

eKEY™ QuickStart — BlackBerry®

eKEY BlackBerry User Manual

To view or print the eKEY User Manual, please go to www.supraekey.com and select **Training Resources** and then the **eKEY BlackBerry User Manual** link.

Installing Supra Applications

The eKEY software is installed over-the-air using your BlackBerry's Internet browser. You must have Internet access and an Internet data plan on your BlackBerry to install and use the eKEY software.

1. On your BlackBerry, launch the Browser by selecting the **Browser** icon. On some BlackBerry devices, the MediaNet icon launches the Internet browser.
2. Press the **Menu** button and select **Go To**.
3. Navigate to: www.ekeymobile.com
4. Select the **Download Supra eKEY** link to download and install the eKEY applications.
5. If the application asks to confirm permission changes, press the **Menu** button and then **Save**.

Authorizing eKEY Application

Once the Supra eKEY application is installed, it needs to be authorized.

1. Select the **eKEY** icon to launch the eKEY application.
2. Enter your authorization code. If you do not have an authorization code contact your Association or MLS.
3. Once entered successfully, your device will automatically connect and update the eKEY application.

Authorization Code:

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eKEY Fob

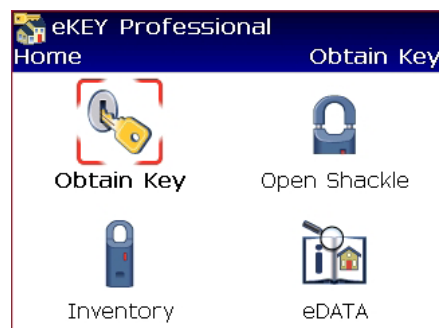
The eKEY fob is a device used to translate the Bluetooth signal from your BlackBerry to an infrared signal that can be recognized by the iBox. The eKEY fob is necessary to be able to access keyboxes with your BlackBerry.

Before your BlackBerry and eKEY fob can communicate they first need to be paired. To pair them:

1. Select the **eKEY** icon to open the eKEY application.
2. Select the **Obtain Key** icon and enter your 4-digit PIN code.
3. Power on the eKEY fob when prompted.
4. Enter the eKEY fob pairing passkey: **0000**

eKEY Icons

- **Obtain Key** - Obtain listing keys from an iBox
- **Open Shackle** - Open the shackle on an iBox
- **Inventory** - Manage and view your keybox inventory, change settings in your keyboxes, and view showings after reading a keybox
- **eDATA** - MLS information for eKEY Professional subscribers



Need help?

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

Updating your eKEY

Updating the eKEY software allows your BlackBerry to access keyboxes. The eKEY software updates automatically each night by connecting to the Supra network using your BlackBerry's Internet service. In order for an update to occur, your BlackBerry needs to be turned on and in cell coverage. If your eKEY software did not update because your BlackBerry was turned off or out of cell coverage during the nightly update, the next time you launch the eKEY application it checks for cell coverage and attempts to update.

Manual Update

If your eKEY software is expired and you are out of cell coverage, you can manually update by obtaining and entering an update code. You can obtain an update code by logging into SupraWEB at www.supraekey.com and selecting the **Update Code** link. You can also call KIMvoice at 1-888-968-4032 for an update code. Enter the update code into your eKEY by opening the eKEY application and pressing the **Menu** button and then selecting **Emergency Update**. There is a limit to the number of sequential update codes you can get before you must do a wireless update.

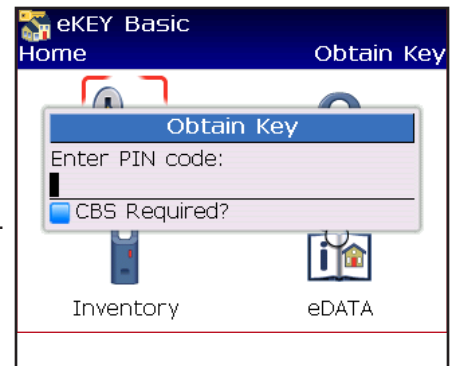
Customize your PIN code

1. On your computer, navigate to www.supraekey.com and login to SupraWEB with your SSO and password.
2. Select the **Change PIN** link and follow the instructions.
3. On your BlackBerry, from the main eKEY screen press the **Menu** button and select **Update Key** to have the new PIN code delivered to your eKEY software.

Using your eKEY with KeyBoxes

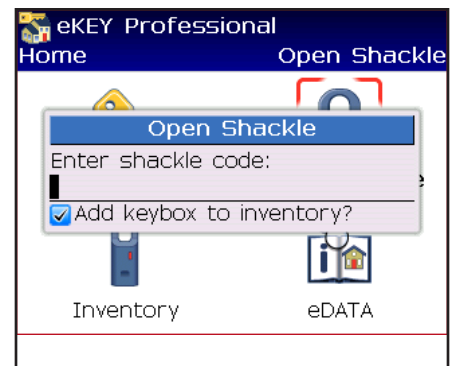
Obtain Key

1. Select the **Obtain Key** icon from the main eKEY screen.
2. Enter your 4-digit PIN code.
3. Power on the eKEY fob by pressing the power button until the blue light flashes.
4. When the green light blinks, point the eKEY fob at the iBox.
5. When prompted, press up on the bottom of the iBox.



Open Shackle

1. Select the **Open Shackle** icon from the main eKEY screen.
2. Enter the 4-digit shackle code for the iBox.
3. If you don't want the keybox added to your inventory, uncheck the **Add keybox to inventory** prompt.
4. Power on the eKEY fob by pressing the power button until the blue light flashes.
5. When the green light blinks, point the eKEY fob at the iBox.



Customize KeyBox Settings

1. Select the **Inventory** icon from the main eKEY screen.
2. Select a keybox view its settings.
3. Select the field you want to change and update the information. A gold star to the left of the field indicates a change has been made to the setting that has not been updated in the keybox.
4. Press the **Menu** button and select **Program**.
5. Power on the eKEY fob and point it at the iBox to change the settings in the keybox.

MLS Information (for eKEY Professional subscribers)

eDATA Icons

- **Listings** - Search and view listings, including options to display personal listings and HotSheet
- **Roster** - Search and view the agent roster
- **Showings** - View showings on your listings
- **Profiles** - Create client profiles and view matching listings

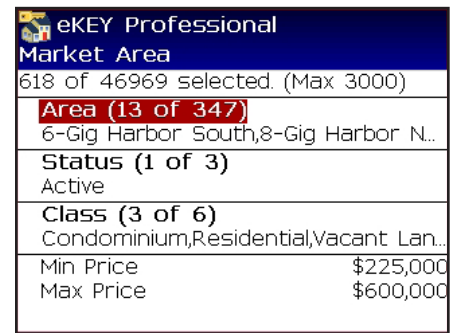


Market Area

Your market area determines which listings are downloaded to your BlackBerry. Before you can view listings, you need to configure your market area.

To set up your market area:

1. Select **eDATA** from the main eKEY screen.
2. Press the **Menu** button and select **Configure Market Area**.
3. Select the criteria: area, status, class, and price range.
4. Press the **Menu** button and select **Save**.
5. Enter your 4-digit PIN code to save your market area.
6. When prompted, update the listings on your device.



Once your market area is set up, your listings and roster are updated each night during the automatic update.

Listings

To view listings, select **Listings** from the eDATA screen. You can search by address or MLS ID, or press **Menu** to display all the listings, your personal listings, HotSheets, or use the advanced search to select specific criteria for a search.

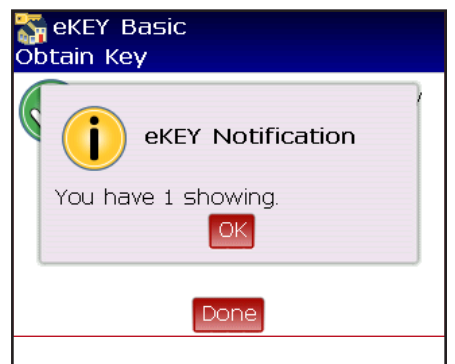
Select a listing to display the detailed information. From the detailed view of the listing, scroll to see more information, click on the agent name to display the agent's information from roster, click on the address to view a map of it in Google Maps, call the listing agent by selecting the agent's phone number, or press Menu and select Email Listing to email the listing to a client.

Area	Address	ST	Price
120	21654 14th Ave S...	A	\$225,000
81	220 4th Ave NE	A	\$225,000
65	656 114th St Ct E	A	\$239,950
120	21654 14th Ave S	A	\$247,500
81	719 14th St SW	A	\$259,950
6	5302 24th Ave NW	A	\$269,000
38	8312 104th St SW	A	\$269,950



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 both on your eKEY and at the Supra website and any changes are synchronized during your next eSYNC. Once your keyboxes are in your keybox inventory, a message that you've had a showing is displayed on your eKEY after each eSYNC.



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Managing your KeyBox Inventory in BlackBerry

You can add or delete keyboxes, view their settings, and assign a listing ID to them in your eKEY software under the Inventory icon. You can view the keyboxes in your inventory by selecting the **Inventory** icon on the main eKEY screen. To add a keybox to your inventory press the **Menu** button on the Inventory screen and select **Add**, or simply release the shackle on the keybox.

Managing your KeyBox Inventory at SupraWEB

1. Go to www.supraekey.com and login to SupraWEB with your SSO and password.
2. From SupraWEB select **LISTINGS** and then select **Keyboxes** to view a list of keyboxes in your inventory.
3. 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.
4. 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.

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.

DateTime	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

Viewing Showings in eDATA (for eKEY Professional subscribers)

If you are have eKEY Professional service, you can go into the eDATA application on your eKEY and select **Showings** to view the details of the showing activity. Select a showing to view detailed information about the showing.

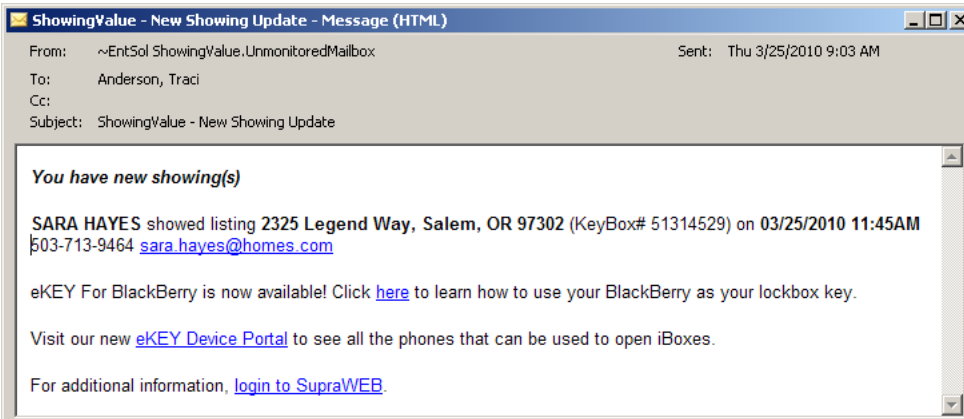


eKEY Professional
Showing 02/10/09 11:45AM
Keybox ID:
[53063822](#)
Showing Agent:
[ALPHONES,JAYAN](#)
[\(503\) 290-6072](#)

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Instant Showing Email

You can have the system send you a real-time email 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.



ShowingValue - New Showing Update - Message (HTML)

From: ~EntSol ShowingValue.UnmonitoredMailbox Sent: Thu 3/25/2010 9:03 AM
To: Anderson, Traci
Cc:
Subject: ShowingValue - New Showing Update

You have new showing(s)

SARA HAYES showed listing 2325 Legend Way, Salem, OR 97302 (KeyBox# 51314529) on 03/25/2010 11:45AM
503-713-9464 sara.hayes@homes.com

eKEY For BlackBerry is now available! Click [here](#) to learn how to use your BlackBerry as your lockbox key.

Visit our new [eKEY Device Portal](#) to see all the phones that can be used to open iBoxes.

For additional information, [login to SupraWEB](#).