

How to open the iBox with your DisplayKEY

To communicate with an iBox point on the end of your DisplayKEY directly at the infrared lens located on the iBox.

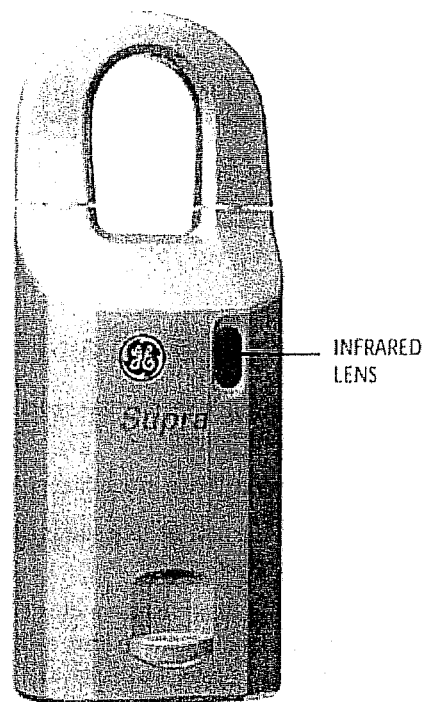
For best results, the distance between your Key and the iBox should be within one foot. In direct sunlight you may need to shade the area between the Key and iBox or place the Key right next to the iBox. Wait for the completion tones before breaking the connection between your Key and iBox.

Your DisplayKEY must be updated to access iBoxes. If you see the message "KEY IS EXPIRED" when you turn on your DisplayKEY, you must update your Key before you can access iBoxes.

Releasing the Key Container

To access the listing keys in an iBox.

1. Press Enter to turn on your DisplayKEY.
2. Scroll to the OBTAIN KEY option and press Enter.
3. Enter your four-digit PIN code and press Enter. Two beeps sound and you have five minutes to connect to an iBox before the Key powers down.
4. Point your Key at the iBox. After a few seconds, the key container unlocks. Press up on the bottom of the key container within 30 seconds to remove the key container from the iBox. After 30 seconds the key container relocks.



iBox

Attaching listing keys to the key container

A chain inside the key container attaches the listing keys to the key container. The iBox key container holds up to three listing keys. Before closing the key container in the KeyBox, verify that all items are well inside the key container compartment, and that the front of the container is not bulging or bowing out. **DO NOT place ID tags, key rings, or loose objects in the key container.** Be sure you have a spare set of keys before you close the key container.

Replacing the key container

Turn the key container so the compartment holding the keys is facing you. Insert the key container into the bottom of the KeyBox. Push up on the key container until it closes.

Releasing the Shackle

Each iBox has a shackle code used to release the shackle for installation or removal from a listing.

To release the shackle on an iBox:

1. Press Enter to turn on your DisplayKEY.
2. Scroll to the RELEASE SHACKLE option and press Enter.
3. When prompted, enter the four-digit shackle code for the iBox. Press Enter.
4. Point your Key at the iBox. After a few seconds, the shackle releases.
5. Repeat steps 1-4 to release the remove the shackle from the iBox.



GE Supra

New Features with your DisplayKEY

Overview

The Supra DisplayKEY contains new features, security enhancements and infrared communication to work with Supra's new iBox.

Key Update Status

When your DisplayKEY is turned on, the key's update status is displayed. If the Key is updated, a message displays momentarily then goes to the OBTAIN KEY menu option. If the Key is expired, the expires message remains displayed on the Key.

New Menu Options and Features

Continued Scrolling When at the topmost menu option, scroll up to view the last option. At the last menu option, scroll down to view the first menu option.

Exit from Submenu When in a submenu, return to the main menu by pressing the up arrow key.

Battery Status The new battery status option displays the percentage of battery life remaining in the DisplayKEY. The highest battery level displayed is 99%.

Clear iBox Listing Data The Clear iBox Listing Data option clears listing specific information from an iBox. Listing specific information can be programmed into an iBox with an eKEY or by the Association/MLS. The information is viewable only by an agent with an eKEY. This option is useful if a DisplayKEY user purchases iBoxes from another agent and wants to clear any listing information the agent may have programmed into the iBoxes.

Menu Options Renamed The "Immediate eSYNC" option has been renamed "Manual eSYNC." The "Manual Update or CBS" option has been renamed "Input Update or CBS" and has been divided into a submenu.

eSYNC Phone Number

The following special characters may now be included in the eSYNC phone number:

- Pound (#) often used with a voice message service
- Asterisk (*) often used to start or stop a feature on the telephone
- Comma (,) pauses for two seconds, often used to pause before dialing a phone number

To enter one of these characters to be used in dialing the eSYNC phone number:

1. Press Enter to turn on the DisplayKEY
2. Scroll to the Obtain Key option and press Enter
3. Choose either Phone 1 or Phone 2 by pressing 1 or 2 on the DisplayKEY
4. Press the up arrow to scroll through the special characters
5. Stop on the character to add and from there begin entering the eSYNC phone number

Check with your telephone service provider to determine if you need to include any special characters in the eSYNC phone number. The eSYNC phone number can be up to 16 characters.

KIM Website

Identify Keyholder option The KIM website contains a new option to identify a keyholder by their key serial number.

eSYNC Phone Numbers A new link on the KIM website allows you to display valid eSYNC phone numbers that are currently available for an area code.

DisplayKEY Tips!

- Your DisplayKEY has a backlight that is activated by holding down the Enter button for two seconds when the Key is powered on.
- The DisplayKEY can be reset and returned to the first menu by pressing the Enter and 1 button at the same time.
- You can obtain a report of the shackle codes for your KeyBoxes by calling KIM at 1-888-968-4032.

Instructions for Setting up Your DisplayKEY

Follow these steps to set up your DisplayKEY so it is updated and ready to go each day. If you have any questions about the following steps, refer to the DisplayKEY User Guide or the DisplayKEY Training Video CD.

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" you'll know your cradle is connected properly.

Listing Agents: Register your Keyboxes

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 by registering them at the KIM website.

To register your KeyBoxes:

1. Go to www.supraekey.com and click on the **Log on to KIM** button.
2. Select your Association/MLS from the list and login by entering your DisplayKEY serial number (found on the back of the your key) and your PIN number.
3. Select the **Add New KeyBox** link.
4. Enter the box serial number and shackle code.
5. You may also enter the listing ID or MLS number where the box is located for an additional reference on your reports.

Once your KeyBoxes are registered, you'll start receiving a message on your DisplayKEY after you eSYNC stating how many showings you've had on your listings. To view more detailed information on showings you've had, see the **View Showing and Feedback** instructions on the other side of this sheet.

Set up ShowingValue to Receive Email Notifications

ShowingValue is an optional feature on the KIM website that allows you to receive email notifications when:

- Showings occur at your listings
- Showing agents submit feedback about your listings
- You want reminders to send feedback about properties you've shown
- Listing agents send updates on listings you've shown

To set up ShowingValue so you can receive email notifications:

1. Go to www.supraekey.com and click on the **Log on to KIM** button.
2. Select your Association/MLS from the list and login by entering your DisplayKEY serial number (found on the back of the your key) and your PIN number.
3. Select the **Settings** link on the left under ShowingValue.
4. Enter the email address where you would like to receive email notifications.
5. Check the **I want to receive an email...** box for each category that you want email notifications.
6. For Showing and Feedback notifications, use the checkboxes and dropdown lists to specify the email frequency.
7. In the **Also send a copy to:** box enter any additional email addresses you want to include in the notifications.
8. Scroll down and enter a personalized email signature if you would like.
9. Click **Save Now** when you have finished configuring your settings.

ShowingValue™ Settings Help

Email Address:

Showing Email Notifications

I want to receive an email when showings occur for any of my listings.

Send notifications - select all that apply

After eSYNC

Once a Week on

Once a Month on

Also send a copy to: (CC)

Separate multiple addresses with a comma or semicolon.

eFeedback Email Notifications

I want to receive an email when eFeedback is submitted for any of my listings.

Send notifications - select all that apply

After eSYNC

Once a Week on

Once a Month on

Also send a copy to: (CC)

Separate multiple addresses with a comma or semicolon.

eFeedback Reminder Notifications

I want to receive email reminders to send feedback on listings I have shown.

Also send a copy to: (CC)

Separate multiple addresses with a comma or semicolon.

Listing Update Email Notifications

Allow Listing agents to send me update emails on listings that I have shown.

Also send a copy to: (CC)

Separate multiple addresses with a comma or semicolon.

View Showings and Feedback

The ShowingValue Dashboard displays when you log onto the KIM website .

The Dashboard displays a quick summary of your activity within a specified time frame. Click on the **Change Dashboard Date Range** link to specify the time frame.

You can view activity details and create customized reports by clicking on **View** after each item.

For complete instructions about ShowingValue, click the **Learn more about ShowingValue** link on the Dashboard.

Activity shown is from 10/15/2005 to 11/30/2005.	Count	Action
Showing Activity on Your Listings	32	<input type="button" value="View"/>
eFeedback on Your Listings	10	<input type="button" value="View"/>
Reminders to Give eFeedback (on Properties You Have Shown)	4	<input type="button" value="View"/>

Activity shown is from 10/15/2005 to 11/30/2005.

[Learn more about ShowingValue](#) [Change Dashboard Date-Range](#)

Support Contact Information

For questions or troubleshooting, contact Support at 1-877-699-6787 or at suprasupport@ge.com.