



KEEPERS COTTAGE HOW TO LOCK EXTERNAL DOOR

To lock the main entrance door, you need to close the door, and lift the handle upwards until it clicks.

Turn key a quarter turn (from the inside you need to turn it right, from the outside you need to turn it to the left). The door should now be locked.

To get the key out you need to turn it a quarter turn back again to the vertical position. If you turn it further than this it will unlock again.

To unlock the door, turn the key a quarter turn in the opposite way from the direction you turned it to lock it, then turn the key a quarter turn back to vertical again. The door should now be unlocked.