

Dynamic Call Before Showing (CBS) Codes

This feature enables more control over the lockbox. The showing agent MUST call you (or your office) for a special code before they'll have access to the key compartment.

CBS codes can be generated up to 2 weeks in advance.

This feature may be helpful when you have a property that requires a special disclosure or waiver be signed first (e.g., mold in the house, etc.).

Assign Lockbox to a Listing:

- Login to: www.SentriLock.com
- Click the My Lockboxes tab
- Select (or search) for the lockbox to assign
- Click on the lockbox serial number
- Click the Select button next to listing 'unassigned'
- Select the listing to assign
- Click save changes

Customize the Lockbox:

- Put card into reader
- Type Password and click the Login button
- Click the Customize Lockbox (left side of screen)
- Click the Select button (this is the region where box is placed and should say AAABoR)
- Click the box next to Always Require CBS Code
- Click the box next to Enable Dynamic CBS Code
- Click the Finish button
- Then remove card from reader, insert it into the box until Code light comes on and remove the card
- *Special Note:* if the shackle is released more than 24 hours after you complete these steps, the box will default back to its original settings.

Tell the box to turn on the CBS Code:

Not doing this step means that even SentriCards cannot open the lockbox - you'll have to generate a 1-day code (each day) for anyone who shows the house. 1 day Codes can be generated up to 2 weeks in advance.

- Insert card in lockbox
- Select PIN
- Press ENT
- Press 6
- Press 9
- Press ENT
- Remove Card
- Renew Card



Generate the Dynamic CBS Code:

- Login to: www.SentriLock.com
- Click the Dynamic Codes button (left side of screen)
- Click the Add Dynamic Codes button
- Select (or search) for the lockbox
- Click the OK button
- Select the date you want the CBS Code to work (can pick this date up to 2 weeks in advance)
- Click the Save Changes button

This last step is what you'd need to do each day, then you could either print the page or just write the code down to give out to agents.

This last step would allow anyone with a SentriCard to open the box if they also have the CBS Code: They put their card in the box, select their PIN, Press ENT, Remove Card, Select the CBS Code, Press ENT and the key compartment then opens.