

## Doc-U-Box Instructions



1. Have your personal code ready
2. Locate your security box

3. Press the "C" button
4. Enter your personal 4 digit code
5. Press the button with a "key" symbol



6. When the green light is on, grasp handle and slowly open the door

7. Retrieve or drop off documents
8. Close the door to automatically relock the Doc-U-Box

