



The key (Allen wrench) to the back door is stored in the coat closet on the right side.
DO NOT OPEN THE RIGHT SIDE DOOR (FACING OUT) IF IT CAN BE AVOIDED

To UNLOCK the back door (left side facing out)

- 1. While holding in the bar, insert the Allen wrench into the slot, straight up (with the bend up) turn $\frac{1}{4}$ to the right**

To LOCK the back door (left side facing out)

- 1. hold the bar in, insert the Allen wrench into the slot, starting with the bend $\frac{1}{4}$ turn to the right**
- 2. turn it back $\frac{1}{4}$ to the left so that the Allen wrench is straight up**
 - Do NOT turn the key past the upright position**
 - If you continue turning past upright, it will not release**