

# How to Use the Locker

1. Identify an available locker that you want to use and make a note of the locker number (the large number that appears on the door of the locker).

**Info:** Available lockers are the ones with the white arrow on the knob in the downward position (indicated by the green unlock icon).



2. Open the locker door by pulling the black handle, place your items inside the locker, and close the door.
3. Enter a 3-digit combination key for the locker by rotating the three numeric dials.

**Example:** If you want the locker key to be set to **123**, rotate the first dial until the number **1** appears, the second dial until the number **2** appears, and the third dial until the number **3** appears.



**Note:** Make a note of the 3-digit key you set.

4. Rotate the knob in the anti-clockwise direction until the white arrow points upward (the red lock icon).



5. Enter a random key by rotating the numeric dials again.

The locker is now locked. You can unlock the locker only by using the key you set.

**Example:** If you had set the key as **123**, rotate the first dial until a number other than **1** appears, the second dial until a number other than **2** appears, and the third dial until a number other than **3** appears.

Forgot your 3-digit locker key? Please contact Sreenath Cholasamudram for help with unlocking the locker ([scholasamudram@livevox.com](mailto:scholasamudram@livevox.com)).

## **Unlocking the Locker**

1. Look for your locker number and enter the 3-digit combination key you set by rotating the three numeric dials.
2. Rotate the knob in the clockwise direction until the arrow is in the downward position (the green unlock icon).

The locker is now open.

## **Releasing the Locker**

1. Unlock the locker as described above.
2. Remove your items from the locker and close the door.
3. Ensure that the arrow is in the downward position (the green unlock icon).