

ActiveKEY QuickStart



PLUG IT IN! Your ActiveKEY needs to be charged!



- **Plug your new ActiveKEY in overnight** with your the wall charger to fully charge it.
- An ActiveKEY with a full charge should work for about three (3) days.
- **You will see the battery level each time you press the “on” button.** Keep your eye on the battery level and charge your key when it is low.
- If the battery becomes completely drained, **plug it in with your wall charger for eight (8) hours** to give it a full charge.
- **Use only the provided wall charger or the optional car charger** to charge your ActiveKEY. Using any other charger will void the warranty on your ActiveKEY and may damage it.
- **Consider a car charger.** Use the optional car charger to charge your ActiveKEY while driving to your next showing. Ask your Association/MLS about availability.
- **USB cable not powerful enough to charge ActiveKEY.** Connecting your ActiveKEY to your computer with the USB cable will not adequately charge your key.
- **Showing notifications are turned off to extend your ActiveKEY’s battery life.** You can turn them on by scrolling to **Preferences**, selecting **1** for Notification and then **1** to turn the tones on. Press **Enter** to accept the changes. See reverse for instructions on receiving showing notifications via email.

Not too hot, not too cold. Your ActiveKEY is designed to operate in temperatures between -4° and 131°F (-20° to 55°C). Low- or high-temperature conditions may shorten battery life or cause the ActiveKEY to malfunction. DO NOT leave an ActiveKEY in hot environments, including a car, because temperatures in parked cars can exceed this range.

More ways to update your ActiveKEY. If your ActiveKEY is outside compatible cellular range for more than 24 hours, there are 3 additional ways to update your key. You can connect your ActiveKEY to your PC or obtain an update code from SupraWEB or the voice access system. To install ActiveKEY PC-Sync software go to www.supraekey.com and select **Software Downloads**, then **ActiveKEY Downloads** and then **ActiveKEY PC-Sync Software**.



Need help?

Call for free support 7 days a week, 5am to 7pm Pacific time, toll free **1-877-699-6787**.

Showing Activity

As a listing agent, there are several ways to see who has shown your listings. To view showing information, the keyboxes placed on your listings first need to be in your keybox inventory. You can manage your keybox inventory at the Supra website. Once your keyboxes are in your keybox inventory, you may choose to receive showing notifications on your ActiveKEY when your keyboxes are opened. See reverse for instructions on turning on showing notifications.

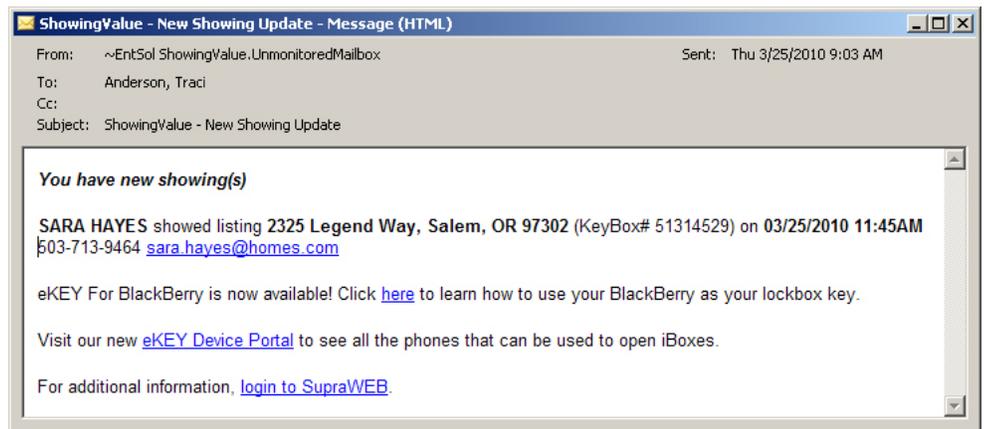
Managing KeyBox Inventory at SupraWEB

1. Go to www.supraekey.com and login to SupraWEB with your SSO and password.
2. Select the **LISTINGS** menu option.
3. Select the **Keyboxes** link to view a list of keyboxes in your inventory.
4. To add a keybox, select the **Add Keybox** link and enter the keybox serial number, shackle code, and the MLS number where the box is located.
5. To assign a listing to a keybox already in your inventory, select the **Assign Listing** dropdown, choose the keybox and enter the MLS number where the keybox is located.

Be sure to update the listing ID when you place a keybox on a new listing for accurate addresses on reports.

Instant Showing Emails

You can have the system send you real-time emails when someone opens one of your keyboxes or sends you showing feedback. On SupraWEB select **Settings** and then **General Email** to set up this feature. Enter your email address and check each type of notice you want to receive. Once one of your listings has been shown, you'll receive an email.



Viewing Showing Reports at SupraWEB

When you first login to SupraWEB, the Showings Dashboard displays the showing activity at your listings. To create a report to be printed or emailed, select **REPORTS** and then the type of report.

[Email Report](#)
[Print Report](#)
[New Report](#)

Showing Report for All Listings

Showings from 2/24/2010 to 3/2/2010
 Report Generated on 3/18/2010
 3 Records



Brian Jones
 HomeTown Realty
 503-555-5050
brianjones@hometownrealty.com
<http://www.mysite.com>

Date Time	ListingID	Address	ShowingAgent	Keybox#	Key#
3/2/2010 8:32am	28171987	5224 Lowell Rd Aumsville OR 97325	Brian Graves brian.hauge@ge.com (503)315-0613 Bentley Properties (503)747-1901	53063757	5172545
2/25/2010 7:00pm	343434	7624 Mistwood Drive NE Keizer OR 97303	Brian Graves brian.hauge@ge.com (503)315-0613 Bentley Properties (503)747-1901	20029935	5172545
2/24/2010 9:52am	343434	7624 Mistwood Drive NE Keizer OR 97303	Brian Good brian.hauge@ge.com (503)315-0613 Century 21 Olympus (503)491-7531	20029935	5172540

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