

Customizing the Lockbox Access Time Matrix

What is the Lockbox Access Time Matrix?

The **Lockbox Access Time Matrix** appears in the **Main Menu** of the **SentriCard® Utility**. You can use the buttons on the **Lockbox Access Time Matrix** to either allow or block specific access times for your lockboxes.

You can use the **Customize Lockbox tab** in the **SentriCard® Utility** to make changes to the access times on a per listing basis. Changing this setting requires both a SentriCard® renewal from a SentriCard® Reader and a lockbox update.

How to Customize the Lockbox Access Time Matrix

Use the following steps to successfully customize the **Lockbox Access Time Matrix** for an individual lockbox:

1. Using the SentriCard® Reader and the **SentriCard® Utility** software, login to the **SentriCard® Utility**.
2. Click the **Customize Lockbox** tab on the left hand side of the **Main Menu**.
3. Press the **Select** button and search for the lockbox serial number that you want to customize.
4. After finding the lockbox serial number and selecting it, press the **Submit Changes** button in the bottom right hand corner of the **Search** window.
5. Press the **Continue** button.
6. In the **Access Times** group, click on the block of time you would like to customize.
7. You can use the buttons on the **Access Time Matrix** to allow or block specific time frames. A green check mark indicates available times; red x's indicate unavailable times.
8. After making the preferred changes, press the **Save Changes** button.
9. Press the **Save Changes** button on the **Custom Lockbox Settings** window and wait for the **Status Bar** at the top of the screen to appear in green with a message saying **SentriCard® Utility status: Connected**.
10. Remove your SentriCard® from the SentriCard® Reader and insert it into the lockbox that you just customized. Wait for the customization chirps to emit.

Get Help

If you need further information about customizing the **Lockbox Access Time Matrix**, contact Sentrilock Support for assistance.

Last update to this topic: November 18, 2013.