

HOW DO I OPEN MY PO BOX?

Lock combination example:

1 - 6 - 36

1. Turn dial counterclockwise at least 4 times, stopping on the first combination number.



2. Turn dial clockwise, passing the first number and stopping at the second.



3. Turn dial counterclockwise and stop at the final number in the combination.



4. Turn the dial clockwise to retract the bolt
NOTE: Bolt is spring-loaded, so clockwise pressure must be maintained on the handle while opening the door.



5. To re-lock post box, close door and turn dial twice counterclockwise and then twice clockwise.