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| How to Open a Locker  1. **Spin the dial at least three times to the right (clockwise), all the way around.** This “clears” the lock of any previous numbers. If at any point in putting in your combination you mess up, do this again to start over. 2. **Enter your combination.** Turn the dial to the right and stop at your first number. Always start with a turn to the right!    1. For your second number, turn your dial to the left, going past zero and your first number. Then stop at your second number    2. For your third and final number, turn the dial to the right and go directly to the last number. Leave your lock on this number. Always remember: right, left, right. 3. **Open the lock.** Pull the lock open and out of the hole, or pull the latch or handle, if there is one. Otherwise, tug on the knob to open the locker.    1. Some lockers are bit finicky, so try a few times and recheck the combination if you are having trouble.    2. If you still cannot open your locker, find an adult. 4. **Lock your locker after use.** Close your lock up and twist the dial a bit. If you leave it on the final number, it may open up again effortlessly, for someone other than you.   If you have any additional locker questions, see Mr. Melvin or email at [amelvin@pasco.k12.fl.us](mailto:amelvin@pasco.k12.fl.us) | How to Open a Locker  1. **Spin the dial at least three times to the right (clockwise), all the way around.** This “clears” the lock of any previous numbers. If at any point in putting in your combination you mess up, do this again to start over. 2. **Enter your combination.** Turn the dial to the right and stop at your first number. Always start with a turn to the right!    1. For your second number, turn your dial to the left, going past zero and your first number. Then stop at your second number    2. For your third and final number, turn the dial to the right and go directly to the last number. Leave your lock on this number. Always remember: right, left, right. 3. **Open the lock.** Pull the lock open and out of the hole, or pull the latch or handle, if there is one. Otherwise, tug on the knob to open the locker.    1. Some lockers are bit finicky, so try a few times and recheck the combination if you are having trouble.    2. If you still cannot open your locker, find an adult. 4. **Lock your locker after use.** Close your lock up and twist the dial a bit. If you leave it on the final number, it may open up again effortlessly, for someone other than you.   If you have any additional locker questions, see Mr. Melvin or email at amelvin@pasco.k12.fl.us |
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