

BEKEY KeyBox

Installation Guide and
User Manual



www.bekey.dk

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Congratulations
on acquiring your own
BEKEY KeyBox

BEKEY KeyBox is an access control device for safekeeping of keys.

As a **corporate client** you will have complete control and overview over access management for your properties and business. Run your daily operations more efficiently by taking advantage of the following benefits:

- Manage access remotely from your desktop.
- Send digital keys to employees, contractors and guests.
- Pre-set time limited or standard access according to the needs of your business.
- Create virtual electronic key bundles that will save you time and resources.
- Administrate an unlimited number of users, keys and BEKEY devices through NETKEY.
- Gain access to detailed reports .
- Have your data protected with a highly secured encryption between KeyBox, mobile devices and NETKEY platform.

BEKEY Installation app

The installation of the BEKEY KeyBox is done through the BEKEY Installation app. In order to install a BEKEY KeyBox, an installation job needs to be ordered by the NETKEY Admin.

When an installation order is registered in NETKEY, the installation job becomes visible in the installation app. Check the Installation app manual for more details.

Distribution of digital keys

For corporate accounts, access management and distribution of keys are administered through the NETKEY cloud-based software. Check the NETKEY manual for more information or contact operations@bekey.dk.

Administrate multiple BEKEY units

As a corporate client, you are allowed to manage an unlimited number of BEKEY units through NETKEY. Check the NETKEY user manual or contact us at operations@bekey.dk for more details.

***Be sure to read this guide completely before installing and using the BEKEY KeyBox.**

***We recommend that the BEKEY KeyBox is installed by a professional.**

This guide includes:

1. BEKEY KeyBox product specifications
 - 1.1 Product description
 - 1.2 Product specifications
2. Requirements for installing BEKEY KeyBox
3. Downloading the BEKEY app
4. BEKEY KeyBox for corporate clients
5. Setting Up the KeyBox
 - 5.1 Installing batteries
 - 5.2 Mounting the KeyBox
 - 5.3 Safety instructions
 - 5.4 Locking and unlocking the KeyBox
 - 5.4.1 Unlock the KeyBox
 - 5.4.2 Lock the KeyBox
6. Troubleshooting
7. Warranty

1.BEKEY KeyBox product specifications

1.1 Product description

The BEKEY KeyBox is a Bluetooth®LE enabled device designed to operate on 4 AA alkaline batteries. The device is mounted on a wall or hard surface with 4 bolts. The BEKEY KeyBox comes with an inlet and cable for emergency supply that can be used with a 9V block battery to power the unit in case the batteries run out.

Upon an "open" command sent through the BEKEY app, the KeyBox opens, allowing access to the content inside.



1 Gold lever

2 QR code

3 Key holder

4 Battery compartment

1.2 Product specifications

Power supply	4 x 1.5 AA batteries plus an inlet for emergency supply
Dimensions	L: 65 mm (2.55 in) W: 85 mm (3.34 in) H: 128.6 mm (5.06 in)
Weight	1361 g (3 lbs.)
Material	Zinc alloy
Installation	The unit is mounted on the wall with 4 screws or bolts
Operating temperature range	-25°C to 60°C
Technology	Bluetooth® LE (Bluetooth® Smart)
Compatibility	iPhone 4S or newer, iOS 8 or newer, Android 4.3++
Key Management Operating System	NETKEY (web based access)
Key opening App	Free BEKEY App available from download store

2. Requirements for installing the BEKEY KeyBox

A drilling machine is needed to drill the holes on the surface, on which you wish to mount the unit.

Level to verify that the KeyBox is mounted correctly on the surface.

Anchors (optionally) to secure the bolts on the surface and a hammer to install the anchors.

BEKEY KeyBox is operated via Bluetooth® LE and is supported by the following systems:

Apple

- iPhone 4S or newer
- iPad 3 or newer
- iOS 8 or newer



Android

- Android version 4.3 or newer

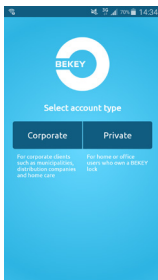


*The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc., and any use of such marks by BEKEY is under license. Other trademarks and trade names are those of their respective owners.

3. Downloading the BEKEY app

The BEKEY app can be downloaded free from Google Play, if you have an Android phone or App Store if you have an iPhone.

Make sure your cell phone has a stable internet connection, while downloading and installing the BEKEY app.



4. BEKEY KeyBox for corporate clients

After downloading the BEKEY app, select corporate account type. The user is required to log in with a user name, customer account number and password. These login credentials are sent automatically through a text message to every user that is created by the administrator in the NETKEY platform.

After creating the corporate account, proceed with the installation of the unit, section 5.

NETKEY is a cloud based platform that allows the corporate clients to:

Create and edit users

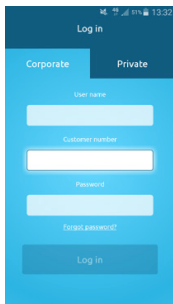
Send or delete keys

Create and edit key bundles

Have access to different type of reports: battery status, statistics regarding openings, user logs etc.

Order installation or removal of BEKEY units

*A user manual for NETKEY will be provided separately for corporate customers.



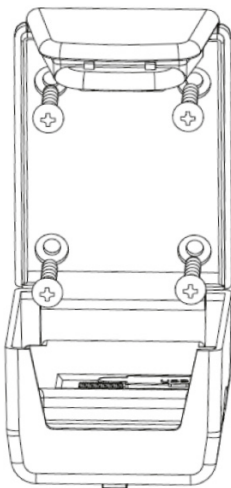
5. Setting Up the KeyBox

5.1 Installing batteries

- Unpack the KeyBox package and its components.
- The KeyBox is shipped unlocked. Simply slide down the gold lever (section 1) to open the vault.
- Unlock and remove the battery compartment cover by sliding the black lever to the right (section 1).
- Install 4 AA batteries (batteries are not included).
- Replace and lock the battery compartment cover by sliding the black lever to the left.

5.2 Mounting the KeyBox

- Position the KeyBox on the desired surface area.
- Use a level to verify that the KeyBox is in a vertical position.
- Mark the screw holes on the surface.
- Remove the KeyBox and drill holes.
- Use a hammer to install anchors if necessary.
- Position the KeyBox back on the surface, over the drilled holes, then insert and tighten the 4 screws.
- Close the KeyBox by sliding up the gold lever to the lock position.



5.3 Safety instructions

In order to work properly the unit needs to be mounted and configured correctly.

1. Do not disassemble the unit.
2. Do not place any naked flames near the unit.
3. This product works with a voltage of 6V only. Do not input a larger voltage.
4. Do not apply excessive force to the unit.
5. Do not submerge this product into water.
6. The KeyBox should be mounted in an upright position for optimum weatherability.
7. Keep the interior of the KeyBox completely dry to avoid malfunctioning.

5.4 Locking and unlocking the KeyBox

5.4.1 Unlock the KeyBox

To unlock the BEKEY KeyBox, open the BEKEY app and tap "Press to open". When the KeyBox is opened, you will hear a long beep. Open the vault within 8 seconds, by sliding the gold lever down.



5.4.2 Lock the KeyBox

To lock the KeyBox, just close the vault and push the gold lever up.

6. Troubleshooting

Solving a problem with door opening

Step 1: Check that the app is searching for doors.

Step 2: Hold the phone closer to the BEKEY unit.

Step 3: Update the keys by pressing "Reactivate keys".

Step 4: Check that Bluetooth® is activated.

Step 5: Use the emergency inlet supply to power the KeyBox, in case the batteries ran out.

7. Warranty

This BEKEY product comes with a three-year manufacturer's warranty (from the original date of purchase). Proof of purchase must be presented before the warranty can be honoured. The warranty only covers material defects and errors in the manufacturing of this product. The warranty does not cover errors or defects in the product caused by incorrect use, misuse, damp, heat, human error, faulty installation and any other factors referred to in sections 1.2 and 5.3. The warranty only covers those cases referred to and/or approved by BEKEY. The warranty will not be valid if the product is used or set outside the specifications laid down in this manual (temperature range, power supply, etc.).

BEKEY is not responsible for damage caused by third-party products.

If the warranty is invoked, BEKEY reserves the right to repair the product or replace it with a new or correspondingly renovated product.

The product can be returned to the distributor it was purchased from and in accordance with the regulations set forward by the respective distributor.

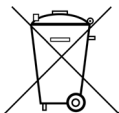
Information on Disposal for Users of Waste Electrical & Electronic Equipment (private households)

This symbol on the product and / or accompanying documents means that used electrical and electronic products should not be mixed with general household waste. For proper treatment, recovery and recycling, please take this product to designated collection points where it will be accepted free of charge.

Alternatively, in some countries you may be able to return your products to your local retailer upon purchase of an equivalent new product.

Disposing of this product correctly will help save valuable resources and prevent any potential negative effects on human health and the environment, which could otherwise arise from inappropriate waste handling. Please contact your local authority for further details of your nearest designated collection point.

Penalties may be applicable for incorrect disposal of this waste, in accordance with your national legislation.



For business users in the European Union.

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on Disposal in other Countries outside the European Union.

This symbol is only valid in the European Union. If you wish to discard this product please contact your local authorities or dealer and ask for the correct method of disposal.

BEKEY KeyBox CE conformity:

This product is compliant with the relevant requirements in Council Directive RED 2014/53/EU.

The corresponding declaration of conformity can be found on
<http://www.bekey.dk>



BEKEY Customer Support

Email: operations@bekey.dk

www.bekey.dk