

- 1. Turn the dial <u>counter-clockwise</u> (left) FOUR TIMES. STOP on your first number **(A)** \_\_\_\_\_.
- Slowly turn the dial <u>clockwise</u> (right) and pass your second number (B) \_\_\_\_\_ TWO TIMES. STOP when (B) is aligned with the index line the 3RD TIME you come to it.
- 3. Slowly turn the dial <u>counter-clockwise</u> (left) and pass your third number **(C)** \_\_\_\_\_ ONE TIME. Stop when your third number **(C)** is aligned with the index line the 2ND TIME you come to it.
- 4. Slowly turn dial <u>clockwise</u> (right). Dial will **STOP**. Once it stops, put your hand on the handle and **PULL THE DOOR UP**.
  \*IF DIAL DOES NOT STOP, start the process over again. **DO NOT SPIN THE DIAL FAST**