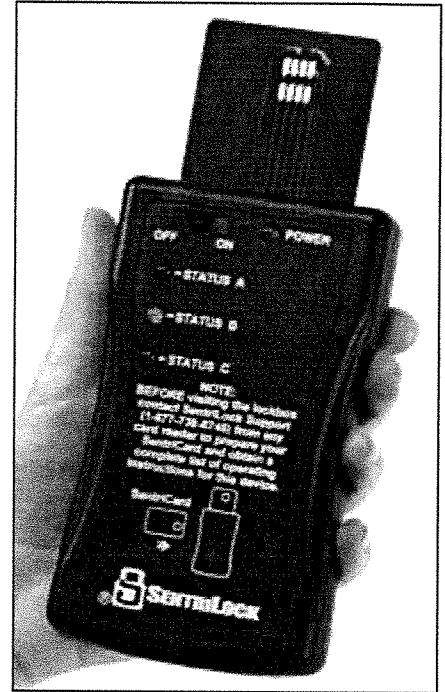# How to Use a Power Paddle

Introduction

The power paddle provides a temporary power source to the NXT and NXT Wireless (blue) series lockboxes. If the internal batteries in the lockbox are dead, you will need a temporary power source to allow you to open the key compartment and replace the internal lockbox batteries.

> Note: It is important to read through these directions before you use the power paddle at a lockbox.

To determine if the lockbox batteries are dead, insert your SentriCard® into the lockbox and press the lockbox keypad buttons. If the lights on the lockbox do not illuminate and the lockbox does not make any sounds, the batteries are dead.

> Note: Before the lockbox batteries die, the lockbox will alert you. When you insert your SentriCard® into the lockbox, followed by entering your PIN, the lockbox will illuminate the **MESSAGE** light. The **MESSAGE** light indicates it is time to replace the lockbox batteries. Once the **MESSAGE** light illuminates, you will have a couple of weeks (depending upon lockbox usage) to replace the lockbox batteries. When the **MESSAGE** light illuminates SentriLock recommends replacing the lockbox batteries as soon as possible.

Before Using the Power Paddle at a Lockbox

Before you can use the power paddle at a lockbox, you need to apply a time stamp file to your SentriCard®. This time file allows the power paddle to set the lockbox's internal clock, while providing temporary power to the lockbox. If you have the **SentriCard® Utility 3.x**, you can apply the time file to your SentriCard® yourself. In order to apply a time file to a SentriCard® using the **SentriCard® Utility 3.x**, use the following steps:

1. Insert your SentriCard® into the SentriCard® Reader.
2. After your SentriLock ID automatically fills in, enter your password and click the **Click to Login** button.
3. On the left-hand side of the **Main Menu**, click the **Set Lockbox Clock** button.
4. Click the **Select** button to select the lockbox serial number.
5. Choose the date of when you will be going to the lockbox with your SentriCard® and the power paddle.
6. Choose the time of when you will be going to the lockbox with your SentriCard® and the power paddle.
7. Click the **Save Changes** button.
8. Wait for the **Sentricard® Utility Status Bar** to appear across the top of the screen in green, with a **SentriCard® Utility Status: Connected** message.

3. Once the power paddle is turned on, the red **Status A** light will illuminate for approximately one minute. During this time, the power paddle is charging the lockbox.

4. When the power paddle finishes charging the lockbox, the yellow **Status B** light will illuminate.

5. Once the yellow **Status B** light has illuminated, insert your SentriCard® into the card slot on the left side of the power paddle. The SentriCard® must be inserted face up with the gold chip going in first.

The steps to use the power paddle at an NXT series lockbox and an NXT Wireless series lockbox are different. Please follow the steps according to which lockbox you are using the power paddle on. To determine what type of NXT lockbox you are using the power paddle on, refer to the front, left side of the lockbox. If you find a *Wireless* sticker here, you are using an NXT Wireless lockbox. If the sticker is not there, you are not using an NXT Wireless lockbox.

NXT Lockbox:

6. The lockbox will illuminate the **CARD** and **CODE** lights.
7. Wait for the green **Status C** light to illuminate on the power paddle.
8. Enter your **PIN + ENT** on the lockbox keypad.
9. The lockbox will display the green **READY** light.
10. Press **FUNC + 3 + ENT** on the lockbox keypad.
11. The lockbox will open the key compartment, allowing access to the battery compartment.
12. After the key compartment opens, remove the power paddle from the lockbox.
13. Slide the **POWER** switch on the power paddle to the **OFF** position.

NXT Wireless Lockbox:

6. Press and hold the **ENT** button on the lockbox keypad for approximately 2 seconds.
7. Press **FUNC + FUNC + 9 + ENT** on the lockbox keypad.
8. The lockbox will illuminate the **CARD** and **CODE** lights.
9. Wait for the green **Status C** light to illuminate on the power paddle.
10. Enter your **PIN + ENT** into the lockbox keypad.
11. The lockbox will display the green **READY** light.
12. Press **FUNC + 3 +ENT** on the lockbox keypad.
13. The lockbox will open the key compartment, allowing access to the battery compartment.
14. After the key compartment opens, remove the power paddle from the lockbox.
15. Slide the **POWER** switch on the power paddle to the **OFF** position.