

OpenExchange

IglooHome Lockbox Instructions

- 1.) Get your code from ShowingTime. Click your showing request, then click “Tap to View Access Details” , then click “Tap Here for Access Code.”
 - a.) Alternatively, you may use the ShowingTime App to unlock the box by clicking on the Green Lock and pressing unlock from the “Tap to View Access Details”. Note: You must wake up the box by following step 2.
- 2.) Wake up the lock by holding your full palm over the keypad and using your palm to lightly tap the keypad. The keypad should light up.
- 3.) Enter the code from ShowingTime app or press the Green Unlock button in the ShowingTime app
 - a.) Note: If using the ShowingTime App, make sure your bluetooth is turned on
 - b.) If your entering the code, press the unlock key in the center of the keypad after entering the code



- 4.) 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.

Note: Your ShowingTime appointment time must match your appointment window. If you do not enter the property during your appointment, your code will no longer work. If this happens, Schedule another appointment for 30 minutes out and you will be assigned a new code.

Please watch our video to see how to operate our lockbox:

[Igloo Home Lockbox Demonstration](#)