Get the black hammer-like “key” from the Service Desk
*(when using this key make sure you have a good grip on it)—some of the locks have tight springs and will cause the key to pop out of your hand—or cause you to damage yourself)*

Open the wall—to make one room:

- Enter via room 1105
- Put the key in the black circle lock on the west (far) side of the movable wall

- Turn the key counter-clockwise—this releases the movable west wall from the west edge of the room
- Put the key in the lock on the inside edge of the movable wall on the west side (you have to peer into the edge of the door). This lock is about waist high.

- Very carefully and slowly pull up on the key with both hands. This lock will “pop” on you and be sure to **go slowly and grip tightly**. If you don’t grip the key tightly it might fly out of your hands or you will scrape your hands. This retracts the gaskets at the top and the bottom of the movable wall.
• Push on the first (most western) seam of the movable west wall to open it and pull it to the side. (You might have to use both hands—one on the seam the other on the edge of the door. Watch your fingers.)

• This reveals the next lock—on the inside west edge of the east movable wall—waist high.
• Put the key in the lock and pull slowly and tightly counter-clockwise (up) on the key with both hands so that the gaskets at the top and bottom retract and the movable wall releases from the east wall. **Grip tightly.**

• Push on the middle seam to open the east wall and pull it to the side

**Close the wall—to make two rooms:**

• Enter via room 1103
• Start with movable east wall—pull flat to the center, getting it flush with the east wall.
• Put the key in the lock on the west inside edge of the movable east wall and slowly pull clockwise (up) with both hands to make sure the top and bottom rubber gaskets are released and are flush with the ceiling and floor and that this movable wall adheres to the east wall. **Grip tightly.**
• Pull the movable west door flush and then to meet the east movable door. **It is important that this lines up and clicks into place with the east door—check the bottom edge.**
• Put key in lock inside the west edge of west movable wall (waist high) and with both hands slowly and carefully turn it towards you (clockwise) to release top and bottom rubber gaskets **Grip tightly.**
• Put the key in the black circle lock on the west door and pull counter-clockwise to make the movable west wall adhere to the edge of the room

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