

POWER

For 3 seconds press, hold, and release the XpressKEY power button to turn it on and off. Press the power button momentarily and release to place the XpressKEY in *Standby* mode.


For more information view the User Manual at www.supraekey.com.

EXPIRED KEY

In cellular range


Option 1. Power the key OFF then ON.

Option 2.

1. Tap on  and tap **Next**.
2. Tap **About**.
3. Tap **More** to turn the radio on.
4. Tap **Back** and **Done** to exit.

At the second **About** screen the communication radio turns on and the key checks for messages.

Out of cellular range

1. Obtain an update code from your system administrator or SupraWEB.
2. Tap on  and tap **Next**.
3. Tap on **Input Update**.
4. Type in the code and tap **Enter**.

OBTAIN KEY


1. Tap **Key** on the main menu.
2. Type in your **PIN** and tap **Enter**.
3. If prompted, type in the **CBS** code and tap **Enter**.
4. Point the key at the keybox.
5. Press up on the key container.
6. Tap **Done** to exit.

RELEASE SHACKLE


1. Tap **Shackle** at the main menu.
2. Type the shackle code, tap **Enter**.
3. Choose a reason, follow the prompts, and tap **Enter**.

4. Point the key at the keybox.
5. Push down on the shackle, then pull up to remove (or lower for a classic iBox). Replace the shackle when done and click into place.
6. Tap **Done** to exit.

READ A KEYBOX



1. Tap on .
2. Tap **Read Keybox**.
3. Tap **Read**.
4. Tap **OK** to the warning.
5. Type the shackle code, tap **Enter**.
6. Point the key at the keybox.
7. Tap **Done** to exit.

KEYBOX SHOWING DETAILS

1. Tap on .
2. Tap **Read Keybox**.
3. Tap on a showing to view.
4. Tap **Back**, then **Done** to exit.


CHANGE KEYBOX SETTINGS

Choose to change **24 Hour Access** or **Timed Access** on the keybox. The keybox shackle code is required to change the keybox settings.

1. Tap on .
2. Tap **Keybox Settings**.
3. Tap the  button and **Enter**.
4. Type in the shackle code and tap **Enter**.
5. Point the key at the keybox.
6. Tap **Done** to exit.

CLEAR KEYBOX

This option will clear the keybox flyer, business card, and notes.

1. Tap on .
2. Tap on **Clear Keybox**.
3. Tap **OK** to the warning.

4. Type the shackle code, tap **Enter**.
5. Point the key at the keybox.
6. Press **Done** to exit.

PREFERENCES

1. Tap on .
2. Tap **Preferences**, then:

Vibrate & Display PIN/Shackle

1. Tap to toggle **ON** or **OFF**.
2. Tap **Done** to exit.

Change PIN


1. Tap **Change PIN**.
2. Tap **Next**.
3. Input **current PIN** and tap **Enter**.
4. Input **new PIN**, tap **Enter** and **again** to confirm.
5. Tap **Done** to exit.




Change Language

1. Tap **Languages**.
2. Tap the new language & **Enter**.
3. Tap **OK** to confirm.


MESSAGES

1. Tap on  and tap **Next**.
2. Tap **Messages**.
3. Tap on a message to read.
4. Tap **Back**, then **Done** to exit.

CALL BEFORE SHOWING

1. Tap on  and tap **Next**.
2. Tap **CBS**.
3. Type in the **CBS** code and **Enter**.
4. Tap **Done** to exit.

ABOUT

1. Tap on  and tap **Next**.
2. Tap on **About**.
3. Tap on **More** to view key details.

VIEW ERRORS

While in *About*, tap on *More*, *View Errors*. Use the UP and DOWN arrows to scroll through the errors. For more detail, tap on individual error codes.

SHOWING NOTIFICATION

1. **Login** to SupraWEB, select the keybox and its settings icon.
2. Check “*Send me showing...*” box.
3. Add the recipient’s contact info.
4. Click **Save**.

KEYBOX ASSISTANT

1. Perform the *Shackle* function, and select **Put on a listing**.
2. Add the property house #'s.
3. Point the key at the keybox.
4. An email is sent to you, open it and select the correct property address listed in the email.

BATTERY



WARNING: Do not leave the XpressKEY or battery exposed to high (over 131°F/55°C) heat. See the XpressKEY User Manual for battery disposal information or visit the manufacturer’s website at <http://na.industrial.panasonic.com> for more warnings and cautions.

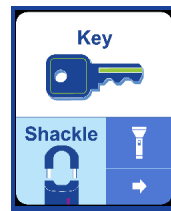
Use the micro-USB connection to charge the XpressKEY.

CONTACT US

For XpressKEY help, contact us at 1-877-699-6787.

Supra® XpressKEY™

Quick Start Guide



P/N 10103740P1 EN
© 2020 Carrier.
All rights reserved.

Touchscreen • Infrared

