

Lock Box Guest Access

Introduction

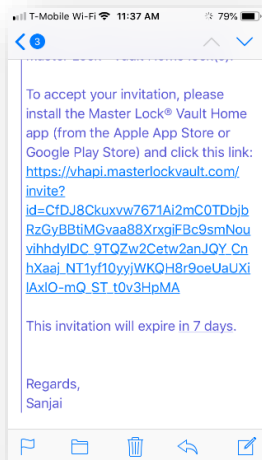
O2I uses a Master Lock's Lock Box which has a key to the O2I Office's entry door. This lock box is located in the mid-rail of the O2I door's front entrance. A picture of the Lock Box is shown below.



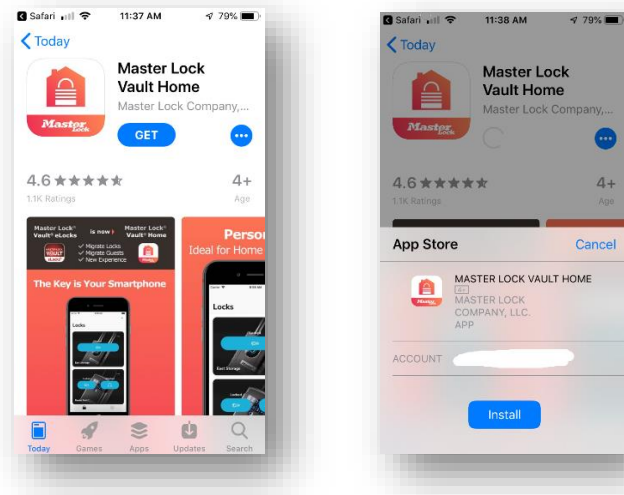
1. O2I Volunteers requiring O2I Office access may send a request to O2I Board by completing the form in the following link. This link is easily accessible through the New Volunteer Page as well. It is expected that the O2I Volunteer has a smart phone with Bluetooth feature.

https://outside2inside.com/office_access_request/

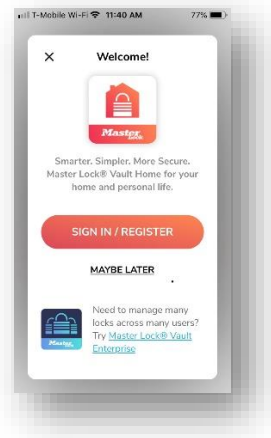
2. O2I Board reviews the request.
3. Approved O2I Volunteer will receive an email or text message with a link to register for O2I Master Lock's Lock Box. A sample email is shown below.



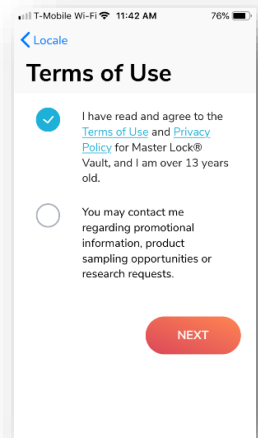
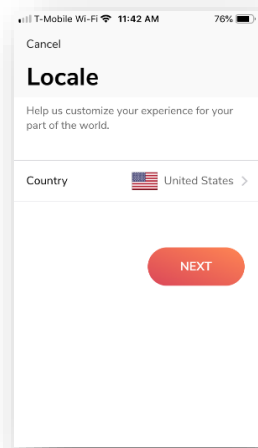
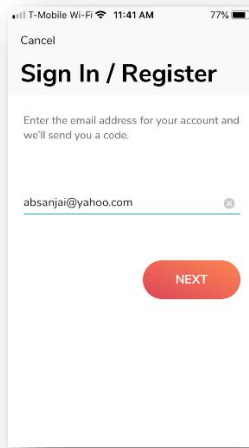
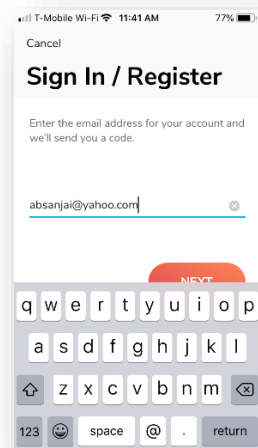
- Click on the link provided. Kindly note that the invitation will expire in 7 days after receiving the same.
- Follow the steps to download the required app on your smart phone. This may vary depending on the phone you may be using.
- The following shows a sample pictures.



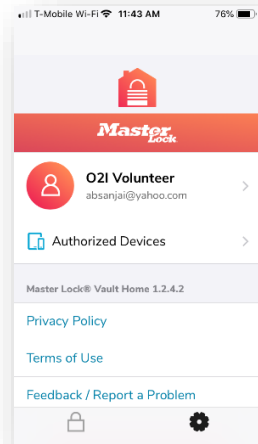
- After installing the app, open the app. A sample screen is shown below.



- Register with Master Lock. The following shows some of the pictures involved in the steps in registering. Use your personal email to register.



9. Click on the "Settings" (the black wheel at the bottom of the screen shown below) after registering.



10. You are now set to use the app in your smart phone to access the Lock Box.

11. Having installed and registered, the following shows how to open the lock box with your smart phone nearby the lock box.

How do I use it?

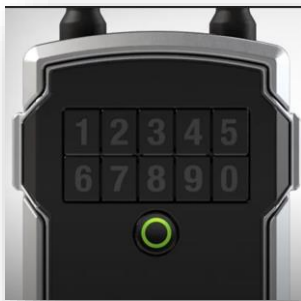
1. Make sure that your Master Lock eLocks app is open and you are logged in to the app.
2. Your registered smart phone communicates with the Lock Box using Bluetooth when you are near the lock box.
 - a. Make sure you have enabled the Bluetooth in your phone.
3. Following picture shows when the lock box is in locked condition.



4. Wake the lock by pressing any key on the lock box key pad.



5. When the lock lights green, open the lock box by pulling the door tabs shown in the following picture.



6. Use the key placed in the lock box to open the O2I office's entrance door.
7. Place the key back in the lock box and close it. You will hear a "click" sound if you have closed the lock box door properly.
8. The lock box will be open for 21 seconds.
9. If you take more than 21 seconds to open the office door with the key and place it back inside the lock box again, the lock box door will not close properly. You have to press a key to wake the lock again. You should be able to close the lock box again.
10. Follow the same procedure to lock the entry door.
11. Kindly double check if the lock box is securely closed with the keys inside the box before you leave the office.

FAQ (Frequently Asked Questions) from the manufacturer

Q: What phones are compatible with Master Lock Bluetooth Lock Boxes?

A: Bluetooth Lock Boxes are designed to work with devices that are built to Bluetooth version 4.0 (or higher) specifications and implement the capability to communicate with Bluetooth peripherals. The latest iOS and Android platforms are currently supported.

Q: Where can I find the Master Lock Vault eLocks app?

A: The app is available in the Apple App Store and the Google Play Store. Search for: Master Lock Vault eLocks.

Q: What if my phone is lost or stolen? What can I do?

A: Immediately report the matter to o2i_board@outside2inside.com so that the account can be deactivated.

Q: Do I need a pin or key card to access my lock box?

A: Bluetooth lock boxes are designed for ease of use and security. When opening with Bluetooth credentials through the Master Lock Vault eLocks app, no pin code or key card is needed.

Q: How do I open the lock box key compartment?

A: Lock Boxes can be opened using Bluetooth credentials or by entering a numeric code in the key pad. To open using Bluetooth credentials:

12. Make sure that the user has followed the instructions for "How to Register and Add Your Lock" or has accepted an invitation from a lock owner (O2I).
13. Make sure that your Master Lock eLocks app is open and the user is logged in to the app.
14. Wake the lock by pressing any key on the lock box key pad.
15. When the lock lights green, open within 5 seconds.

To open using a traditional code:

The lock box can be opened using the primary code, a secondary code, or a temporary code, all of which are found in the app or distributed from the app. **Note: O2I does not enable Primary or Temporary code by default.**

1. Enter the code into the lock box keypad.
2. When the keypad lights green open the lock box by pulling on the door tabs.

Q: The lock box will not re-lock. What should I do?

A: This can occur if the door pins of the lock box are left resting against the lock mechanism without being closed. This has fooled the lock into thinking it is closed completely.

1. Press any button on the lock keypad and when the lock lights green, close the lock and it will light blue when locked.
2. If using a code to open the lock box, enter the key code provided, when the lock lights green, close the lock and it will light blue when locked.

BLUETOOTH COMMUNICATION

Q: What if my phone's Bluetooth is unable to connect to my lock box?

A: Make sure your phone is sufficiently charged. In phone's settings, make sure that Bluetooth is turned on. If you can't turn Bluetooth on, try restarting your phone and then re-launch the app. The lock can be

unlocked by entering the Primary Code, the current Temporary Code or the Backup Master Code on the lock keypad. **Note: O2I does not enable the Primary or Temporary Code access by default.**

Q: Is a Wi-Fi connection needed to access my lock box?

A: Wi-Fi is not needed for this product. The owner can grant temporary or permanent access to guests through the Master Lock Vault eLocks app. A guest can then use their Bluetooth enabled device or manually enter a code into the keypad or to unlock the lock box. **Note: O2I will only enable the code less Bluetooth access only by default.**

Reference

<https://images-na.ssl-images-amazon.com/images/I/81-V5o-ndbS.pdf>

https://www.youtube.com/watch?v=KnUoPxo4w3o&ab_channel=MasterLock

https://www.youtube.com/watch?v=cJ758dL3xAY&ab_channel=TheLockPeople