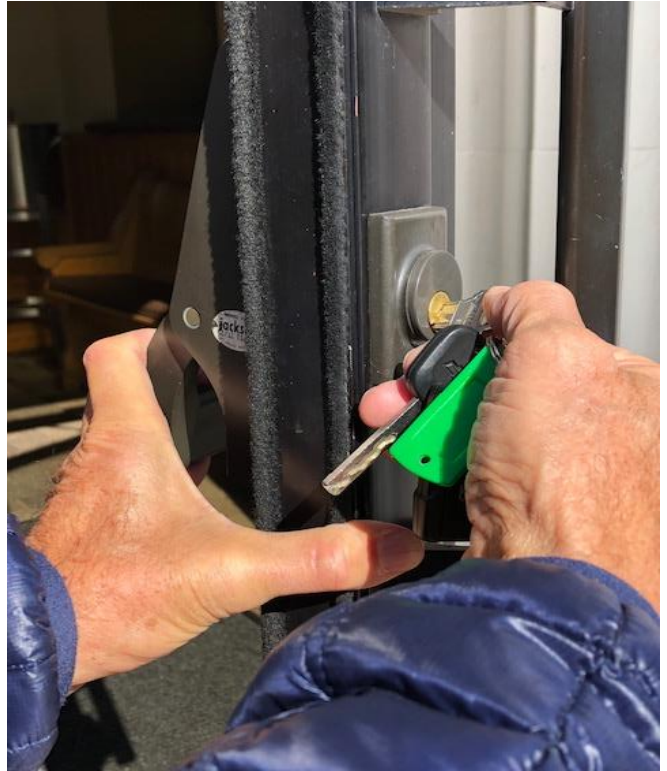


Locking and Unlocking the Front Doors of Church

Unlocking Front Door of Church

1. Open door/stand to side.
2. Press the door opening bar to the fully in position.
3. Put the key into the lock and turn as far as you can to the right...2 O'Clock.
4. Return the key to 12 O'Clock & remove.
5. Release the door opening bar.
6. The door is now open.



Locking Front Door of Church

1. Open door/stand to side.
2. Press the door opening bar to the fully in position.
3. Put the key into the lock and turn as far as you can to the left...9 O'Clock.
4. Return the key to 12 O'Clock & remove.
5. Release the door opening bar.
6. The door is now locked.



The doors may still be locked & unlocked using the screwdriver in the vestibule. However, once you unlock a door using a key, you must relock it with a key.