



Students should use the following procedure when operating the combination lock:

1. Give the dial two or more turns to the **RIGHT**.



2. On the third turn to the **RIGHT**, stop at the first number of the combination.

3. Next, turn **LEFT** one whole turn **past** the first number and stop at the second number in the combination.



4. Now, turn **RIGHT** and stop at the last number in the combination.



Pull down on the lock. It should open. If not, return to Step One and take your time.

5. Pull down on your lock again and open the door.