BEKEY KeyBox

Installation Guide and User Manual

www.bekey.dk

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Congratulations
on acquiring your own
BEKEY KeyBox
secured by NU-SET.

BEKEY KeyBox is an access control device intended for both corporate and private use.

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.

As a **private customer** you will now get to access the KeyBox with a simple touch on your phone. Some of the advantages are:

- Send and receive electronic keys on the cell phone.
- Easy distribution of standard and time limited keys.
- Up to 20 active users can receive digital keys on their mobile phones via the BEKEY app.
- Due to its design, the KeyBox is highly resistant to picking attempts
- High security 128 bit encryption.

*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.**

In this manual you will find a step by step guide on how to install the unit, set up the user account and distribute keys.

This guide includes:

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1.BEKEY OrangeBox product specification

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.

Based on unlock commands from mobile devices, 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: 6.5 cm (2.53 in) W: 8.5 cm (3.34 in) H: 12.86 cm (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

Drilling machine needed to drill the holes on the surface 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

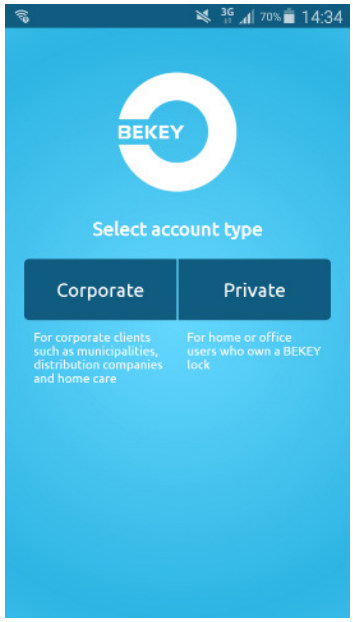
BEKEY app can be downloaded free from Google Play, if you have an Android phone or App Store if you have an iPhone.

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

BEKEY app can be configured for corporate clients or private customers.

The private account will be managed through the BEKEY app.

The corporate account will be managed through the BEKEY app and NETKEY.



*There might be slight variations in the text of the app between iPhone and Android.

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 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 6.

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

Create and edit users

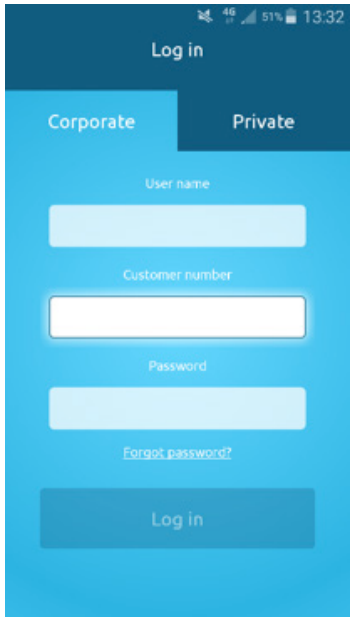
Send or delete keys

Create and edit key bundles

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

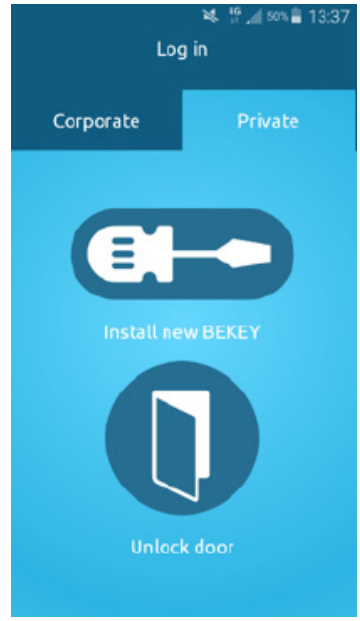
Order installation or removal of BEKEY units

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



5. BEKEY KeyBox for private customers

After downloading the app on your cell phone, please select “private” account. Follow the steps in the app to create and configure your user account.



After the creation of the user account or having logged in, the app will ask you to scan the QR-code of the device that you wish to install.

The QR-code can be found on the front side of the KeyBox unit (section 1) and scanned by holding the QR-code in front of the camera of the phone. If the QR code is not found or cannot be scanned, see section 9.

*After you have scanned the QR code on your BEKEY KeyBox, proceed with the installation of the unit.

After scanning the QR code, the app will direct you to close the KeyBox in order to test the functionality of the unit. Before you can proceed to this step, you need to install the unit.

6. Setting Up the KeyBox

6.1 Installing batteries

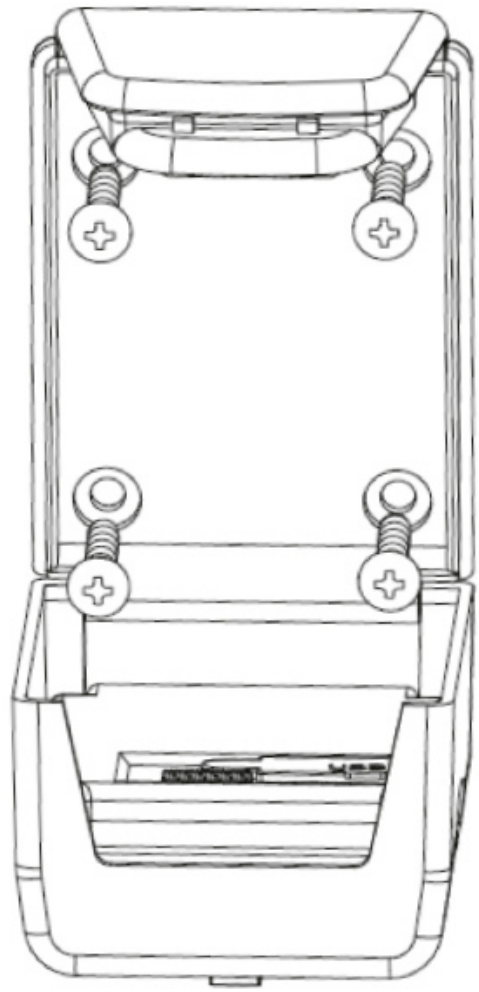
- Unpack the KeyBox package and its components.

- 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.



6.2 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 and insert and tighten the 4 screws.

- Close the KeyBox by sliding up the gold lever to the lock position.

6.3 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.

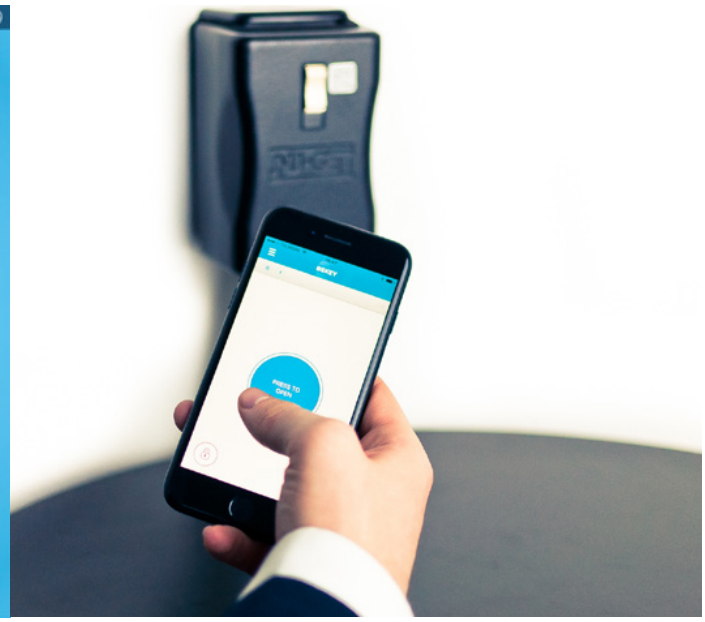
6. The KeyBox should be mounted in an upright position for optimum weatherability.

7. Keep the interior of the KeyBox completely dry to avoid malfunctioning.

6.4 Locking and unlocking the KeyBox

6.4.1 Unlock the KeyBox

To unlock the BEKEY KeyBox, just go to the BEKEY app and tap “Search and open door” in the private side of the BEKEY app or “Press to open”, if you are using the corporate version of the BEKEY app. When the KeyBox is opened, you will hear a long beep. Open the vault within 8 seconds, by sliding the gold lever down.



6.4.2 Lock the KeyBox

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

7. Digital key distribution

7.1 Digital key distribution and access management for corporate clients

For corporate accounts, access management and key distribution is controlled through NETKEY. Request the NETKEY User Manual at **operations@bekey.dk**.

7.2 Share keys with family and friends as a private customer

*Slide the screen to the left.

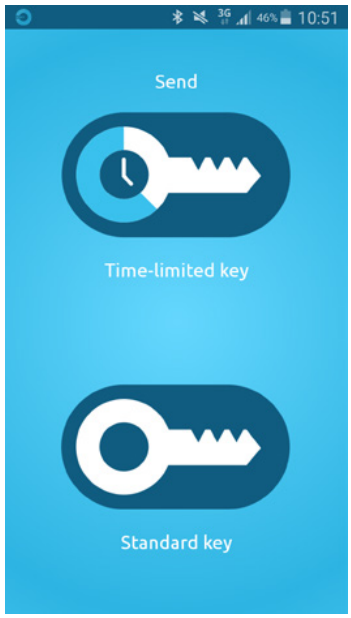
7.2.1 Type of keys

1. Time-limited key

The person who receives the key will have access to your home just on the days and time interval you specify.

2. Standard key

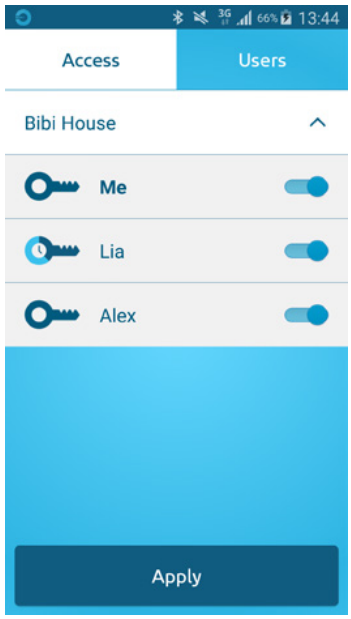
This type of key is suited for family members and persons who you wish to have regular access to your home.

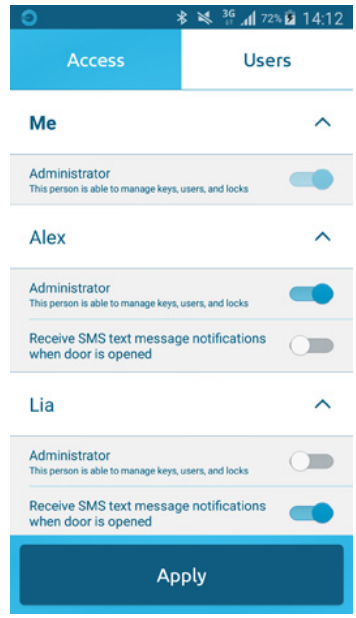


7.2.2 Administrate the keys for your KeyBox

Slide the screen to manage access.

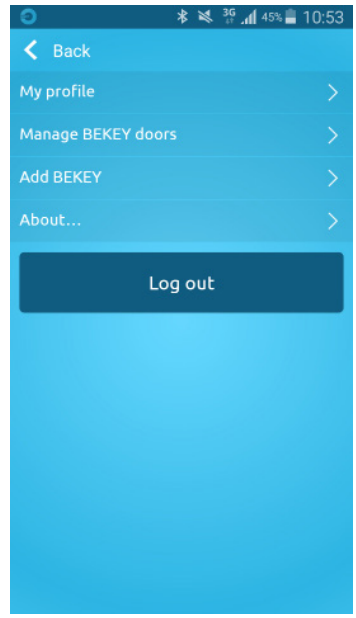
Here you have an overview over who currently has a key to your door. You can remove users, upgrade or downgrade their access.





7.2.3 Settings

In settings you can edit your profile, manage BEKEY doors (if you have multiple BEKEY devices attached to your cell phone) and add a new BEKEY unit.



8. 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.

As a private user, you can manage up to 5 BEKEY products such as KeyBox, SmartLock and OrangeBox units, with your cell phone. To add another BEKEY unit to your account, go to settings and press “Add BEKEY”.

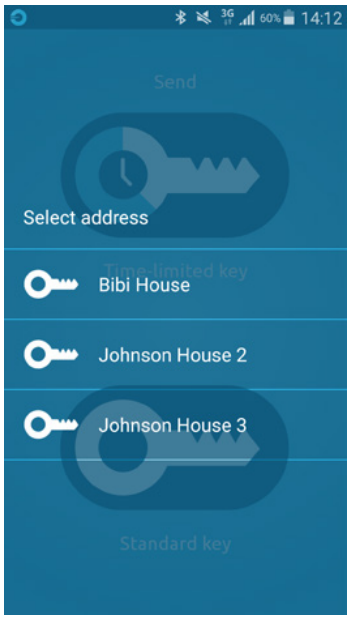
You will be required to scan the QR code of your product and follow the steps in the installation manual for that specific unit.

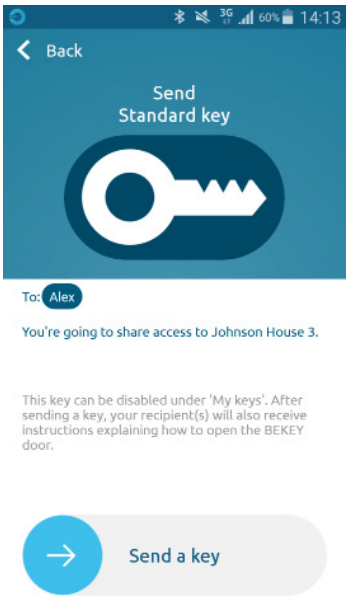
8.1 Door openings

When multiple BEKEY products are connected to the same user account and are within range, when a "Search and open door" command is activated, the user will be asked which unit (door) he wants to open.

8.2 Sending keys

When sending keys, the user will be required to specify for which address (unit) he wants to send standard or time-limited keys.





9. Install your BEKEY OrangeBox without the QR code, for private customers

If you cannot find or scan the QR code, you can still install and configure your BEKEY KeyBox. After creating your user account in the BEKEY app, proceed with the installation of the unit, see section 6.
When pressing open for the first time on the BEKEY app, your BEKEY KeyBox will be connected to the user on your phone.

10. 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 its batteries runned out.

11. 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 6.3. 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.

FCC:

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) this device may not cause harmful interference
(2) this device must accept any interference received,including interference that may cause undesired operation.
No changes shall be made to the equipment without the manufacturer’s permission as this may void the user’s authority to operate the equipment.

BEKEY KeyBox has been designed and complies with the safety requirements for portable (>0.5cm) RF - exposure in accordance with FCC rule part §2.1093 and KDB 447498 D01. This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This transmitter must not be co-located or operation in conjunction with any other antenna or transmitter.

Industry Canada:

This device complies with RSS-247 of the Industry Canada Rules. Operation is subject to the following two conditions:

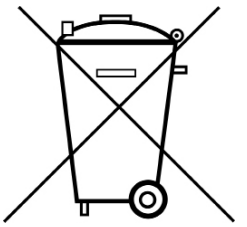
(1) this device may not cause harmful interference, and
(2) this device must accept any interference received, including interference that may cause undesired operation.
This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment.

Ce dispositif est conforme à la norme CNR-247 d'Industrie Canada aux appareils radio exempts de license.
Son fonctionnement est sujet aux deux conditions suivantes:

(1) le dispositif ne doit pas produire de brouillage préjudiciable, et
(2) ce dispositif doit accepter tout brouillage reçu, y compris un brouillage susceptible de provoquer un fonctionnement indésirable.

Cet équipement est conforme aux limites d'exposition aux rayonnements IC établies pour un environnement non contrôlé.

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 OrangeBox 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