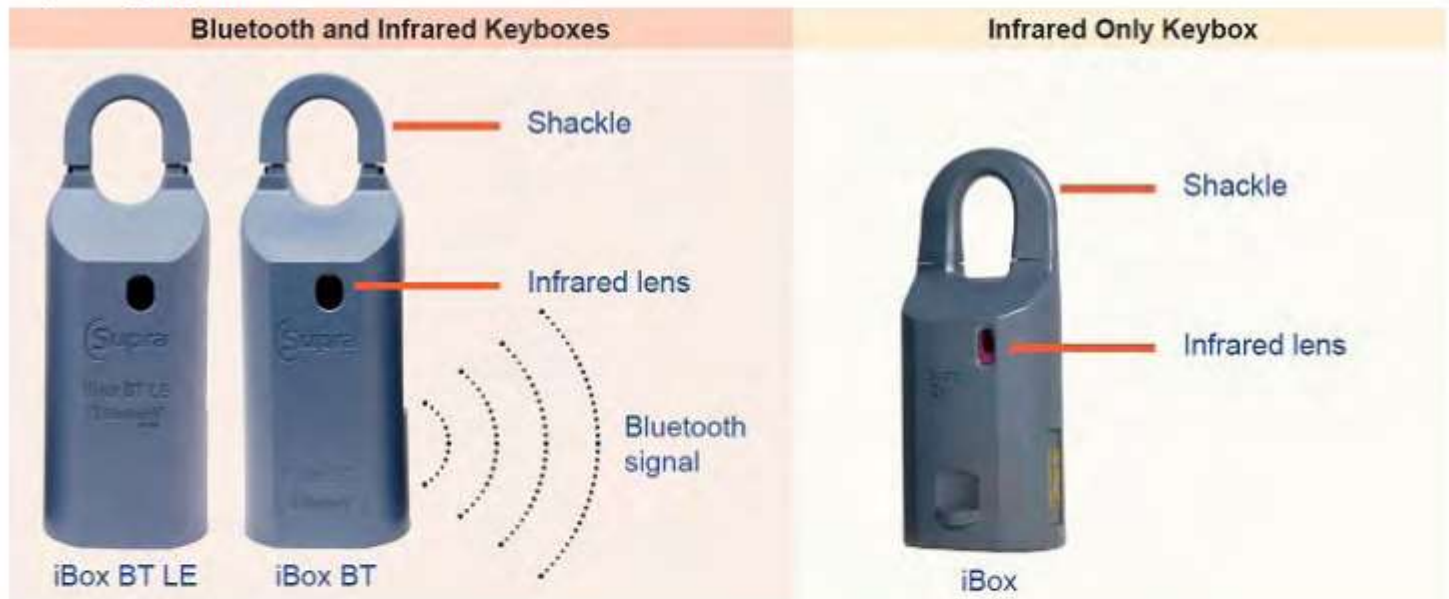# Keyboxes

Overview

Supra keyboxes can hold listing keys, key cards, and gate cards used to access a listing.

There are three (3) different models of Supra keyboxes that may be placed at a listing. The iBox BT LE and iBox BT use both Bluetooth and infrared signals. The classic iBox, which is Supra's original electronic keybox, reads only infrared signals. Access to more than one model of keybox model may be necessary, depending upon your organization and cooperating organizations.

Bluetooth and Infrared Keyboxes — iBox BT LE, iBox BT — Shackle, Infrared lens, Bluetooth signal

Infrared Only Keybox — iBox — Shackle, Infrared lens

NOTE: Direct sunlight and Bluetooth signals can interfere with infrared communication signals. It may be necessary to shade the area between the keybox and the fob, or to wait for the keybox's Bluetooth to turn off if it was accidentally turned on (the red LED inside the infrared lens of an iBox BT or iBox BT LE will stop flashing when the Bluetooth turns off).

MY KEYBOXES

Add a Keybox
Add a keybox to your keybox inventory.
1. Turn on the keybox.
   - For Bluetooth® keyboxes, press up and then release the bottom of the keybox (a light located in the front window of the keybox will continue to flash while the Bluetooth is on).
   - For infrared keyboxes, press the Supra eKEY fob button and point the front of the fob toward the front window of the keybox (a light located on the top of the fob will continue to flash while the fob is actively sending commands to the keybox).

Bluetooth Keybox   Infrared Keybox with fob

2. Open the Supra eKEY app and select **My Keyboxes**.
3. Select **Add Keybox**.
4. Enter the shackle code.

MY KEYBOXES

Read Keybox Activity
View keybox activity reports that include information such as the activity date, keybox serial number, activity action, and key serial number.
1. Turn on the keybox.
   - For Bluetooth keyboxes, press up and then release the bottom of the keybox (a light located in the front window of the keybox will continue to flash while the Bluetooth is on).
   - For infrared keyboxes, press the Supra eKEY fob button and point the front of the fob toward the front window of the keybox (a light located on the top of the fob will continue to flash while the fob is actively sending commands to the keybox).

Bluetooth Keybox   Infrared Keybox with fob

2. Open the Supra eKEY app and select **My Keyboxes**.
3. Select **Read Activity**.
4. Enter the shackle code.
5. Select an activity to view details.

MY KEYBOXES

Program a Keybox

View details such as the keybox serial number, last program date, and current battery level, or modify settings such as changing the shackle code, changing or requiring a call before showing (CBS) code, requiring feedback, and enabling or disabling timed access for the keybox.

- Turn on a Keybox.
  - For Bluetooth keyboxes, press up and then release the bottom of the keybox (a light located in the front window of the keybox will continue to flash while the Bluetooth is on).
  - For infrared keyboxes, press the Supra eKEY fob button and point the front of the fob toward the front window of the keybox (a light located on the top of the fob will continue to flash while the fob is actively sending commands to the keybox).

Bluetooth Keybox

Infrared Keybox with fob

- Change Shackle Code
  1. Turn on the keybox.
  2. Open the Supra eKEY app and select **My Keyboxes**.
  3. Select a keybox.
  4. Select **Program Keybox**.
  5. Select **Shackle Code**.
  6. Enter and verify new shackle code.
  7. Select **Save**.
  8. Select **Program**.
  9. Enter old shackle code.

- Enable or Disable Require CBS Code
  1. Turn on the keybox.
  2. Open the Supra eKEY app and select **My Keyboxes**.
  3. Select a keybox.
  4. Select **Program Keybox**.
  5. Select **Require CBS** to enable or disable.
  6. Select **Program**.
  7. Enter shackle code.

- Enable or Disable Require Feedback
  1. Turn on the keybox.
  2. Open the Supra eKEY app and select **My Keyboxes**.
  3. Select a keybox.
  4. Select **Program Keybox**.
  5. Select **Require Feedback** to enable or disable.
  6. Select **Program**.
  7. Enter shackle code.

- Enable or Disable Timed Access
  1. Turn on the keybox.
  2. Open the Supra eKEY app and select **My Keyboxes**.
  3. Select a keybox.
  4. Select **Program Keybox**.
  5. Select **Timed Access** to enable or disable.
  6. Select desired access hours.
  7. Select **Program**.
  8. Enter shackle code.

- View Last Keybox Read
  1. Open the Supra eKEY app and select **My Keyboxes**.
  2. Select a keybox.
  3. Select **Program Keybox**.
  4. Select **Read**.
  5. Select an activity to view details or select **Delete All** to delete all activities.

- Delete a Keybox
  1. Open the Supra eKEY app and select **My Keyboxes**.
  2. Select a keybox.
  3. Select **Program Keybox**.
  4. Select **Delete** then **Yes** to confirm.

My Keyboxes (continued)

MY KEYBOXES

Edit Keybox Data
View, add, or modify keybox data such as showing notes, listing information, listing flyers, agent notes, and business cards without going to the keybox.

- **Add or Edit a Showing Note (only with eKEY Pro)**
  1. Open the Supra eKEY app and select **My Keyboxes**.
  2. Select a keybox.
  3. Select **Edit Keybox Data**.
  4. Add or edit a showing note.
  5. Select showing note expiration date.
  6. Select **Save**.

- **Add or Edit Listing Information**
  1. Open the Supra eKEY app and select **My Keyboxes**.
  2. Select a keybox.
  3. Select **Edit Keybox Data**.
  4. Add or edit listing information.
  5. Select **Save**.

- **Add or Edit a Listing Flyer**
  1. Open the Supra eKEY app and select **My Keyboxes**.
  2. Select a keybox.
  3. Select **Edit Keybox Data**.
  4. Add or edit a listing flyer.
  5. Select **Save**.

- **Add or Edit an Agent Note**
  1. Open the Supra eKEY app and select **My Keyboxes**.
  2. Select a keybox.
  3. Select **Edit Keybox Data**.
  4. Add or edit an agent note.
  5. Select **Save**.

- **Add or Edit a Business Card**
  1. Open the Supra eKEY app and select **My Keyboxes**.
  2. Select a keybox.
  3. Select **Edit Keybox Data**.
  4. Add or edit business card information.
  5. Select **Save**.

- **View Last Keybox Read**
  1. Open the Supra eKEY app and select **My Keyboxes**.
  2. Select a keybox.
  3. Select **Edit Keybox Data**.
  4. Select **Read**.
  5. Select an activity to view details or select **Delete All** to delete all activities.

- **Delete a Keybox**
  1. Open the Supra eKEY app and select **My Keyboxes**.
  2. Select a keybox.
  3. Select **Edit Keybox Data**.
  4. Select **Delete** then **Yes** to confirm.

Messages

MESSAGES

Messages
View messages from Supra or your organization.
1. Open the Supra eKEY app and select **Messages**.
2. Select a message to view its details.

<	MESSAGES (1)	⌂
Supra		08/09 11:15 AM
Push Notification Part 1 Push Notification Part 1		
Supra		08/09 11:15 AM
Push Notification Part 2		