HOW TO TURN ON CONTRACTOR MODE

When you turn on contractor mode, anyone with the lockbox's contractor codes can use them to open the key compartment without a SentriCard®. To turn on contractor mode on your lockbox:

1. Insert your SentriCard® into your lockbox. Wait until the **CODE** light displays then enter your PIN and press **ENT**.
2. After the lockbox displays the **READY** light, enter **FUNC + 6 + 1 + ENT**.
   a. *Note*: if you would like to turn *off* contractor mode, you can enter **FUNC +6 + 0 + ENT**.
3. Remove your SentriCard® from the lockbox.

You can find your contractor codes on the tri-fold card carrier sheet that came with your SentriCard®. You can also use the **SentriLock Card Utility** or **REALTOR® Lockbox Web Site** to find a lockbox's contractor code.

1. Use the **SentriLock Card Utility** to log in to the **REALTOR® Lockbox Web Site**. Insert your SentriCard® into the card reader attached to your PC or your Broker's office PC. The **SentriLock Card Utility** will display the **Login** window. If the **SentriLock Card Utility** does not display the **Login** window, click **Start │Programs │ SentriLock Card Utility │ SentriLock Card Utility**. The **SentriLock Card Utility** will detect your ID and fill in the **SentriLock ID** field automatically. Enter your password in the **Password** field. Click **Login** to access the **Main Menu** window. Alternatively, you can access the **REALTOR® Lockbox Web Site** directly. To access the Web site directly, use your Web browser to access http://lockbox.sentrilock.com/lbs. You will need your SentriLock ID and password to log in to the Web site.
2. Click **My Lockboxes**. On the **Lockboxes** window, click the serial number of the lockbox.
3. On the **Edit Lockbox** window, click **Default Lockbox Settings** or **Custom Lockbox Settings**.
4. The **Contractor Code** fields on the **Default Lockbox Settings** or **Custom Lockbox Settings** windows will display the contractor codes for the lockbox you selected from the **Lockboxes** window.

When you remove the shackle from a lockbox, the lockbox usually turns off contractor mode. With contractor mode off, you cannot use a contractor code to access the key compartment. If your Association uses lockboxes with firmware revision 3, you may be able to check the **Don't Clear Contractor Mode on Shackle Release** check box on the **Agent Default Lockbox Settings** window. If you check this box, the lockbox will not turn off contractor mode when you remove the shackle.

- Note: if you remove the shackle from a lockbox within 24 hours of using **Customize a Lockbox**, the lockbox will not turn off contractor mode. In addition, the lockbox will retain all of its codes and settings.

USING A CONTRACTOR CODE

1. You can use the following instructions to open the key compartment of a lockbox with a contractor code.
2. On the lockbox's keypad, press and hold **ENT**. This will "wake up" the lockbox.
3. When the lockbox lights up the keypad, enter your contractor code. For example 0125489, and press **ENT**.
   a. *Note*: All contractor codes begin with zero (0). You need to include the zero when entering a contractor code into the keypad.
4. The lockbox will open the key compartment.

If the **CODE** and **ERROR** lights alternate after you enter a contractor code, you've entered an incorrect code. You should verify the code with the owner of the lockbox.