

# DisplayKEY QuickStart

## Infrared (IR) Port

Aim at purple lens on iBox

## LCD screen

Displays 2 lines of messages

## Arrows

Scroll through menu options; Down arrow also is used as backspace when entering codes

## Enter button

Turns the key on, selects a menu option, or accepts a code; Press Enter a second time and hold for 2 seconds to turn on the backlight



### Tip:

To reset your key, press **Enter** and **1** at the same time

## Set up your DisplayKEY Cradle

Before your DisplayKEY can connect to the Supra network to be updated, you must set up your DisplayKEY Cradle. Follow the instruction in the DisplayKEY User Guide to connect your cradle to a power source and to a regular telephone line. If you do not have a regular telephone line and received a DisplayKEY Cradle that connects to a USB connection on your computer, follow the instructions that came with the cradle to install the software and connect the cradle.

## Do a Manual eSYNC

Do a manual eSYNC to verify that your cradle is connected properly.

1. Press **Enter** to turn on your DisplayKEY.
2. Scroll down to the **MANUAL ESYNC** option and press **Enter**.
3. Place the DisplayKEY in the cradle. The key displays "CONNECTING TO CRADLE" during the eSYNC process. Once the cradle light turns green and the key displays "KEY UPDATED" your key is updated and you can remove it from the cradle.

## Your DisplayKEY charges while on the cradle

Keep your DisplayKEY on the cradle while you are not using it.



## Retrieve Listing Keys

1. Press **Enter** to turn on your DisplayKEY.
2. Wait for the screen to show **OBTAIN KEY** and press **Enter**.
3. Enter your 4-digit **PIN code** and press **Enter**.
4. Point the top of your key at the purple lens on the iBox. In a few seconds you'll hear a series of fast beeps and the DisplayKEY will show **PRESS KEY CONTAINER**. Push up on the bottom of the iBox. The iBox key container will not pop out by itself. For your security, it will relock if not released within 30 seconds.

## Open the Shackle

1. Press **Enter** to turn on your DisplayKEY.
2. Scroll to the **RELEASE SHACKLE** option and press **Enter**.
3. Enter the 4-digit **shackle code** for the iBox and press **Enter**.
4. Point the top of your key at the purple lens on the iBox. In a few seconds, the shackle will pop up.

# Showing Activity

As a listing agent, the Supra system provides you with information about who was at each of your listings and when they were there. Just let the system know which boxes belong to you at SupraWEB.

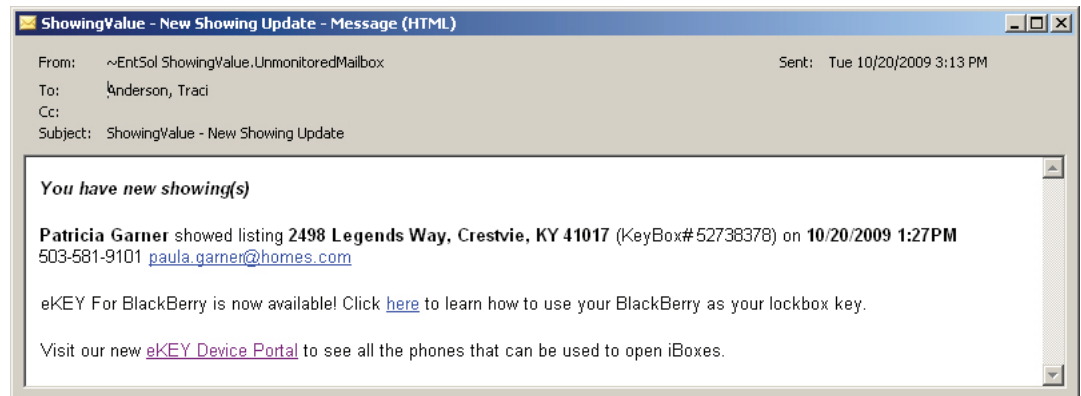
## Managing KeyBox Inventory at SupraWEB

1. Go to [www.supraekey.com](http://www.supraekey.com) and login to SupraWEB with your SSO and password.
2. Select the **LISTINGS** menu option.
3. Select the **Keyboxes** link to view a list of keyboxes in your inventory.
4. To add a keybox, select the **Add Keybox** link and enter the keybox serial number, shackle code, and the MLS number where the box is located.
5. To assign a listing to a keybox already in your inventory, select the **Assign Listing** dropdown, choose the keybox and enter the MLS number where the keybox is located.

Be sure to update the listing ID when you place a keybox on a new listing for accurate reporting.

## Instant Showing Email

You can have the system send you a real-time email when someone opens one of your keyboxes or sends you showing feedback. On SupraWEB select **Settings** and then **Email Settings** to set up this feature. Enter your email address and check each type of notice you want to receive. Once one of your listings has been shown and the showing information is sent to the network, you'll receive an email.



## Viewing Showing Reports at SupraWEB

When you first login to SupraWEB, the Showings Dashboard displays the showing activity at your listings. To create a report to be printed or emailed, select **REPORTS** and then the type of report.

DateTime	ListingID	Address	ShowingAgent	Keybox#	Key#	Office
10/7/2009 3:55pm	849789	141 Carmel Dr Aumsville OR 97325	Jason Phillips jason.phillips@yahoo.com (425)466-1874	60001000	5075109	NWMLS 820-9200
10/2/2009 9:15am	26019620	Chaffey Homes Edgewood WA 98372	Kim Administration david.brown8@ge.com (425)820-9200	60001001	5075109	NWMLS 820-9200
10/2/2009 9:15am	1006588	4321, Fairview Industrial Drive Kent OR 98345	Darcy Thompson darcy.thompson@google.com (425)316-8900	60001000	5075109	NWMLS 820-9200



**Need help?** Call for free support 7 days a week, 5am to 7pm Pacific time, toll free **1-877-699-6787**.