

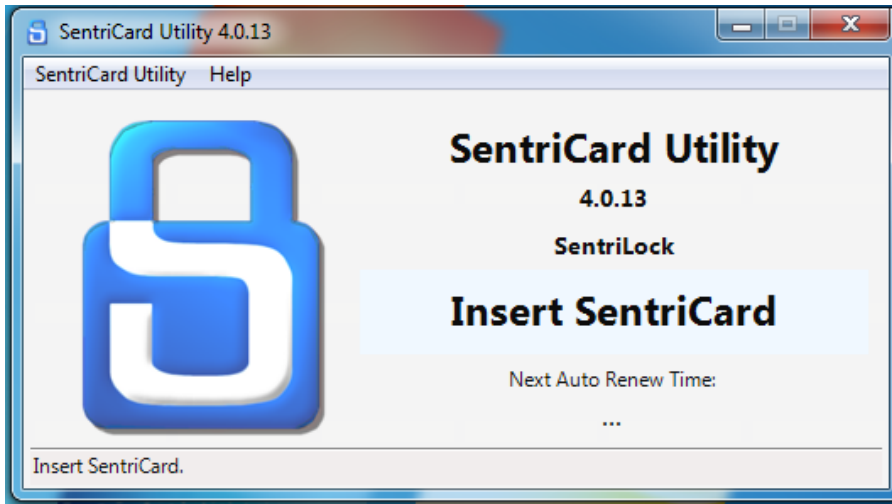
How to Customize Box Hours:

This Instructional guide is designed to show you how to change your lockboxes operating hours. The Default is from 8:00 AM to 8:00 PM.

Note: In order for this to work you need to use your Sentrilock card and card reader to take you to the Sentrilock website. Going to the Sentrilock website yourself will not work.

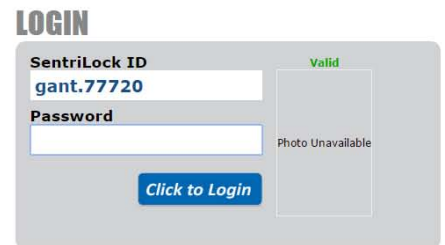
Step 1) Make sure your Sentrilock application is turned on and is ready to go (See picture):

- If your card reader is not plugged in you will not see the "Insert SentiCard" Message. Please plug in your card reader to continue.



Step 2) Insert your Sentricard into the card reader, the program will then take you to the website:

- Once you are on the website enter your password and log in:



Get the latest SmartCard Utility [Mac](#) | [Windows](#)
[Forget your password?](#)



Step 3) Select "Customize Lockbox" on the left hand side:

Customer Support
US Customers: 513-618-5800

SENTRILOCK
Smart Lock. Smart App. Smart Card. Smart Choice.

Summary | My Lockboxes | Showing Feedback | RMA | My SentiCards | My Account | My Listings

Logged In: gant.77720 (C601533254) (Card expires at midnight Friday, June 26th, 2015)

SentiCard Utility Status: Connected.

- Renew SentiCard
- Change PIN
- Auto Renewal Settings
- Set Lockbox to No Owner
- Set Lockbox Clock
- Customize Lockbox**
- SentiLock University
- Manage My Account
- Agent Team
- Add Listing
- Default Lockbox Settings
- View 1 Day Codes
- Add 1 Day Codes
- Dynamic CBS Codes

System Messages

- SentiCard Utility updated for Mac OSX 10.10 Yosemite 2015 January 22
- Shortened Support Hours for 12/18/2014 2014 December 18

Social Networking

SOCIAL I

Facebook | YouTube

Follow SentiLock on various social networking sites! SentiLock is always looking for new features of the system. Now with the help of various social networking sites, we can reach you faster. Like, fan, subscribe, etc. We want to hear from you also, so don't be shy - give us your feedback!

Step 4) Select your lockbox you would like to customize the times on then hit Continue:

PLEASE SELECT A LOCKBOX

Refer to image provided to find the Lockbox Serial Number

1114197 Select...

Continue Cancel

Signifies required fields

Step 4) Changing Times, and some things to keep in mind:

- The default times for the box are 8am to 8pm
- The first 3 Buttons on the left hand side (see picture) are already programmed for the box to work
- The final 3 buttons on the right hand side (see picture) are programmed to have the box turned off
- For the example, we are going to click on the button labeled “8pm-11:59pm”

These are programmed to work by default (These are the boxes default operational hours)

These are turned off by default, you need to click into each one of these buttons and activate the times you need.

Step 5) Understanding the “Matrix”

- A green checkmark represents the box will work during the time above and on the day to the left
- A red “X” represents the box will not work during the time above and the day to the left

Return to: [Lockbox Settings](#)

KEY		ACCESS TIME MATRIX								
Clear	✓	Day	8:00PM to 8:29PM	8:30PM to 8:59PM	9:00PM to 9:29PM	9:30PM to 9:59PM	10:00PM to 10:29PM	10:30PM to 10:59PM	11:00PM to 11:29PM	11:30PM to 11:59PM
Block	✗	Sun	✗	✗	✗	✗	✗	✗	✗	✗
READ ONLY		Mon	✗	✗	✗	✗	✗	✗	✗	✗
Cleared	✓	Tue	✗	✗	✗	✗	✗	✗	✗	✗
Blocked	✗	Wed	✗	✗	✗	✗	✗	✗	✗	✗
		Thu	✗	✗	✗	✗	✗	✗	✗	✗
		Fri	✗	✗	✗	✗	✗	✗	✗	✗
		Sat	✗	✗	✗	✗	✗	✗	✗	✗

8am-11:59am 12pm-3:59pm 4pm-7:59pm 8pm-11:59pm 12am-3:59am 4am-7:59am

Save Changes Reset Cancel

- As you can see above, the grid is broken up by times and days. Let’s say you wanted to make the box work from 8pm-Midnight for every day of the week except Saturday and Sunday(see following picture)

Return to: [Lockbox Settings](#)

KEY		ACCESS TIME MATRIX								
Clear	<input checked="" type="checkbox"/>	Day	8:00PM to 8:29PM	8:30PM to 8:59PM	9:00PM to 9:29PM	9:30PM to 9:59PM	10:00PM to 10:29PM	10:30PM to 10:59PM	11:00PM to 11:29PM	11:30PM to 11:59PM
Block	<input checked="" type="checkbox"/>	Sun	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
READ ONLY		Mon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cleared	<input checked="" type="checkbox"/>	Tue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Blocked	<input checked="" type="checkbox"/>	Wed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Thu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Fri	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Sat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8am-11:59am 12pm-3:59pm 4pm-7:59pm 8pm-11:59pm 12am-3:59am 4am-7:59am

Notice Mon- Fri have a green check under each time bracket

Notice Sat. & Sun. have a red "X" under each time bracket

- You can see above that Mon-Fri are now active for the time period from **8pm to Midnight**
- Since **we did not change** The boxes default hours, this means the box will now work from **8am to Midnight on Mon-Fri**, and we **did not change the hours for Sat-Sun** so the Box will work from **8am to 8pm on Sat and Sun**.
- Once you are all done with your settings hit Save Changes on this screen

Step 6) Hit Save Changes one more time at the very bottom of the following Page:

CUSTOM LOCKBOX SETTINGS FOR 01114197 IN (GREATER ANTELOPE VALLEY ASSOCIATION OF REALTORS)			
Lockbox Settings Last Updated on 06/25/2015 4:42PM These custom settings are used on this lockbox. <small>* Custom settings can only be modified by customizing your lockbox in the SentiCard Utility.</small>			
Listing	<input type="text"/>	Select...	
Access Times	<input type="button" value="8am-11:59am"/>	<input type="button" value="12pm-3:59pm"/>	<input type="button" value="4pm-7:59pm"/>
	<input type="button" value="8pm-11:59pm"/>	<input type="button" value="12am-3:59am"/>	<input type="button" value="4am-7:59am"/>
Allow Any Agent to Download Audit Log	Enabled		
Enable Team Ownership Privileges	Enabled	Loan Lockbox On FUNC 2 (address assignment from keypad) <small>This setting only applies to version 3 and higher firmware</small>	Enabled
Time Limited 1 Day Codes			
Time Limited 1 Day Codes <small>This setting only applies to version 10.11 and higher firmware</small>	Enabled	1 Day Code Time Limit (in minutes) <small>This setting only applies to version 10.11 and higher firmware</small>	<input type="text" value="60"/>
Call Before Showing (CBS) Settings			
Call Before Showing Code	<input type="text" value="3268"/>	Always Require Call Before Showing Code	<input type="checkbox"/>
Enable Dynamic CBS Codes	<input checked="" type="checkbox"/>	Make Dynamic CBS Codes Unique for each Lockbox <small>This setting only applies to version 3 and higher firmware</small>	<input checked="" type="checkbox"/>
Homeowner Do Not Disturb (DND) 90 minutes			
Allow Homeowner DND	<input checked="" type="checkbox"/>	Homeowner DND Code	<input type="text" value="74590"/>
Contractor Mode			
Allow Contractor Mode	<input checked="" type="checkbox"/>	1 Day Codes Always On	Enabled
Showing Agent Lockout in Contractor Mode	<input type="checkbox"/>	Make 1 Day Codes Unique for each Lockbox <small>This setting only applies to version 3 and higher firmware</small>	Enabled
Allow 24 Hour Access in Contractor Mode	<input type="checkbox"/>		
The first digit of a contractor code must be zero. The rest of the number must be 5 to 7 digits long.			
Contractor Code #1	<input type="text" value="021771"/>		
Contractor Code #2	<input type="text" value="008509"/>		
Contractor Code #3	<input type="text" value="087359"/>		
Shackle Release			
Enable Shackle Release With Code	Disabled	Shackle Code	Disabled
Auto Reset to Defaults After Shackle Release	<input checked="" type="checkbox"/>	Auto Lock Keypad On Shackle Release	<input checked="" type="checkbox"/>
Do Not Clear Listing Assignment on Shackle Release	<input type="checkbox"/>		
Do Not Clear Contractor Mode on Shackle Release <small>This setting only applies to version 3 and higher firmware</small>	<input type="checkbox"/>		

Step 7) Follow the final onscreen Directions (As seen below):

The screenshot shows the SentiLock web interface. At the top left is the SentiLock logo with the tagline "Smart Lock. Smart App. Smart Card. Smart Choice." and the text "Customer Support US Customers: 513-618-5800". Below this is a navigation menu with items: Summary, My Lockboxes, Showing Feedback, RMA, My SentiCards, My Account, My Listings, Event Tracking, Reports, and Support. A status bar indicates "Logged In: gant.77720 (C601533254) (Card expires at midnight Friday, June 26th, 2015)". A red banner at the bottom of the status bar reads "SentiCard Utility Status: Writing custom lockbox settings data (Do not remove card)".

A notification box displays the message: "SI-10024: Settings were updated for lockbox 01114197".

A red arrow points to a dialog box titled "UPDATING YOUR SETTINGS". The dialog contains the following text:

Note - Releasing the shackle of your lockbox more than 24 hours after customizing it will reset the lockbox back to its default settings.

Your SentiCard is now being renewed. After your SentiCard has successfully renewed, follow these steps to complete this operation:

1. Insert your SentiCard into lockbox #01114197.
2. Renew your SentiCard.

- Once the card is done updating you need to do the following:
 - 1) Insert your SentiCard into the lockbox you just changed the settings for and let the card update your box
 - 2) Take your card and renew it one more time on the computer

Congratulations! You successfully updated your box's operational hours.