How to Put a Lockbox on a Listing

1. Insert your SentriCard® in the lockbox.

2. Wait for the lockbox to display the CODE light, then enter your PIN and press ENT. Do not remove your SentriCard®!

3. Press FUNC + 1 and press the ENT key. The lockbox will make five - triple beeps before it releases the shackle. Make sure you hold onto your lockbox when you release the shackle because the shackle will come all the way out of the lockbox. Remove the shackle from the lockbox. Leave your SentriCard® in the lockbox.

4. Press FUNC + 2 followed by either:
   o   the numeric portion of the listing's street address; or
   o   the MLS number of your listing. If your MLS number includes letters and numbers, only enter the numeric portion of your MLS number.
       Note: the SentriLock Server will search your listings and your team member's listings to find a match. If the SentriLock Server finds more than one listing with the same street number, it does not assign any listing to the lockbox. In addition, if the lockboxes in your Association use firmware revision 3 or greater, team members may borrow an Agent's lockboxes when they use FUNC + 2.
   When you finish, press ENT. Leave your SentriCard® in the lockbox! If you made a mistake keying in the number, simply repeat this step.

5. Press FUNC + 3 followed by ENT. The key compartment will open. Place the house key(s) in the key compartment and close the compartment door.

6. You may now remove your SentriCard® from the lockbox.

7. Hang the shackle over the door knob (or some other sturdy fixture that will allow the lockbox to hang vertically).

8. Firmly press the shackle into the lockbox. Make sure you hear the click that indicates the shackle is completely latched in the lockbox. Do not attach the lockbox to an object that could fill it with water, and make sure the card slot is the lowest point on the lockbox as it is also the drain point for any water that gets into the lockbox.

If you need further assistance, you can obtain free support from SentriLock in one of the following ways:
• SentriLock Card Utility or REALTOR® Lockbox Web Site
  The best way to reach SentriLock support is via the Internet. Click the Support button on the toolbar in the REALTOR® Lockbox Web Site or SentriLock Card Utility. Click Add Ticket to send a message to SentriLock Support.
• E-mail
  You can send e-mail to SentriLock support: support@sentrilock.com
• Telephone
  If you prefer to contact SentriLock support via the telephone, call our toll free number: 1-877-736-8745. If you're having trouble with a lockbox or your computer, please contact SentriLock Support when you have the lockbox or computer available. SentriLock Support is available daily from 8:00am - Midnight Eastern Time, except holidays.