

LOCKER INSTRUCTIONS AND GUIDELINES



Instructions:

Open your locker and place your belongings inside. BEFORE you close the door, make sure the knob on the outside has the arrow pointing up. Do NOT scramble the numbers on the lock.

To set your code:

1. Turn the knob of the lock so the arrow is pointing up
2. Turn the four dials to a number of your choice
3. Turn the knob of the lock so the arrow is pointing left
4. While the knob is turned to the left, scramble all four numbers. The lock is now set to the code you selected.
5. To unlock the locker, spin the dials to the numbers you selected
6. Turn the knob back to the upright position to open the locker
7. To relock your locker, close it and scramble the numbers

Guidelines:

- Lockers are the property of the Cardozo School of Law and students are permitted to use them. **Students must use their lockers to store any prohibited items during final exams.** The law school is not responsible for lost or stolen items left in the lockers.
- Students are **not** permitted to mark their lockers (inside or outside) with stickers, labels, writing, scratching etc.
- **You may not store items on top of lockers.** Items found atop lockers will be handed over to Lost and Found.
- Students are not permitted to keep open food or beverages in their lockers. If you do store food, please make sure that it is inside a sealed container, to avoid pest/rodent issues.
- Make sure your locker is completely closed -- scramble all four numbers on your locker combination separately and not in one motion.
- We ask that students clear their locker at the end of each academic year.
- If your assigned locker is locked, if you forgot your combination, or you locked yourself out of your assigned locker, bring your Student ID to the front Security Desk in the lobby for assistance.

*Please note that your locker may be preset with the combination 0-0-0-0. Try this first before using this combination first if your locker is locked when you first try to open it.