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## CALL BEFORE SHOWING (CBS) CODE HOW TO INPUT A CBS CODE FOR YOUR LOCKBOX

### ACTIVATE/DEACTIVATE AND/OR CHANGE A CBS CODE IN THE eKEY APP:

1. Open the eKEY app
2. Tap on "My Keyboxes"
3. If the Keybox is not listed, it can be added using one of these methods:
  - a. From the Inventory screen, tap add, enter the shackle code and connect to or point at the Keybox; or
  - b. Release the Shackle, and select "Add to Inventory", the default is off
4. From the "My Keyboxes" screen, tap on the listed Keybox
5. Tap on "Program Keybox"
6. Tap on the checkbox to the right of "Require CBS"
7. To change the CBS code, tap on the CBS code displayed. A keyboard should pop up and the CBS Code may be changed to any seven-digit number
8. Tap Program at the bottom
9. Establish a connection between the key and the Keybox
10. "Success!", confirms that the CBS changes have been successfully recorded in the Keybox
11. The eKEY will immediately attempt to sync