

Activating 24 Hour Access to Lockboxes



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Pages in file:
1 Page

Daylight Savings Time might alter the hours that your lockboxes are available for use. In Oregon, those lockboxes NOT set to 24 hour access will be available from 10AM until 9PM for Daylight Savings time and 9AM until 8PM for Pacific Standard Time. In Washington those lockboxes not set to 24 hour access will be available from 8AM until 10PM for Daylight Savings Time and 7AM until 9PM for Pacific Standard Time. To set your lockbox to 24 hour access follow the instructions below:

ActiveKEY

1. Press on/off to turn on your ActiveKEY
2. Scroll to the Set iBox timed access menu option and press enter.
3. Press 1 to activate timed access hours or 2 to activate 24-hour access.
4. Enter the KeyBox shackle code and press enter. You have five minutes to program the KeyBox before your ActiveKEY powers down.
5. Point your ActiveKEY at the iBox infrared lens to program the new setting.

eKEY

1. Turn on your eKEY
2. Tap eKEY icon
3. Scroll to the MANAGE KEYBOXES option and tap it
4. Choose the lockbox that you want to change to 24-hour access
5. Tap Edit button at the bottom of the screen
6. Choose 24-Hr from the Showing Hours drop down list
7. Tap the Program button
8. Point your key at your blue iBox

Beeeps will sound and the word SUCCESSFUL is displayed on the screen if the operation was a success.