

# Supra eKEY Guide to the Basic Functions

eKEY Basic - 5740368



The eKEY Basic app has many easy to use functions to help you obtain keys, manage your inventory and respond to property showings. Follow these steps to complete some of these functions.



Obtain Key



Open Shackle



Inventory



Add Keybox



Read Activity



Update



Messages



Settings



eKEY Pro Demo

## BLTE Supra Keybox Basics

The eKey will open both the container and the shackle when you activate the BLTE Bluetooth by pressing up on the key container. Activation lasts approximately 30 seconds.

You can do this before or after you enter the PIN or shackle code. By turning the sound on your phone on you will hear the sound cue.



The light will flash when activated

Step 1:  
Tap  
Obtain a Key

Step 2:  
Enter your pin code.  
If the showing requires a Call Before Showing code: Tap the CBS Required box and the CBS Code field will appear

Step 3:  
Turn the box on by pressing up on the key container to activate the Bluetooth. (Light will flash)  
Tap the Begin button when the light is flashing to open Keybox

When your code has been accepted you will receive this message



The screenshot shows the 'Obtain Key' app interface. At the top, there are navigation arrows and the title 'Obtain Key'. Below the title, there are fields for 'PIN Code' and 'CBS Code'. A message says 'Please enter your PIN code.' Below the CBS Code field, there is a checkbox labeled 'CBS Required?'. A large blue 'Begin' button is at the bottom. Below the button is a numeric keypad with letters associated with each number: 1, 2 (ABC), 3 (DEF), 4 (GHI), 5 (JKL), 6 (MNO), 7 (PQRS), 8 (TUV), 9 (WXYZ), 0, and a backspace key.

The screenshot shows the 'Obtain Key' app displaying a success message. At the top, there is a blue header with 'Obtain Key'. Below it is a green checkmark icon and the text 'Success! Push key container up.' Below the message is a large grey rectangular area.



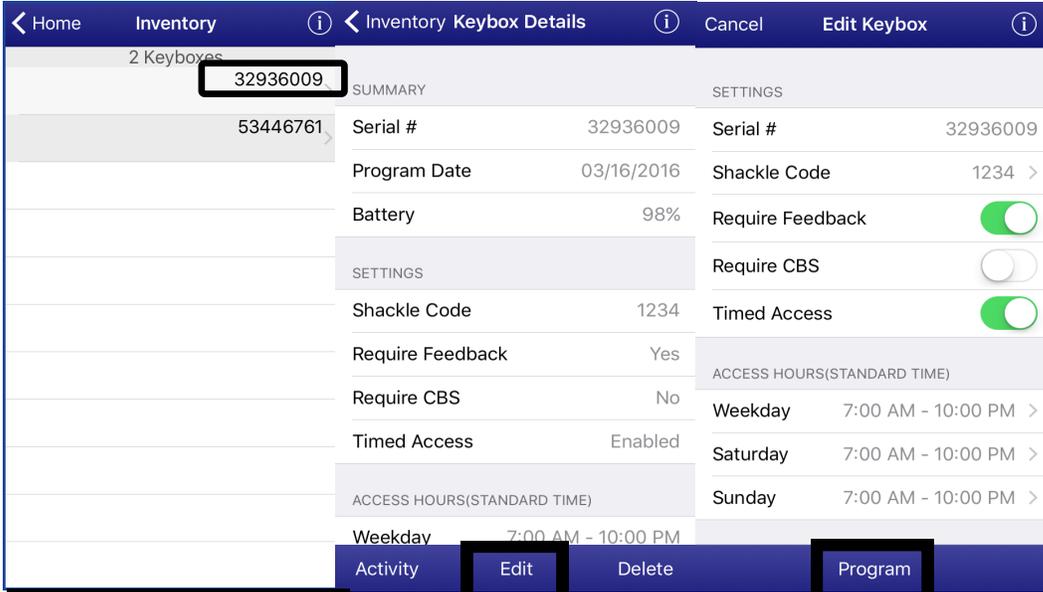
## Managing Inventory

Manage your Keyboxes using your eKEY app. View showing activity, edit the shackle code or CBS code and change showing hours. **Step 1** is to tap on the Inventory Icon. **(The key box must be present to edit any of the programming functions)**

Step 2: Tap on Keybox you want to view

Step 3: Tap edit

Step 4: Choose option to program

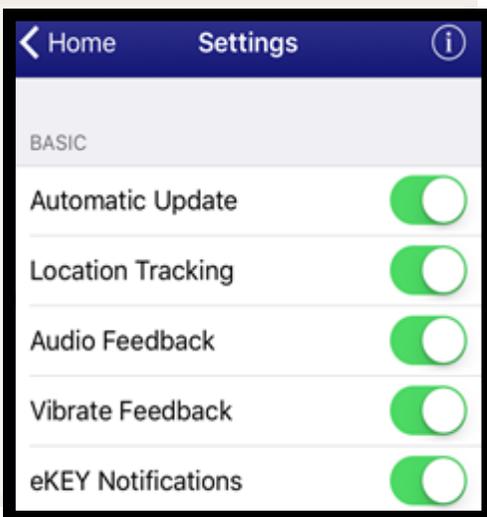


Require Feedback: Showing agent will receive an email and/or an eKEY push notification to provide

Require CBS (Call Before Showing)- Requires showing agent to enter in a code that you provide before they can open the key container.

Timed Access- Set times the Keybox can be accessed by other agents.

If the box you want to work with is not showing you will need to add it to



Automatic Update: When on it will keep your app up-to-date of any Supra programming changes

Location Tracking: Allows you to assign your Keybox by using GPS

Audio Feedback: Audio cues will play you open your Keybox or shackle.

Vibrate Feedback: Will vibrate during Keybox communications.

eKEY Notifications: Shows a notification when new showings have occurred on your listing.