

# RESIDENTIAL SERVICE DESK NOTICE

## How to open your mailbox

Your mailbox combination can be found on SPIRE under “Assignment Notification”

- ☑ Your combination consists of two sets of a letter and a number
- ☑ On each dial there are 10 letters with a dash above it and 3 dashes after
- ☑ The number after the letter in your combination refers to which dash you turn the dial to. If the number is 0 or there is no number, turn the dial to the dash directly above the letter
- ☑ Once the dials are set, push the lever right to open

In the below example, the combination would read as “C-0, T-2”

