

How to open your mailbox

Your mailbox combination can be found on SPIRE under “Assignment Notification” or obtained from your Residential Service Desk



Turn dial left 3 times and select your 1st number



Turn dial right a **full rotation** until you pass your 1st number and then select the 2nd number



Turn dial left and select the 3rd number. Do not do a full rotation. The dial should click and feel tight



Turn dial to the right and pull like you would a door handle