

How to open up the Wrapping Booth

The booth is in the old Zales store, on the corner by the front entrance, opposite the large fireplace).

The lock box is located on the left-hand grill (if you are facing the store)



1. Enter the code, **CIT** then press down on the latch., The lock box will open revealing a key



DO NOT OPEN THE GRILL TO WHICH THE LOCK BOX IS CONNECTED!

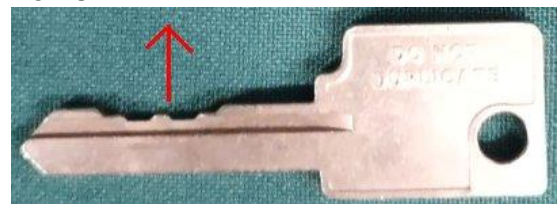


2. Check the latch on the **middle** grill is in the upright position. If not, use the key to unlatch it. It should be left unlatched, but check it first!



3. To raise the **middle** grill there is another lock to the left, near the bottom of the pillar

Use the key in this keyhole to raise and lower the grill.
NOTE: make sure the key is in the correct way round (ridged side of the key UP), It appears to go in either way, but only one way works.



Once the store is open,

4. Put the key back in the lockbox and close it (no need to lock it)
5. Turn on all the lights at the breaker box (in the back room).
6. Get out the cash box from the cabinet in the back of the display case
7. Put the donation jar on the table
8. Put out signs

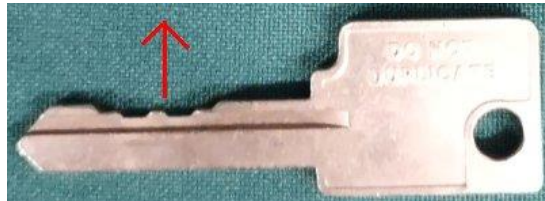
How to close up the Wrapping Booth

1. If the people coming to relieve you do not turn up, try contacting them first to see what is going on. Use the sheet to find out who is coming after you and call/text them.
2. If you cannot reach them, close up the booth following the instructions.
3. When closing up always lock the cash box and replace it in the cabinet at the back of the display case. Put the donation jar out of sight. Marina will come and pick the cash up and deposit in every week, or earlier if it gets to a larger amount.
4. Turn off lights at the breaker box in the back room.
5. Make sure cellphone and tablet are charging.
6. The key should be in the lock box.



7. Close the grill: Use the key in the lock near the bottom of the pillar to the left of the grill (facing into the store).

Use the key in this keyhole to raise and lower the grill. **NOTE: make sure the key is in the correct way round (ridged side of the key UP), It appears to go in either way, but only one way works.**



8. Place the key in the lock box. Close the box so that it snaps shut, and move the dials so that the box is locked.

Contact info

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