OpenExchange

IglooHome Lockbox Instructions

Please watch our video to see how to operate our lockbox: *Igloo Home Lockbox Demonstration*

Step	Description	Notes
Get your code from ShowingTime	ShowingTime App Process: 1. Click Green Lock 2. Press unlock from the "Tap to View Access Details"	You must wake up the box by following step 2.
	Online process: 1. Click your showing request 2. Click "Tap to View Access Details" 3. Click "Tap Here for Access Code.	
Wake up the Igloo lockbox box	1. Using your palm, lightly tap the keypad. 2. The keypad should light up.	

Your ShowingTime appointment time <u>must match</u> your appointment window.
If you do not enter the property during your appointment, your code will no longer work.
- If this happens, <u>schedule another appointment for 30 minutes out</u> and you will be assigned a new code.

Enter the code into the Igloo box	ShowingTime App Process: 1. Open ShowingTime app 2. Press the Green Unlock button in the ShowingTime app	Ensure your Bluetooth is turned on
	Manual Code Entry Process: 1. Enter the code from ShowingTime 2. Press the unlock key in the center of they keypad.	
Open the Igloo box	3. You should hear the lock disengage, you will then grab both sides of the key box and pull the keypad down. You will notice indentations on each side of the box to help determine where to pull.	