



Canal Quarters Guests Lockbox Operation

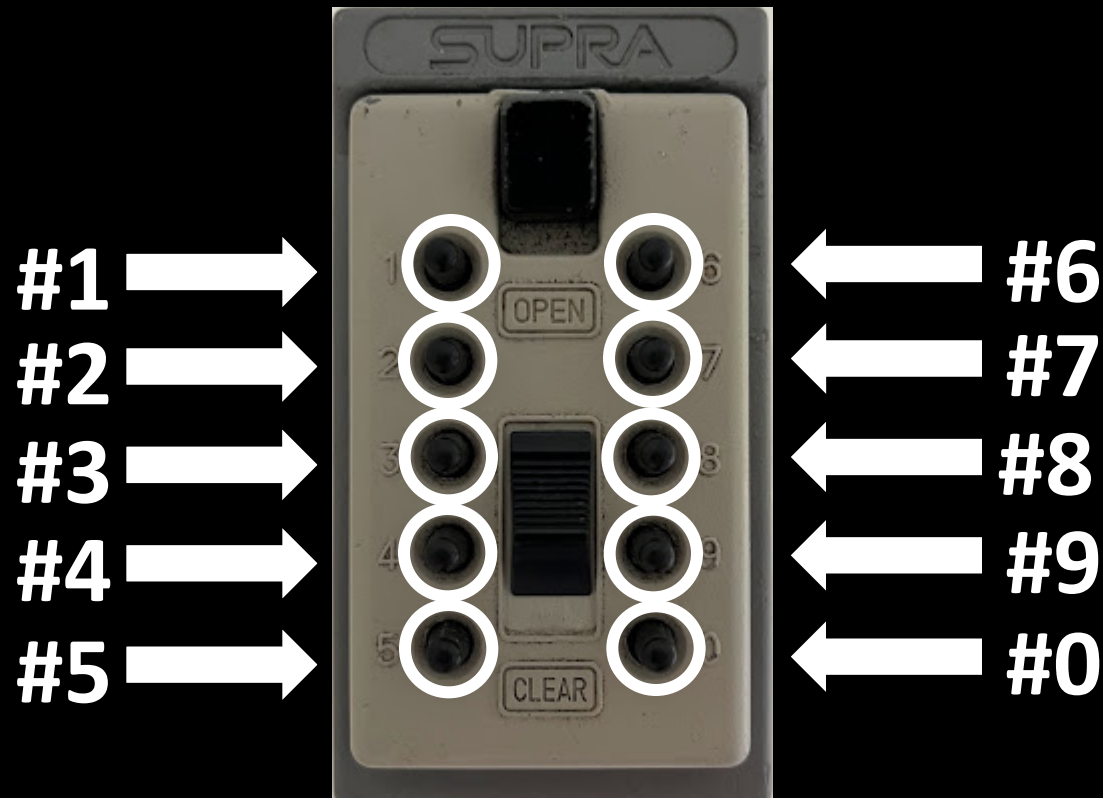


**A Lockbox
User's Guide**



Lockbox Parts

Black Numbered Buttons



Lockbox Parts

Open & Close Latch



Push down on this latch
to open the box and
remove the faceplate.



Lockbox Parts

Clear, or Reset Switch



Push down on this switch before entering *any code* into the lockbox. This will clear any previously pressed numbered buttons.



Using the Lockbox

1. Pull down on the clear/reset switch.
2. Enter the 4-digit code you received in your confirmation email
3. Press down on the open/close latch
4. Pull faceplate off box



What happens if I put in the wrong code?

If you put the wrong code in, simply pull down on the clear/reset switch. Listen for a click to ensure it has been fully cleared. Then proceed to put in the correct code followed by pulling down on the open/close latch.



Returning the key to the lockbox

1. Rewrap the lanyard around your key.
2. Reenter your lock box code and open lock box.
3. Place key and lanyard inside of box.
4. Replace the face plate. You may need to reenter your code to get the open/close latch to lock



IMPORTANT!

Please return the key to the box after each use. Storing the key in the lockbox ensures the key will not be lost, nor will any guest get locked out.





Thank You!

If you have any questions
feel free to reach out to
cq@canaltrust.org or call
240-202-2625

