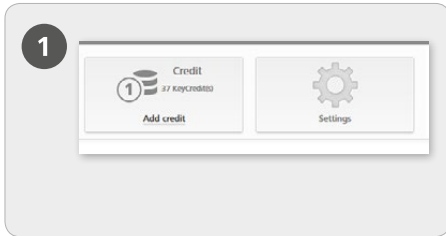


# AirKey

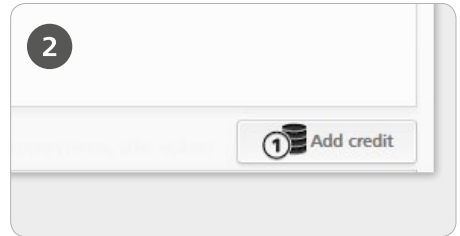
First steps



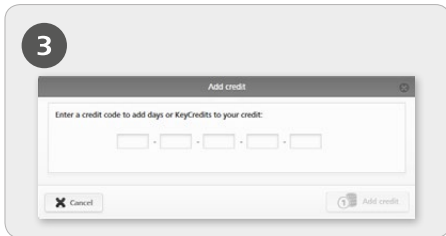
# Add credit



› 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).

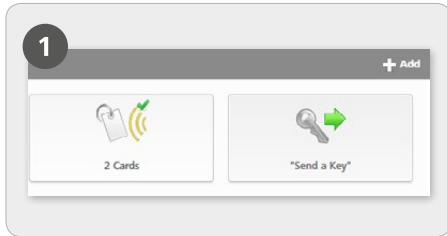
› Click the **Add credit** button.

The system will confirm having correctly topped up your credit if the credit code was correct.

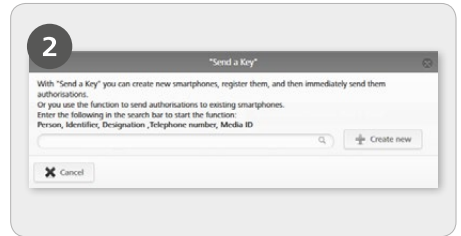
Refer to our AirKey system manual in Section **4.6 Add credit** for a more detailed description of the „Add credit“ process.



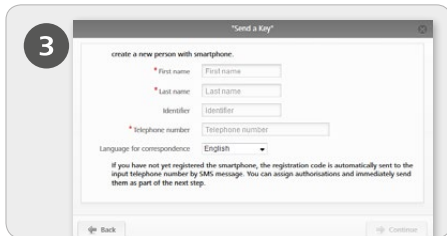
# Creating smartphones and registering them using „Send a Key“



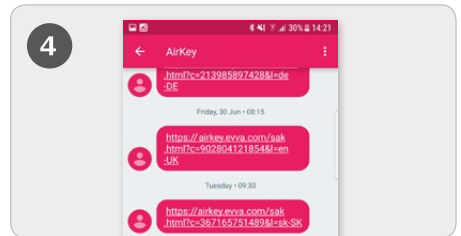
➤ On the **Home** page, select the „Send a Key“ tile.



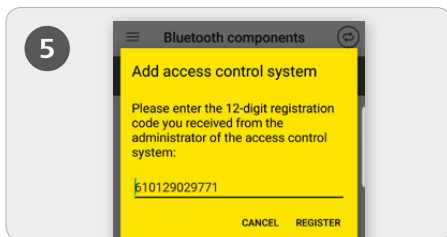
➤ Enter a person name, code, etc. in the search field. If you are aware of the fact the user has not yet been created, select **Create new**.



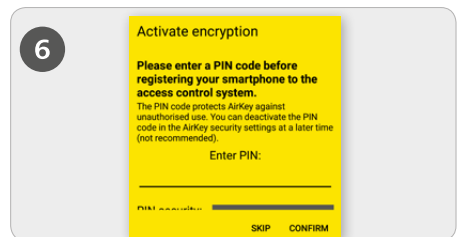
➤ Click **Continue** once you have completed all mandatory fields.



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



➤ Installing the AirKey app: Click the link in the text message (SMS) and install the app on the smartphone. Now once again click the link in the text message (SMS) and then confirm the registration code.

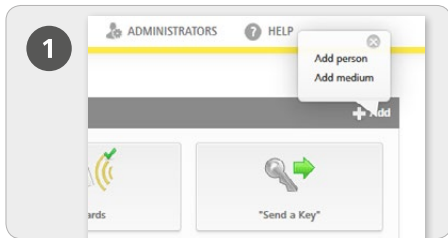


➤ The requested PIN code is a security option that can also be skipped if you do not want to enter the code each time you unlock a locking component.

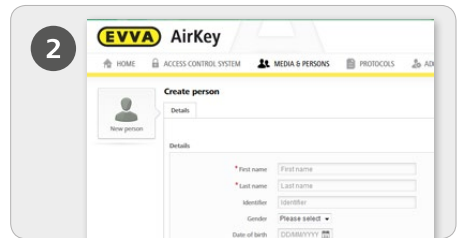


A detailed description of „Creating smartphones and registering using „Send a Key““ is available in our AirKey system manual in Section **4.9.1 „Send a Key“ function**.

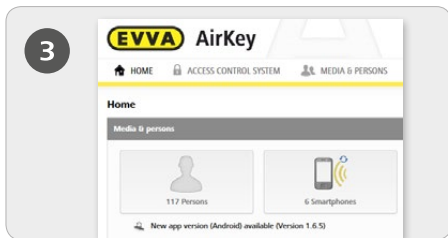
# Creating smartphones and registering them using a registration code



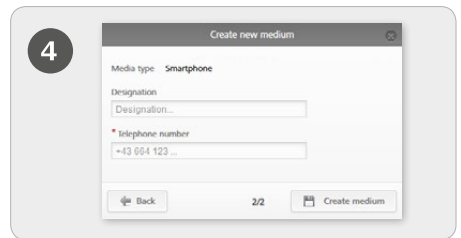
- On the **Home** page, in the grey bar of the **Media & persons** block, select **Add** -> **Add Person**.



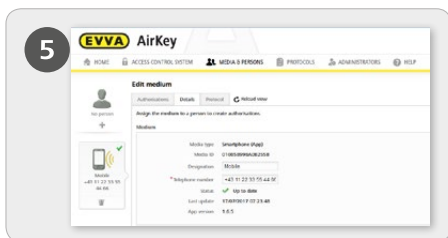
- Complete the fields in the form. Fields highlighted by \* are mandatory fields.
- Click **Save**.



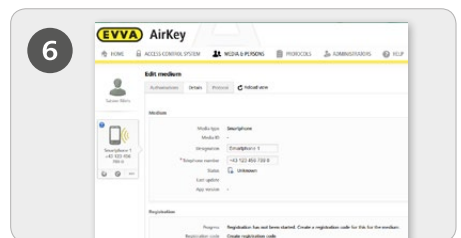
- On the **Home** page, select the **Smartphones** tile.
- Click on the **Create medium** button. (available in the Google Play Store).



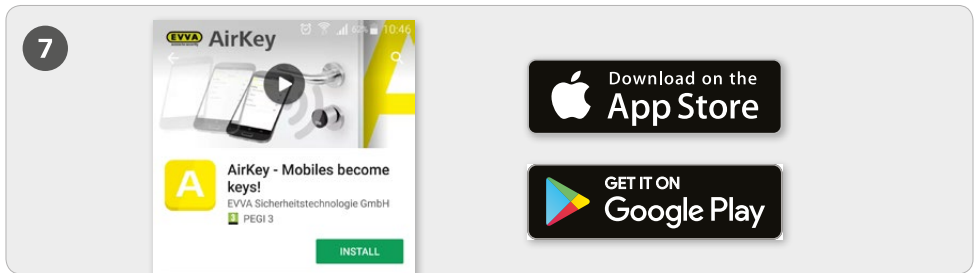
- Select **Smartphone** as the new medium and click **Continue**.
- Then enter the designation and telephone number of the smartphone.
- Click **Create medium**.



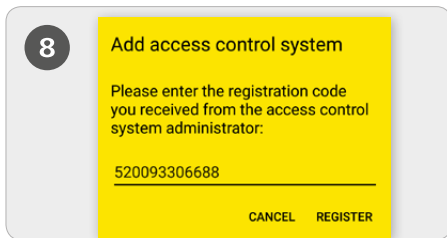
- Now you are in the details section of the smartphone you created.
- Click the + icon above the smartphone next to where it says „No person“.
- Select the desired person and click **Continue**.
- Click **Assign person** to complete the process.



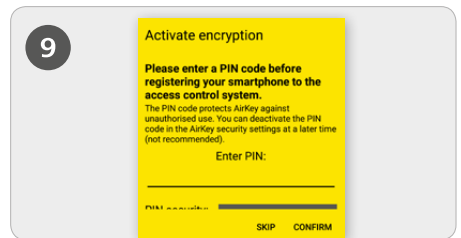
- Select **Edit medium** -> **Details**. In the „Registration“ block, click **Create registration code**. A new registration code including its validity date will be shown.



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



› Initially, 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 locking component.

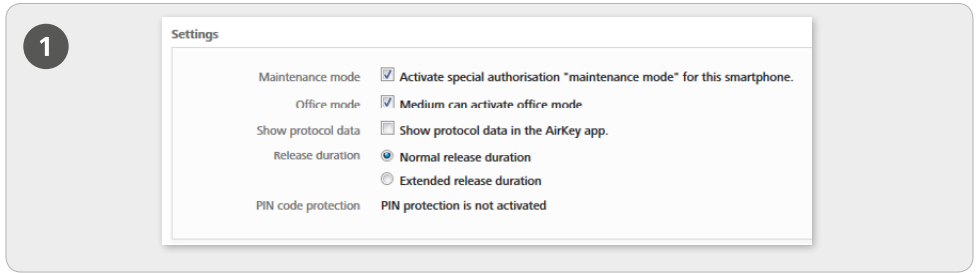
**Activating the special authorisation “Maintenance mode” for this smartphone:**

*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.*



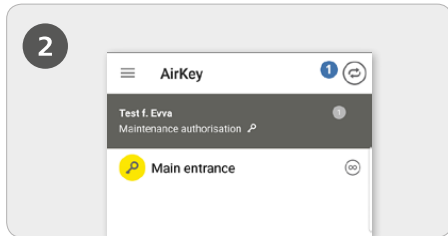
A detailed description of „Creating smartphones and registering using a registration code” is available in our AirKey system manual in Section **4.8 Creating smartphones** and **4.9 Registering smartphone**. Refer to Section **4.14 Assigning authorisations** for information about „Assigning authorisations”.

# 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**.

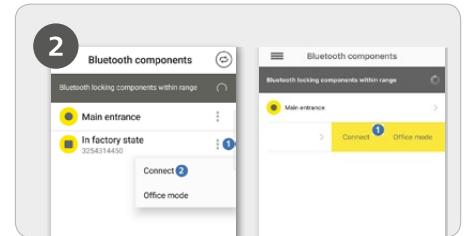
## Via NFC:



- › Start the AirKey app and select the icon **Connect to component 1**.
- › Hold the smartphone to the locking component in factory state.s.

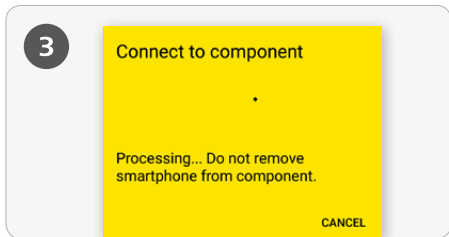
**IMPORTANT:** *The maintenance authorisation must have been activated for the smartphone!*

## 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, a menu highlighted in yellow appears. Select **Connect 1**.

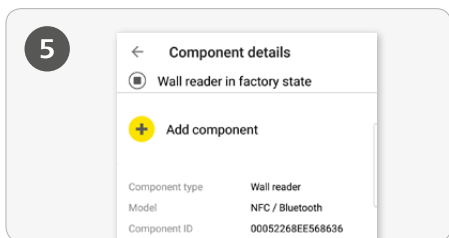
**IMPORTANT:** *The maintenance authorisation must have been activated for the smartphone!administration.*



› 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.

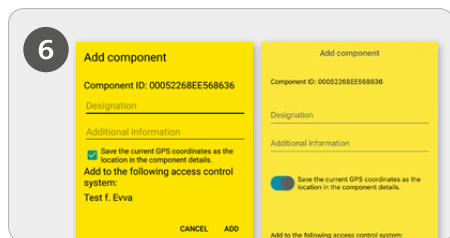


**TIP:** Hold the locking component to the NFC antenna of the smartphone.



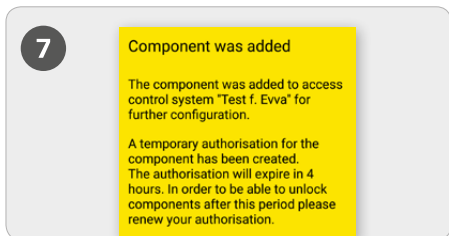
› Now you see the locking component's details.

› 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.



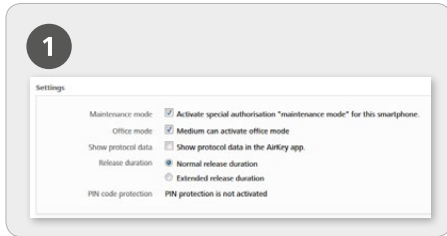
› Using NFC once again hold the smartphone to the locking component in factory state or using Bluetooth do not leave the locking component's range to complete the process.



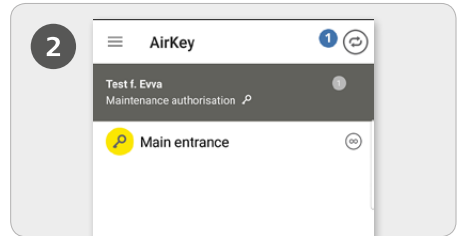
Please refer to our AirKey system manual in Section **4.11 Adding locking components** for a more detailed description on „Adding locking components using the smartphone“.



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

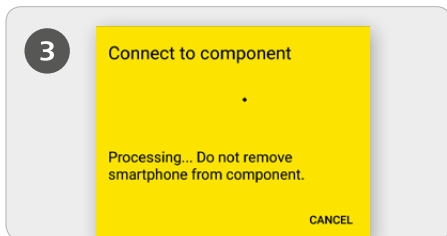


- › Activate the special authorisation „Maintenance mode“ on the **Home** page via the **Smartphones** tile.
- › Click the relevant smartphone in the overview list.
- › In the menu go to **Edit medium** -> **Details** -> **Settings** and tick the box for maintenance mode before clicking **Save**.

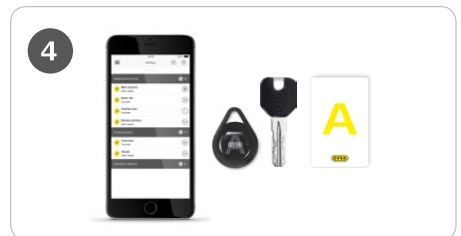


- › Start the AirKey app and select the **Connect to component** **1** icon.

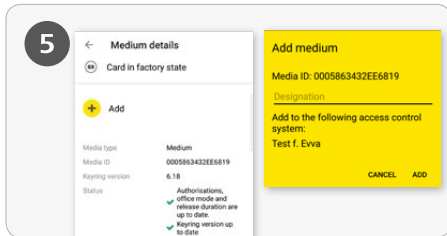
**IMPORTANT:** *The maintenance authorisation must have been activated for the smartphone!*



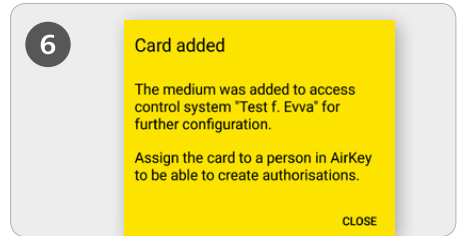
- › Hold the smartphone to a medium in factory state. The smartphone establishes a connection to the medium. Do not go beyond the NFC range of the connection between medium and smartphone.



**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.

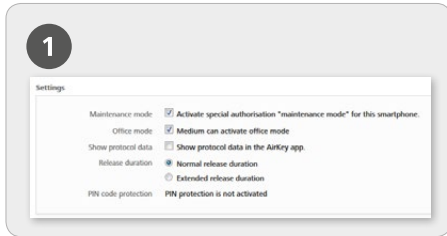


- Now once again hold the smartphone to the medium in factory state to complete the process.

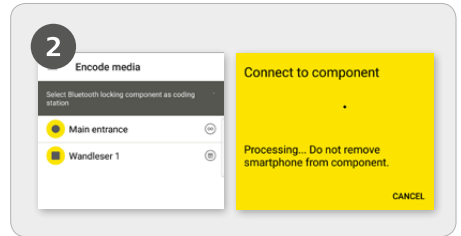


Refer to our AirKey system manual in Section **4.12 Adding cards, key tags and Combi keys** for a more detailed description on the „Adding cards, key tags and Combi keys using smartphones“ process.

# Adding cards, key tags and Combi keys using iPhones – encoding media

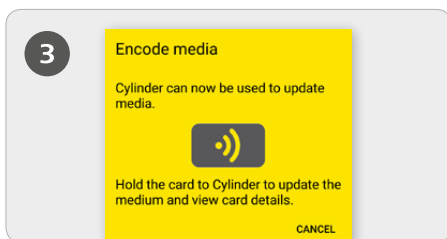


- › Activate the special authorisation „Maintenance mode“ on the **Home** page via the **Smartphones** tile.
- › Click the relevant iPhone in the overview list.
- › In the menu go to **Edit medium -> Details -> Settings** and tick the box for maintenance mode before clicking **Save**.

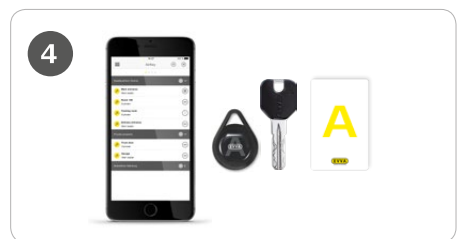


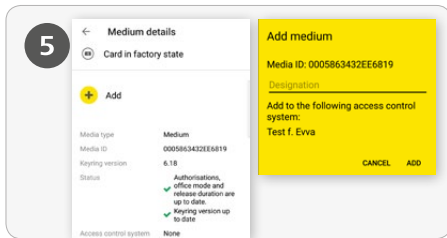
- › Start the AirKey-App and select the **Encode media** menu item from the main menu.
- › Select the Bluetooth locking component from the overview list you would like to use to update the medium with.
- › A connection to the medium will be established. Do not go beyond the range of the connection between locking component and medium.

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

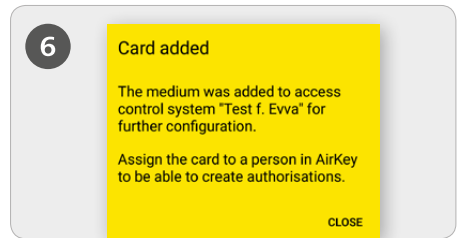


- › Hold the medium in factory state to the locking component to update the medium.





- › 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



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.







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