Sentrilock Going Mobile



Manage the SentriLock Access Management System anytime and anywhere your busy day takes you right from your cell phone. Our mobile website http://m.sentrilock.com is



Want to be notified each time one of your listings is shown? Showing notifications can now be automatically sent as text messages right to your cell phone, or e-mail.



24/7 support is just a phone call away. Our automated Interactive Voice Response system can assist you in updating your SentriCard, generating a One Day Code, and even changing your text message options. 1-877-736-8745



Secure One Day Codes can be retrieved anywhere with our mobile website http://m.sentrilock.com, or Interactive Voice Response system 1-877-763-8745. Never lose a showing again!



We stay connected to our customers and provide useful information they can use to increase their productivity. Follow us on Twitter and become our Fan on Facebook, or visit our YouTube channel for the latest tutorials.

SentriLock Best Practices:

- The lockbox is water resistant, *not* waterproof. Do not attach to a downspout or water spigot. Hang as close to vertical as possible.
- It's not necessary to lubricate the lockbox.
- Anything inserted into the lockbox must fit safely into the grey key bin.
- Removing the grey key bin may void your warranty

Ways to Extend Battery Life

- Put your lockbox to sleep when not in use
 - Insert SentriCard®
 - Enter PIN + ENT
 - FUNC + 6 + 7 + ENT
- Store in a temperature controlled environment
- Turn on the Low battery notification
- Change the batteries every 3-4 years (Contact AAABoR for replacement batteries)
- Rotate your lockbox inventory

Assistant SentriCard® (Currently \$8 mo.)

With an assistant SentriCard®, Your assistant can:

- Release the shackle/open the key door of your lockboxes
- Access your lockboxes/listings from SentriLock's website, with their own login
- Assign your lockbox to your listing using the website
- Add/View 1 day codes
- View the access log of your lockbox
- Receive full assistance from SentriLock Support







www.SentriLock.com

1-877-736-8745







Remove a Lockbox Shackle

- Insert SentriCard into lockbox
- "Card" then "Code" will illuminate
- Enter your PIN then press ENT
- "Ready" will illuminate
- Press FUN-1-ENT

Open Lockbox to Obtain a Key

Using a SentriCard:

- Insert SentriCard into lockbox
- "Card" then "Code" will illuminate
- Enter your PIN then press ENT
- "Ready" will illuminate
- Remove SentriCard

Using a One Day Code:

- 1. Press and hold ENT, or insert a business card into the lock box to "wake" it up
- 2. When key pad illuminates, enter One Day Code

How to Get Help:

- Phone: 1-877-736-8745, 8:00 a.m. to 5:00 p.m.
- Email: Support@SentriLock.com
- Online: www.lockbox.sentrilock.com. click on "Support" button
- SentriLock Card Utility; Click on "Help" menu and select "Support"

Assign the Lockbox

After the listing is active in Rapattoni MLS:

- 1. Type the MLS# in the Speed Search box
- number

2. Click on the symbol next to the listing

- Click on "Assign Lockbox"
- 4. Use the drop down box to search by serial number, agent name or listing location.
- Click "Search"
- Click on the lockbox serial number
- Select Listing and click "Submit Changes"
- Click "Save Changes"

Renewing Your SentriCard

With the Card Reader:

- 1. Insert your SentriCard into the card reader
- 2. Enter your MLS Password
- Click "Renew"

At a Lockbox:

- 1. Call 1-877-736-8745, press 2
- 2. On your mobile device, go to http://m.sentrilock.com, select "My Account". then "Select SentriCard Renewal Code"

Using Your Renewal Code:

- 1. Insert your SentriCard into a lockbox
- The "Code" light will illuminate
- Press FUNC. 0
- Enter your Renewal Code
- Press ENT
- When the "Ready" light illuminates, your card is renewed.

Generate 1-Day Codes

From Website:

- 1. Go to www.SentriLock.com
- Use your MLS login ID and Password
- Click on "Add 1 Day Codes"
- 4. Click "Select" and use the drop down box to search by serial number, agent name, or listing location.
- 5. Click "Search"
- 6. Choose the correct lockbox and click "Submit Changes"
- 7. Chose valid date range
- Click "Generate Codes"
- 9. Type the name of the agent and click "Assign"
- 10. Click "Save Changes"

From SentriLock Mobile Site:

- 1. Go to http://m.sentrilock.com
- Use your MLS login ID and Password
- 3. Select Lockboxes
- 4. Search for Lockbox number
- 5. Select "1-Day Code

From Your Phone:

- **1.** Call 1-877-736-8745
- **2.** Press 2

Note: One day codes are assigned for 24 hour periods, 12:00 a.m. to 11:59 p.m. However, once a code is used on the lockbox it will expire in 4 hours. This will allow the agent to use the code several times at the showing, but not the entire day. One day codes can be generated up to 2 weeks in advance of showing.