



LivionKey-30

Installation and User Manual

Version 0.6

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1. Installation of LivionKey-30

1.1 Wall Bracket

- Install the Wall Bracket on the wall with 4 screws and anchors/plugs. The installation should be done properly to ensure that it can carry the weight of the device.
- Ensure that you have power outlet near.

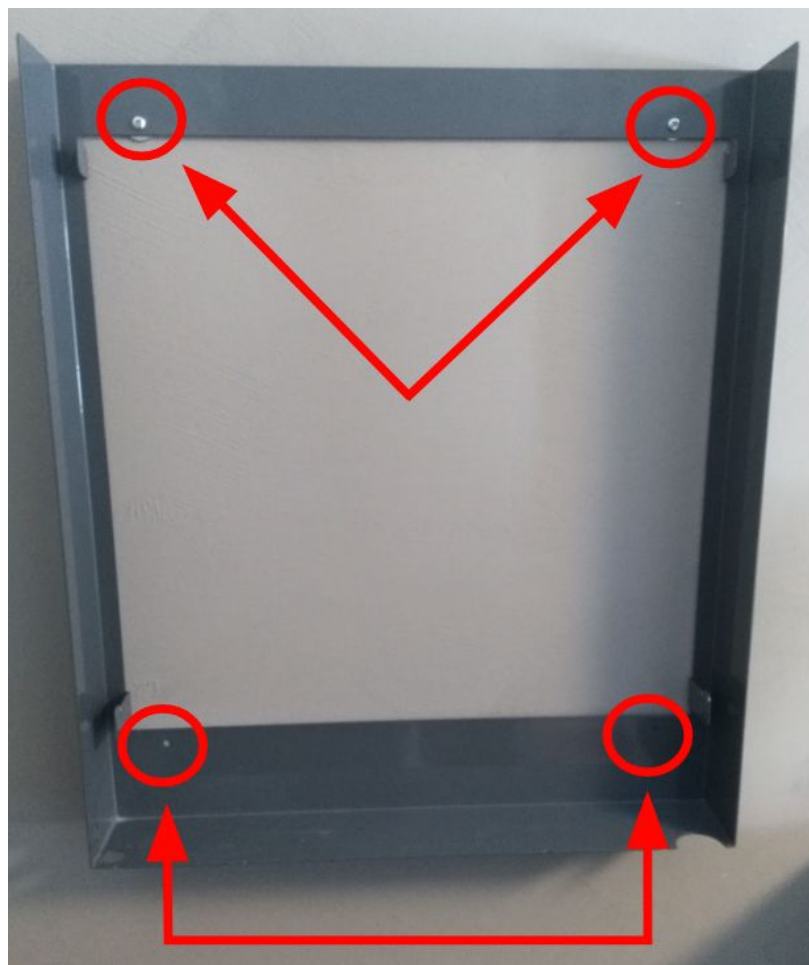


Figure 1.

1.2 LivionKey-30 device

- Take 2 keys from the backside of the LivionKey-30 (attached with tape inside the enclosure). Open the lock located in the bottom of the device with the key (turn the key 180 degrees).
- Turn on the LivionKey-30 with power switch. Don't connect the power supply to mains yet. When the blue led is ON in the front panel, the LivionKey-30 is up and running normally. This takes approximately 30 seconds.

Note!

- During the start-up, the device moves the locker carousel, ensure that you don't have anything inside the device then.
- If the device has been stored long time, the battery might be empty. In this case device will not start until it's connected to mains.
- Set LivionKey-30 carefully to the Wall Bracket. Secure the lock and remove the key. The device cannot be removed from the Wall Bracket now.
- Connect the power supply to mains.
- It's recommended to clean dirt and fingerprints from the device by using some specific stainless steel care spray (e.g. Würth Art.-no.: 0893121) .

1.3 Adding new LivionKey-30 key box to LivionKey Portal

- Navigate to address <https://app.livionkey.com>
- Enter your credentials given by administrator (username, password) to login page and click 'Login' -button. You can use also Google -login, if your credentials are created for Google e-mail address.

Please note that the installation requires credentials with Admin-role!

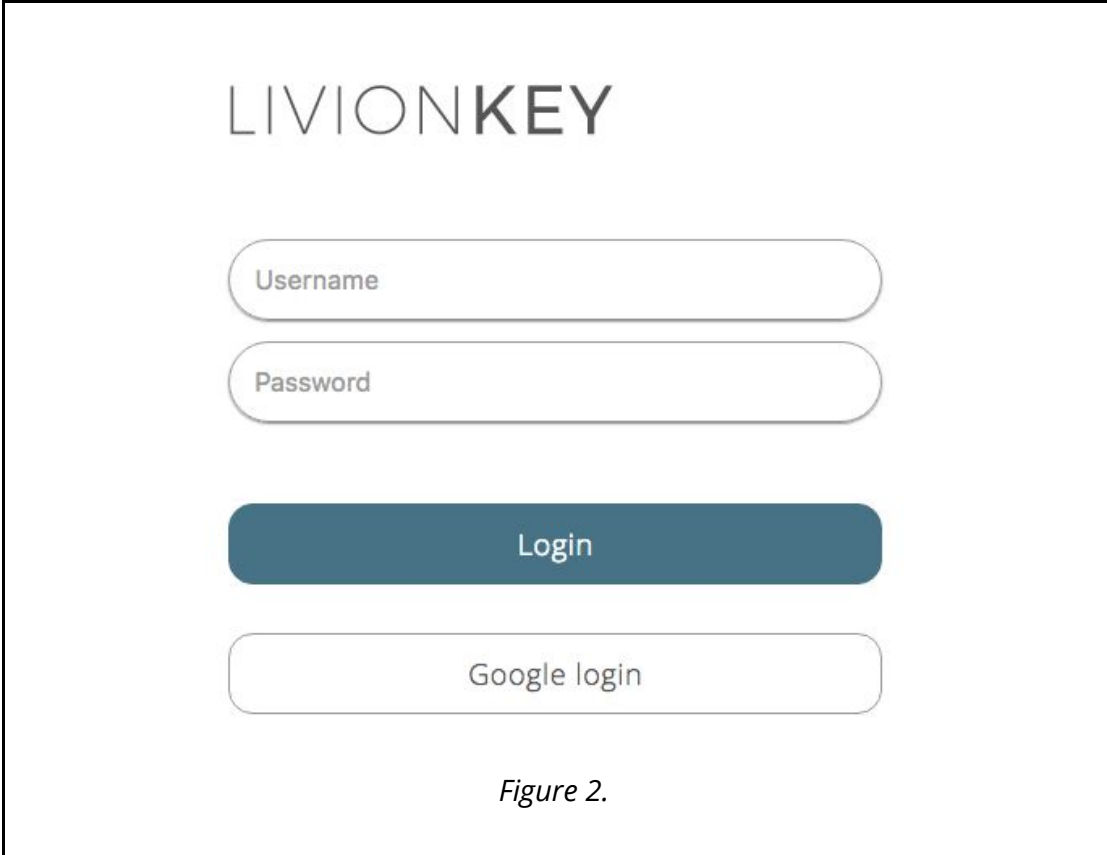
The image shows a login page for LivionKey. At the top, the text "LIVIONKEY" is displayed in a large, grey, sans-serif font. Below this, there are two input fields: "Username" and "Password", both with rounded rectangular borders. Under the password field is a dark blue button with the word "Login" in white. Below the "Login" button is a light grey button with the text "Google login". The entire form is centered on a white background.

Figure 2.

- Click 'Install new Key box' -tab in the left side of the UI to start Install Wizard.

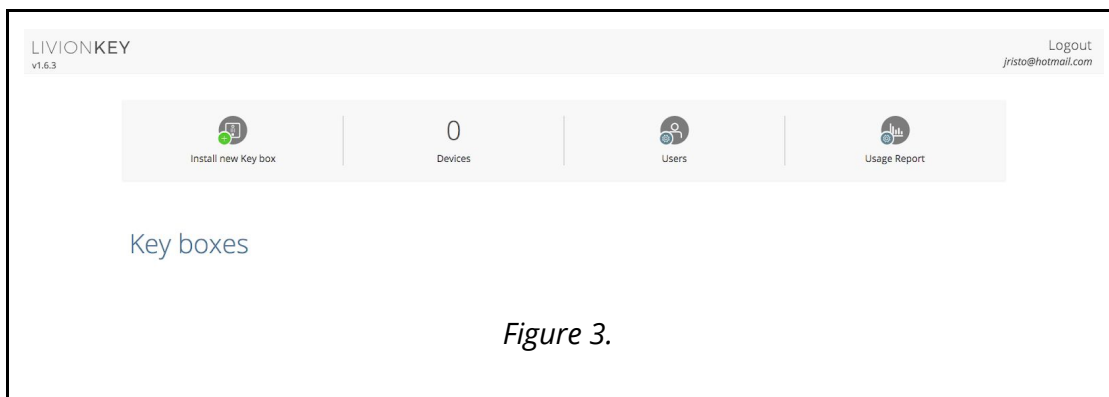


Figure 3.

- Enter the Device ID of your LivionKey-30 and click 'Next'. The six digit Device ID can be found from the bottom and also from the back side of your device.

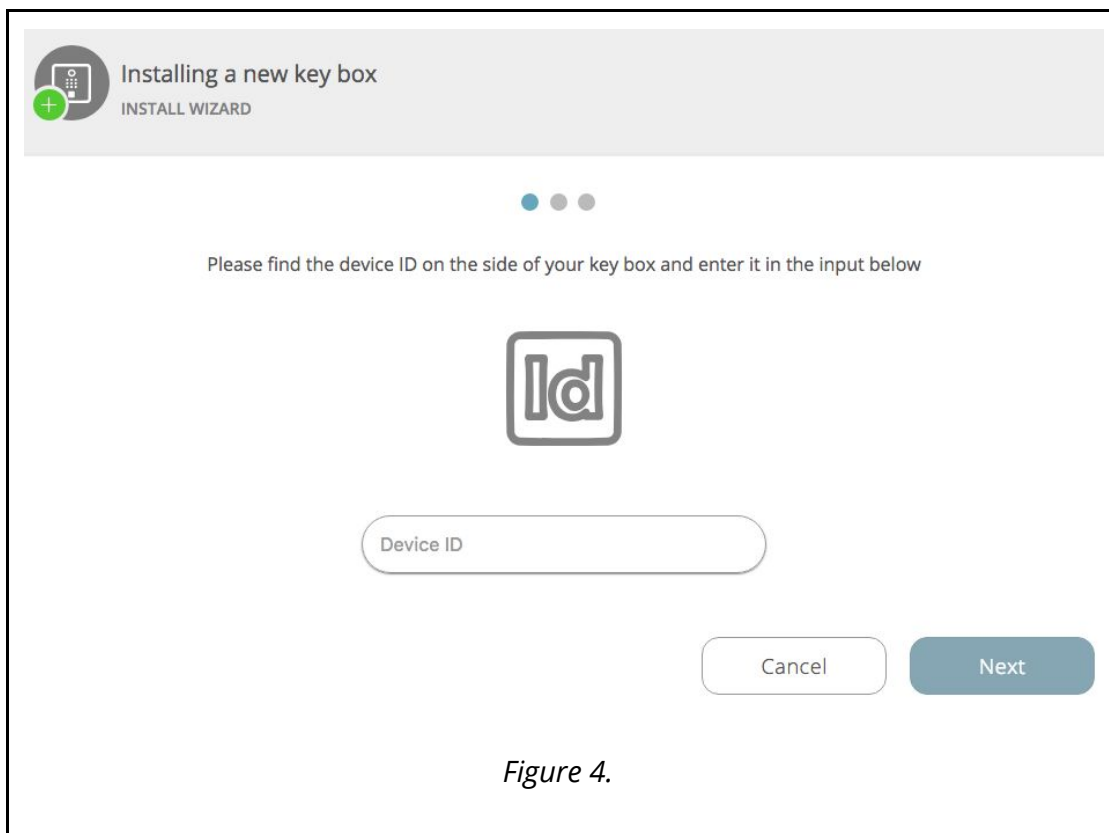
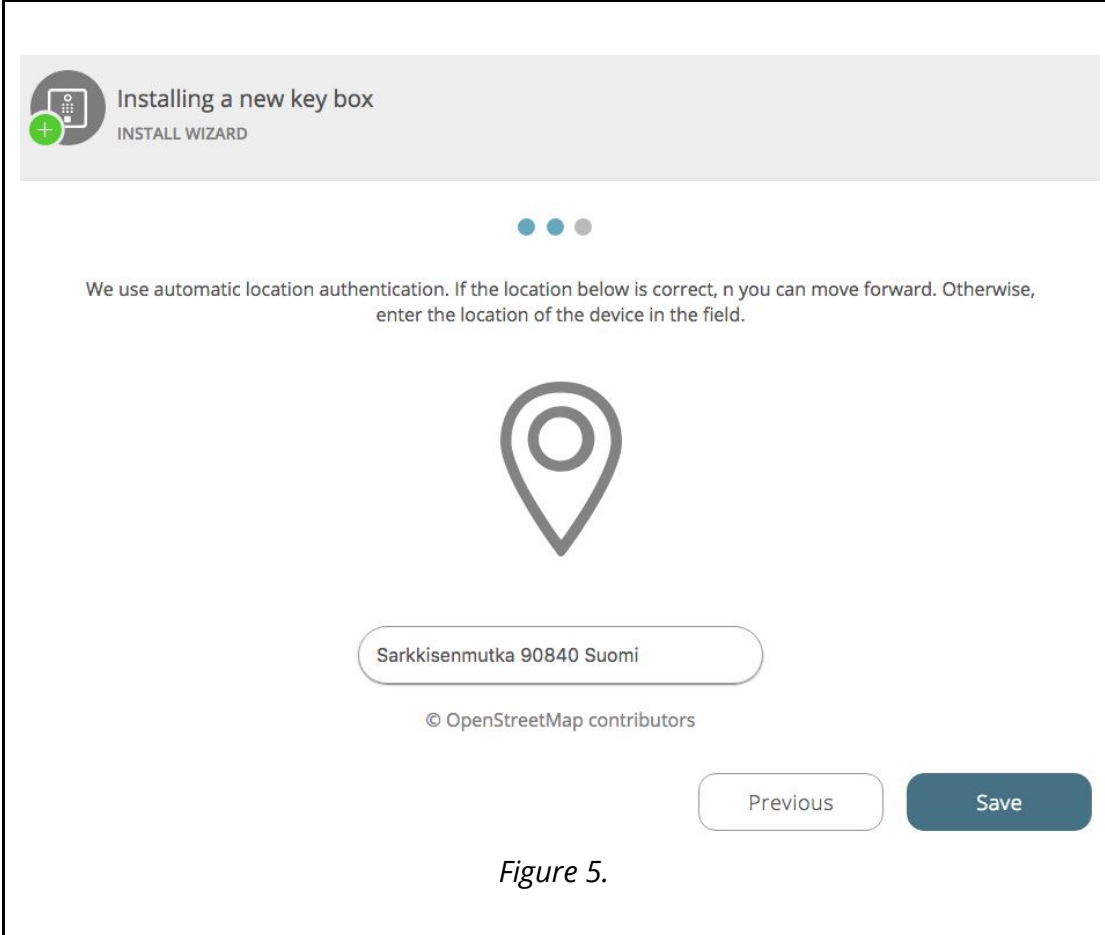


Figure 4.

- The system uses automatic location authentication and suggests the location of the LivionKey-30 to you. You can change the suggested location if you want. When the location correct, click 'Save' to finalize the Install Wizard.



The screenshot displays the 'Installing a new key box' wizard. At the top, there's a header with a green plus icon and the text 'Installing a new key box' and 'INSTALL WIZARD'. Below this, three dots indicate the current step. The main text reads: 'We use automatic location authentication. If the location below is correct, n you can move forward. Otherwise, enter the location of the device in the field.' A large location pin icon is centered. Below it is a text input field containing 'Sarkkisenmutka 90840 Suomi'. Underneath the field is the text '© OpenStreetMap contributors'. At the bottom right, there are two buttons: 'Previous' and 'Save'.

Figure 5.

- To set the default settings to your key box, click the key box you just added to system from the device list. The Introduction Wizard starts.

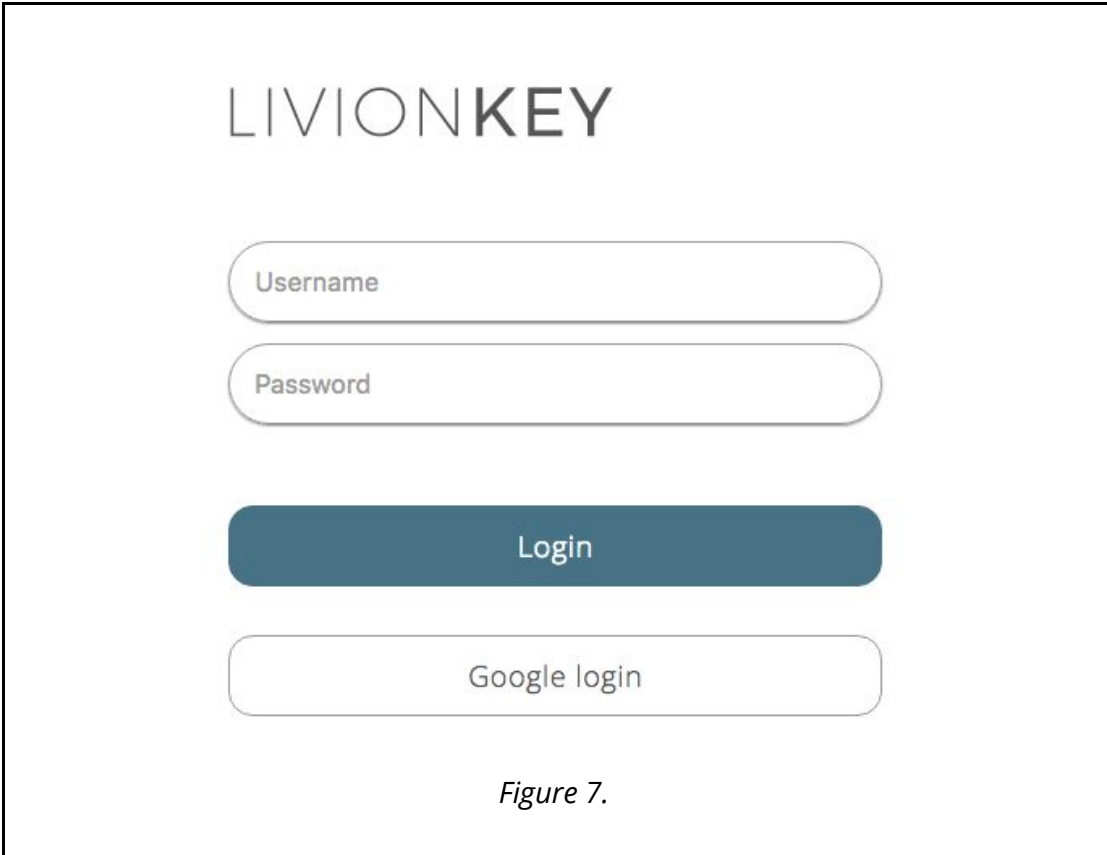


Figure 6.

2. Use of LivionKey Portal

2.1 Access to LivionKey portal

- The LivionKey portal is found from the address <https://app.livionkey.com>.
- Enter your credentials given by administrator (username, password) to login page and click 'Login' -button. You can use also Google -login, if your credentials are created for Google e-mail address.

The image shows the LivionKey login interface. At the top, the text "LIVIONKEY" is displayed in a large, grey, sans-serif font. Below this, there are two input fields: the first is labeled "Username" and the second is labeled "Password". Both fields have a light grey border and rounded corners. Below the password field is a dark blue button with the word "Login" in white text. Underneath the "Login" button is a light grey button with the text "Google login" in a medium grey font. The entire login area is centered on a white background.

LIVIONKEY

Username

Password

Login

Google login

Figure 7.

2.2 Device View

- Device View shows all LivionKey-30 key boxes to which you have access. In addition, information if devices are online or offline is shown.
- Click the desired key box from the list to enter the Key View to view and modify Keys and Reservations of the particular key box.

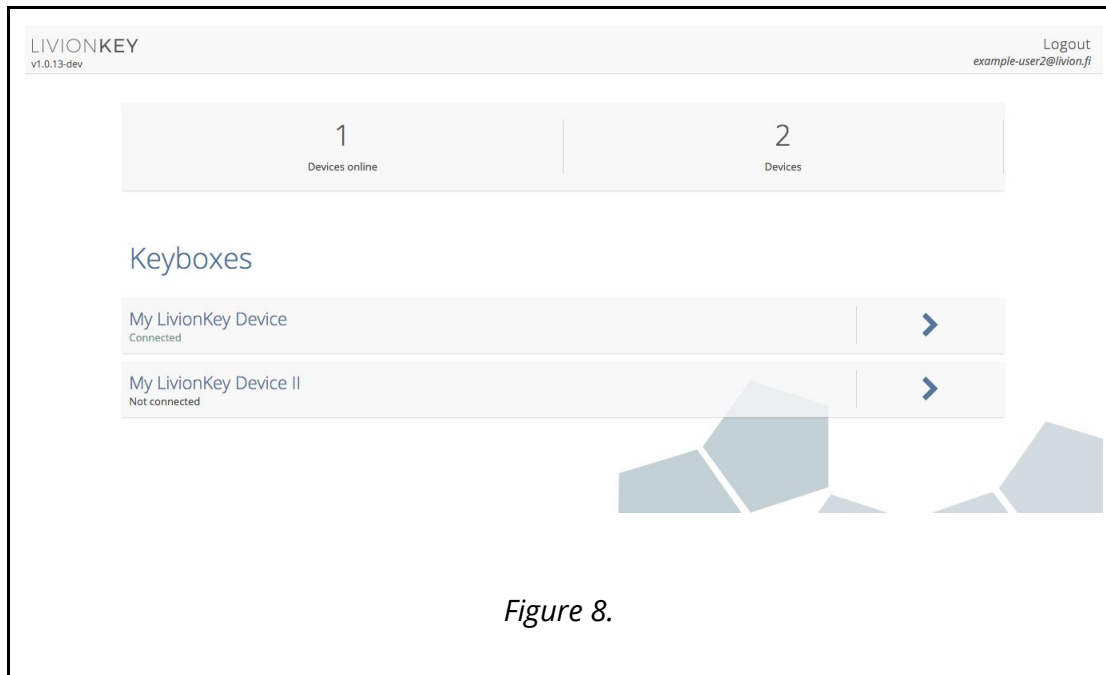
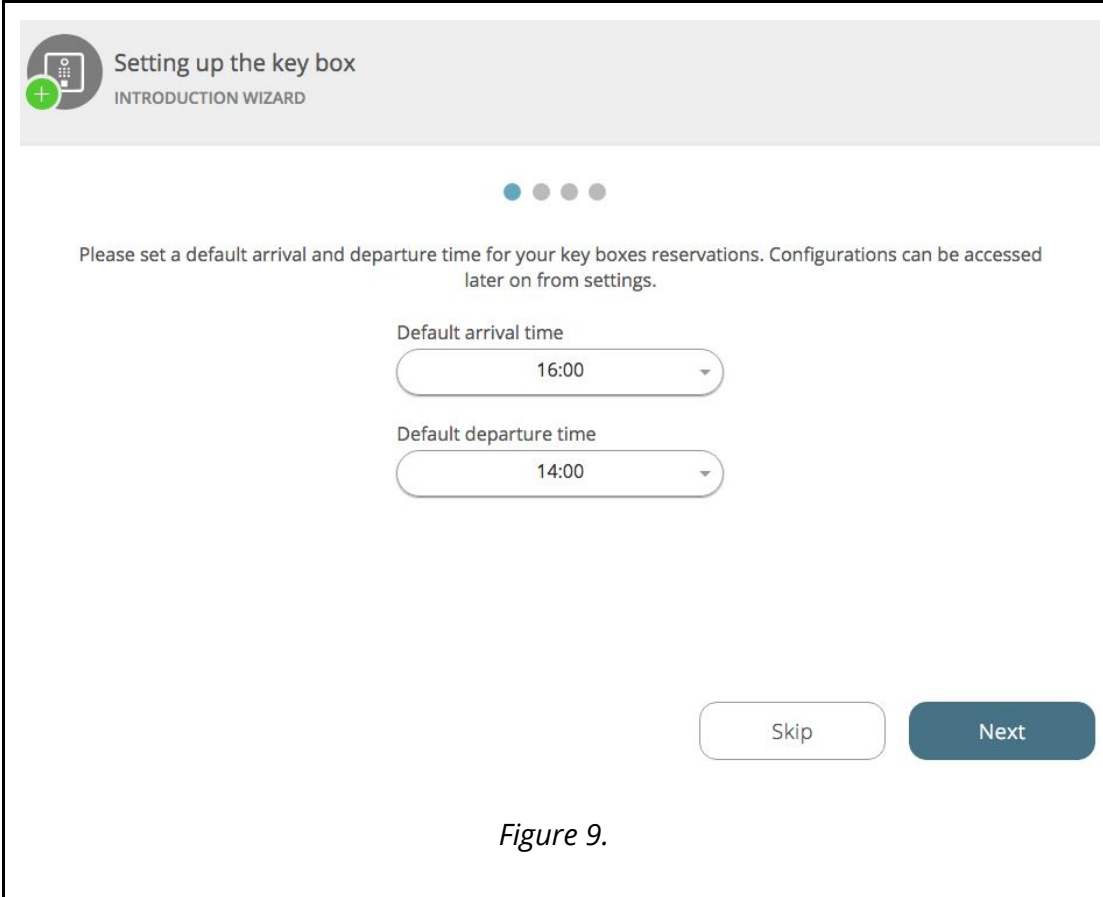


Figure 8.

2.3 Introduction Wizard

- The Introduction Wizard starts automatically when the key box is clicked in Device View and if the **default settings** for the particular key box are not yet defined.
- Define the default arrival and departure times for bookings and click 'Next'.



Setting up the key box
INTRODUCTION WIZARD

Please set a default arrival and departure time for your key boxes reservations. Configurations can be accessed later on from settings.

Default arrival time
16:00

Default departure time
14:00

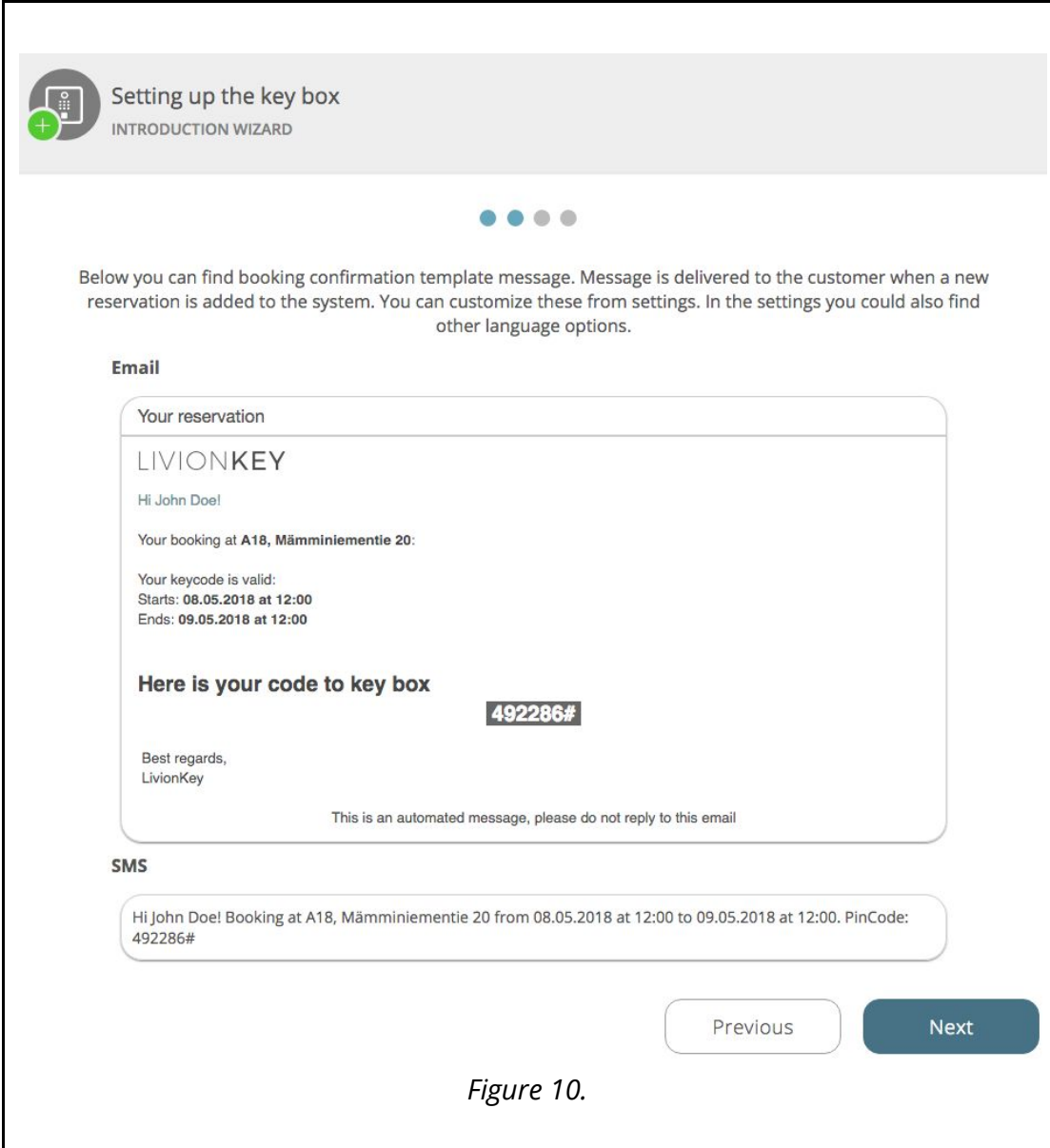
Skip Next

Figure 9.

- The preview of the default booking confirmation e-mail and SMS are shown. Click 'Next'.

Note!

If you want to change the content of the e-mail and SMS, you can do it later from the 'Settings' -page (please see chapter '2.5 Editing the e-mail and SMS -templates').



The screenshot shows a web interface titled "Setting up the key box" with a sub-header "INTRODUCTION WIZARD". It features a progress bar with four dots, the first of which is filled. Below the progress bar, a paragraph explains that the user can find booking confirmation template messages and customize them in the settings. The interface then displays two templates: an email and an SMS. The email template, titled "Your reservation", includes the LivionKey logo, a greeting to "John Doe", booking details for "A18, Mämminientie 20", a valid keycode, and a highlighted PIN code "492286#". The SMS template is a shorter version of the same information. At the bottom right, there are "Previous" and "Next" buttons, with "Next" being the active button.

Setting up the key box
INTRODUCTION WIZARD

Below you can find booking confirmation template message. Message is delivered to the customer when a new reservation is added to the system. You can customize these from settings. In the settings you could also find other language options.

Email

Your reservation

LIVIONKEY

Hi John Doe!

Your booking at **A18, Mämminientie 20**:

Your keycode is valid:
Starts: **08.05.2018 at 12:00**
Ends: **09.05.2018 at 12:00**

Here is your code to key box

492286#

Best regards,
LivionKey

This is an automated message, please do not reply to this email

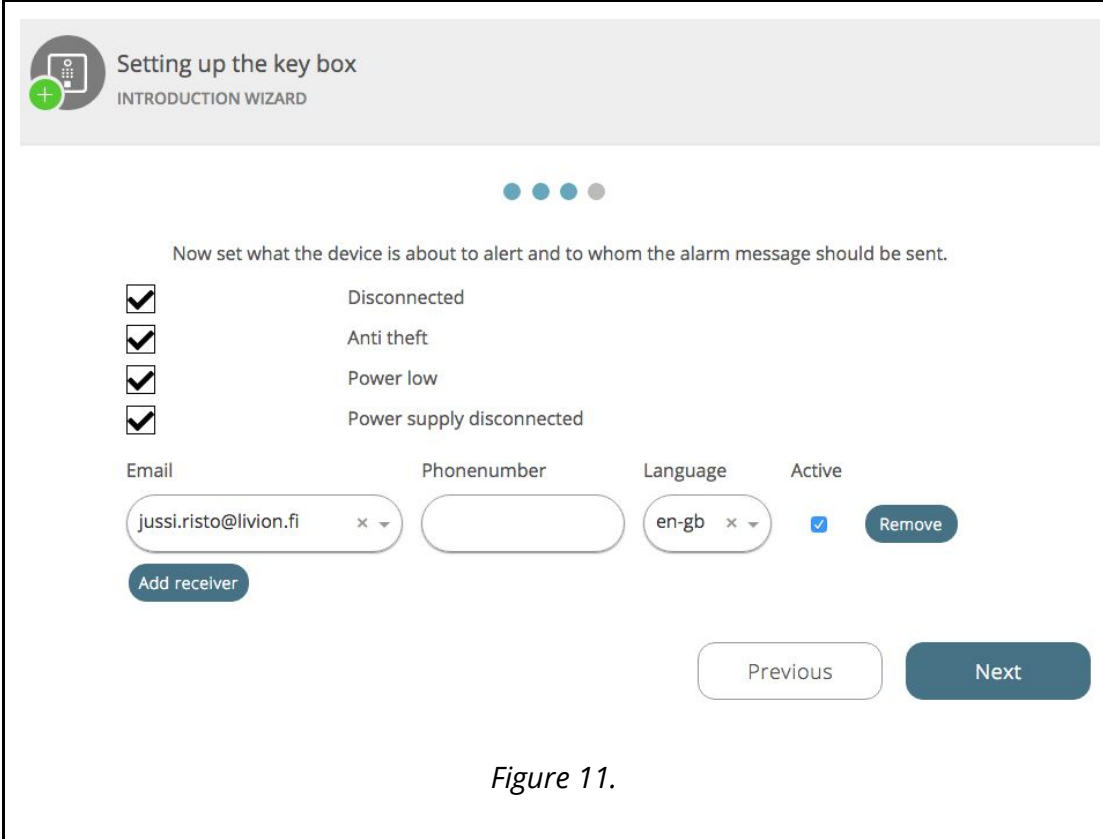
SMS

Hi John Doe! Booking at A18, Mämminientie 20 from 08.05.2018 at 12:00 to 09.05.2018 at 12:00. PinCode: 492286#

Previous Next

Figure 10.

- Define the alarms which the system sends and receivers for alarms. If the phone number is set, the alarms will be sent also as SMS. Click 'Next' to finalize the wizard.



Setting up the key box
INTRODUCTION WIZARD

Now set what the device is about to alert and to whom the alarm message should be sent.

<input checked="" type="checkbox"/>	Disconnected
<input checked="" type="checkbox"/>	Anti theft
<input checked="" type="checkbox"/>	Power low
<input checked="" type="checkbox"/>	Power supply disconnected

Email	Phonenumber	Language	Active
jussi.risto@livion.fi x		en-gb x	<input checked="" type="checkbox"/>
<div>Add receiver</div>			
		<div>Remove</div>	

Previous Next

Figure 11.

2.4 Key View

2.4.1 In general

- The management of the Keys and Reservations are done from Key View. The page shows also the current statuses of the Lockers (if there's key or not), existing ReturnCodes and forthcoming Reservations.
- System settings, Tools, Logs and Usage Report are also available through Key View.

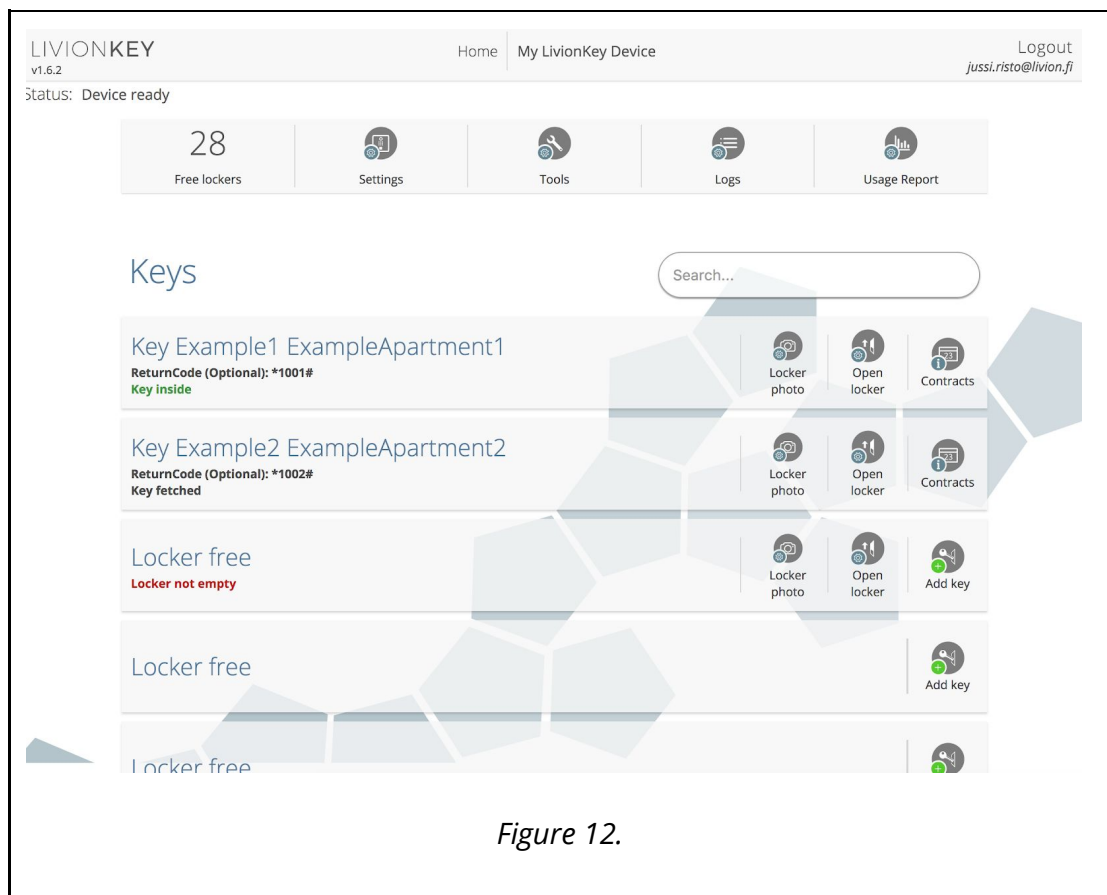
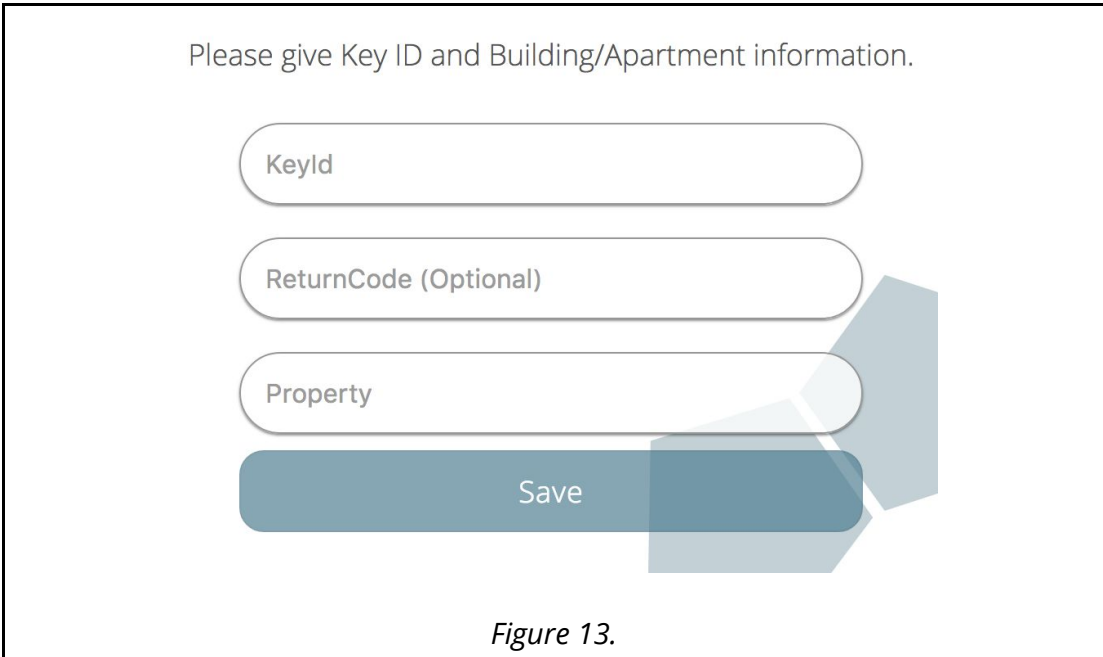


Figure 12.

2.4.2 Adding the Key

- In Key View (Figure 12), click the desired Locker where you want to add Key. A new page opens (see Figure 13).
- Enter ID/name and Building/Apartment information for Key. Optionally, it's possible to give 4 digit ReturnCode for Key. With ReturnCode, the key can be returned without the use of contract PIN code. Please note that when the locker is opened with ReturnCode, *-key should be pressed first and code entered after that.
- After the desired information is given, click 'Save'.



Please give Key ID and Building/Apartment information.

KeyId

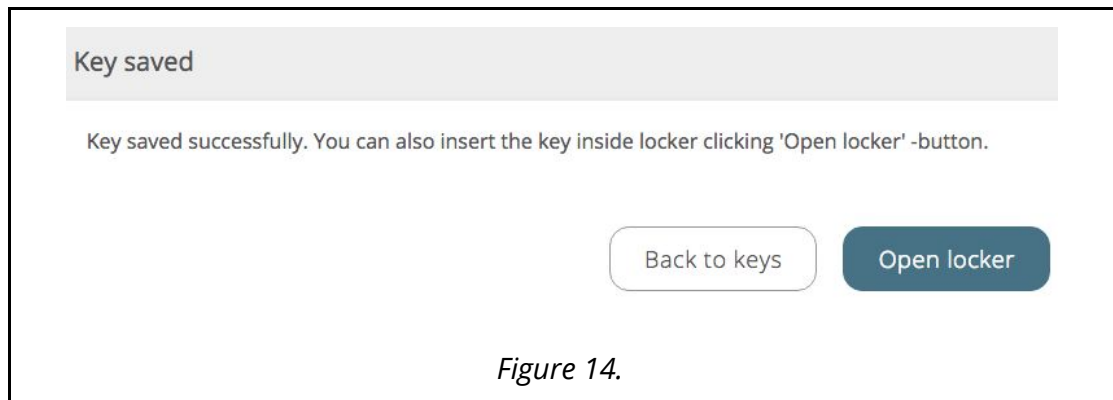
ReturnCode (Optional)

Property

Save

Figure 13.

- After saving the entered information, you can open the door for particular Locker if you want by clicking 'Open locker'. Return back to Key View by clicking 'Back to keys'.



2.4.3 Creating the Reservation

- In Key View (Figure 12), click the Key for which you want to create the Reservation. A new page opens (see Figure 15).

LIVIONKEY
v1.6.3
Status: Device ready

Home | My LivionKey Device | Key Example2 | Logout
jussi.risto@livion.fi

Example2 ExampleApartment2

Remove key | Open locker | Locker photo

Contract *
Contract

Period *
Starts → Ends

Arrival hour *
12:00 X

Departure hour *
14:00 X

Customer name *
Customer name

Email *
Email

Email confirmation
☐

Mobile phonenumber
+358401234056

Language
en-gb X

Free message
Free message

Save

Contracts

CONTRACTID	PINCODE	START	END	PERSON	CONTACTS
------------	---------	-------	-----	--------	----------

Figure 15.

- Add all requested information for the Reservation and click 'Save'. If you selected 'E-mail confirmation' or/and 'SMS confirmation', a preview dialog opens. Click 'Save' to finalize the Reservation.

Contract notification preview

The message below will be delivered to the customer. Pincode is replaced with correct one when the message is sent.

Email

Your booking

LIVIONKEY

Hi Jussi Risto!

Your booking at **TestApartment1**:

Your keycode is valid:
Starts: **07.05.2018** at **16:00**
Ends: **23.05.2018** at **14:00**

Here is your PIN code to key box

XXXXXX#

test

Best regards,
LivionKey

This is an automated message, please do not reply to this email

SMS

108/160

Hi Jussi Risto! Booking at TestApartment1 from 07.05.2018 at 16:00 to 23.05.2018 at 14:00. PinCode: XXXXXX#

Cancel Save

Figure 16.

- The Reservation will appear in the bottom of the page.

The screenshot shows the LIVIONKEY v1.6.3 web application interface. The top navigation bar includes 'Home', 'My LivionKey Device', and 'Key Example2'. A 'Logout' link with the email 'jussi.risto@livion.fi' is in the top right. The main content area has a 'Back' button and a title 'Example2 ExampleApartment2'. Below the title are three buttons: 'Remove key', 'Open locker', and 'Locker photo'. The reservation form contains the following fields:

- Contract *: Contract
- Period *: Starts → Ends
- Arrival hour *: 02:00
- Departure hour *: 14:00
- Customer name *: Customer name
- Email *: Email
- Email confirmation: [checkbox]
- Mobile phonenumber: +358401234056
- Language: en-gb
- Free message: Free message

A 'Save' button is located below the form. Below the form is a 'Contracts' section with a table:

CONTRACTID	PINCODE	START	END	PERSON	CONTACTS	
Contract 2	631418	18.10.2018 18:00	24.10.2018 14:00	Jussi Risto	off	<div>Remove</div> <div>Edit</div>

Figure 17.

- You can modify and delete existing Reservation by clicking 'Remove' and 'Edit' buttons.

2.5 Editing the e-mail and SMS -templates

- The e-mail and SMS-templates define the content for booking confirmation, booking update and booking cancellation -messages for all supported languages.
- The templates can be modified by clicking the desired message in 'Emails' or 'Sms' -tab in 'Settings' -view (see Figure 18).
- You can modify and format the templates as you like. You can also use variables to have information from the system to messages (e.g. contract name). The list of the available variables and instructions are shown in the page when you edit the template.
- When you have done all the desired modifications to template, click 'Save' -button in the bottom of the page to take them in use.

Note! The 'Sms' -tab is shown only if the SMS-feature is available.



LIVIONKEY

v1.5.4

Home

My LivionKey Device

Settings

Logout

jussi.risto@livion.fi

Back

Preferences

Emails

Sms

Alarm settings

Email templates

Finnish

Booking confirmation

Subject *

Your booking

Body *

Normal

B I U

LIVIONKEY

Hi {{person}}!

Your booking at {{keyName}}:

Your keycode is valid:

Starts: {{start\$DD.MM.YYYY [at] H:mm\$}}

Ends: {{end\$DD.MM.YYYY [at] H:mm\$}}

Here is your PIN code to key box

{{pincode}}#

{{freetext}}

Best regards,

LivionKey

This is an automated message, please do not reply to this email

Booking update

Booking cancellation

English

Swedish

Cancel

Save

List of availables template variables::

Remember to use "{*" and "}" around variables

{{person}}

: Contract contact name

{{keyName}}

: Contract location

{{pincode}}

: Contract pincode

{{start\$DD.MM.YYYY [at] H:mm\$}}

: Contract start time

{{end\$DD.MM.YYYY [at] H:mm\$}}

: Contract end time

{{freetext}}

: Free message

Figure 18.

LIVION OY
Y-tunnus: 2417101-5

Rantakatu 7
67100 KOKKOLA
FINLAND