ANN ARBOR AREA R BOARD OF REALTORS®

Turning Contractor Mode On

The following **MUST** be completed on EACH of lockbox you want to place in Contractor Mode

- Insert Smart Card
- Select PIN (****)
- Press ENT
- Press FUNC
- Press 6
- Press 1
- Press ENT

Your lockbox key compartment can now be accessed by anyone with one of your contractor codes.

Opening a Lockbox Using Contractor Codes

- Insert business card or credit card into card slot in bottom of box.
- Remove card and wait for Card and Error lights to go out.
- Select Contractor Code (*****)
- Press ENT

Turning Contractor Mode Off

The following **MUST** be completed on EACH of lockbox you want to place in Contractor Mode

- Insert Smart Card
- Select PIN (****)
- Press ENT
- Press FUNC
- Press 6
- Press 0
- Press ENT

Contractor Codes will no longer access the key compartment of your lockbox(es).