

## How to Update the Lockbox Clock

### *Introduction*

Each lockbox has an internal clock that retains the lockbox settings and timekeeping system. It is important to remember this when changing out your lockbox battery. After replacing your lockbox battery, the internal clock on the lockbox may need to be updated if the memory backup circuit stopped operating during the battery replacement. It is recommended to update the lockbox clock after every battery replacement.

You can update the lockbox clock using the **SentriCard® Utility**. This handout will give you instructions on how to update the lockbox clock using the **SentriCard® Utility**.

### *How to Update the Lockbox Clock Using the SentriCard® Utility*

If you would like to update the internal lockbox clock using the **SentriCard® Utility**, you must be sure you are using the **SentriCard® Utility** at a computer with a SentriCard® Reader. You can use the following steps to update the clock this way:

1. Insert your SentriCard® into the SentriCard® Reader attached to your computer. The **SentriCard® Utility** will automatically display your Sentrilock ID in the **Sentrilock ID** field. Enter your password into the **Password** field and click the **Click to Login** button.
2. On the left-hand side of the **Main Menu**, click the **Set Lockbox Clock** button.
3. Click the **Select** button to select the lockbox serial number.
4. Choose the date of when you will be going to the lockbox with your SentriCard®.
5. Choose the time of day when you will be going to the lockbox with your SentriCard®.
6. Click the **Save Changes** button.
7. Wait for the status bar to appear across the top of the screen in green, with a **SentriCard® Utility Status: Connected** message.
8. Remove the SentriCard® from the SentriCard® Reader and insert it into the lockbox at the time and date selected in the **Set Lockbox Clock** window.
9. Wait for the triple beep to emit from the lockbox.

### *Summary*

If you need further assistance in updating the lockbox clock using the **SentriCard® Utility**, contact Sentrilock Support for further assistance.

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