	Welcome to **CODEBOX**	

……your lockbox solution

Getting Started

General Information

	Note: Entry Error	*If you make a mistake, push the "Next" button until the number is highlighted and make the correction.*

> **Before getting started you will need to set a couple of unique codes. 1. A "Six Digit Agent Code"; 2. A "Five Digit Shackle Code; and 3. A DIFFERENT "Fiive Digit Seller Code". You will be entering your "Agent Code" and "Shackle Code" into the lockbox during your "Initial Set-Up" and your "Seller Code" during the review of the parameters of the box. These Codes can be used in all boxes you own. Again, these are unique to you and should be kept private. The lockbox WILL NOT accept all 0's (zeros) as a code.**

A	Insert Battery	The Codebox is delivered with the door open. Inside the storage compartment pull back the rubber battery door and insert a 9V ALKALINE or 9V LITHIUM battery. Go to step 2.
	Insert Battery	If the Codebox compartment door was closed without inserting the battery or the internal battery has reached the end of its life, Insert a 9V Alkaline or 9V Lithium battery into the compartment at the bottom of the box. The Codebox will display a welcome message and then the serial number. Follow steps below for "initial setup" and then open the Codebox door by entering a valid code. Once the door is open you can insert the 9V battery as explained in step "A". It is recommended that while a Codebox is not activated the internal battery is disengaged. This will save the battery life.

FRONT

BACK

- Menu Screen
- Keypad
- Shackle
- Key Compartment Door
- Serial Number
- S/N 10,000,007
- Internal Battery Connection
- External Battery Connection

Initial Setup: Reference numbers represent the numbers on the keypad of the Codebox

	Initiating Lockbox	When the battery is connected for the first time you will be asked to initialize the lockbox.
2	Date	Key in the current date (MM/DD/YY) and push <enter>
3	Time	Key in the current time (HH/MM). Use the "3" key to set AM or PM and push <enter>
4	Agent Code	The agent code is your private code to access the menu to configure the lockbox for use. With this code you can set date, time, the access times for opening the box, the shackle code and review the history of the recent use. Key in your SIX DIGIT code and push <enter> (Again, this is a number unique to you for your use). Instruction below on accessing your CodeBox using your agent code.
	Phone Number	You will be prompted to enter a phone number. If an incorrect code is entered, a phone number will be displayed for the prospective renter. This phone number recommended to use should be your office number.
7	Shackle Code	The shackle code is your private code to open and close the shackle in order to put the CodeBox onto your property. Key in your FIVE DIGIT code and push <enter> (Again, this is a number unique to you for your use).

Upon completion of the Initial Setup the Codebox will then display it is ready for use.

Modifying the Codebox Configuration - Reference numbers represent the numbers on the keypad of the Codebox

	Setup mode	Enter the six digit "Agent Code" and push the 'Enter' button. This will put you into the "Agent" mode where you will set the Codebox parameters. The display will show "Date".
1	Set Date	Push either the "1" button or the "Enter" button. You can now enter the date in the format MM/DD/YY. When you are finished entering the date, push <enter> you will be taken to the "Time" option.
2	Set Time & Keypad Light	Push either the "2" button or the "Enter" button. You can now enter the time in the format HH/MM A/P. Enter the Hour and Minutes Push the "3" button to change AM/PM. Next you will Enter the hour you would like the keypad to be illuminated for showings after dark (lighting the keypad will use battery life). If you do not want the keypad to be illuminated set the time to "00A". When you are finished entering the time, push <enter> you will be taken to the "Daylight Savings Time (DST)" option.
	Daylight Savings Time	Daylight Savings Time (DST) option should be in the "1" or "on" position. Please note that the box is programmed to adjust for DST, not on the exact day but within a week timeframe. It is set this way because the actual date of DST changes from year to year. Once confirmed it is in the "1" or "on" position, press <enter> and you will be taken to the "Agent Code" option.
4	Set "Agent" Code	Push either the "4" button or the "Enter" button. You can adjust or change your "Agent" code from your initial setup. When you are finished changing the "Agent" code push <enter> you can now enter the phone number to be displayed (contact number for the party that will be providing the access codes). After you enter the phone number, push <enter>" you will be taken to the "Seller" option.
5	Seller Code	This is an optional feature of the box. Push either the "5" button or the "Enter" button. The "Seller" code cannot be left at "00000". You can now change the "Seller" code. You may provide this code to the occupant/seller for limited access to the Codebox. With this code the seller is able to set the Date, Time, and Showing Window (see the next option). Once you set the "Seller" code, press <enter> you will be taken to the "Access" option.
6	Showing Window/Access	Push either the "6" button or the "Enter" button. Enter the time that showings are allowed to start and then the hour that showings are no longer allowed (ex. ST: 08A ED: 09P). Once you set the "Access" code, press <enter> you will be taken to the "Shackle" option. Please note: Access codes will only work between the start and end times of the "showing access" timeframe.
7	Shackle Code	Push either the "7" button or the "Enter" button. You may now adjust or change your shackle code. This code will allow the shackle to be opened and the Codebox to be either placed or removed from the home. Once you set the five(5) digit "Shackle" code, press <enter> you will be taken to "8" on the key pad options. Press "next" to be taken to the "History" option.
8	No Feature Assigned	At present no feature is assigned for the "8" key. Press "next" to move to the "History" option.
9	History	Push either the "9" button or the "Enter" button and you may review the last 40 codes, date and time of entry. The display will show the code used as well as the date and time of access. Hit the "next" button to move through the history.

Attaching the Lockbox to the Listing

	Install Key	Enter your agent code in the lockbox and push <enter>. When the screen displays "Select CMD 1: Set Date" press the <3> key and the door will open (push in at the top of the door and it will open).
	Shackle	Enter the shackle code and push <enter>. Push down and then pull up on the shackle to release it. Put the shackle around the door knob or other feature on the house and close the shackle

Returning the CodeBox to Factory Settings

2	Main menu	Enter the agent code and push <enter>

	Agent Code	From the main menu select option <4>. Enter "999999" for the agent code and push <enter>

Renter Access

Schedule your appointment using your method of scheduling. At the time of scheduling your appointment you will be provided with a four (4) digit daycode. Upon arriving at the listing, enter your four (4) digit code and press <Enter>, you will be instructed to push door and release. The key compartment door will open and you may retrieve the key for the showing. Note: Upon using your code, the code only is available for a two hour window. Example: If you enter the "four digit access code" at 2:00 pm, at 4:01 pm the code is no longer valid.

Registering and Activating the CodeBox: You must complete the following steps before using your CodeBox.

	Register/Activatio	Register and/or Activate your CodeBox at showingbox.com. You will need to create log-in credential for showingbox.com if this hasn't already been completed for you.

Contact Information / Support

	Web	www.showingbox.com
	Phone	888.507.8885

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