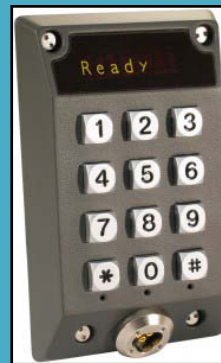
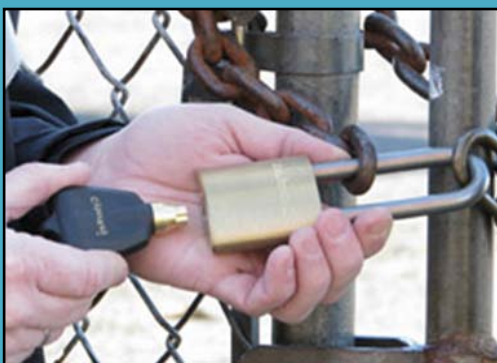


Electronic Key Information Booklet





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The EKA System

The EKA System is an Electronic Masterkey System that eliminates all the problems of both mechanical and fully wired systems. It is a system of electronic cylinders that replace mechanical locks or lock cylinders in existing doors, cabinets, drawers, padlocks, safes and more. The EKA System controls everything. If you lose a key, we simply block it. The system has no wires and can control access to every entry point. The keys are programmed with access assignments and schedules, which also allows the administrator to view audit reports and custom reports.

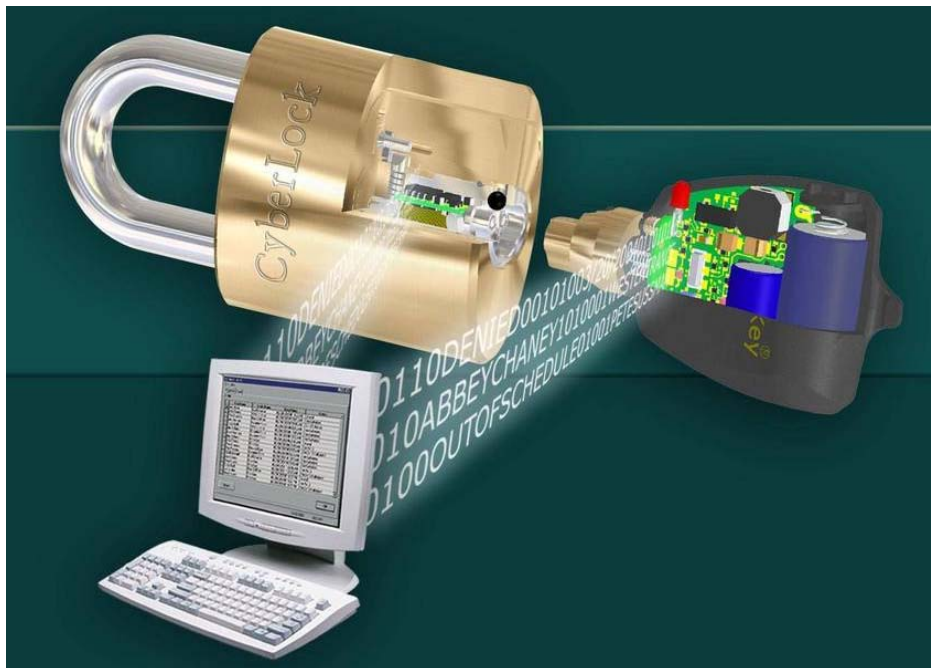
Electronic Keys

The Electronic Keys (CyberKeys) are programmed by the software with access permissions for each user. Keys work only for the locks each person is allowed to access. Because these intelligent keys restrict access and cannot be duplicated, the need to re-key a facility is eliminated. Each time a key is used, a record of that event is stored in both the lock and the key. Access granted and access denied events are both recorded.



Opening Locks

When an Electronic Key meets a lock, the cylinder is energized and an information exchange occurs to determine if the key has access to that specific lock cylinder. If authorised, the lock will open. The event and time are stored in both the lock cylinder and the key. Unauthorised attempts to open a lock are also recorded to the memory of both devices.



Key Expiry

Keys are set to expire every 30 days; the registered key holder will be sent email notification of the expiry approximately 7 days beforehand. To ensure the keys access stays active the keys need to be updated in a Keyport Authoriser at least once every 30 days. Keys are downloaded and updated when connected to an Authoriser. These devices serve as a conduit between keys and the system software.

When presented to an Authoriser, a key's audit trail is downloaded and new access privileges are uploaded. If you do not update your key at least once every 30 days the access on the key will expire and the key will not be able to be used until it is updated again. Keys that remain expired for a period in excess of 60 days will be blocked and you will need to contact the DIA security department on (08) 8920 1805 in order to have your key revalidated.

Keyport Authoriser Locations

There are currently four different locations across the airport site where you can update your keys in a Keyport Authoriser:

- **Terminal Building, Terminal Control Centre (Gate 6):** This Keyport is positioned just outside the TCC office door above the letterbox
- **Gate Mike (Helipad):** This Keyport is powered by a solar panel and is fixed to a metal box on a pole situated on the grass next to the Jayrow Hangar, just before Gate Mike
- **Gate Hotel (Slade Court):** This Keyport is powered by a solar panel and is fixed to a metal box on a pole situated on the grass next to the Hardy Aviation, just before Gate Hotel
- **Gate Uniform (Murphy Road):** This Keyport is powered by a solar panel and is fixed to a metal box on a pole situated next to Gate Uniform

UPDATING A KEY

Step 1

The Keyport Authoriser screen should read 'READY', insert your key into the bottom of the Keyport. The screen will flash 'BUSY WRITING'



Step 2

The screen will then read 'PIN#', enter your four digit pincode (this was given to you at the time your key was issued) and then press '#'



Step 3

After a few seconds the screen will read 'KEY READY', you can then remove your key from the Keyport- the update is complete.



Key Battery



The Electronic Keys are powered by a CR2 battery. A new battery will last for approximately 3000 key transactions or up to 1 year, whichever is first. When the battery in your Electronic Key is running low the key will flash red and the registered key holder will be sent an email notification. The key holder is responsible for changing over the battery when it is depleted.

REPLACING A KEY BATTERY

Step 1

Use a ball-point pen to depress the upper lobe of one of the latches which holds the battery cap in place.



Step 2

Lift the battery cap up, then toward the latch on the opposite side.



Step 3

After replacing the battery, hook one side of the battery cap onto a latch, then snap the opposite end into place over the other latch.



When changing the battery the operation must be completed within one minute. If it is not, the key may need to be updated to reset its clock.

Returning Keys

You must return your DIA secure key if you no longer have an operational requirement to access the areas it is coded for. Access provided by DIA issued keys is registered for the use of the company to whom it has been issued only and keys are strictly **not** transferrable between companies.

Lost, Stolen or Destroyed Keys

If you have lost your key or it has been stolen or destroyed you must report this to the DIA Security Department immediately on (08) 8920 1805. We will block the key thus preventing any unauthorised access and we will ask you to follow up the report with the completion of a Statutory Declaration detailing the loss, theft or destruction.

Key Deposits

There is a \$100.00 deposit payable for all DIA issued keys. You must retain your receipt and produce this when returning your key in order to be refunded your deposit, the deposit will only be refunded to the company stated on the receipt. Deposits will be refunded on return of a key less the cost of restoring the key to its original condition, which at a minimum will be a new battery and a new tip at approximately \$30.00. DIA will determine the final deposit refund applicable.

Key Light Flashing Patterns

All Electronic Keys have an LED light that flashes either red or green dependent on the event. Please refer to the table below for further information:

Event	Green LED	Red LED
Access Granted to lock	Steady on	Off
Access denied - Expired	Off	Long flash once per second
Key Expired	On for 1 second	3 flashes
Access denied – No permissions	Off	Rapid flash
Battery OK	One flash every 8 seconds	Off
Battery Low	Off	One flash every 8 seconds
Key Disabled	On for 1 second	3 flashes

Key User Tips

- ✓ Insert the key straight into the lock, not at an angle.
- ✓ Press the key firmly into the lock before rotating away from the home position.
- ✓ When opening a lock, wait for a solid light on the key prior to turning. The lock should turn only if the light is on. You may hear or feel a click, depending on background noise.
- ✓ To prevent undue wear, do not use the key to pull open a door.
- ✓ Periodically inspect the key tip for wear. If it is worn, it will require replacement. Please contact the DIA Security Department for more information (08) 89201857.
- ✓ When the battery in the key is running low, the key will emit a warning, this is a red flash once every eight seconds. The battery should be replaced.
- ✓ When changing the battery in a key the operation must be completed within one minute. If it is not, the key may need to be updated to reset its clock.
- ✓ When updating a key in an Authoriser Keyport, wait for the display to read "KEYREADY" before removing the key.
- ✓ If a key flashes red when contacting a lock, it does not have authorisation to open that lock. Try updating it using an Authoriser Keyport. If this does not resolve the issue, please contact the DIA Security Department for more information (08) 89201857.
- ✓ To ensure good electrical contact between keys and locks, it may be necessary to periodically clean contaminants from the tip of the key. DIA have specialist cleaning tools and can carry out this service for you if you bring your key to the Terminal Control Centre (Gate 6) between 8am – 1pm Mon-Fri.

EKA Facts

- Each Electronic Key and cylinder is manufactured with a unique ID which cannot be changed or duplicated
- Electronic Keys and Cylinders contain encrypted access codes to identify the system to which they belong
- Cylinders record the last 1100 authorised and denied access events in memory
- Up to 3900 access events including both authorised openings and denied attempts can be stored in an Electronic Key memory



CONTACT DETAILS

If you have any queries regarding your Electronic Key then please contact the Darwin International Airport Security Department
Tel: (08) 8920 1805
Email: security@ntairports.com.au

If you have an **urgent** issue with your key outside of normal business hours please contact the Airport Duty Manager on 0401 005 977

