

READING A KEYBOX

- (1) Insert your keycard into the keybox you wish to read
- (2) Press **Enter** to turn on your Key.
- (3) Scroll down to the **READ KEYBOX** option on your Key
- (4) Press **Enter**
- (5) Press **2** to select NEW READ
- (6) Enter the four-digit **shackle code** for the Keybox you are reading
- (7) Press **Enter**
- (8) Four beeps will sound to indicate that the data transfer was successful.
(If you hear a buzz instead of 4 beeps, check your shackle code & try again)

The LCD screen will now display the Key serial numbers of showing agents, along with the dates and times your listing was shown. Use the arrow keys on the keypad to scroll up and down to view showing information.

If the screen goes blank, turn the Key back on, scroll down to Read Keybox and select 1 (View Last Read).

To identify an agent by their Key serial number by calling KIM (888-968-4032):

- (1) When KIM asks for your key number and PIN, don't enter these numbers - PRESS # (you don't have to wait for the end of the message)
- (2) When prompted, enter the region number followed by the # – our region is 11
- (3) When prompted, enter the serial number of the key owner you wish to identify followed by the #

KIM will read the agent's name, office name, and office phone number to you

To identify an agent by their Key serial number at the KIM website:

- (1) Visit the agent website at www.supraekey.com
- (2) Select **Log on to KIM** (listed under Real Estate options on left side of screen)
- (3) Select your Association/MLS from the drop-down list
- (4) Login using your Key serial number and PIN code
- (5) Select the IDENTIFY KEYHOLDER link (if this link does not appear, your key needs to be upgraded – contact the MLS office)
- (6) Enter the serial number of the key owner you wish to identify and click the FIND button

The agent name and Association/MLS is displayed