

**TO UNLOCK**

1. Enter 4-digit code that you provided to the City Secretary
2. Turn the thumbdial to the right

**NOTE: If you cannot see the numbers due to lighting, press “Schlage” first and it will light the keypad**



**TO LOCK**

1. Press Schlage
2. Immediately turn the thumbdial to the left

**\*\*The front door knob is NOT keyed. It is simply there to assist you with opening/closing the door.\*\***

**\*\*The key to the back door is hanging just below the light switch in the kitchen, to the right of the door. The door knob will unlock as soon as the knob is turned from the inside and will remain unlocked until you press the button. The deadbolt requires the key to unlock from the inside.\*\***