# Remote Keybox Programming for eKEY App Users

## **Programming Requests**

eKEY<sup>®</sup> users can now ask their Supra System administrator to program their iBox BT and iBox BT LE keyboxes without having to bring keyboxes into the Association or MLS. Changes can be made to the following items:

- Shackle code
- CBS code
- Keybox feedback
- Timed access

**Note:** If the shackle code is changed remotely, the keybox will be removed from your inventory and you will need to add the keybox back into your inventory with the new shackle code. To do so, follow the instructions on page 2.

Pending remote programming changes are viewable in both eKEY and SupraWEB.

**Note:** iBox BT and iBox BT LE that are older can only be programmed when the eKEY has an active mobile connection. Only eKEY iOS version 5.1.1.264 or Android version 5.1.2.189 or greater can view pending programming requests in the eKEY app or deliver programming changes to keyboxes. If a feature is grayed out, that means it cannot be programmed remotely.

#### <u>eKEY</u>

After you've requested changes to your keybox, you will see this symbol that indicates pending changes, as illustrated in the image below.



### <u>SupraWEB</u>

View details about pending changes on SupraWEB, where you will see the pending programming icon under the *Actions* column in *Keybox Management*. After selecting a keybox you will see a tab along the top called *Programming Request*(s); this tab will display any pending changes.

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Changes will take effect the next time an eKEY updates and interacts with the keybox via one of these actions: Obtain Key / Open Shackle / Read Keybox / Add Keybox.



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## Adding a Keybox to Inventory

- 1. Open the Supra eKEY app and select My Keyboxes.
- 2. Select Add Keybox.
- 3. Enter the shackle code.
- 4. Turn on the keybox.
  - For Bluetooth<sup>®</sup> keyboxes, press up and then release the bottom of the keybox (a light located in the front window of the keybox will continue to flash while the Bluetooth is on).
  - For infrared keyboxes, press the Supra eKEY fob button and point the front of the fob toward the front window of the keybox (a light located on the top of the fob will continue to flash while the fob is actively sending commands to the keybox).



Bluetooth Keybox



Infrared Keybox with fob

