

HIDE-A-WAY DOORS – MECHANICAL KEY LOCK INSTRUCTIONS

6) LOCKING BAR SUPPORTS W/ FASTENERS



2) FULL LENGTH LOCKING BARS



1) TRIM RING



1) CYLINDER WITH 2) KEYS



1) LOCKING MECHANISM W/ FASTENERS



2) STRIKE PLATES W/FASTENERS



Note: Mechanical Key Locking System are intended for all types of single and double bookcase doors (excluding BiFold and Mirror Doors) and are similar to a dead bolt locking system locking at the top and bottom of the unit. The mechanism are only accessible from the front of the bookcase and typically above the middle fixed shelf. You may choose to install the locking mechanism beneath the middle fixed shelf to conceal the lock on all units except units taller than standard height. Double check the length of the top locking bars on all larger units if you intend to install the bars beneath the middle fixed shelf. The locking bars are not available in longer lengths.

The following instructions are for above the fixed shelf installation only.

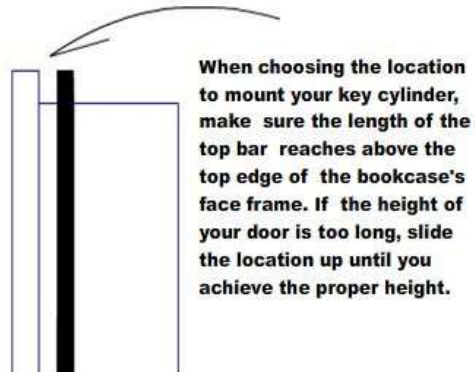
Tip: In-swing doors use both strike plates while an outswing only uses the block at the top instead.

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1. Locking mechanisms are mounted on the side of the door opposite of the bookcase's hinge as pictured.

2. Determine where you want the cylinder location to be (above or below the fixed shelf) If you choose below the fixed shelf you must make sure that the length of the bar is long enough prior to drilling or mounting.



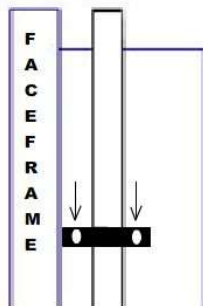
When choosing the location to mount your key cylinder, make sure the length of the top bar reaches above the top edge of the bookcase's face frame. If the height of your door is too long, slide the location up until you achieve the proper height.

(step 2)

3. Key above the fixed shelf: Mark a line centered between the 1st & 2nd shelf holes from the bottom on the front column of shelf holes (just behind the bookcase's faceframe). Using a 11/16th drill bit from the bookshelf side drill the surface until the point of the drill bit just comes through the back side of the bookcase's plywood then STOP. Finish drilling all the way through the plywood from the back side. This will prevent the wood from blowing out and splintering.
4. Place the locking mechanism in the hole from the back side and mount using two wood screws (provided). **DO NOT** insert the trim ring at this time.
5. On the top half with the door open, place the top locking bar on the locking mechanism with the pin from the mechanism in the slot on the locking bars. Slide the plastic bar supports in place (3) with the one closest to the mechanism roughly 2" away and fasten in place. Then center the middle between the first support and the top and fasten. Then mount the top support about 1/2" down in from the bookcase's edge. Use screws to fasten. Remove the bottom support, then remove the bar to cut length. The locations of the supports are not critical.
6. Cutting the Top Bar
 - a. Top Bar (**Out-swinging Doors Only**): Supplied with the parts you'll find a block of wood with holes drilled. The block can be discarded if you have an inswing door. With the locking mechanism in the locked position (top and bottom pins furthest apart) close the door just enough to measure from the top jamb surface down to the top mounting pin and subtract 3/8" (1/2 the thickness of the top block when mounted).

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- b. Cutting the bar: **DO NOT CUT THE END WITH THE SLOT!** Measure and mark the locking bars from the slot to the other end. You may use a hack saw or a miter saw with a carbide tip blade. After cutting the length nip the corners off on a small 45* angle then sand the edges smooth so that they don't get hung up during operation.
7. The Bottom Bar will be too long to attach to mount the locking bar supports. Find the distance from the back of the faceframe to the mounting screws of one of the upper supports using those measurements to fasten the mounting supports for the bottom bar (see diagram). Roughly 2" below the locking mechanism, 1/2" above the bottom of the bookcase, and roughly centered between the two measure and mount all 3 locking bar supports.



8. Take the bottom locking bar and slide it through the two bottom support (you may have to remove the support just under the locking mechanism). Lift the bar just off the threshold enough to close the door from behind. Using paint, coat the bottom of the locking bar so that it marks the threshold indicating the area where you will need to carve out so that the locking bar sets below the surface when in the locked position. Remove the bottom locking bar and open the door.
 9. Take one of the strike plates and carefully center around the paint you marked on the threshold. Using a pencil trace the inside & outside edges of the strike plate on the threshold along with the holes where the fasteners will attach the strike plate to the threshold. (See photo below)



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- Using a drill bit smaller in diameter than the width of the strike plate drill several holes $\frac{1}{2}$ way through the threshold then clean out the rough edges with a sharp chisel making sure not to exceed the outer line (See photo below). Attach the strike plate to the threshold using the supplied fasteners.



- Measuring and cutting the bottom locking bar to length: **DO NOT CUT THE END WITH THE SLOT.** Turn key so that the mechanism is in the locked position with the pins furthest away from each other. Slide the locking bar back into the locking bar supports this time up-side-down with the slot facing downward. Slide the bar all way into the bottom threshold past the strike plate, then mark the locking pin's location (bottom of locking mechanism) on the locking bar and cut the line off so that when it is installed it will be just shy of hitting the bottom of the pocket you chiseled out. After cutting the length nip the corners off on a 45* angle then sand the edges smooth so that they don't get hung up during operation.
- Return the bottom locking bar in the bottom two locking bar supports this time with the slot facing upward then slide the top support into place (if you had removed it earlier) and reattach. The bar should be secured in the locking mechanism's pin.
- Test the locking mechanism with the door closed and from the lock/ unlocked position several times. Make sure it works properly and adjust accordingly if needed.
- Top Bar (In-swing Doors Only):** repeat process from step #8 using directions for the top locking bar.
- Top Bar (Out-swing Doors):** With the mechanism in the open position, attach the locking bar that you cut earlier, close the door and mark the front of the locking bar's location on the top jamb (jamb that the top case molding is attached to).
- Open the door and fasten the back of the block just shy of the line allowing a small space for the locking bar to move freely behind the block. On out-swinging doors the block allows for the top of the bar to move freely past the top case molding trim when opening.
- At this point you should have the top and bottom locking bars mounted in place. Check several times to make sure the operations are smooth and make any necessary adjustments if needed.

IMPORTANT: The location of your mechanical lock may interfere with the mechanical latch. Simply move the mechanical latch just behind the locking bar and support. Please direct any questions to techsupport@hideawaydoors.com we are quick to respond (please include your order number)