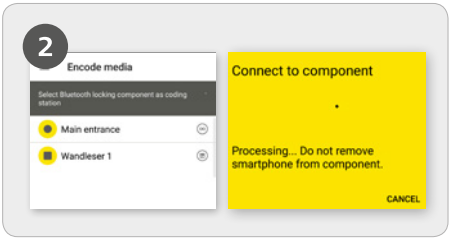
› Now once again hold the smartphone to the medium in factory state to complete the process.

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

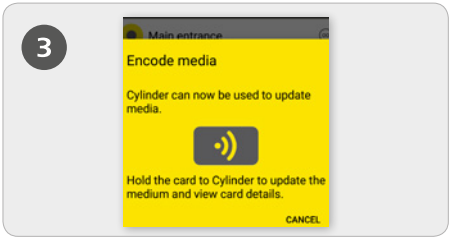


› Activate the special authorisation „Maintenance mode“ on the ***Home*** page via the ***Smartphones*** tile.
› Click the relevant iPhone in the overview list.
› In the menu go to ***Edit medium -> Details -> Settings*** and tick the box for maintenance mode before clicking ***Save***.

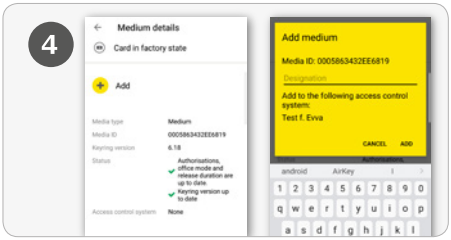


› Start the AirKey-App and select the ***Encode media*** menu item from the main menu.
› Select the Bluetooth locking component from the overview list you would like to use to update the medium with.
› A connection to the locking component will be established. Cylinders must be woken up in advance by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

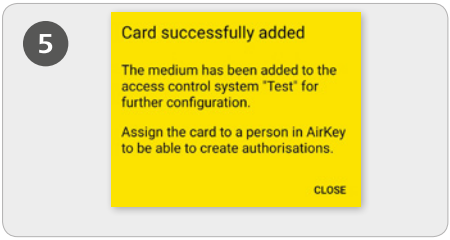
IMPORTANT: *The maintenance authorisation must have been activated for the smartphone!*



› 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. ***You can also use this procedure on Android Smartphones!***

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.

AirKey system overview:
https://www.evva.com/en/airkey/website/

AirKey online management:
http://airkey.evva.com

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

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

Assembly manuals, data sheets and important information for use:
https://www.evva.com/en/downloads

www.evva.com

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