NAYAR

Nearkey

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Nayar Systems

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1. Installation and configuration manual

This manual describes good **practices recommended** by Nayar Systems S.L. in order to ensure an optimal performance in safe conditions. Any improper manipulation, damage caused during the installation of the device and, in general, an incorrect use not explained in this document may void the warranty.

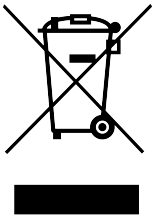
The device must be manipulated only by **qualified and skilled professionals** with specific technical knowledge to avoid a failure of the device due to an inappropriate manipulation.

The **optimal performance** of the device can be ensured in good working conditions.

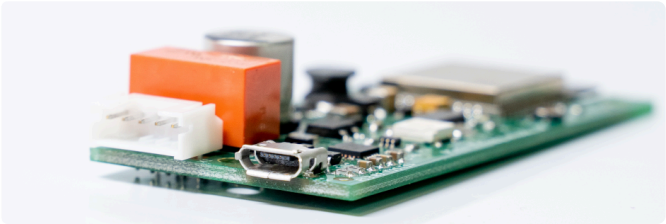
Nayar Systems S.L. is not responsible for damage as a result of ignoring the indications and recommendations included in this manual.

The device must not be wet neither installed in **humid places**.

> **Optimal working *temperatures** are between -20ºC and 60ºC.



2. Description of the product



Nearkey is an access control device for electric drives using the smartphone. It substitutes keys and physical remotes for virtual ones. The system allows the management of users and groups in the cloud, ensuring maximum security in the facilities.

Box content

• Nearkey device.
• 5-way cable.
• Quick start guide.

Assembly tools

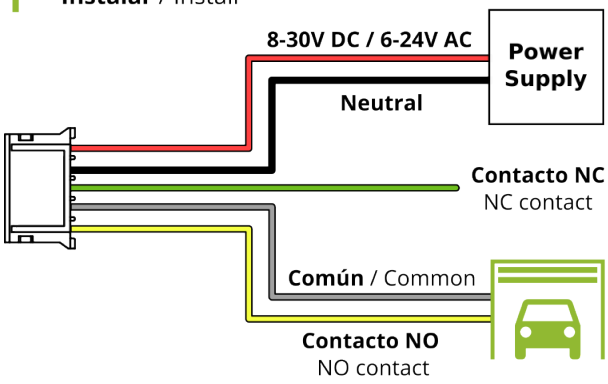
• Small flat screwdriver.
• 3 x M3 screws (optional).

Technical specifications

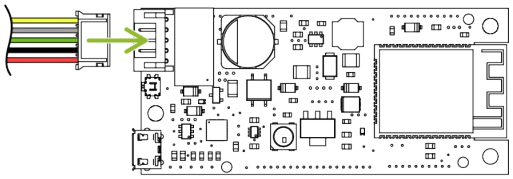
• **Supply voltage**: 8-30V DC, 6-24V AC
• **Operating temperature range:** -40°C -+ 85°C
• **Max. current consumption (external supply):** 120mA@12V
• **Number of open detection inputs:** 1
• **Output type:** unfused relay contact (NO and NC)
• **Max. load current on output(s):** 2 A
• **Max. switched voltage:** 30 V DC, 30 V AC
• **Input voltage short circuit protection:** fuse (1A)
• **Size:** 72,5 × 32 × 13,5 mm
• **Wireless communication protocol:** Radio frequency communication compatible with Smartphone (R2CAP and RFCOMM).
• **RF carrier frequency:** 2,4GHz
• **RF TX power:** 0 dBm

Connections

1º Instalar / Install

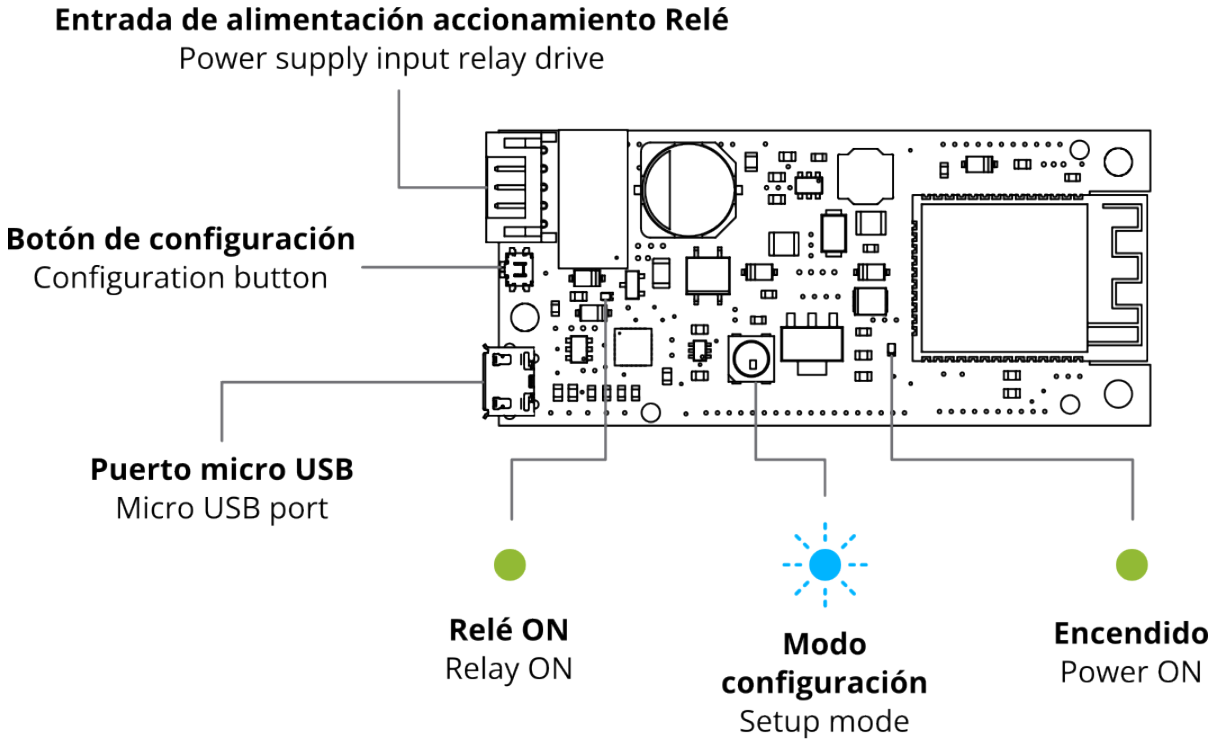


2º Conectar / Connect



No usar USB para alimentación
Do not power with USB

Main view



3. Installation and start-up

1. Before to install Nearkey, refer to the user's manual of the control unit. If it is going to be instal LED in a door's control unit, it must have a connection output for accessories.

2. Deactivate the power supply of the installation and make sure that the area where you are going to work is safe.

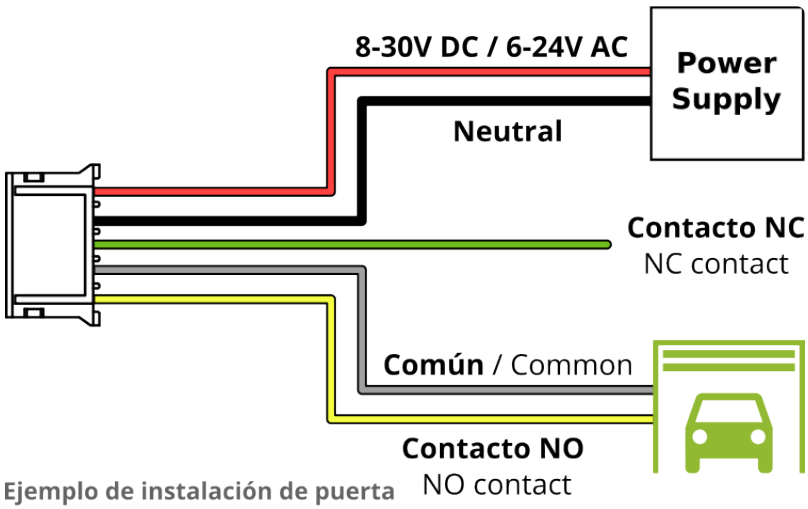
3. Access the control unit and search for the drive terminals indicated in the respective user manual.

4. Take the 5-way cable from the box.

5. Connect the grey cable (COM contact) and yellow cable (NO contact) or the green cable (NC contact), depending on the installation, to the terminals specified in the manual of your control unit to carry out the drive.

Connect the power input.

- If the installation has a power output between 8-30V DC or 6-24V AC, connect the red and black cables to this output, it does not influence the position of the cables, it is polarity independent.
- If your unit does not have a power output, we must provide Nearkey with an external power supply with a voltage between 8-30V DC or 6-24V AC. If you have a 220V socket, you must install a transformer with the following characteristics: 8 to 30V direct current (DC) or 6 to 24V alternating current (AC) that supplies more than 200Ma.



Ejemplo de instalación de puerta de garaje con contacto NO
Installation example for a garage door with a NO contact

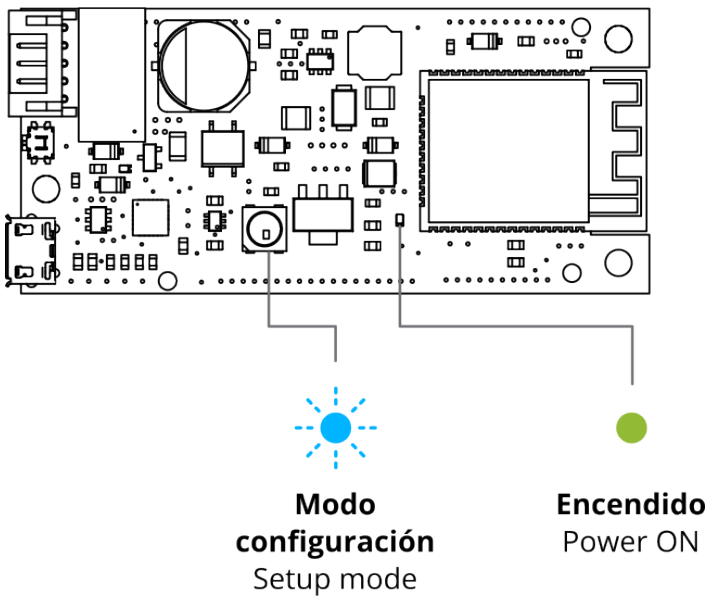
6. Install the device in a place insulated from water and humidity, making sure that the cables reach the device without exerting tension.

7. Use M3 screws for fixing if necessary.

8. Insulate unused cables with insulating tape or a hot shrink.

9. Connect the 5-way cable to the Nearkey connector.

10. Activate the power supply to the installation and check that the power LED is lit with green light. If Nearkey has never been configured, the blue configuration LED will be flashing.



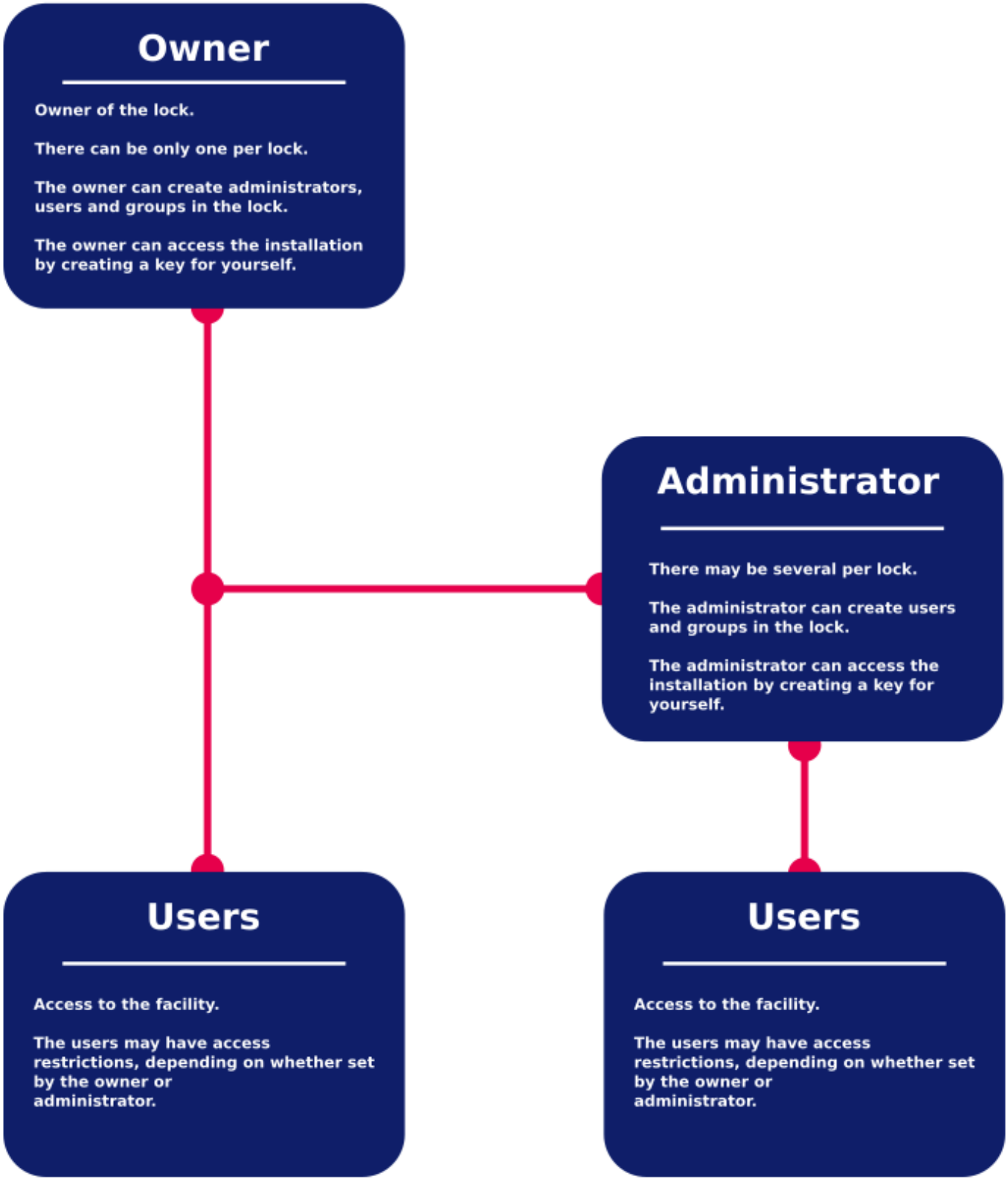
If Nearkey only shows the green power light, this device has already been configured. If you do not have the necessary access permissions consider reading section *4.5. Nearkey reset*.

If you have any questions, please contact our technical support department at **support@nayarsystems.com** or call **+34 964 066 995**.

4. Product configuration

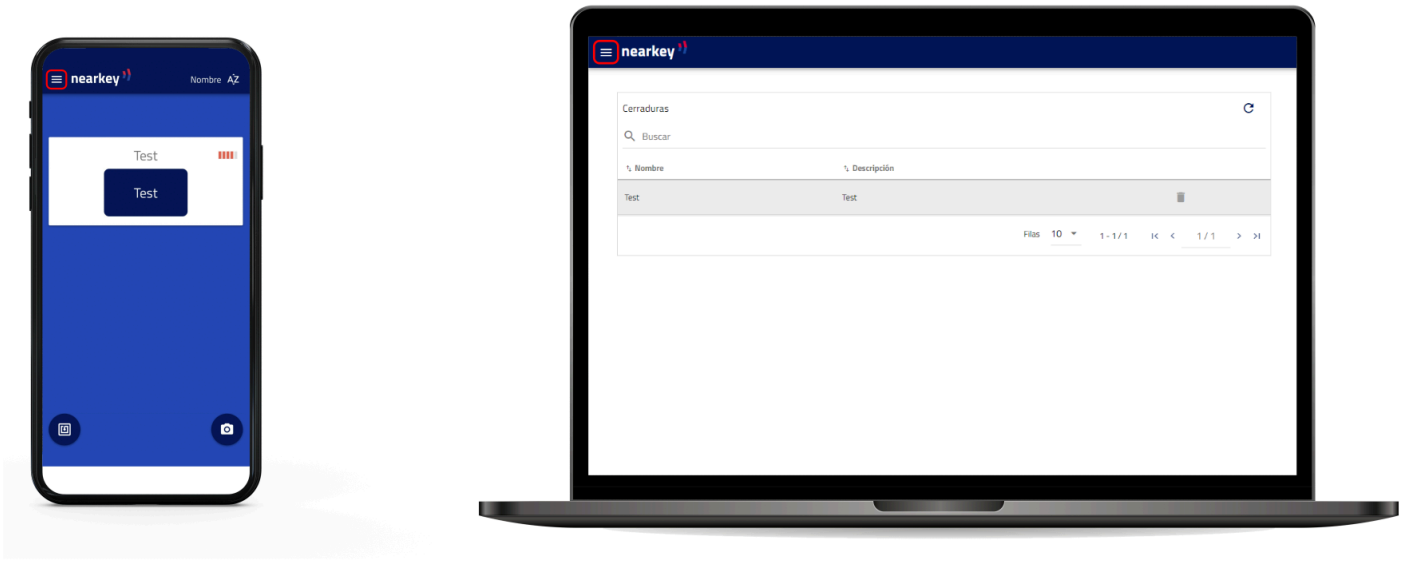
4.1. Range of users
4.2. Menu
4.3. Avanced settings
4.4. Users
4.5. Nearkey reset
4.6. Interaction with Nearkey
4.7. Nearkey App
4.8. Basic setup

4.1. Range of users



4.2. Menu

- Access through Nearkey APP by pressing the icon located at the top left side of the APP or through the Nearkey Web Admin platform located in the following URL: https://admin.nearkey.io



- The following image shows what each section of the menu allows you to do.

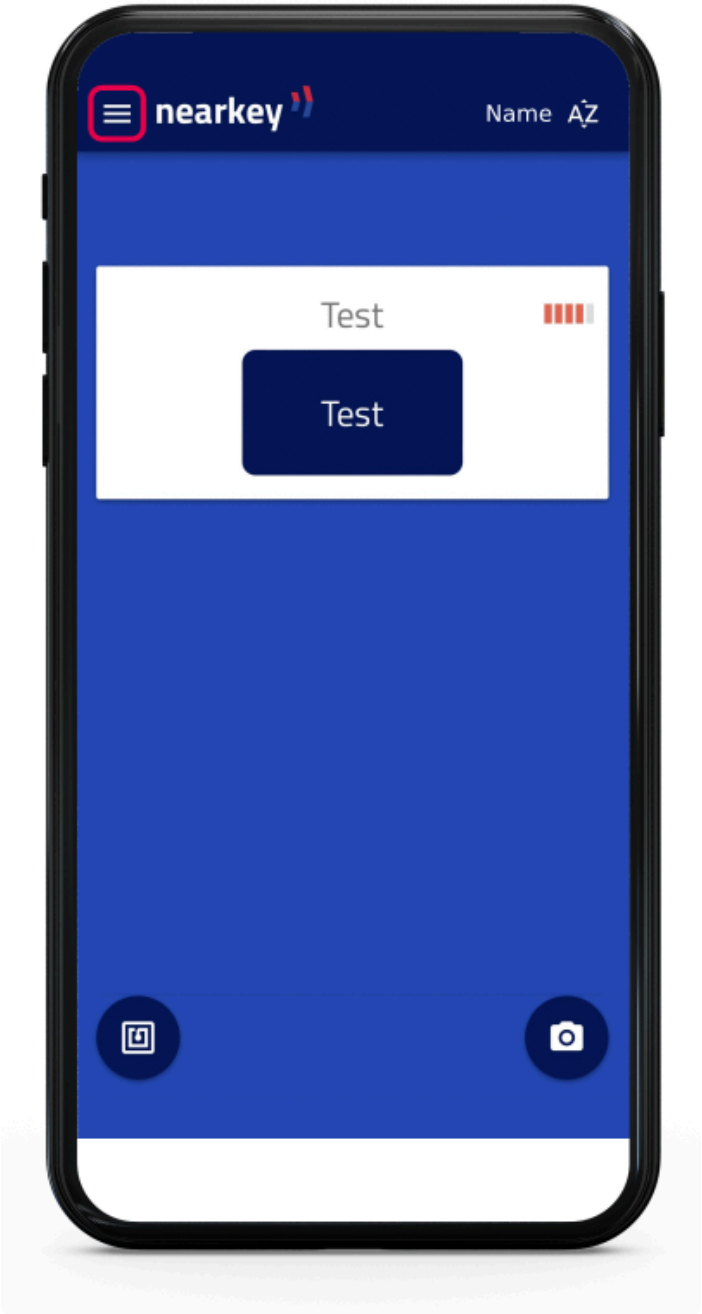
Menu
Scan
Open near Nearkeys
My Locks
Manage your locks
My Keys
Manage your keys
Groups
Manage user groups
Settings
Change your settings
About
App info
Logout
Close session
Allows you to see the keys to which you have access.
Allows you to update the permissions of the keys.
This tab appears to all users.
Allows the modification of the user's configuration.
This tab appears to all users.
Allows you to log out of the app.
This tab appears to all users.
It allows to give access to users, groups and to modify the configuration of the lock.
This tab only appears to owners and/or administrators.
Allows the creation of groups.
This tab only appears to owners and/or administrators.
Allows you to check the version of the app you are using.
This tab appears to all users.

4.3. Advanced settings

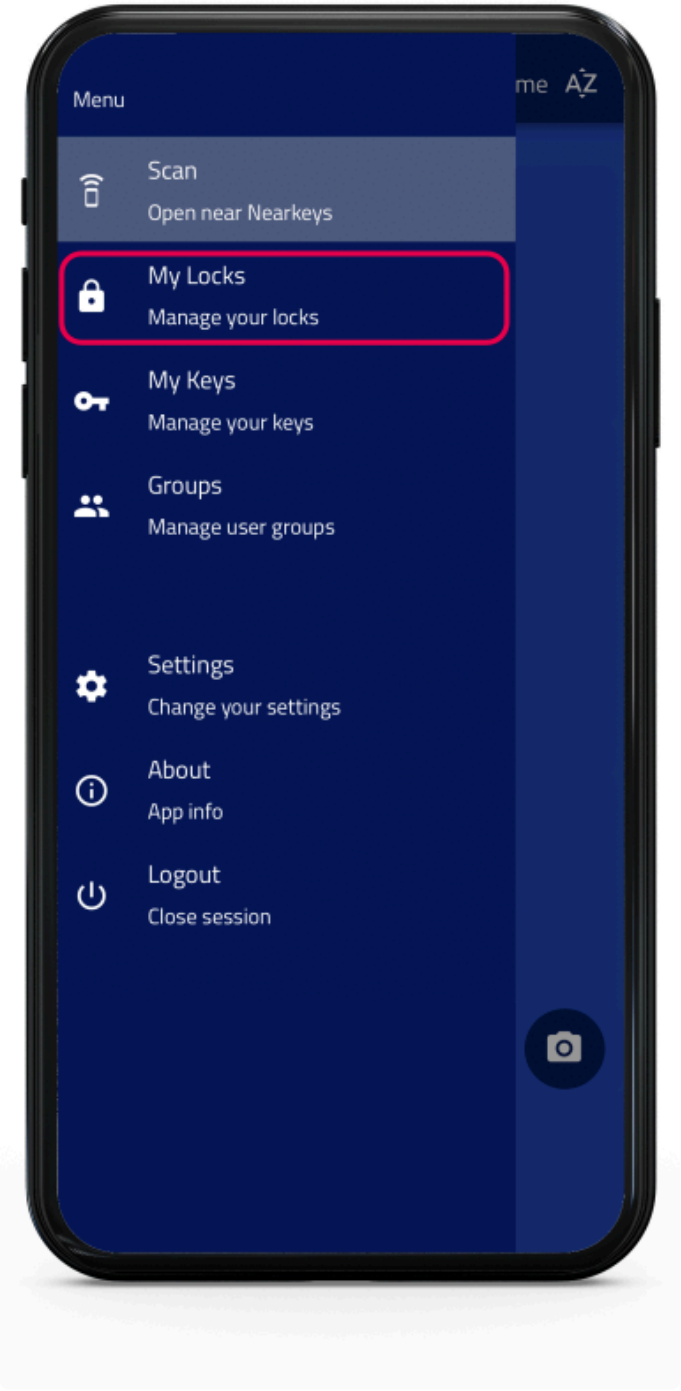
4.3.1. Add users
4.3.2. Delete users
4.3.3. Create users
4.3.4. Activity log
4.3.5. Advanced settings changes

4.3.1. Add users

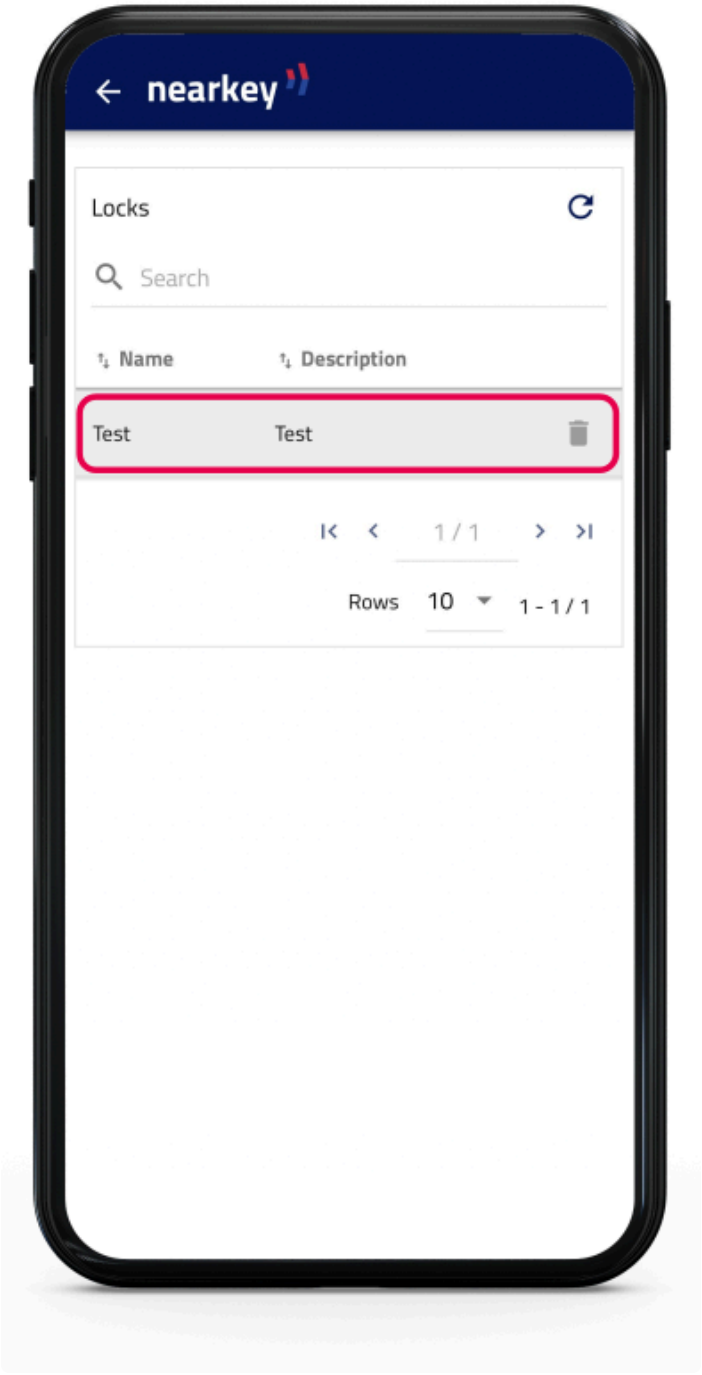
- From the application or from the web in the `Admin area` section.



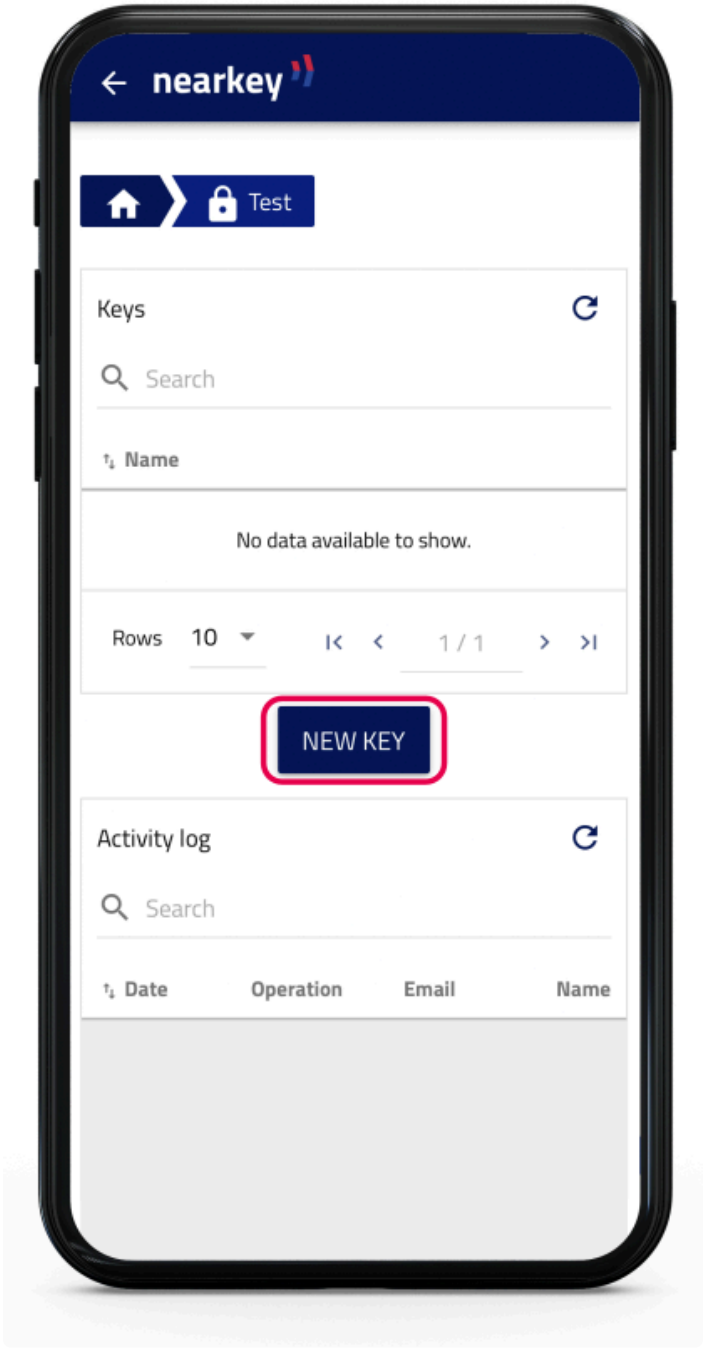
- Access to `My Locks` section of the menu.



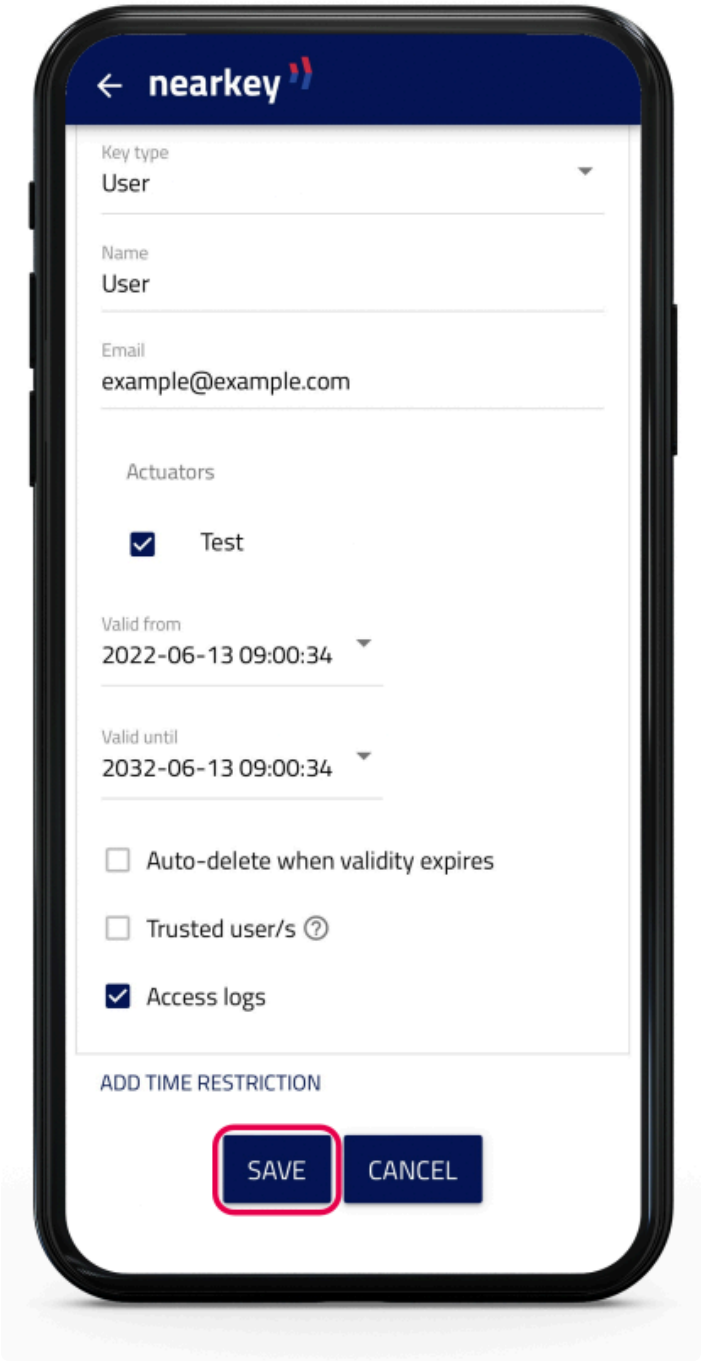
- Select the lock in which you want to add users



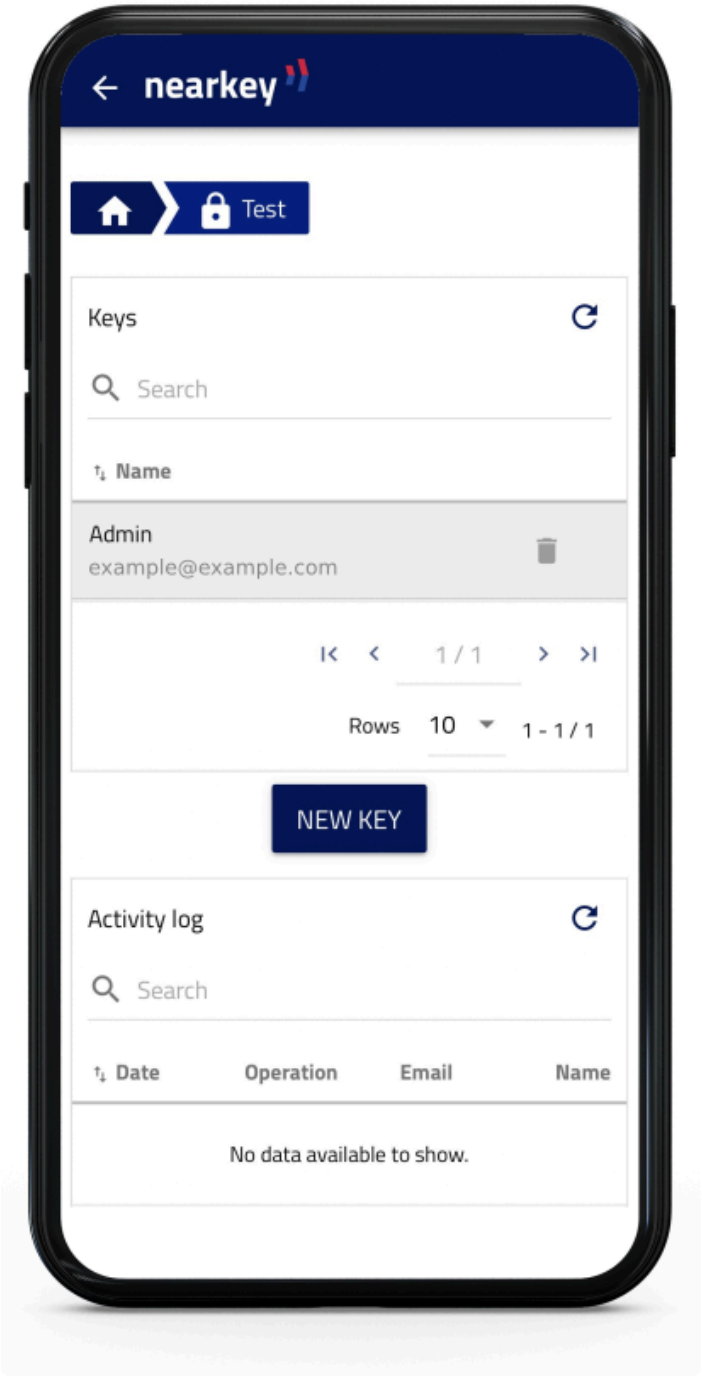
- Press the `New key` button.



- In the menu, fill in the data relating to the new user, including time or temporal restrictions if applicable.

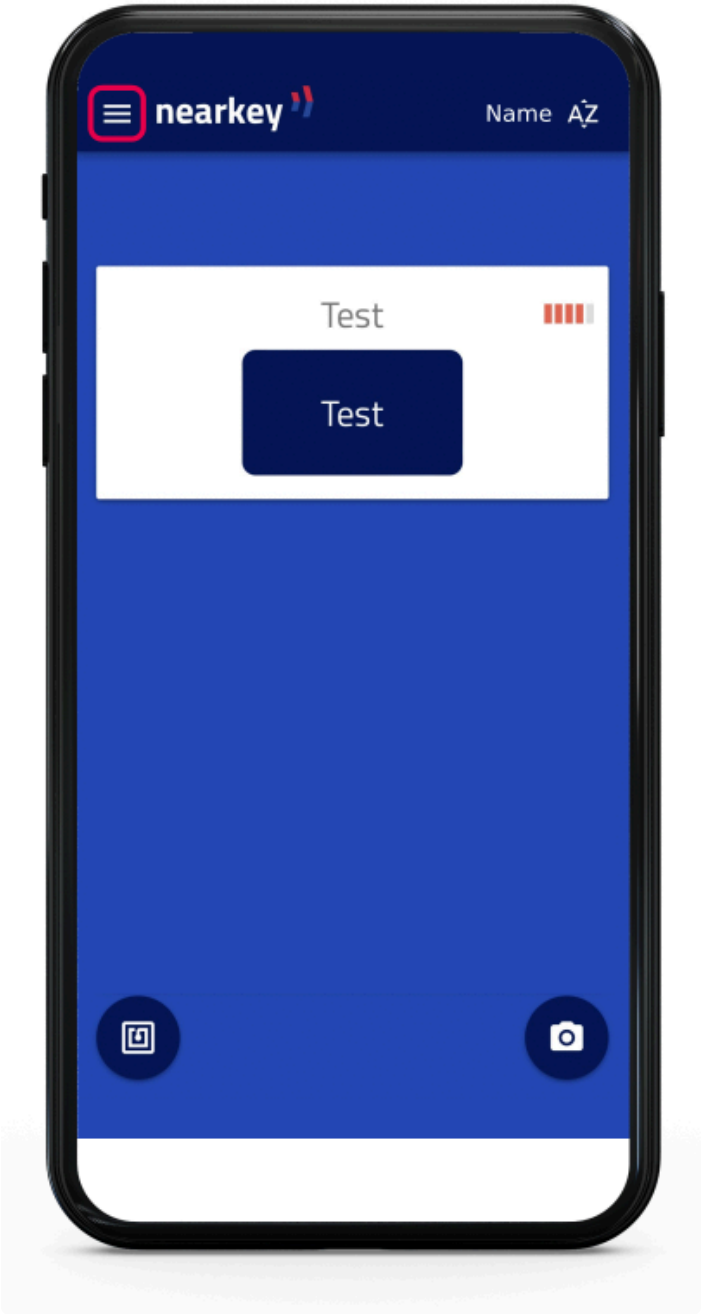


- The new user is already registered. Repeat this operation to include new users.

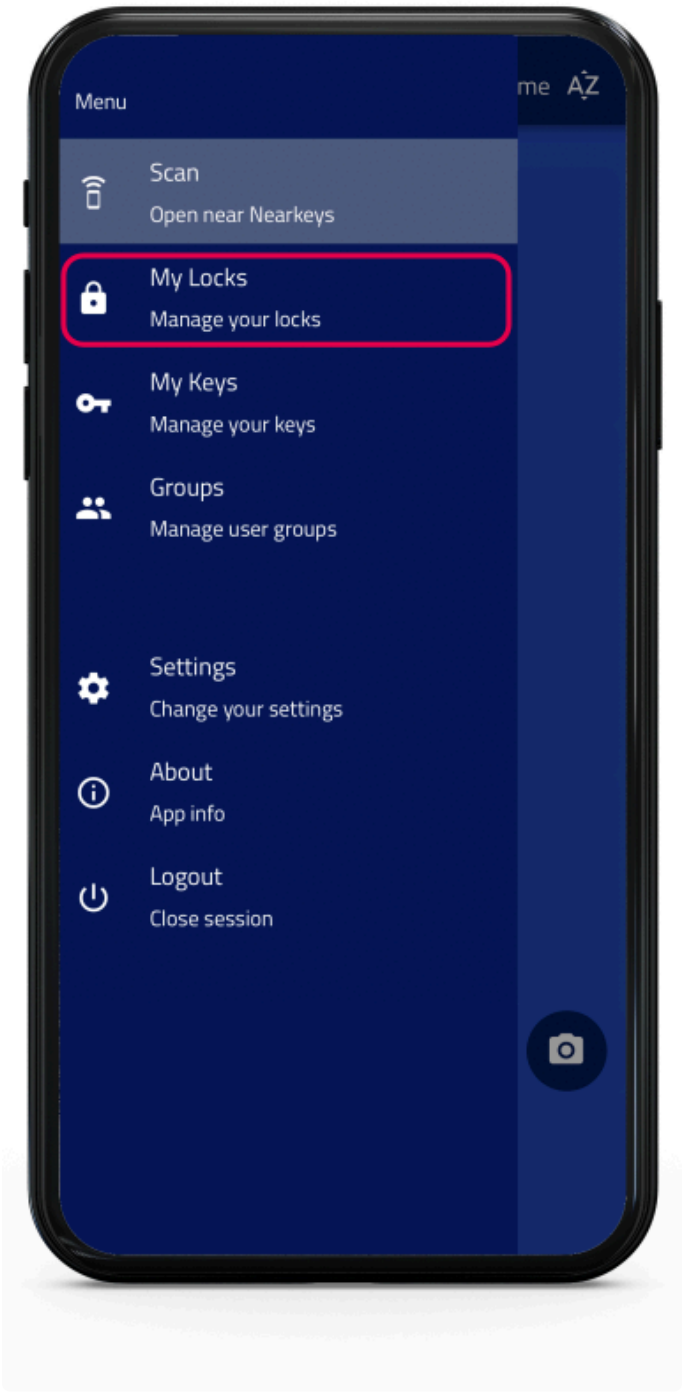

nearkey
Test
Keys
Search
Name
Admin
example@example.com
1 / 1
Rows 10
1 - 1 / 1
NEW KEY
Activity log
Search
Date
Operation
Email
Name
No data available to show.

4.3.2. Delete users

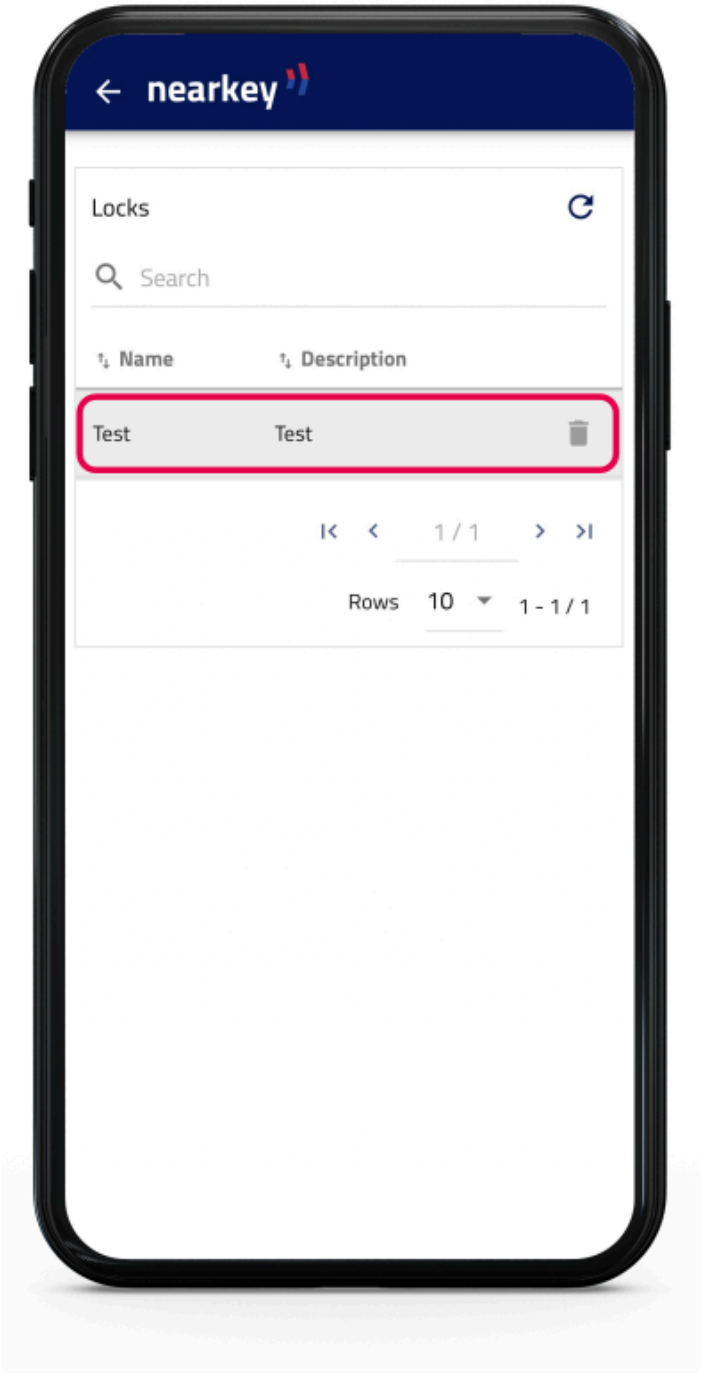
- From the application or from the web in the `Admin area` section,



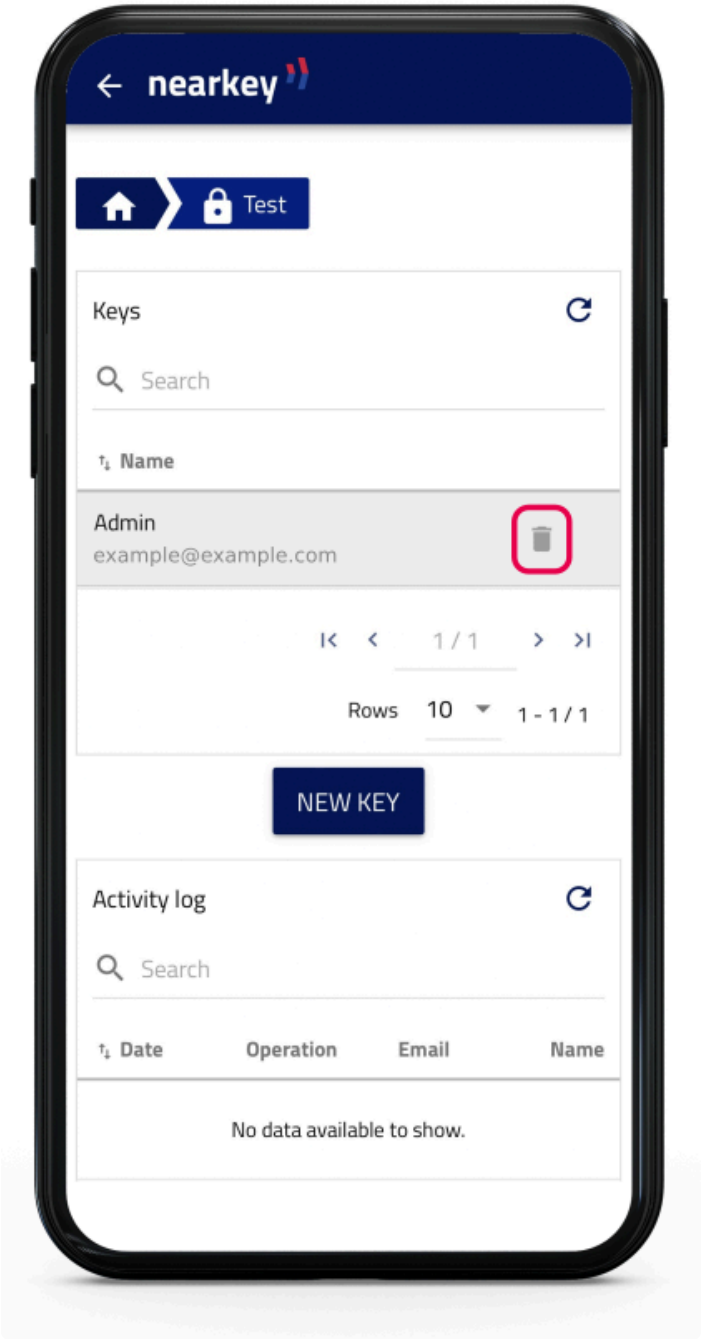
- Access to `My Locks` section of the menu.



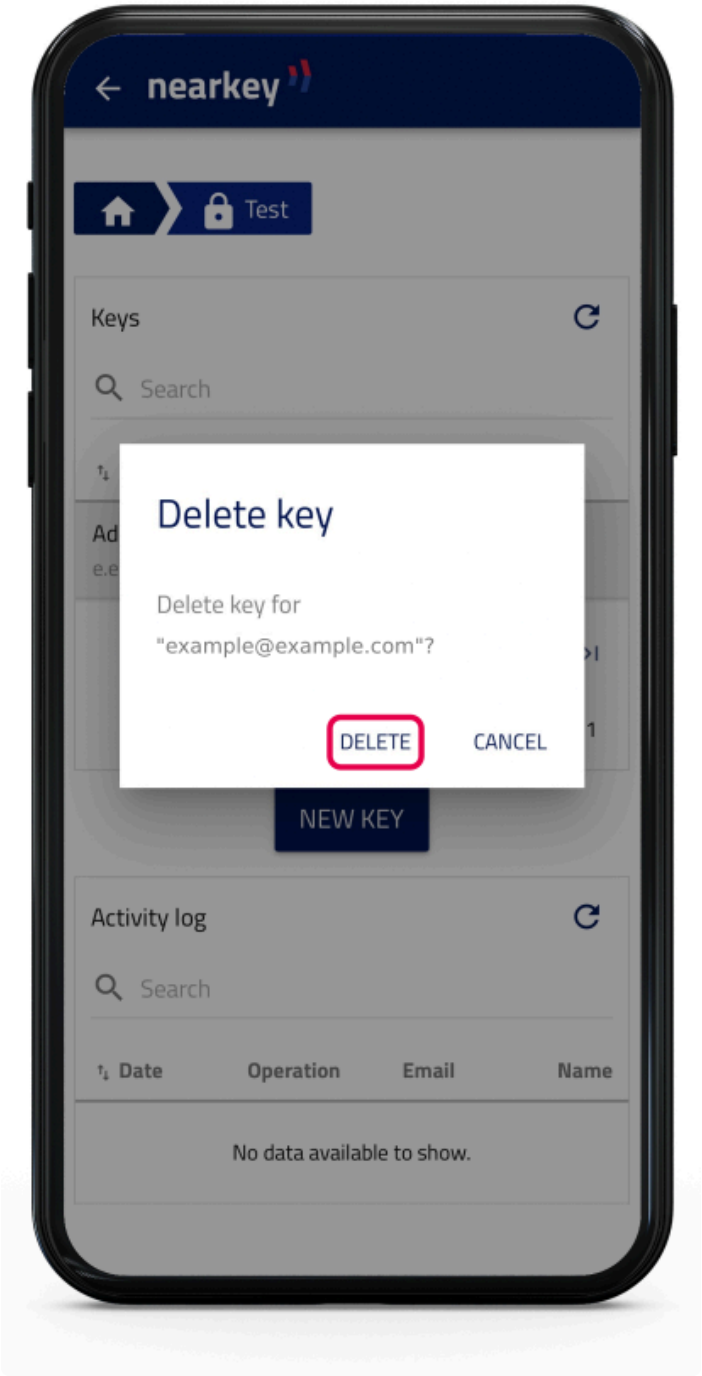
- Select the lock in which you want to delete users.



- Locate the user you want to remove access to and click the trash located at the right side of the name.



- Confirm the opeation.

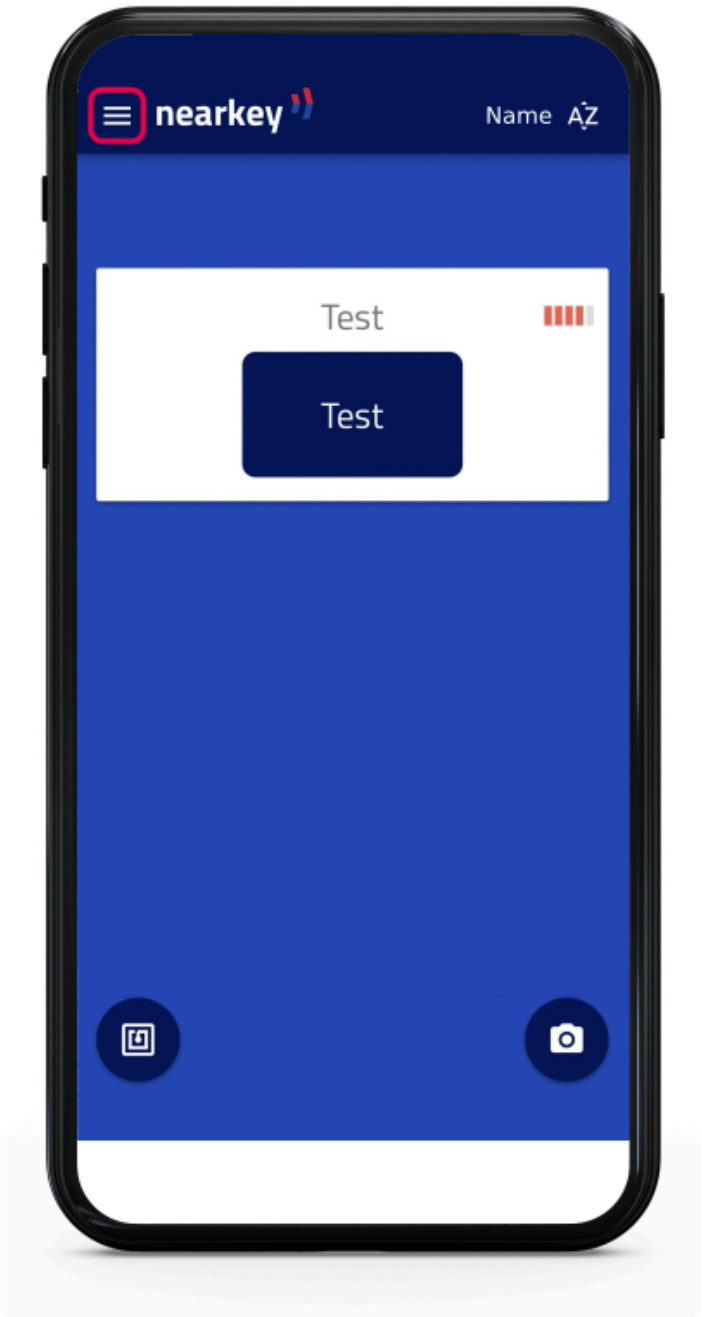


- The user no longer has access to the installation.

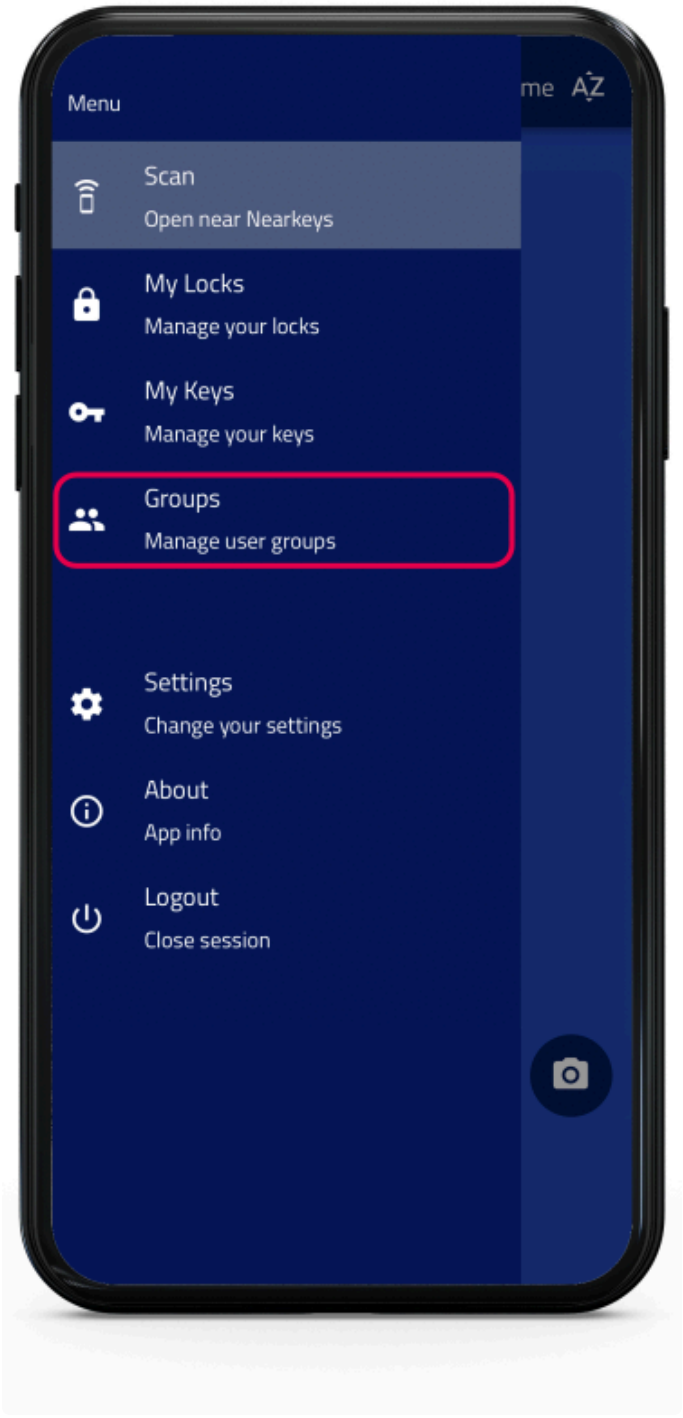
4.3.3. Create groups

The creation of groups is used to bring together users with common characteristics. To create a group, please read the following steps:

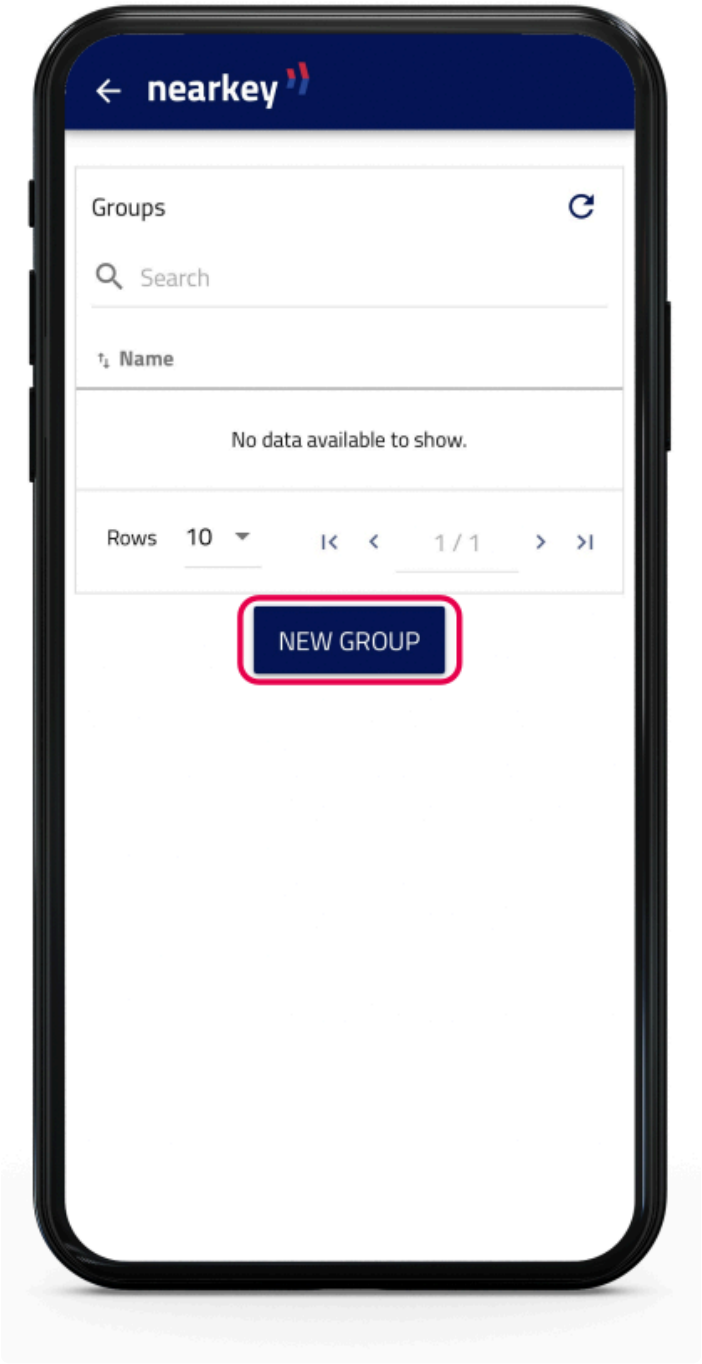
- From the application or from the web in the `Admin area` section.



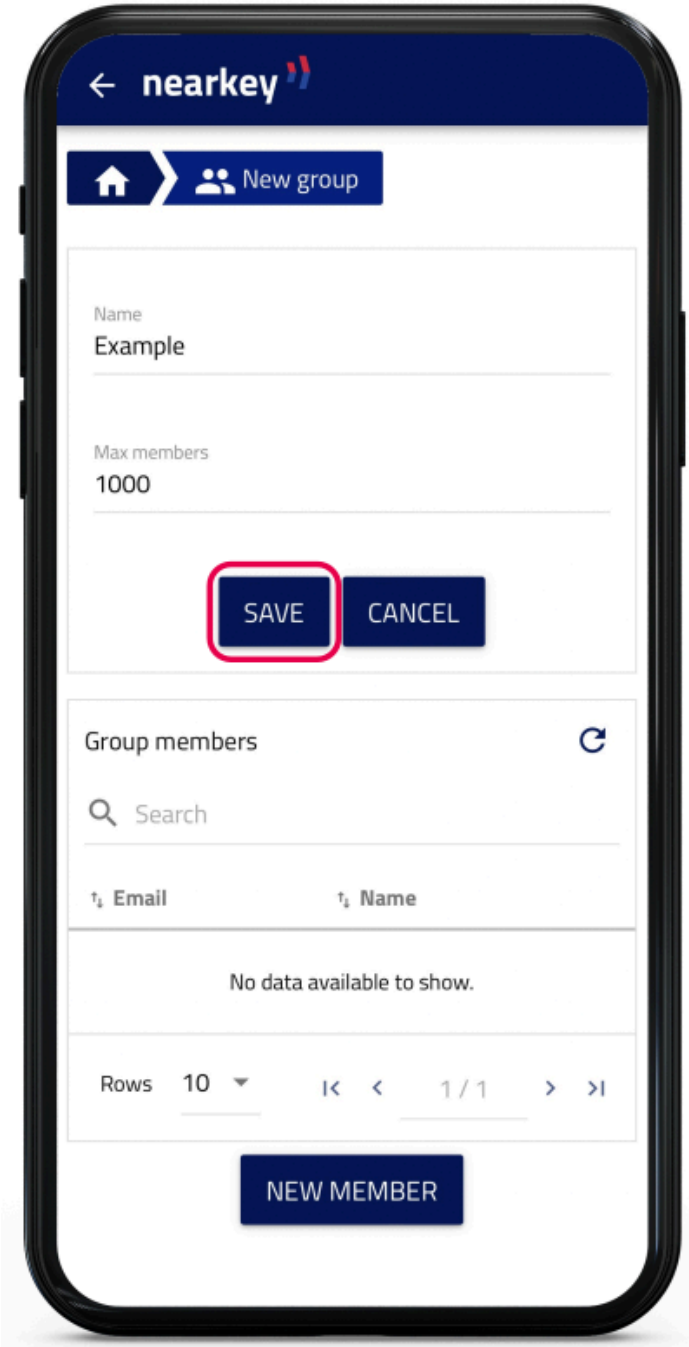
- Access to `Groups` section of the menu



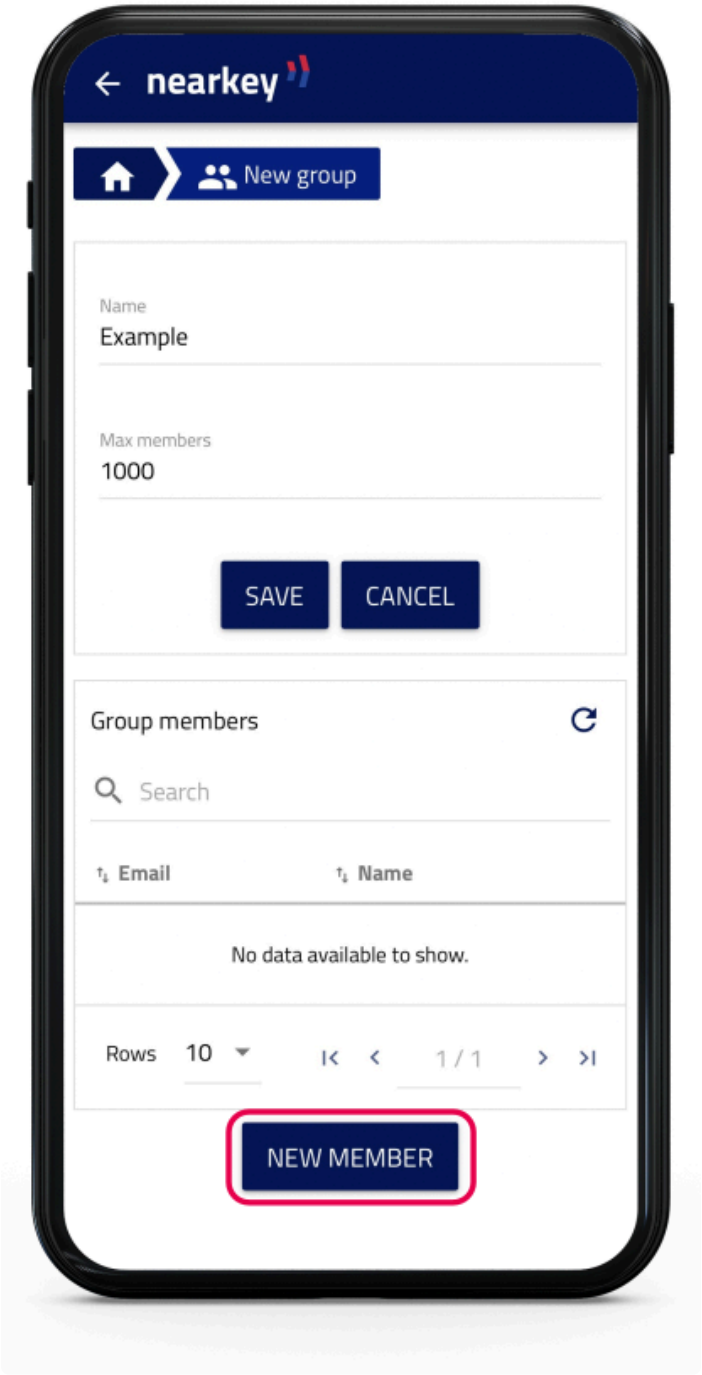
- Press the `New Group` button.



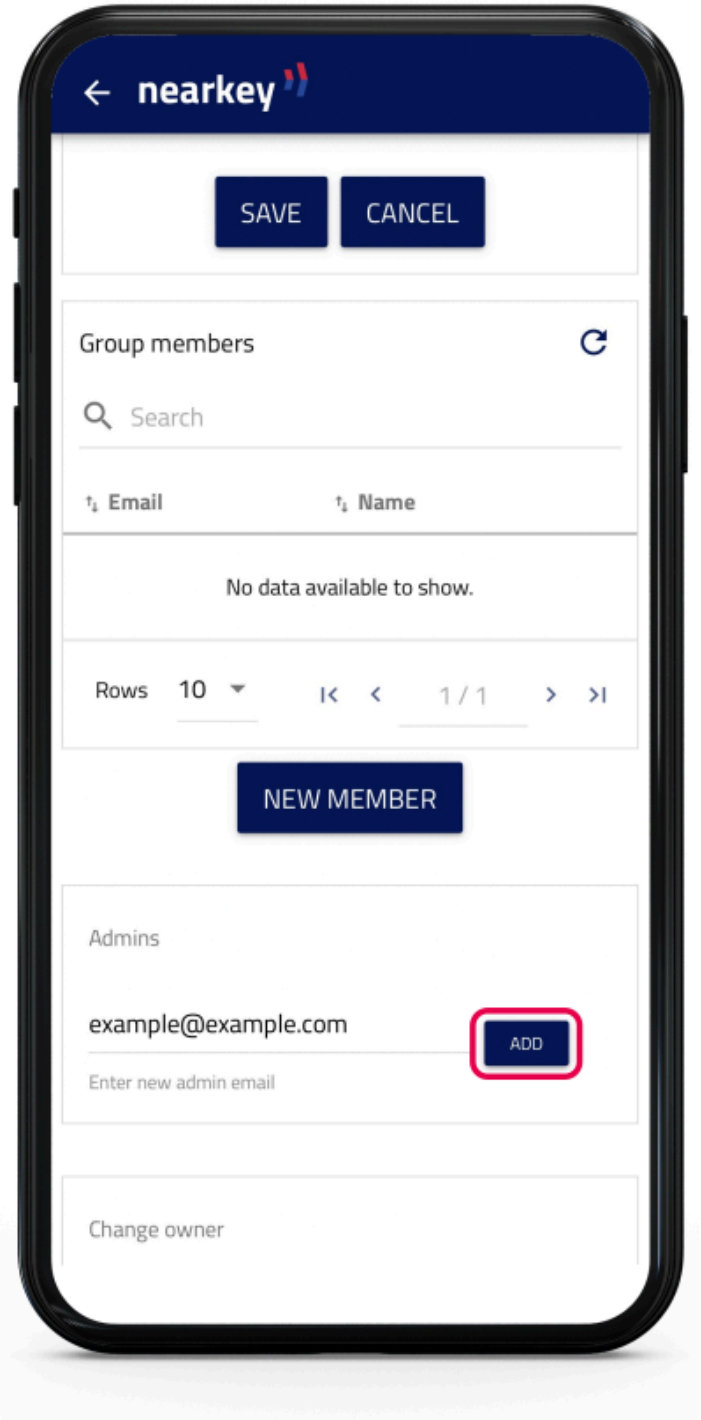
- Introduce a name that allows the logical association of the group and the maximum number of users that can be added.



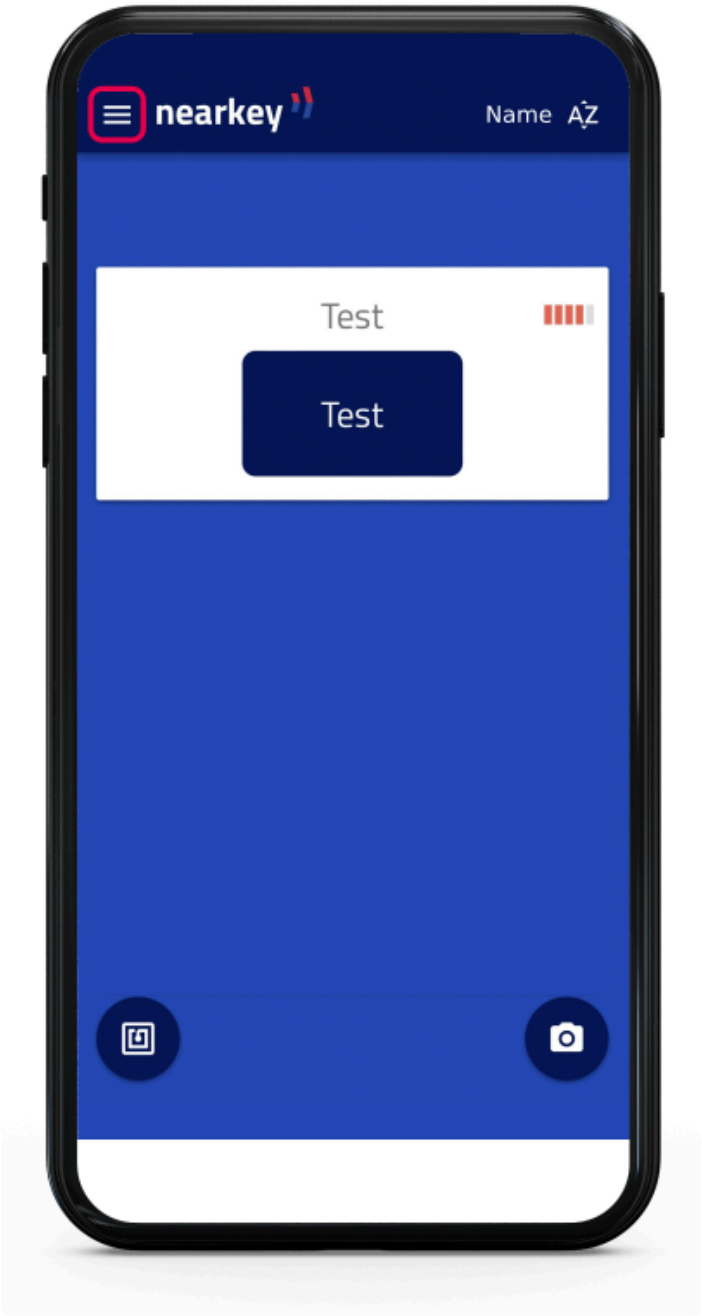
- Click on the `New member` button and introduce the names and e-mail addresses of the users you would like to be part of the group.



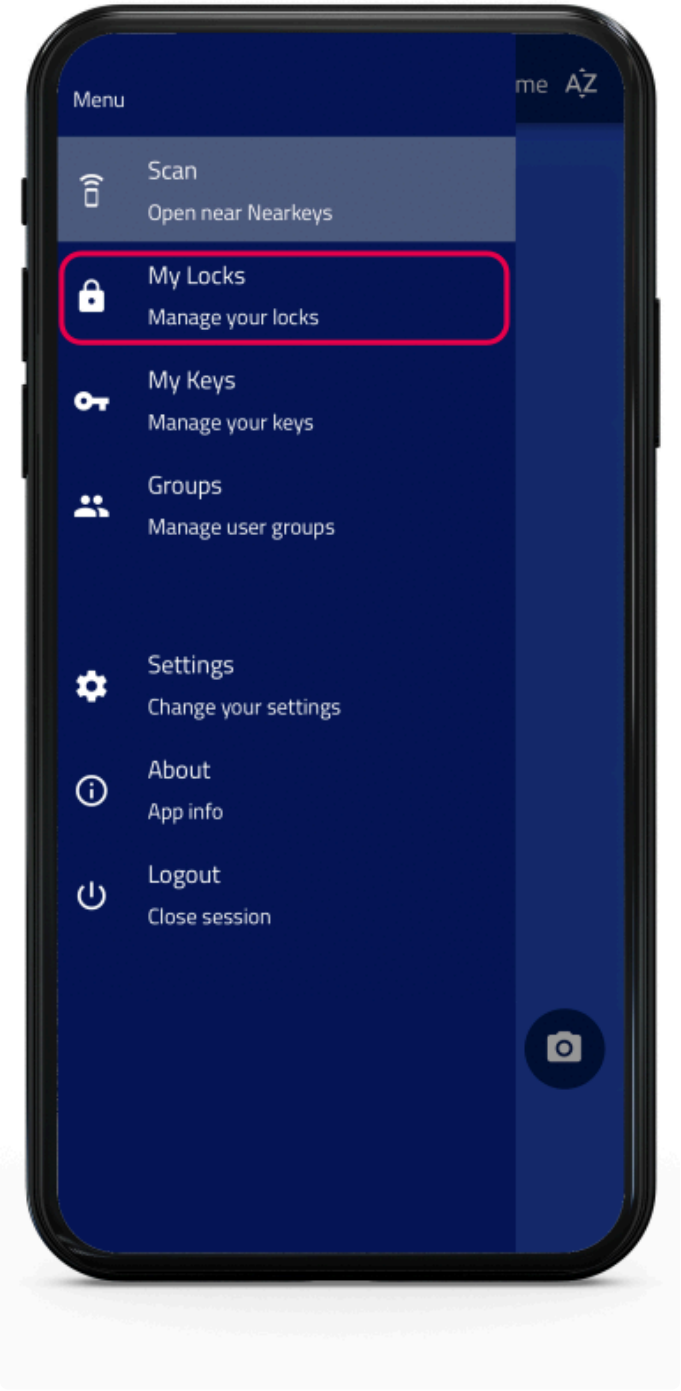
- If you need to add other group administrators, enter the e-mail of the new administrator in the Administrators section and press the `Add` button. The administrator must be a member of the group.



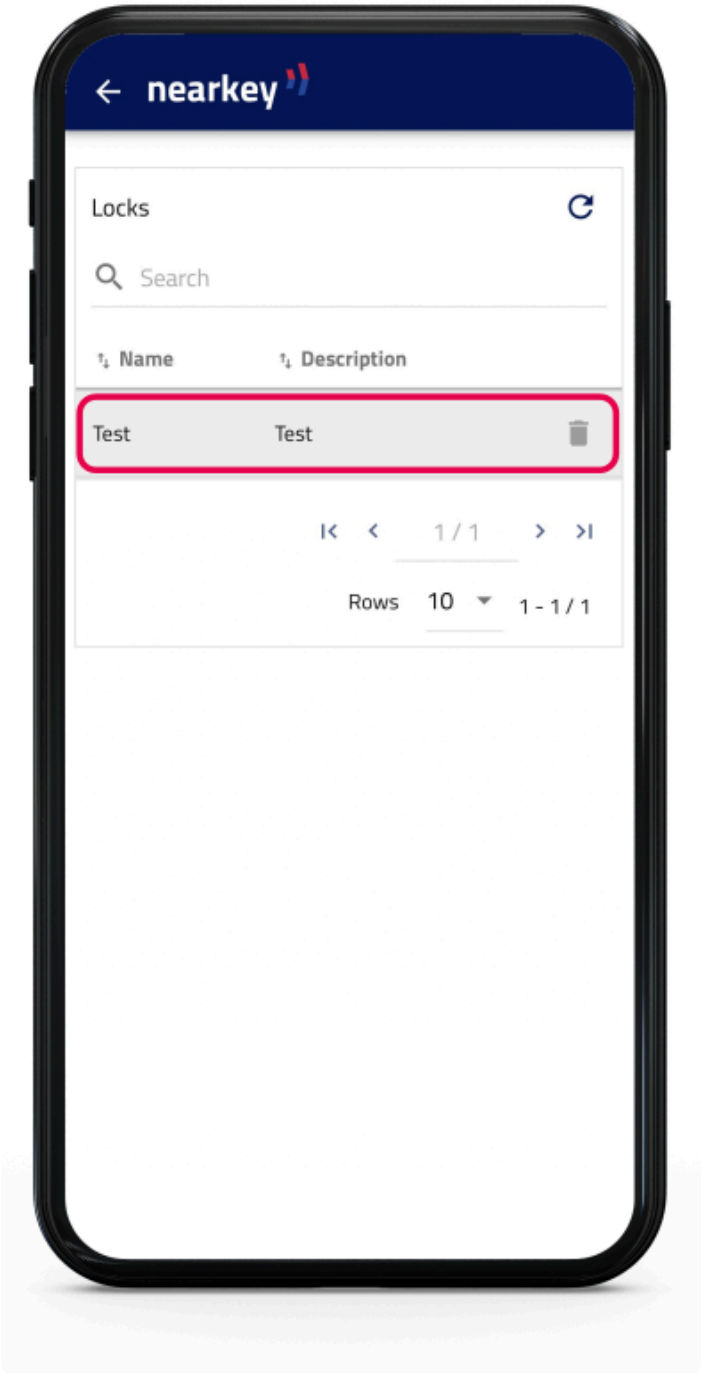
- To add a group to one or more locks from the application or from the web in the `Admin area` section.



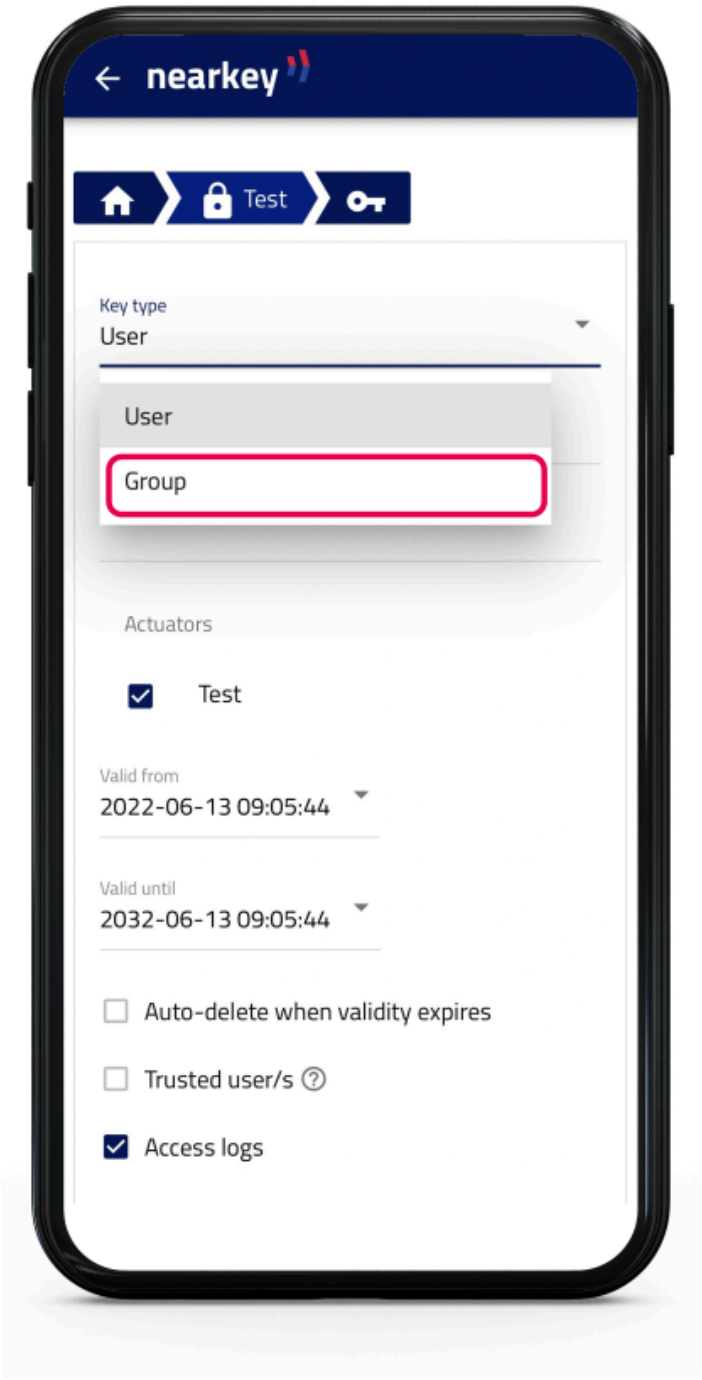
- Access to `My locks` section of the menu.



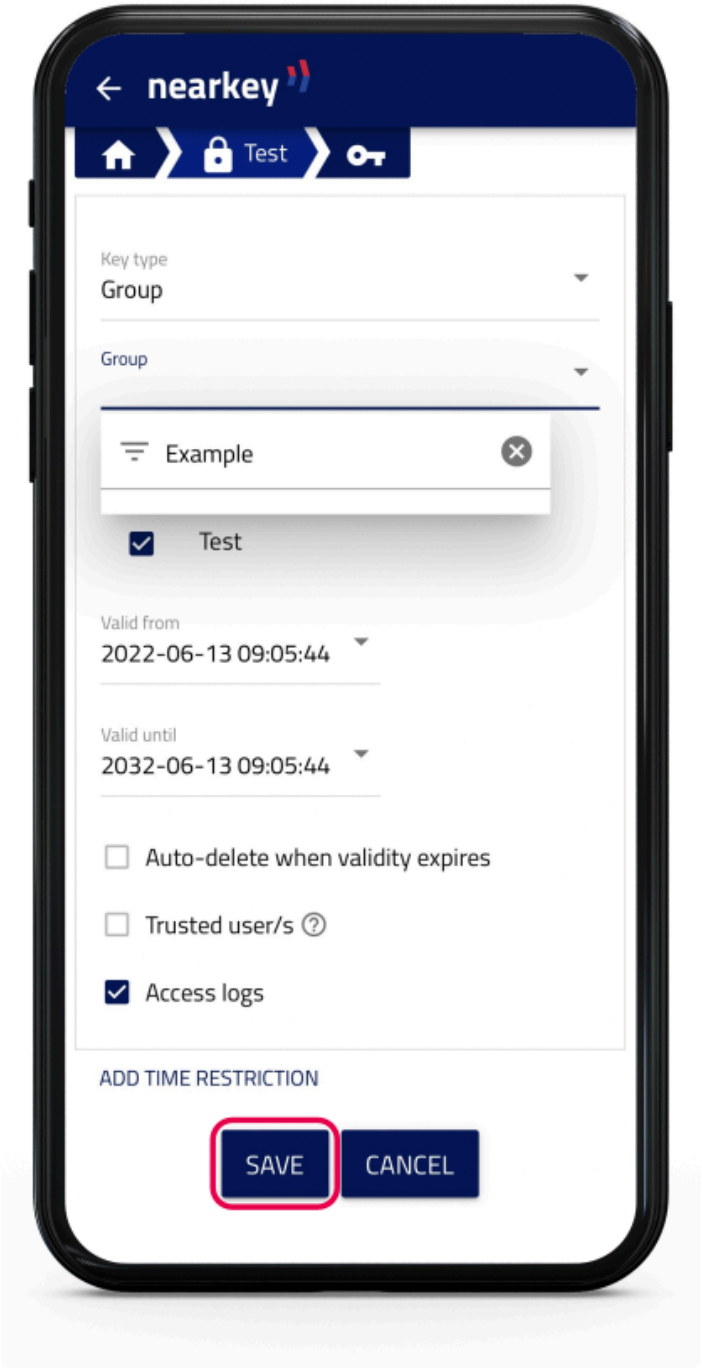
- Select `New key`.



- In the `Key type` tab select `Group`.


nearkey
Test
Key type
User
User
Group
Actuators
Test
Valid from
2022-06-13 09:05:44
Valid until
2032-06-13 09:05:44
Auto-delete when validity expires
Trusted user/s
Access logs

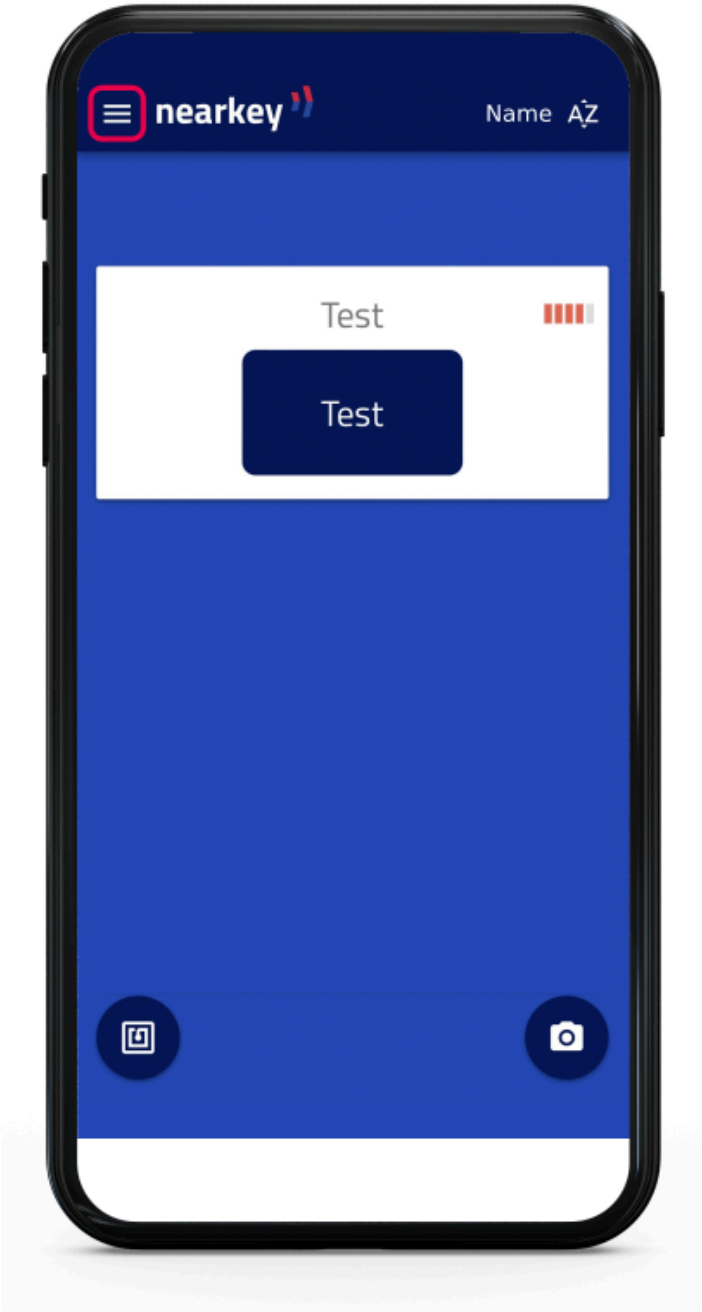
- Select `Save`.



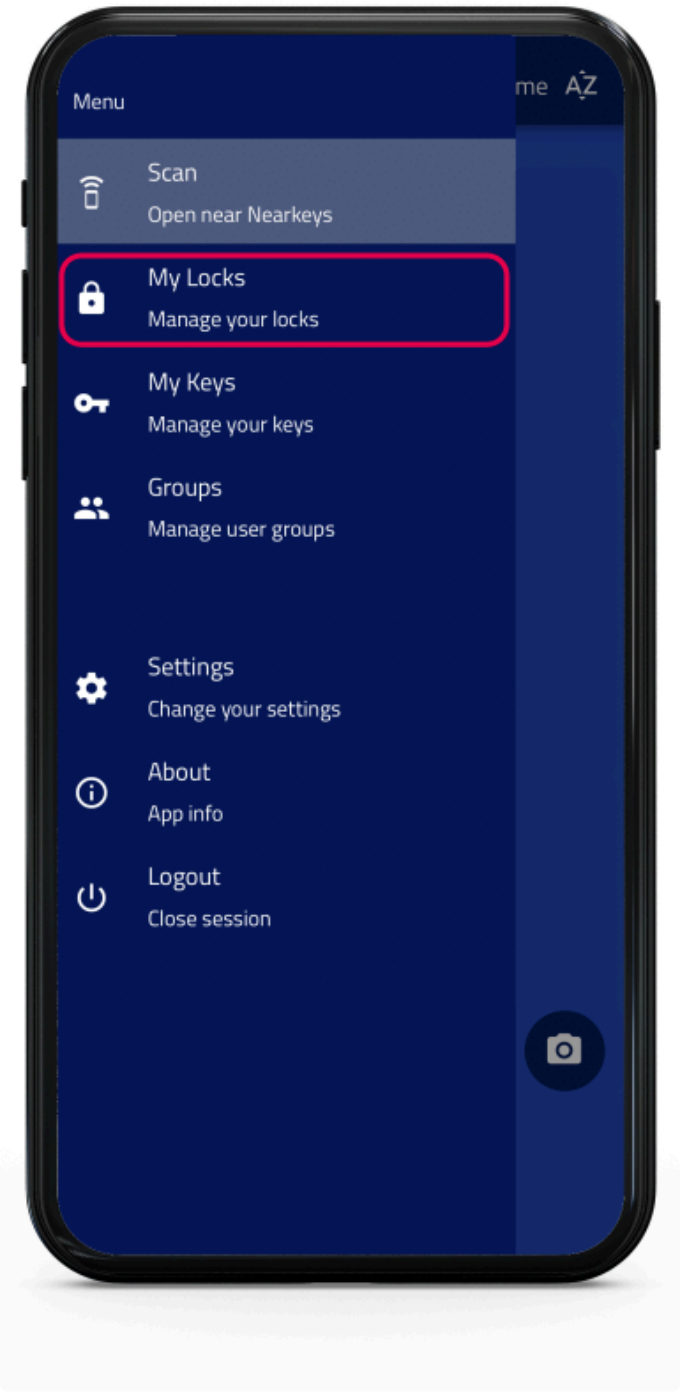
The group is already created and active in the lock.

4.3.4. Activity log

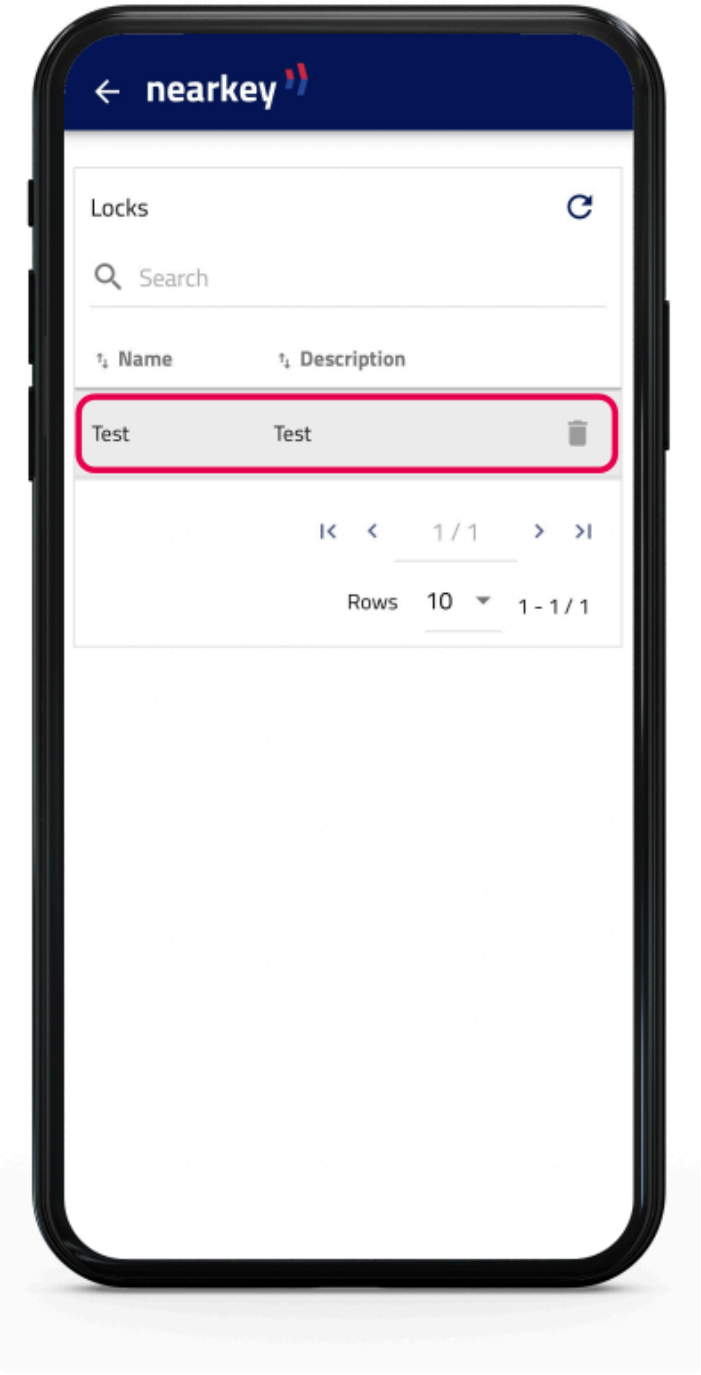
- From the application or from the web in the `Admin area` section.



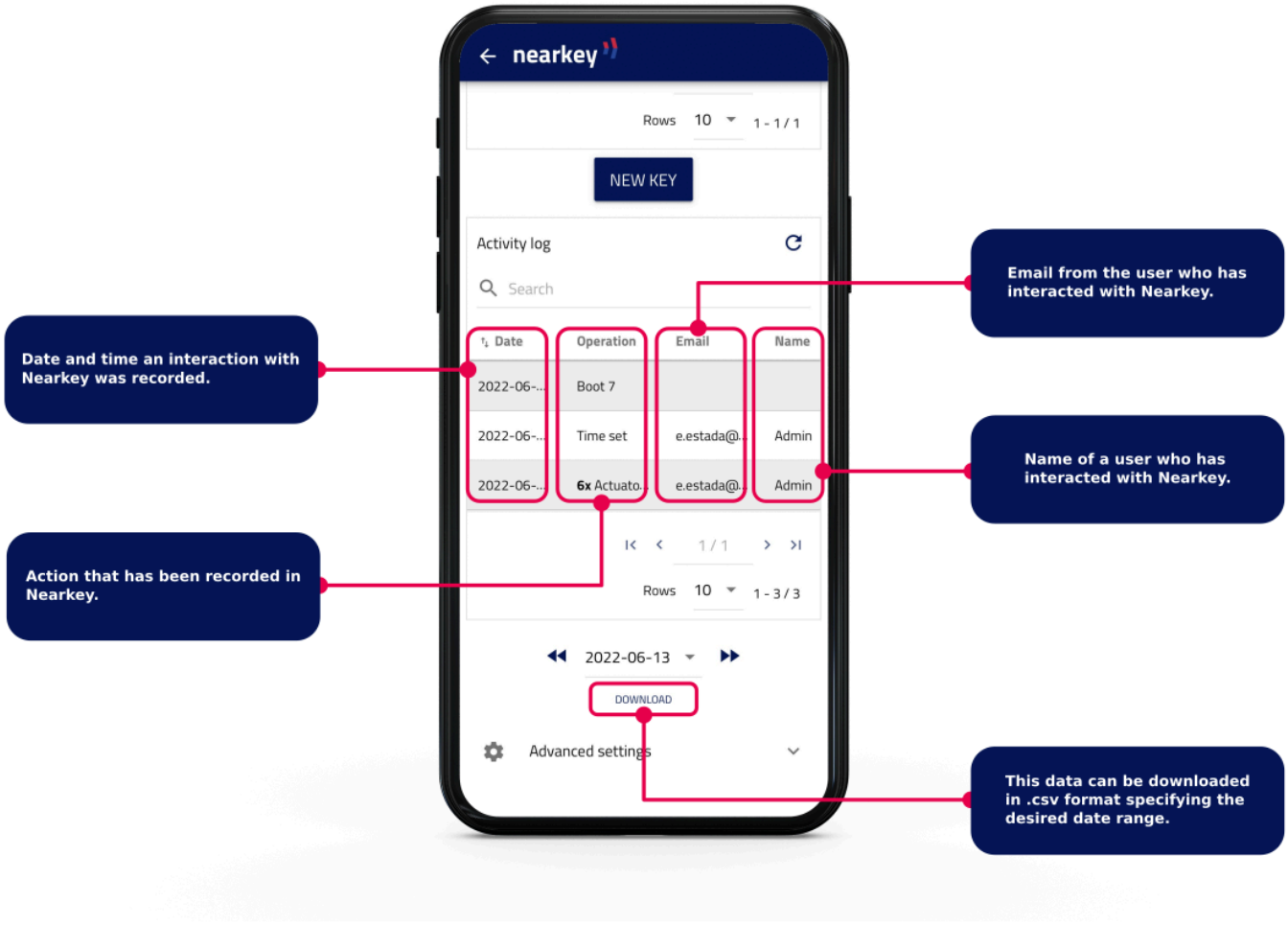
- Access to `My Locks` section of the menu.



- Select the lock you would like to consult.



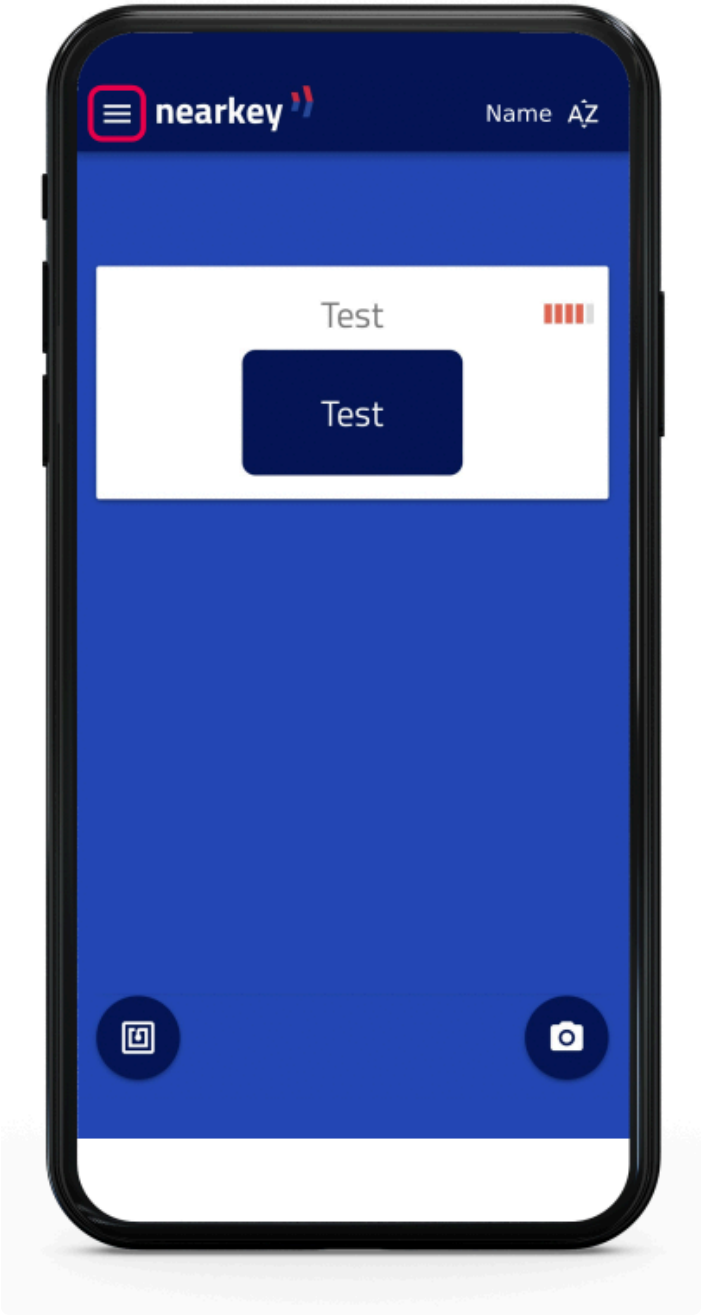
- The activity log section shows:



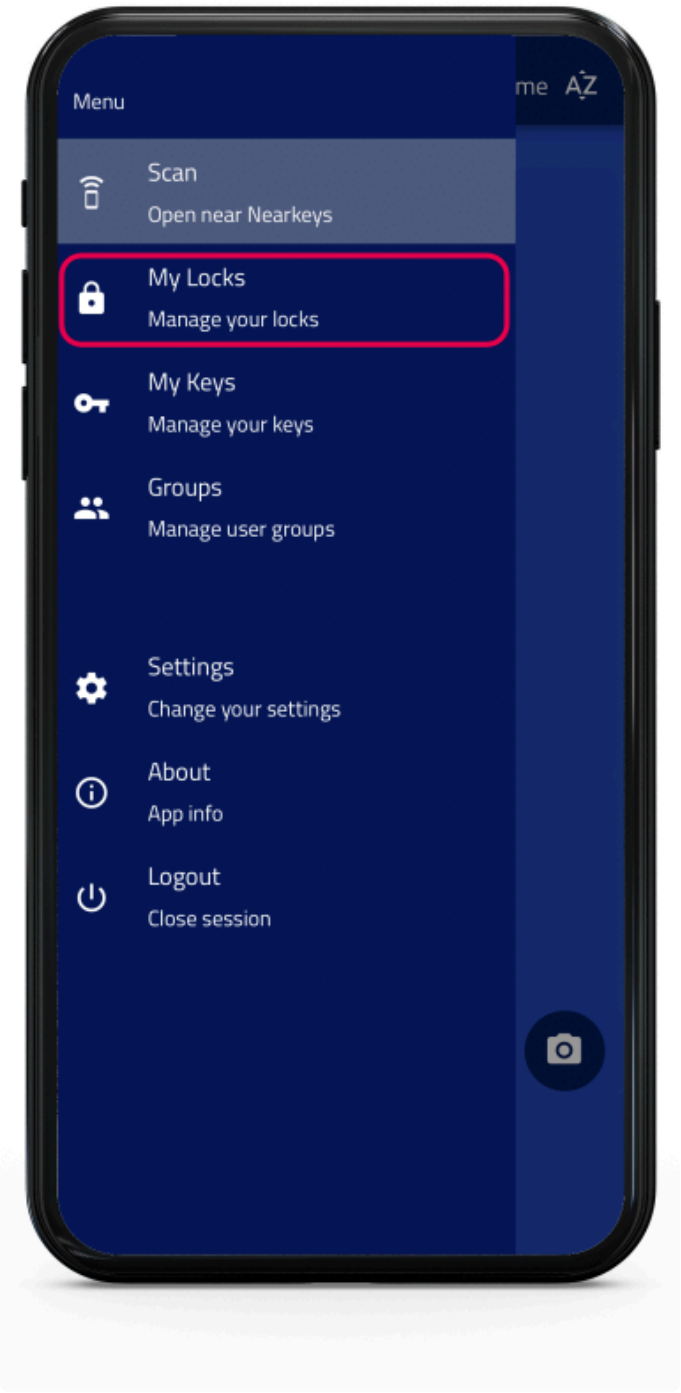
In this section you can search with the specifications that are indicated, sort by date or show results for a specific date.

4.3.5. Advanced setting changes

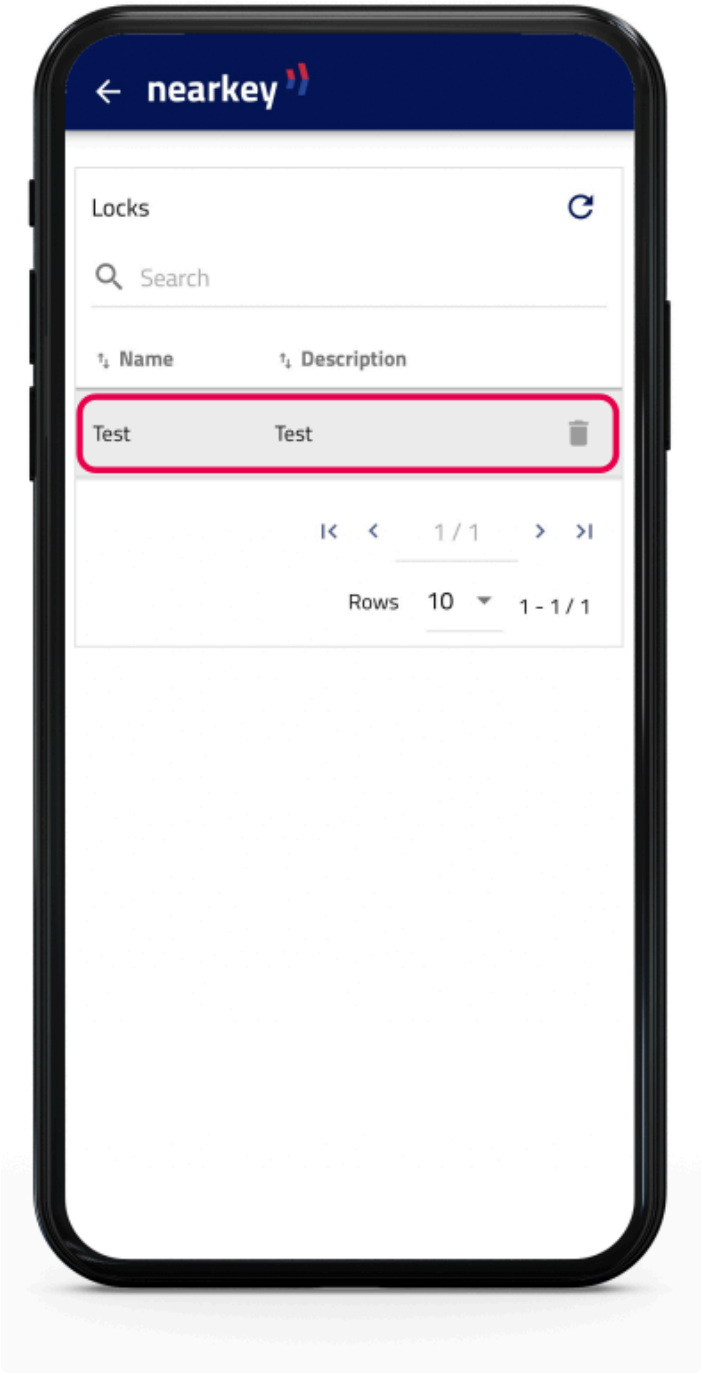
- To make changes to Nearkey configuration, from the APP or from the web in the `Admin area` section,



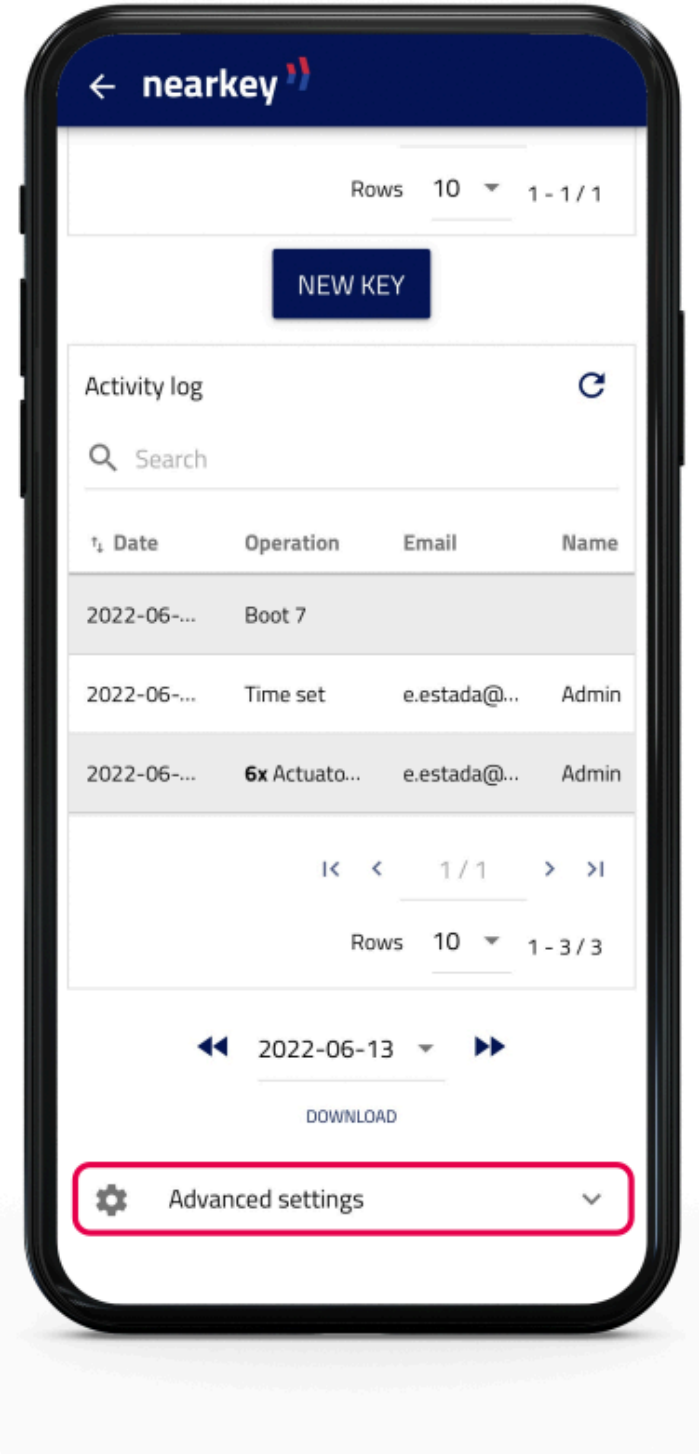
- Access to `My Locks` section.



- Select the lock you would like to consult.



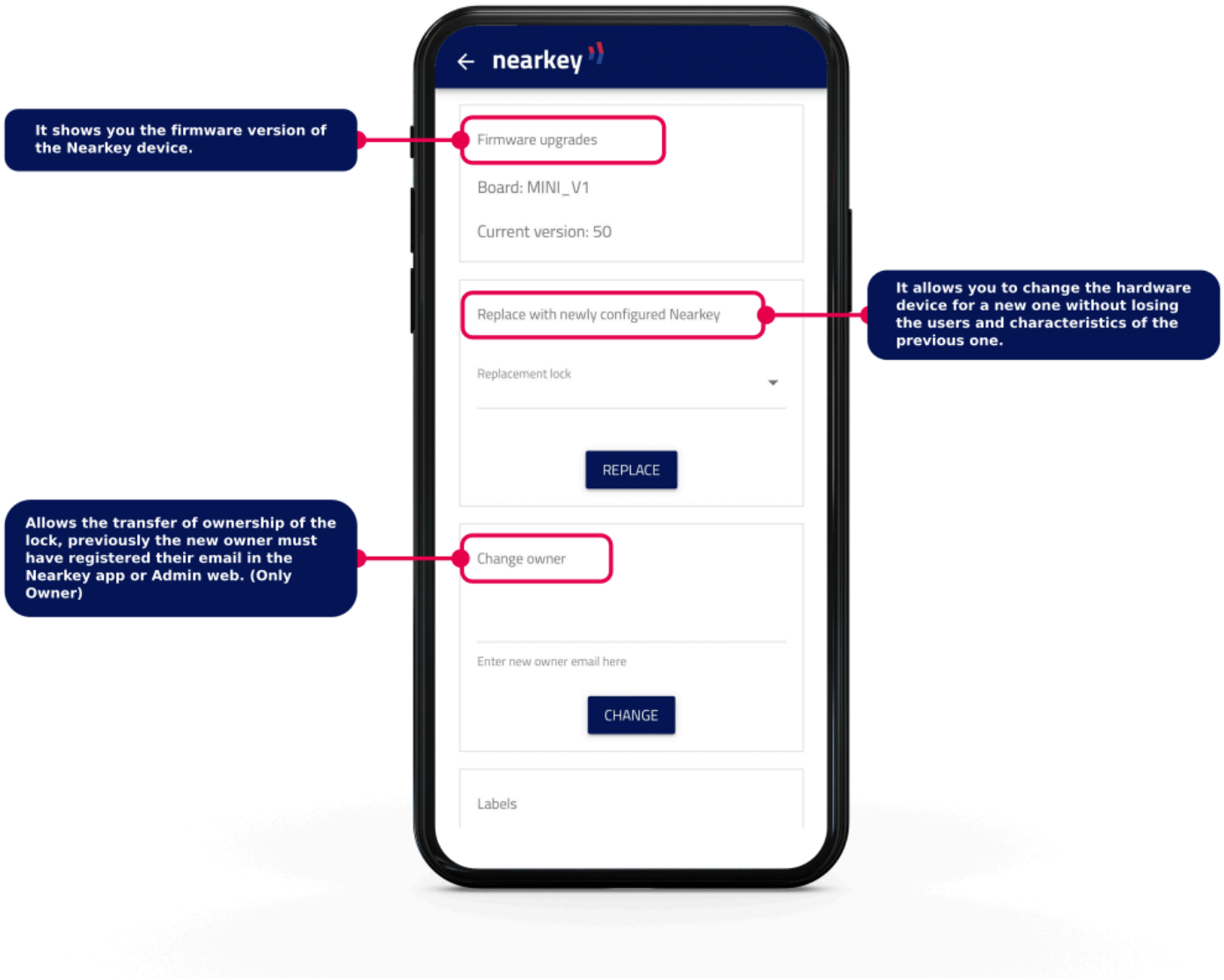
- Press `Advanced settings`.



Some of the options listed below are only modifiable by owners, in which case they will be specified in parentheses.

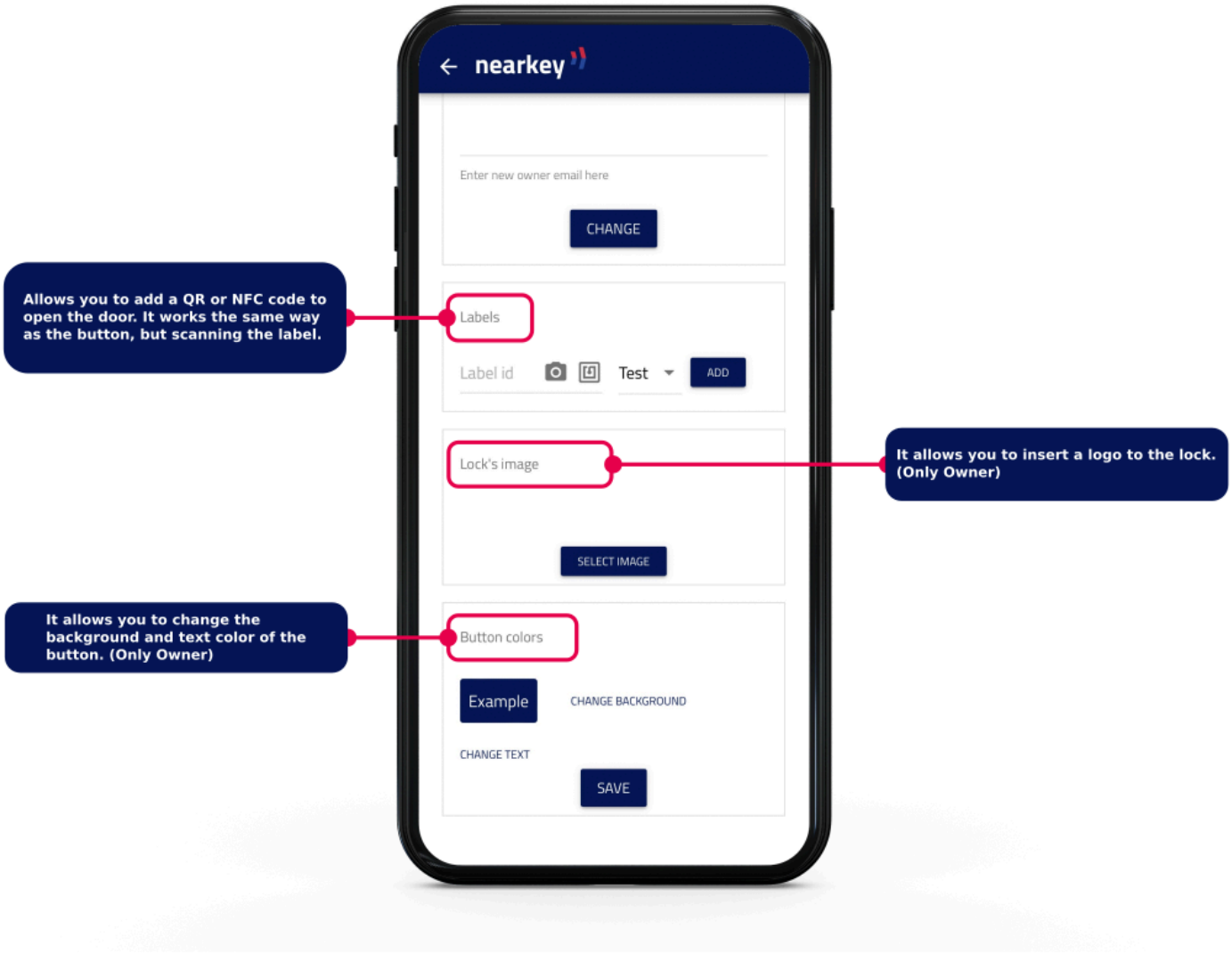
The following options will be displayed:

nearkey
Advanced settings
Name
Test
Timezone
Europe/Madrid
Description
Test
Access logs for new keys
Auto-update firmware
Hide in scan
Actuator 1
Test
Mode
Pulse
Dura...
1
s.
ADD ACTUATOR
SAVE
CANCEL
Admins
ADD
Enter new admin email
It allows you to change the name of the device.
It allows you to introduce a description in the lock, this will help to identify and to speed up the search of the lock in case of having several.
It allows you to update the firmware automatically, we recommend not to modify this option.
It allows you to modify the characteristics of the relay.
It allows selection of the actuator mode, these can be: Pulse, Switch and Off.
It allows you to create other administrators in the lock, previously they must have registered their email in the Nearkey app or Admin web. (Only owner)
It allows you to change the time zone.
It allows you to activate or deactivate the register the activity log of users in new keys.
Unchecking this box the app will not show the lock in the screen, but it will show the option to scan QR code or NFC tag if this option has been enabled.
It allows you to set the duration of the Pulse mode.



Once the change has been made, the previous owner will still have access. This user can be deleted from the lock, please read section 4.3.2. Delete users.

The user to whom the property has been transferred will become owner without access permission. In case you need to access the installation you must create a key for yourself.



To add a QR tag:

1. Create a QR code with the following format: https://api.nearkey.io/a/shot?label=open. Make sure there are no spaces between letters. The word `open` can be modified to other.

2. The name that has been chosen after the `=`, in this case `open`, is the one that will be added in the labels section.

To add an NFC tag:

1. Purchase a label, card, or similar NFC compatible with smartphone readers. (e.g.: NTag 213)

2. Download a mobile APP that allows you to record NFC tags, NFC tools mobile APP, or similar.

3. Save on the label: https://api.nearkey.io/a/shot?label=open. Make sure there are no spaces between letters. The word `open` can be modified to other.

4. The name that has been chosen after the =, in this case `open`, is the one that will be added in the labels section.

4.4. Users

Once access permissions are granted to users, if they are already registered in Nearkey and have the APP, they will be able to access the installation. If they are new users, they will have to download the APP to be able to access the installation. This can be done in two ways:

- Searching Nearkey in the APP Store or Google Play as indicated in section 4.7. Nearkey APP.
- Clicking on the download link they will receive in the email that new Nearkey users will receive when an owner or administrator give them access.

First steps for new users:

1. Download the Nearkey APP available in APP store and Google Play.

2. Open the APP and introduce the email in which we the permission or in which we are going to be register.

3. Nearkey will send an email to the address you entered to verify the identity of the user.

> Please check the email inbox and spam.

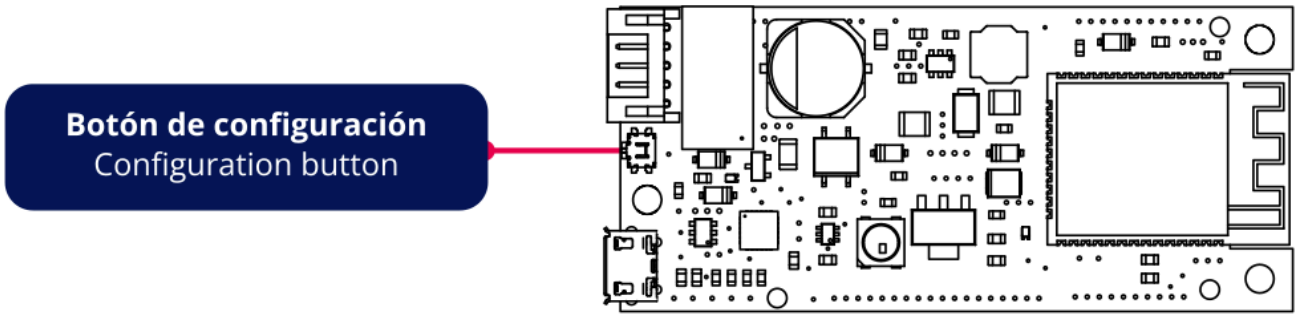
4. Press the `enter` button that will appear in the email, it will redirect you to the Nearkey APP.

4.5. Nearkey reset

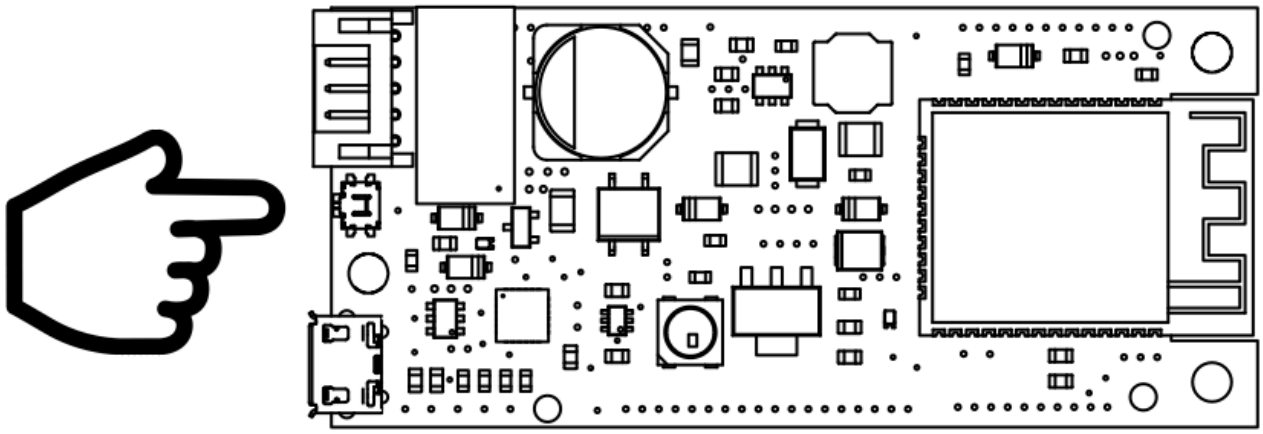
The reset of the device is used to restore Nearkey to factory settings, it removes the configuration of the device including the ownwer, administrators and users of that lock. From the time of restart, the lock must be reconfigured.

To restart the device we should:

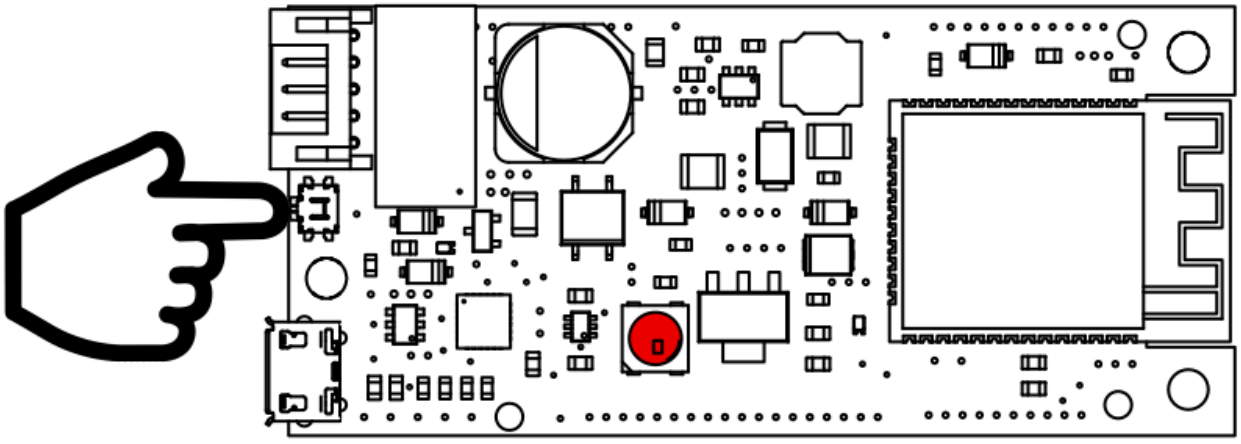
1. Identify the configuration button.



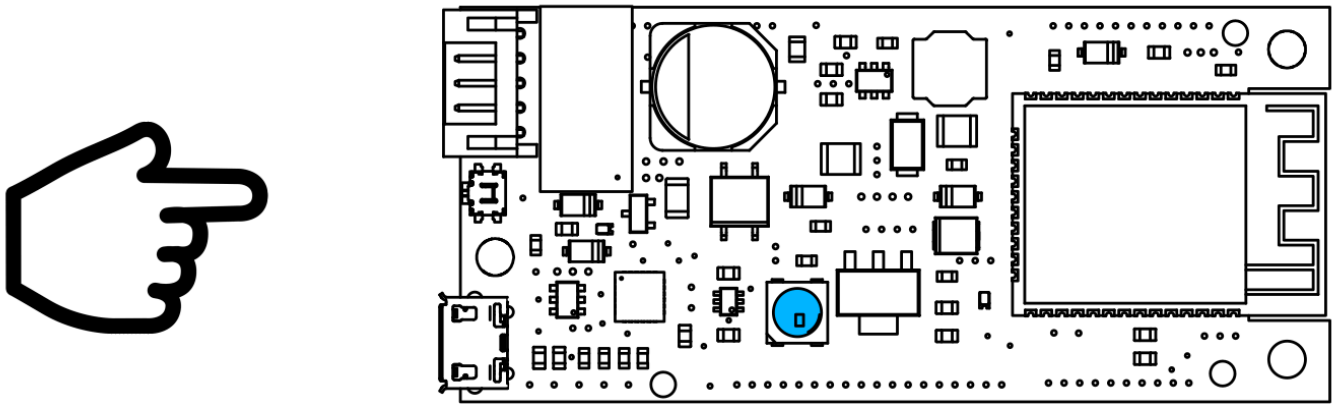
2. Press the button with the finger or an element that cannot damage the device.



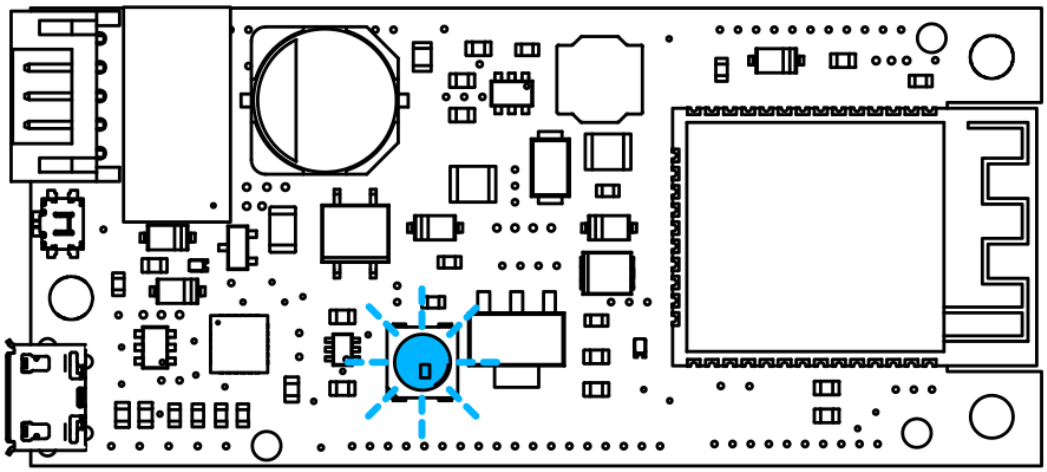
3. Press and hold the button for approximately 3 seconds.



4. The configuration LED will emit a red light, when this light goes out and the LED turns blue, stop pressing the button.

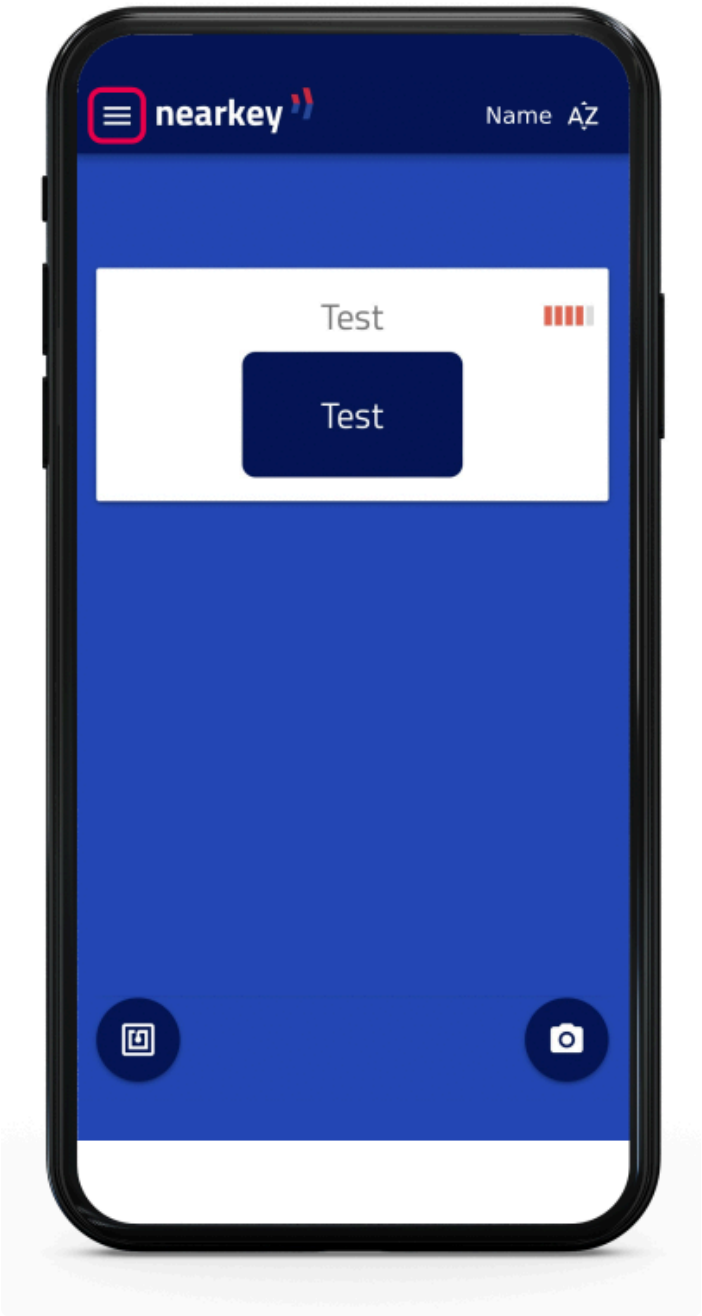


5. If the operation has been correct, the configuration LED will start flashing with blue light, if this light does not appear, please repeat the process.

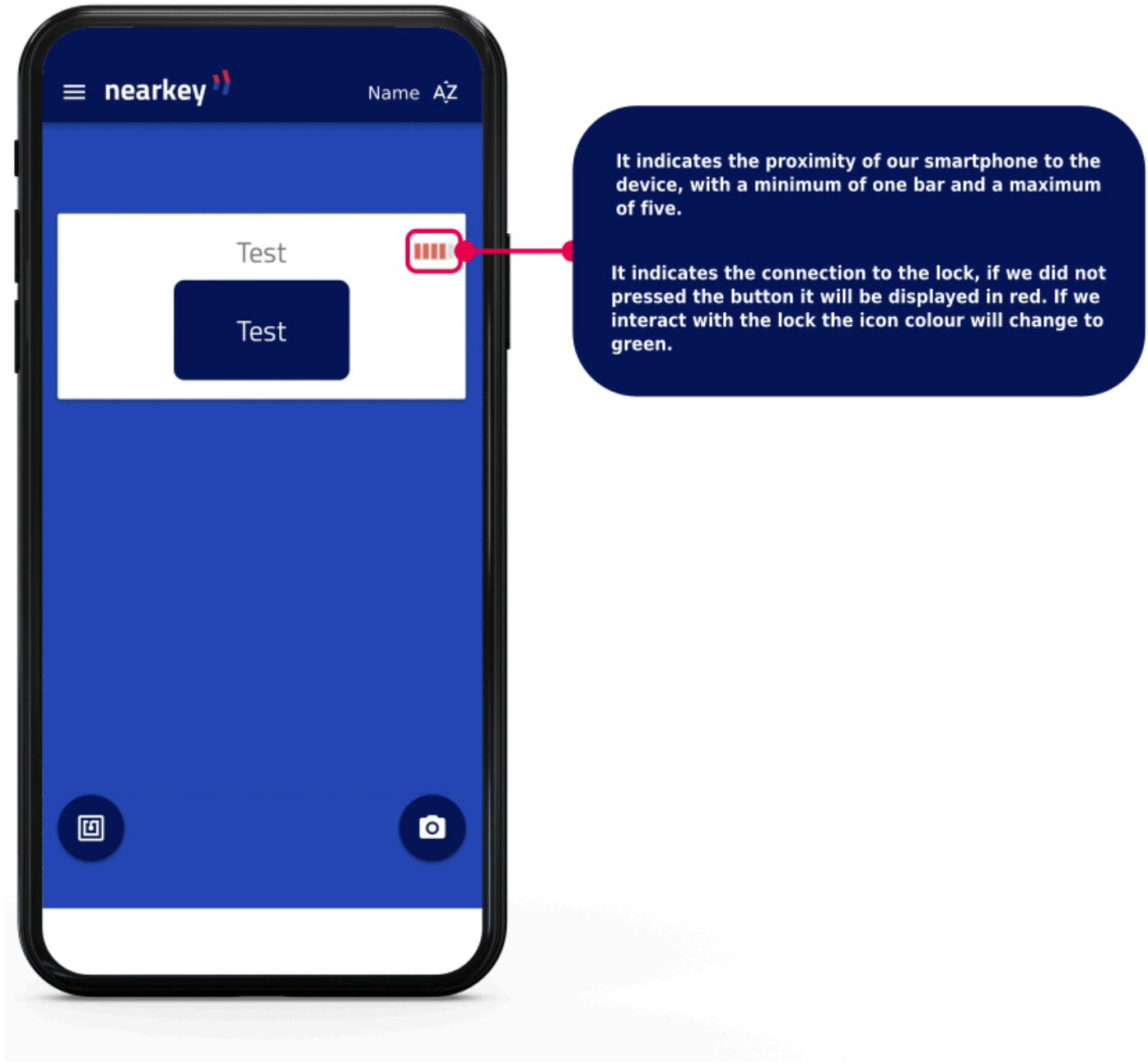


4.6. Interaction with Nearkey

The interaction with Nearkey is made through short-range wireless technology. Therefore, we must place ourselves at a distance between 5 and 10 meters of the place where is Nearkey installed. If we have the access permission and we are close to the device, the APP will show a lock like the following one:



At the top of the lock we can observe two things:


nearkey
Name AZ
Test
Test
It indicates the proximity of our smartphone to the device, with a minimum of one bar and a maximum of five.
It indicates the connection to the lock, if we did not pressed the button it will be displayed in red. If we interact with the lock the icon colour will change to green.

4.7. Nearkey APP

To configure and use your device, download the Nearkey app from the APP Store or Google Play. It can also be done through the following QR codes:

Android devices:

Link: https://play.google.com/store/apps/details?id=com.virkey.basic.cordova&hl=es

Apple devices:

Link: https://apps.apple.com/es/app/nearkey/id13150359546

4.8. Basic setup

As to setup Nearkey, place yourself close to the device. If you are already a Nearkey user, open the APP and read from to point 4. Product configuration.

1. Open the app and accept the location permissions required by Nearkey.

2. Introduce the email in which you have access permission at the time of configuration.

3. Nearkey will send an email to the address entered to verify the user's identity.

> ✻ Check the email inbox and spam.

4. Press the enter button that will appear in the email, it will redirect you to the Nearkey application.

5. Activate the wireless connection required by the app.

6. Press the configuration button that will show the application. If the Nearkey app does not display any devices, make sure of the following:

- You are at a distance where between 5 and 10 meters of the place where is Nearkey installed.
- Nearkey has not been configured previously and you do not have access permissions, in this case the green power LED will be on. Consider reading section 4.5. Reset the device.
- Nearkey has power, if the green power led is not lit, we recommend to read section 3. Installation and star-up.

7. Introduce a name that allows the logical association to the facilities.

8. Specify the time zone where the device will be installed.

9. Specify a name for `Actuator 1`, this will appear in the app button.

10. Modify the characteristics of `Actuator 1` depending on the needs of the door. You can choose between the following modes:

- **Pulse,** punctual activation of the relay, is the most common option of activation (door motors, automatic entryphones, gates or electronic buttons among others). When the app button is pressed, the relay will go from the NC position to NO for the seconds specified in the `Duration` section.
- **Switch,** static on/off mode. When the app button is pressed, the relay will change from the NC position to NO permanently until the button is pressed again.

11. Check the functioning of Nearkey.

- If pressing the app button it generates a drive in the installation (the door opens, the key is activated, etc.), the configuration has been carried out correctly.

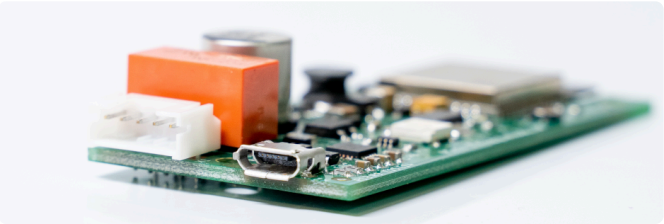
- If pressing the app button it does not produce a drive, check the installation cables, please read section 3. Installation and start-up and compare it with the user manual of your installation.

The installation and basic configuration of Nearkey will be complete. This configuration can later be modified from `My Locks/Advanced Configuration`.

5. User manual

5.1. Nearkey
5.2. First steps for new users
5.3. Usual Nearkey users

5.1. Nearkey



Nearkey is an accesses control device mainly used to **activate electric doors, buttons and elevators keypad** using the Smartphone and the Bluetooth technology. It substitutes keys and physical remotes for virtual ones.

5.2. First steps for new users

1. Once you have been registered for the first time in an installation that requires Nearkey for access, a welcome email will be sent from the address **no-reply@nearkey.io** with the links to download the APP.

You can also download Nearkey in the APP Store and Google Play Store, looking for Nearkey or through the following QR codes and links:

Android device:

Link: https://play.google.com/store/apps/details?id=com.virkey.basic.cordova&hl=es

Apple device:

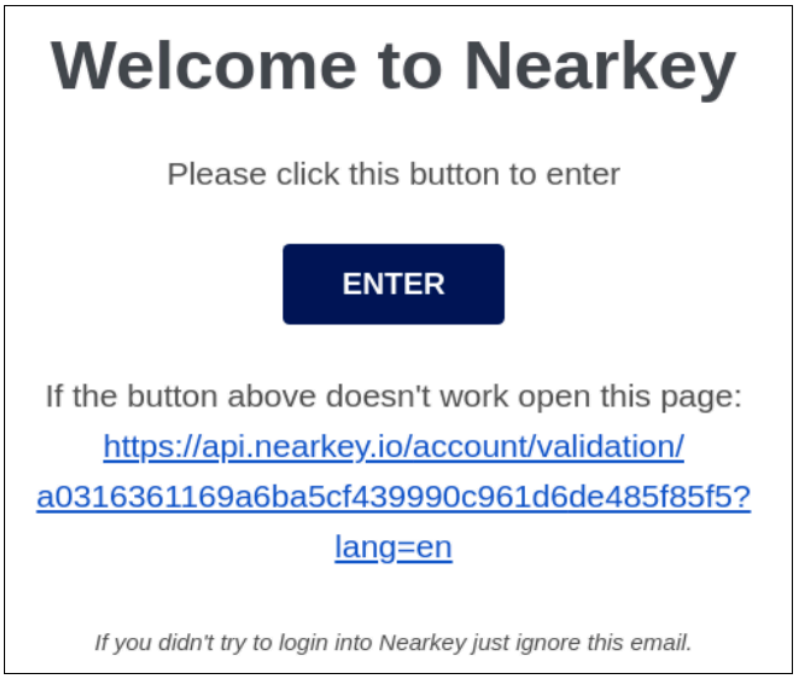
Link: https://apps.apple.com/es/app/nearkey/id13150359546

2. Open the APP and introduce the email in which you have access permission.

3. Nearkey will send a verification email to the address introduced.

Check the inbox and spam.

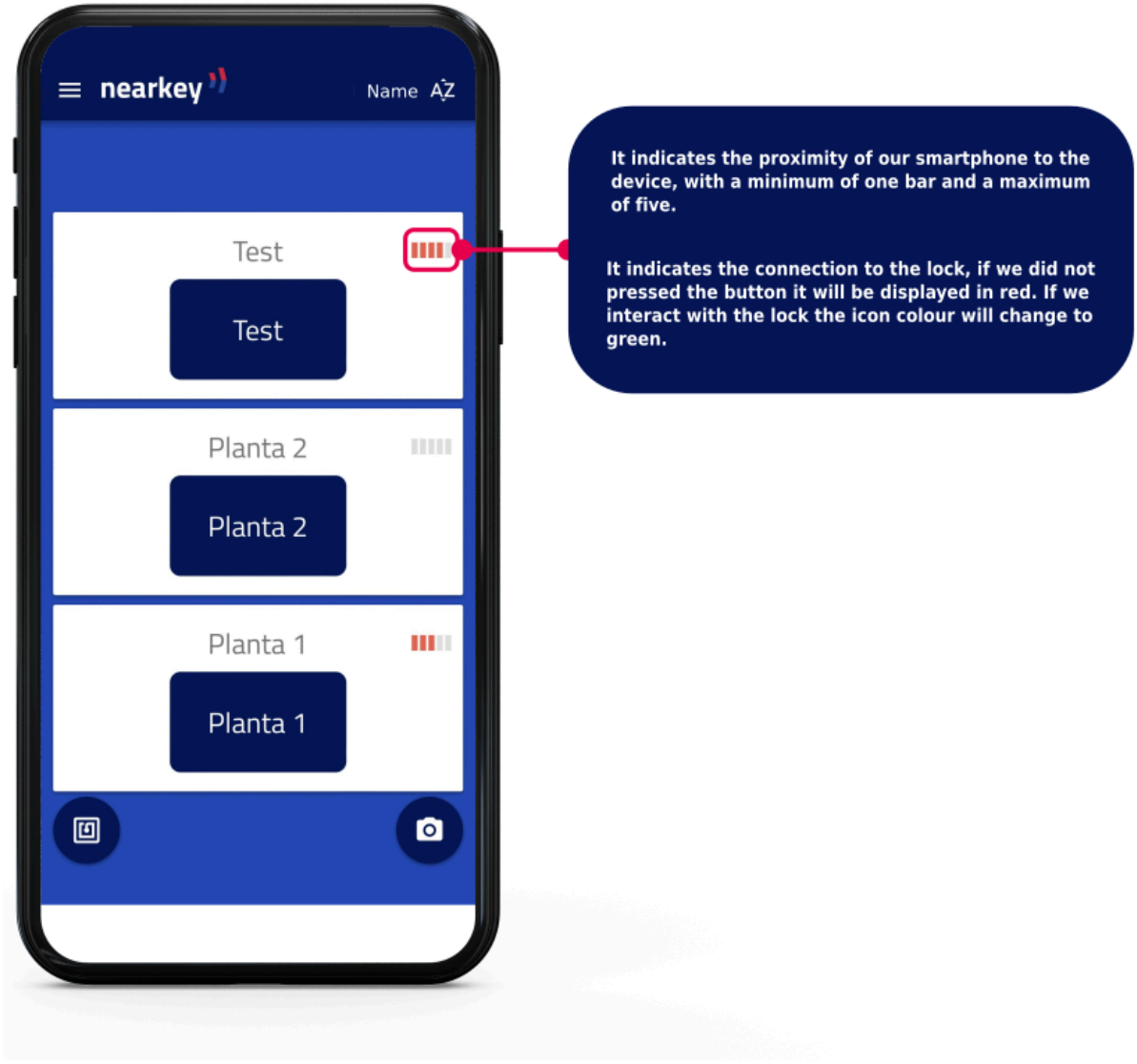
A verification email will arrive from the address **no-reply@nearkey.io** as the following:



4. Press the `Enter` button which will appear in the email, this will redirect you to the Nearkey APP.

5. Activate the Bluetooth connection.

6. Place yourself at a distance where the Bluetooth of your Smartphone can detect the Nearkey device of your facilities. If you have the necessary permissions and you are close to the device, the APP will show one or more locks such as the following:



7. Press the button and access.

If nothing of the above appears, check that you are close to the device and that you have access to the lock. It can be checked in the section of the menu `My Keys` menu section. Otherwise, contact the person in charge of Nearkey in your facilities.

5.3. Usual Nearkey users

When registering in a new facility, if the email which we have been registered is the same as the one that we have registered in Nearkey, we should only place ourselves close to the door or keypad and press the button of the APP.

To check that the access email matches with the one that we have registered in Nearkey, go to the section `Settings of the menu`. In this section, the email with which we have started the session is displayed.