Welcome to SentriLock Greater Northwoods MLS Lockbox System Orientation

It's Easy!

- Lights
- ENT = Enter
- FUNC = Function
- Green = GO / Ready
- Red = STOP / Wait

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The Big 3

What do I need to know to use this system?

1. Accessing the property.
2. Putting the lockbox on a house.
3. Getting Help.

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Opening the Key Compartment

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Accessing the Property

To open the key compartment:

1. Insert Card
2. The **CARD** then **CODE** light will illuminate
3. Enter your **PIN + ENT** (Training Card PIN = 1234)
4. Green **READY** light illuminates
5. Remove the SentriCard® and the Key Compartment will Open
   - Do NOT remove key bin
   - Make sure all keys fit inside the key bin. Do NOT lay keys on top of bin

Things you & your Sellers should know

- The REALTOR® NXT Lockbox is the **most secure** lockbox on the market today.

- Features:
  - Heat treated alloy steel enclosure
  - LatchGuard™ locking mechanism
  - Shackle cut resistance to 160 lbs. (24" bolt cutters)
  - Bank-strength data encryption
  - Access data stored in non-volatile memory

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Releasing the Shackle

Releasing the Shackle

1. Insert SentriCard. **CARD** then **CODE** will illuminate
2. Enter your **PIN + ENT** (Training Card PIN = 1234)
   – Do NOT remove your card
3. At the green **READY** light, press **FUNC + 1 + EN**T
   – Wait for green **READY** light; remove shackle
   – Do NOT replace shackle while red **DND** light is on (the motor is running)
   – OK to replace shackle when green **READY** light comes back on (or when motor stops running and lights turn off)

Placing a Lockbox on a Property

1. Release Shackle
   - Insert card, enter **PIN + ENT, READY**
   - Press **+ FUNC+ 1 + ENT**
   - Wait / Remove shackle (leave card in)
2. Assign the Lockbox to the Listing
   - Press **FUNC + 2 + MLS # or Address # + ENT**
3. Open Key Compartment
   - Press **FUNC + 3 + ENT**
   - Wait / Open Key Compartment

Best Practices

- The lockbox is water resistant, *not* waterproof. Do not attach to a downspout or water spigot. Hang as close to vertical as possible.

- Rotate lockboxes that you use to maximize the battery life.

- It's not necessary to lubricate the lockbox.

- Anything inserted into the lockbox must fit safely into the grey key bin.

- Removing the grey key bin may void your warranty.

Getting Help

- Website

- Support Center – 1-877-736-8745

  – Card Automated Renewal System (CARS)

  – Support Hours

- Pocket Reference Guide

- Back of SentriCard ®

- YouTube, Facebook, and Twitter

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How to Renew your SentriCard®

- SentriCard® reader plugged into USB port

- SentriLock Card Utility program installed

- Active internet connection

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How to Renew your SentriCard®

- Insert SentriCard® into card reader

- Your SentriLock ID auto-fills

- Enter your password

- Click the **Click to Login button**

LOGIN

SentriLock ID
Iukpabi-sentri

Valid

Password

Click to Login

Get the latest Card Utility here
Forget your password?

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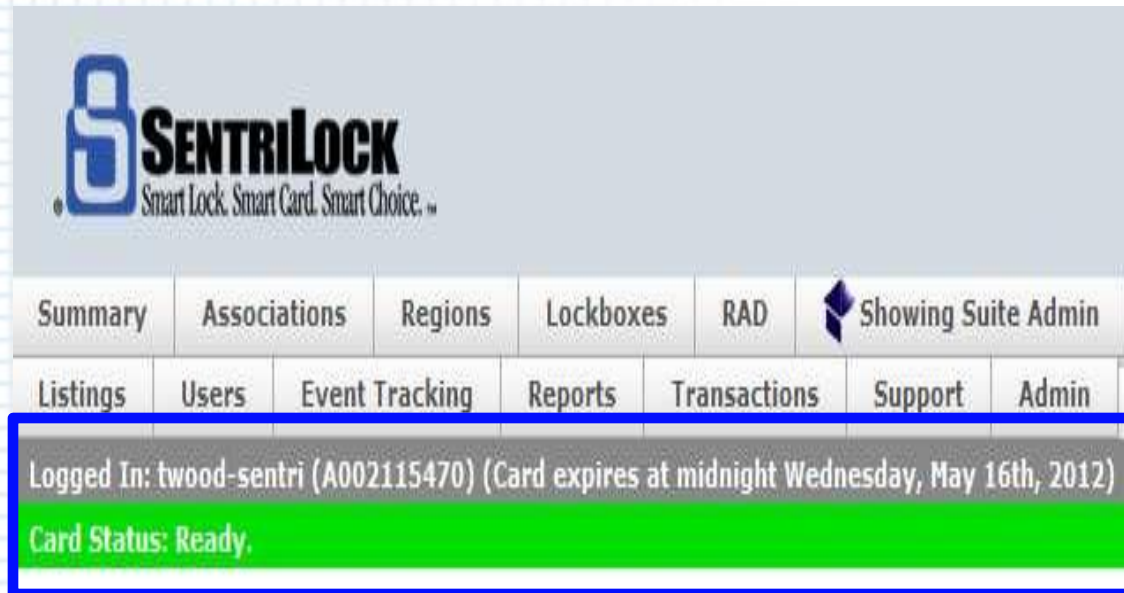
How to Renew your SentriCard®

- **When the Green Status Bar Turns Red the SentriCard® is Being Updated**

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How to Renew your SentriCard®

- **DO NOT** remove your SentriCard ® from the card reader until you see this message. Doing so will damage your SentriCard ®.

- Less than a minute

- Displays next renewal date and new expiration date

- How often do I need to renew my card?

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How to Change your PIN

Just like renewing your SentriCard®, insert your SentriCard® into the card reader, enter your password and Click the **Click to Login Button**.

How to Change your PIN

Click the **Change PIN** button on the **Main Menu** window

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How to Change your PIN

Enter your new PIN in both fields and click **Save Changes**.

How to Change your PIN

When the Red Status Bar Turns Green the PIN was Successfully Changed

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Mac version of Card Utility

Mac version of the Card Utility available on the SentriLock Web site:

www.sentrilock.com/mac

Public Mac Beta for the SentriLock Card Utility

Card Utility 3.1
Download
For Mac OS X 10.6+
Disk Image (.9 MB)

If you have an older version of OS X (10.4 Tiger or 10.5 Leopard), Click Here.

System requirements:

- Snow Leopard (10.6) or higher with all updates installed
- An Intel based processor
- SentriLock SmartCard USB Reader, supplied by Association/Board, and available powered USB port

Features:

- SentriCard Renewal
- Forgot Password
- Change PIN
- Auto Renewal
- Remote Card Edit

Installation Instructions:
(*If an older version for the Mac Card Utility is installed, please drag it to your trash can and empty it)

1. Click on the download button for Card Utility 3.1 for Mac at the top of the page.
2. After the download is complete, the Card Utility image should appear. *If it does not, go to the location where you download files to your Mac and double click on the CardUtility-3.1 file.*
3. Next, drag the SentriLock Card Utility to your Applications folder.
4. Connect the SentriLock SmartCard Reader to your Mac.
5. Start the SentriLock Card Utility from the Applications folder.

Mac, Apple, OSX, Intel, Java, PowerPC are trademarks and belong to their respective owners.

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Access Logs

Go to www.sentrilock.com. Click **Login**

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Access Logs

Enter your SentriLock ID and Password. Click **Click to Login**

SentriLock ID

Password

Keep me signed in for today.
Don't check this box if you're at a
public or shared computer.

Click to Login

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Access Logs

From the **Main Menu,** click **My Lockboxes**

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Access Logs

Enter the serial number of the lockbox and click **Search**

Access Logs

Select the date range you wish to view.

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Access Logs

The **Access Log** displays information on who accessed the lockbox

My Account

Go to www.sentrilock.com. Click **Login**

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My Account

Enter your SentriLock ID and Password. Click **Click to Login**

SentriLock ID

Password

Keep me signed in for today.
Don't check this box if you're at a
public or shared computer.

Click to Login

My Account

From the **Main Menu,** click **My Account**

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My Account

Click the Change Password Button

Personal Information			
Cell Phone Number **The cell phone number is used for text messaging and caller indentification.**	8599070174 SentriLock uses the cell phone number to identify the caller and determine authorization for system access. The cell phone number must be entered to enable these features.		
First Name	Ikechukwu	Last Name	Ukpabi
External Import ID	**396138861801736**		
SentriLock ID	**Iukpabi-sentri**		
Password	Change Password		
NRDS Number			
Contact Number	877-736-8745	Email Address	Iukpabi@sentrilock.con
Association	**SentriLock**	Company	**SentriLock**

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My Account

Click the Preferences Button

My Account

Showing Notifications are sent as soon as they are available.

My Account

You can add e-mail addresses in the **Copy Showing Notifications** group

Copy Showing Notifications

☐ Copy All Showing Notifications to the following email addresses
Please enter 1 email address per line

Agent Team

From the **Main Menu,** click **Agent Team**

Agent Team

Team members can share lockboxes. Team members can use lockboxes just as if they are the lockbox owner. Click **Add Team Member** to add additional team members

Add Team Member

Search Field	Search Type	Search Value		
Region ▼	begins with ▼		Search	Clear Search

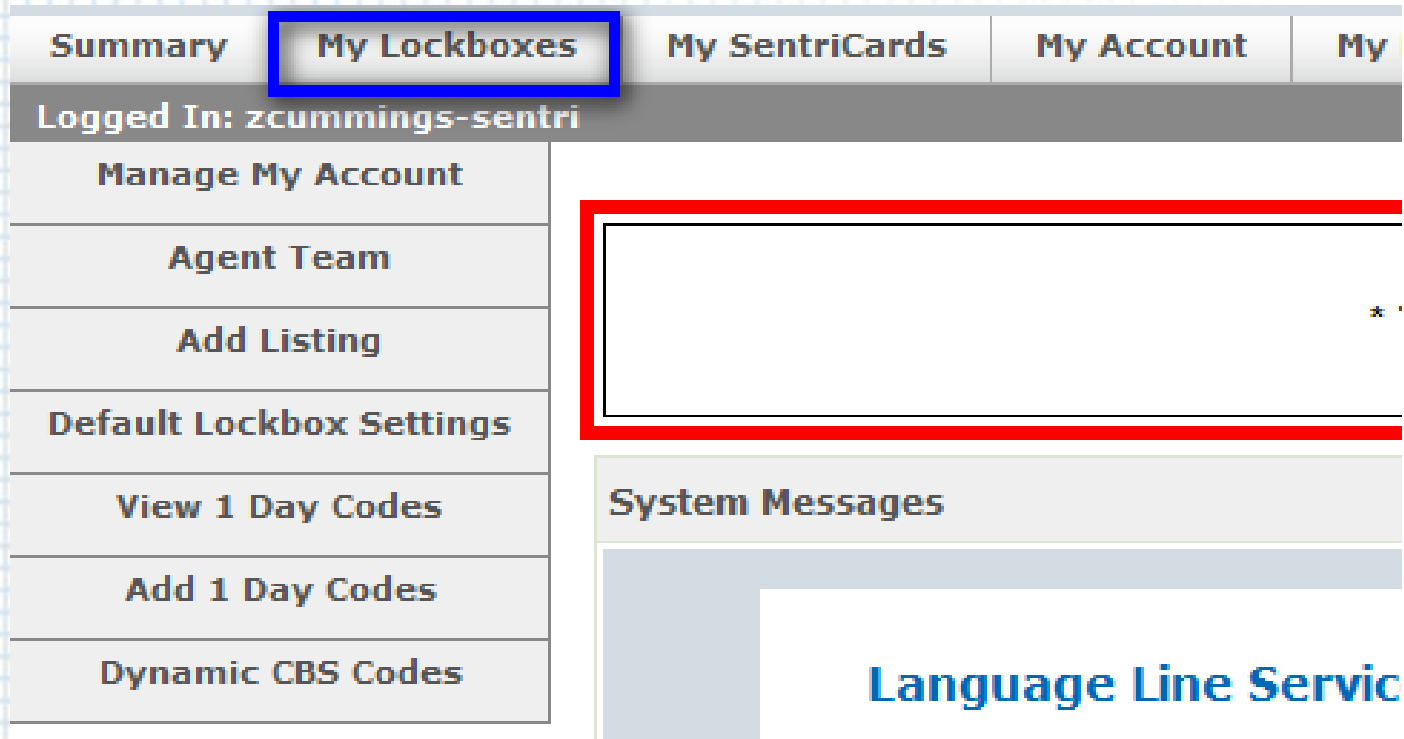| Agent Team					
Region ▲	Agent External ID	Agent	Team Member ExternalID	Team Member	Status
Test Region 1	zcummings-sentri	Cummings,Zach	mdever-sentri	Dever,Megan	04/28/09
Test Region 1	zcummings-sentri	Cummings,Zach	lmiller-sentri	Miller,Laurie	03/18/09
Test Region 1	zcummings-sentri	Cummings,Zach	kscott-sentri	Scott,Kayla	03/09/09
Test Region 1	zcummings-sentri	Cummings,Zach	djames-sentri	James,Domonik	09/10/09
Test Region 1	zcummings-sentri	Cummings,Zach	jhubbard-sentri	Hubbard,Justin	08/05/09
Test Region 1	zcummings-sentri	Cummings,Zach	sgrubb-sentri	Grubb,Stacey	07/29/09
Test Region 1	zcummings-sentri	Cummings,Zach	jratcliff-sentri	Ratcliff,Joe	07/08/09
Test Region 1	zcummings-sentri	Cummings,Zach	bjones-sentri	Jones,Brett	06/10/09

Agent Team

Click **Select** to search for your new team member. Click **Save Changes**. Your new team member will want to repeat these steps to add you as a team member to their team

Assign a Lockbox from the Web

From the **Main Menu,** click **My Lockboxes**

Assign a Lockbox from the Web

Enter serial number of the lockbox and click **Search.** Click on the lockbox **Serial Number**

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Assign a Lockbox from the Web

Click **Select** to display your listings. Choose the date you placed the lockbox on the listing from the **On Listing Since** field. Click **Save Changes**

EDIT LOCKBOX	
Lockbox	
Serial Number	00404276
Listing	489 Astro [Select...] On Listing Since 2/1/2012 [📅] [Remove from listing]

Showing Feedback

- **SentriLock** and **Showing Suite** have integrated which allows sharing information regarding lockboxes, accesses and feedback requests.

- The **SentriLite** version is free to SentriLock users.
  - Powered by Homefeedback.com
  - Configure account one time to set preferences.
  - Automatic feedback request sent to showing agent.
  - Works best if lockbox is assigned to listing.
  - Customizable Feedback Requests including listing photo and email signature.

- http://www.sentrilock.com/sentriliteintroduction

- Upgrade available for additional features.

Let's Review

What do I need to know to use this System?

1. Accessing the property.
2. Putting the lockbox on a property.
   - Access Logs, Renewing My SentriCard®, My Account, and Agent Teams.
3. Getting Help.

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1 Day Codes

From the **Main Menu,** click **Add 1 Day Codes**

Summary	My Lockboxes	My SentriCards	My Account

Logged In: zcummings-sentri

Manage My Account

Agent Team

Add Listing

Default Lockbox Settings

View 1 Day Codes

Add 1 Day Codes

Dynamic CBS Codes

System Messages

Language Line Se

1 Day Codes

Select the serial number of the lockbox. Select a date range for the 1 Day Codes. Click **Generate Codes.**

1 Day Codes

You have 9, 1 day codes for the day(s) you selected. Enter the name and company of the person using the 1 day code. This information will appear on the **Access Log**. Click **Save**.

Using a 1 Day Code

- Press and hold the **ENT** key until the keypad illuminates or the lockbox emits a beep

- Release the **ENT** key and enter the **1 DAY CODE**

- Press **ENT**

- The key compartment opens

- No computer? Get a code from the CARS system or web enabled cell phone

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Goin' Mobile

Any browser compatible phone with Internet access can reach our mobile site: m.sentrilock.com.

What can you do from our mobile site?

- Access Logs
- Generate a 1 Day Code
- Card Renewal Code
- Change Password
- Access Help

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Optional / Advanced Features

- The system is as feature rich or simple as you make it

- Advanced Options
  - CBS Mode
  - Homeowner Shackle Release
  - Privacy Mode
  - Customizing a Lockbox
    - Change Access times

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Homeowner Advantage

- Include in your listing presentation for an added value

- Covers features and benefits from Seller's perspective

- Available for download from Support | Documentation

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Your Card Carrier Sheet

1. Your Lockbox Codes

2. Your PIN

3. Your Username and Password

Lockbox Codes		Lockbox Codes	Lockbox Codes
Shackle	15989	Shackle	Shackle
CBS	29927	CBS	CBS
Contractor 1	060585	Contractor 1	Contractor 1
Contractor 2	050750	Contractor 2	Contractor 2
Contractor 3	081848	Contractor 3	Contractor 3
Do Not Disturb	33758	Do Not Disturb	Do Not Disturb
DO NOT WRITE YOUR PIN ON THIS CARD		DO NOT WRITE YOUR PIN ON THIS CARD	DO NOT WRITE YOUR PIN ON THIS CARD

9692

A 002 005 339

SentriLock ID: **aalfrey-sentri**   Password: ▓▓▓▓▓▓▓

http://www.sentrilock.com 877-736-8745

Renew Your Card On or Before:

Wed September 09, 2009

Your card will expire at 11:59PM on the date above

Retain this document! You will need this information to renew your SentriCard and to access the SentriLock web site.

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Resource Information Sheet

THANK YOU GNMLS AGENTS!

We'd love your feedback!
Take our online survey at
http://www.sentrilock.com/survey
The survey will be active for 1 week.

url: http://www.sentrilock.com/partners/gnmls/
pass: gnmls2710

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Managing the System

- Logging into the REALTOR® Lockbox Website as 'Broker' or 'Office Staff' will show you *all* records for the office
  - Lockboxes
  - Listings
  - Access Logs (SentriCard® & Lockbox)

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Managing the System

- Lockboxes display as borrowed / assigned to Agent
- Support: See all tickets generated from your office
- Reports
  - Makes tracking easy / automated
  - Several reports available for online viewing or as downloadable file (CSV – Comma Separated Value)

Sharing your Lockboxes

	Lockboxes							
Company	Lockbox Owner ▲	Serial Number	Last Battery Replacement	Firmware Version	Warranty Expiration	Location	Access Log	Retirement Date
Open Realty (bborel)	**Smith, Mark** Borrowed By: Jones, David	00165024	2/6/2006	2.04	Undetermined	123 Apple Street Cincinnati, IL 45246 Listed By: Jones, David	View	

- Must use FUNC + 2 to borrow lockbox.
- If an Agent assigns lockbox from the lockbox website or their MLS system, borrowing does not occur.
- When an Agent borrows a lockbox, the lockbox uses the Agent's codes and settings instead of the Broker's codes.
- Only the borrowing Agent or the Broker can release the shackle from a lockbox while it's borrowed.
- Everyone in your office will be able to view lockboxes. If you do not like this option, it can be changed.

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Best Practices from Brokers Around the Country

- Card Reader on public workstation

- Rotate Lockboxes into operation

- Record battery replacement date

- Assign lockboxes to listings
  - Agent assigns lockbox with their SentriCard®(recommended)
  - Office Manager assigns online
  - Agent assigns online

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THANK YOU GREATER NORTHWOODS MLS

We'd love your feedback!
Take our online survey at
http://www.sentrilock.com/survey
The survey will be active for 1 week.

url: http://www.sentrilock.com/partners/gnmls/
pass: gnmls2710

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