

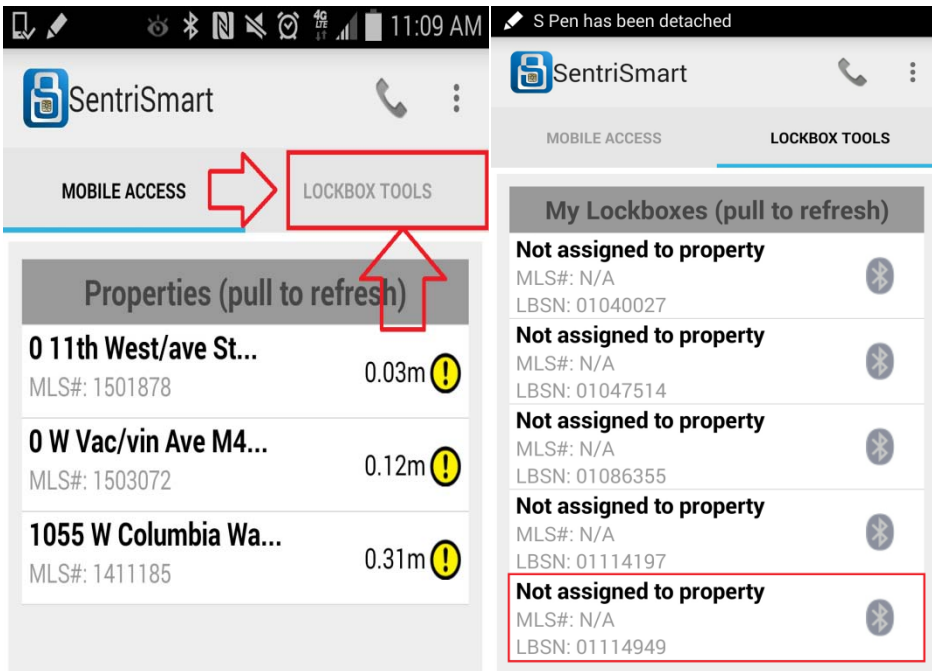
How to Assign a One Day Code: (Phone Version)

This guide is designed to show you how to assign a One day code from your phone.

Note: In order to assign a One day code, you need to assign your box to a listing. This guide will cover that as well.

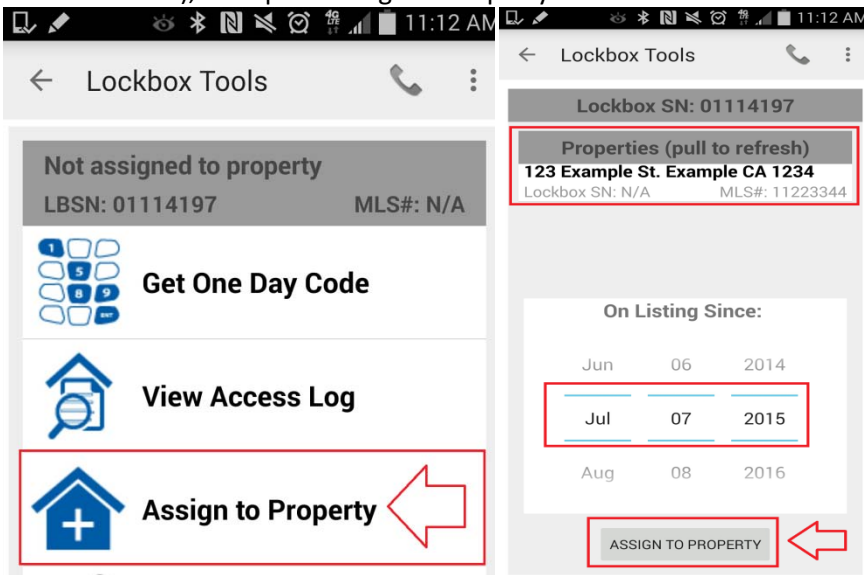
Step 1) Open the Sentrilock Application on your Phone, then go to “Lockbox Tools”:

- **Note:** Android and Apple have “Lockbox Tools” in different locations; this guide will show the Android Version.
- Click on “Lockbox Tools”
- Select your Lockbox you would like to assign a “One Day Code” to



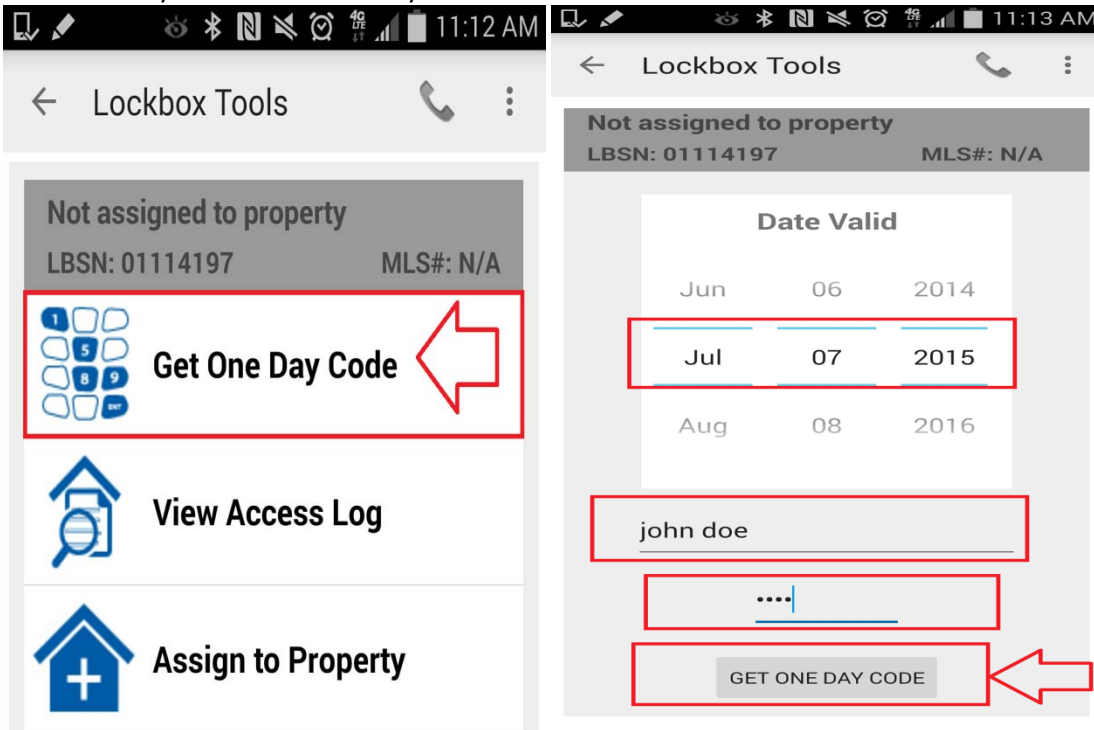
Step 2) Assign your Lockbox to a Listing (If you have done this skip to step 3):

- Click on “Assign to Property”
- On the next screen, pick your listing from your list, pick the date you want this to apply to your listing (Today is default), then pick “Assign to Property”



Step 3) Generating your "One Day Code":

- Select "Get One Day Code" from the main menu of "Lockbox Tools"
- Select the Date you want your "One Day Code" to be active
- Assign a name to display when the "One Day Code" is used
- Enter your Pin #
- Finally Select "Get One Day Code" at the bottom



Step 4) How to communicate your "One Day Code" to the other Agent:

- Once you are on this screen you will see the "One Day Code" along with the options to send it to the other agent. It allows you to text, or email it to them as well as gives you the instructions on how to use it.
- **NOTE: This information is just an Example. It will not Work for your box. You must generate your own code.**

