

# ActiveKEY Quick Start

Your new ActiveKEY is easy to learn and easy to use. Here are the highlights of its many friendly features.

**INFRARED PORT**  
Aim **top of key** at purple lens on iBox to beam it open

**WIRELESS ANTENNA**

- **Key stays updated** by cellular contact with Supra network
- Sends/receives **real-time alert** after an iBox is opened

**BUILT-IN FLASHLIGHT**  
Perfect for finding keyboxes in low light, or for rummaging in your purse

**TEXT DISPLAYED IN WINDOW**  
Menu options, instructions, battery level, showing alerts, even showing notes programmed into iBox by listing agent

**CANCEL BUTTON**  
Like a "back" button

**UP AND DOWN ARROWS**  
Use these buttons to scroll through menu options in the window

**ENTER BUTTON**  
This is the "select" button. You will use this button more than any other.

**ON/OFF BUTTON**  
This is the "power" button. Press it to start any action.

**BRIGHT BACKLIGHT**  
Lights up entire keypad and window  
See numbers, instructions in low light

**ALERT BUTTON**  
Press and hold for three seconds to send your preset message to your selected contact list.

## PLUG IT IN!

Just like your cell phone, **your ActiveKEY needs to be charged!**

- When you first get your new key, **plug it in using your wall charger and leave it there overnight to give it a full charge.**
- An ActiveKEY with a full charge should work for about three (3) days.
- **You will see the battery level each time you push the "on" button.** Keep your eye on the battery level and charge your key when it is low. If the battery is really low, your ActiveKEY will let you know.
- If the battery becomes completely drained, **plug it in with your wall charger for eight (8) hours** to give it a full charge.

For information about the **optional car charger** and other ActiveKEY tips, see the back page of this leaflet.



# Get real-time showing notifications on your ActiveKEY

To receive real-time showing notifications on your ActiveKEY when your KeyBoxes are opened, you will need to **tell the Supra system which KeyBoxes are yours**. There are two ways to do this.

## 1. Have KIM send you an email when you open the shackle

When you open an iBox shackle, **your ActiveKEY will ask** whether you want to assign the box. Enter **1** for **Yes**. Click on the link inside the email message and follow the instructions to finish assigning the KeyBox.

Does KIM have your email address? Here's how to check.

- Log on to the Supra website at [www.supraekey.com](http://www.supraekey.com) and click **Agents-Log on to KIMweb**.
- Highlight your **Board, MLS or Association** in the dropdown list.
- Enter your **key serial number** and your **four-digit PIN code** and click **Login**.
- On the left side of the page, click the **ShowingValue** link.
- Click the **Change Email Settings** link on the right side of the page. If the box is empty, enter your email address. Make sure this is the same email address you have on file with your MLS membership. Otherwise, the system may override what you have entered. Click **Save Now**.

ShowingValue™ ► **Email Settings**

Help ?

Email Address:

► Save Now

## 2. Or log on to KIMweb and assign your KeyBoxes directly

- Log on to **KIMweb** as above.
- Click **Add New KeyBox** on the left side of the page.
- Enter the **KeyBox serial number** and **shackle code**. If the box is on a listing, add the **Listing ID or MLS number** where the box is located.
- Click **Add** to save.

ActiveKEY™ 7000113

Update Code  
Download Applications  
Identify Keyholder  
Update Email Address  
eSYNC Phone Numbers

KeyBox Inventory  
Add New KeyBox  
View Existing KeyBoxes

Activity Reports  
ShowingValue  
Key Activity

Links  
Supra  
eKEY

Key: 7000113

Add New KeyBox

To assign a KeyBox to your KeyBox inventory, enter its serial number and shackle code:

KeyBox Serial Number:

Shackle Code:

Assigned Listing ID (MLS #)\*:

Add

Click **View Existing KeyBoxes** to see all KeyBoxes currently assigned to you, including hours of access and whether an MLS listing ID # has been assigned. You can change the listing ID by clicking on the KeyBox serial number.

You can also delete KeyBoxes that do not belong in your inventory.

Delete	KeyBox Serial #	Product	CBS Code	Shackle Code	CBS Status	Access Hours	Assigned Listing ID	Address
All <input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<a href="#">50919266</a>	iBox	9306313	1234	Off	Wk 10:00 am - 8:00 pm Sa 10:00 am - 7:00 pm Su 9:00 am - 8:00 pm	310256	1113 Hermes Ave
<input type="checkbox"/>	<a href="#">51105788</a>	iBox	6108818	1234	Off	Wk 6:00 am - 11:00 pm Sa 7:00 am - 11:00 pm Su 7:00 am - 11:00 pm	328942	223 Riverside Dr
<input type="checkbox"/>	<a href="#">51463315</a>	iBox	6884364	1234	Off	Wk 12:15 am - 11:45 am Sa 12:15 am - 11:45 am Su 12:15 am - 11:45 am	322116	3453 Visalia Rd

**NOTE:** If you have previously assigned KeyBoxes on KIMweb, they will automatically be registered to your new ActiveKEY serial number. Please allow 24 to 48 hours for them to appear in the View Existing KeyBoxes link on your new KIMweb login page before you make any changes.

# Viewing Showing Activity

As long as KIM knows which KeyBoxes are yours, you will receive a real-time alert on your key when any of them are opened. For details, log on to KIMweb at [www.supraekey.com](http://www.supraekey.com). There you will see the **ShowingValue Dashboard**, a summary of activity at your KeyBoxes within a selected time frame.

ShowingValue™ ▶ Dashboard <span style="float: right;">Close X</span>		
Date Range: 06/01/2007 to 07/05/2007.	Count	Action
Showing Activity on Your Listings	30	<a href="#">▶ View</a>
Feedback on Your Listings	3	<a href="#">▶ View</a>
Reminders to Give Feedback (on Properties You Have Shown)	4	<a href="#">▶ View</a>

Click **View** after Showing Activity to see who has shown your listings and when. The most recent is listed first. You can sort these showing details by KeyBox, by agent, or by date.

07/05/2007 6:17PM	George Clooney (503) 555-7741 <a href="mailto:gclooney@gorgeous.com">gclooney@gorgeous.com</a> Blackstone Professional Services (503) 581-9101	5016305 51046939 318388	07/05/2007	900 Edgehill Ct Kenton H, KY 41011
07/05/2007 1:55PM	Ethel Merman (523) 555-8966 <a href="mailto:emerman@supra.com">emerman@supra.com</a> Blackstone Professional Services (503) 581-9101	5023333 51105788 281255	07/05/2007	3449 Misty Creek Dr Erlanger, KY 41018

## Create and customize reports for your sellers

You can create reports to share with your sellers. Click the **Create New Report** link in the upper right corner, specify the dates of the showings you want to include in your report, and check or uncheck whether you want to include the showing agents' contact information in your report. Then click **Continue**. You can email these reports directly, or print them out when you meet with your sellers. For complete instructions, see the **ShowingValue Quick Guide**.

ShowingValue™ ▶ Showing Activity Report <span style="float: right;">Help ?</span>					
<b>Agent:</b> Darlene Blackstone (503) 589-8685 <b>Office:</b> Blackstone Professional Services (503) 581-9101 <b>Start Date:</b> 2/16/2008 <b>End Date:</b> 2/17/2008				<a href="#">Print Report</a> <a href="#">Email Report</a> <a href="#">Create New Report</a>	
Showing	Key#	KeyBox#	MLS#	Assigned	Address
02/17/2008 5:44PM	5005756	52031517	670582	02/12/2008	4890 Open Meadow Dr Independ, KY 41051
02/17/2008 5:37PM	7046808	52031517	670582	02/12/2008	4890 Open Meadow Dr Independ, KY 41051
02/17/2008 9:22AM	7013650	52031517	670582	02/12/2008	4890 Open Meadow Dr Independ, KY 41051
02/16/2008 10:36AM	5005756	52031517	670582	02/12/2008	4890 Open Meadow Dr Independ, KY 41051

# Tips for getting the most from your ActiveKEY

**In cellular range or out?** To keep itself updated, your ActiveKEY needs to be within compatible cellular range only 10 continuous minutes during any 24-hour period. As long as it is updated, it does not need to be within cellular range to open iBoxes. It **does** need to be in compatible cellular range to send and receive showing alerts on the key.

**More ways to update your ActiveKEY.** If for any reason your ActiveKEY is outside compatible cellular range for more than 24 hours, there are three additional ways to update your key. You can connect your ActiveKEY to your PC or obtain an update code from the KIM website or the voice access system. See your ActiveKEY Pocket Guide for step-by-step instructions.

**Hungry for power.** Your ActiveKEY uses a cellular radio to check in frequently with the Supra network. The feature that keeps your key updated all by itself and allows you to receive real-time showing notifications is the very feature that consumes your battery charge.

**Consider a car charger.** You can leave your ActiveKEY plugged in to a car charger when you're not using it. That way your ActiveKEY will be always be on hand and ready to go whenever you need it. However, **many vehicles can only provide a charge to accessories when the ignition is on.** To see whether your ActiveKEY is charging while your ignition is off, look at the key display window. If it says CHARGING and shows the current key battery level, it is receiving a charge.

**Not too hot, not too cold.** Temperature extremes can affect battery performance. If the ActiveKEY is below 0° C (32° F) or above 40 ° C (104° F), it will not charge. When your weather is very cold or very hot, you will want to take your ActiveKEY out of your car at night and between showings.

**Use only the GE approved chargers.** Use only the wall charger from your kit, or the optional car charger you purchased from GE or your Board/Association/MLS. Using any other charger will void the warranty on your ActiveKEY and may damage it.

**USB cable not powerful enough to charge ActiveKEY.** Connecting your ActiveKEY to your computer with the USB cable will not adequately charge your key. Most computers do not pass enough charge through the USB cable to offset a cellular radio's rate of consumption.

**Need help or have questions?** Call the **toll-free number on the back of your ActiveKEY**, seven days a week, including Saturday and Sunday, 5:00 a.m. to 7:00 p.m. Pacific time. The number is **1-877-699-6787**.

## Your ActiveKEY kit includes:

- ActiveKEY
- Pouch
- Wall charger
- Wallet guide
- CD with video
- Pocket Guide
- USB cable

## Want a car charger?

Ask your Board/Association/MLS about available stock at their office.

Or download the **ActiveKEY Accessories** order form from the Supra website at [www.supraekey.com](http://www.supraekey.com). Click **Order forms** on the right under **Related links**.



imagination at work