

Installers & User guide **Lever Mortise.**

Welcome!

This guide will get you up and running with your igloohome Lever Mortise. In the meantime, you should follow igloohome on Facebook and Youtube!



Like us on Facebook



Visit our Youtube

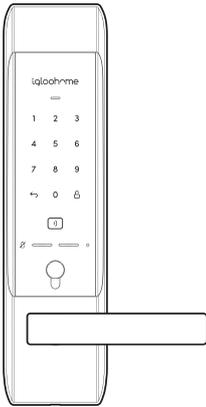


As our igloohome app is frequently updated, there may be changes to this manual. Please refer to our website igloohome.co/support for the latest version of the manual.

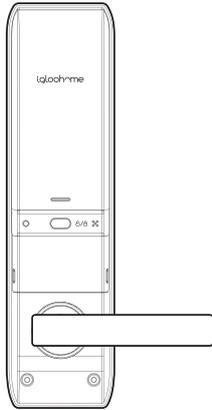
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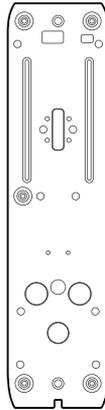
What's Included



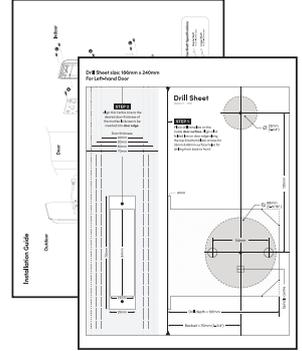
Front Assembly



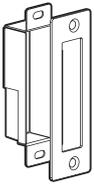
Back Assembly



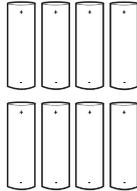
Back Plate



Drill Sheet & Installation Guide



Strike Plates



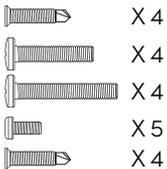
AA Batteries x8



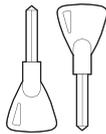
RFID Tags x2



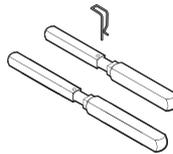
RFID Stickers x2



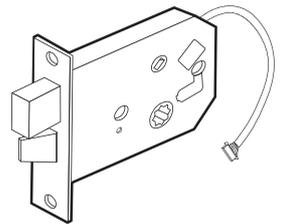
Screws



2 Emergency Keys



Mortise Shafts ① + Pin

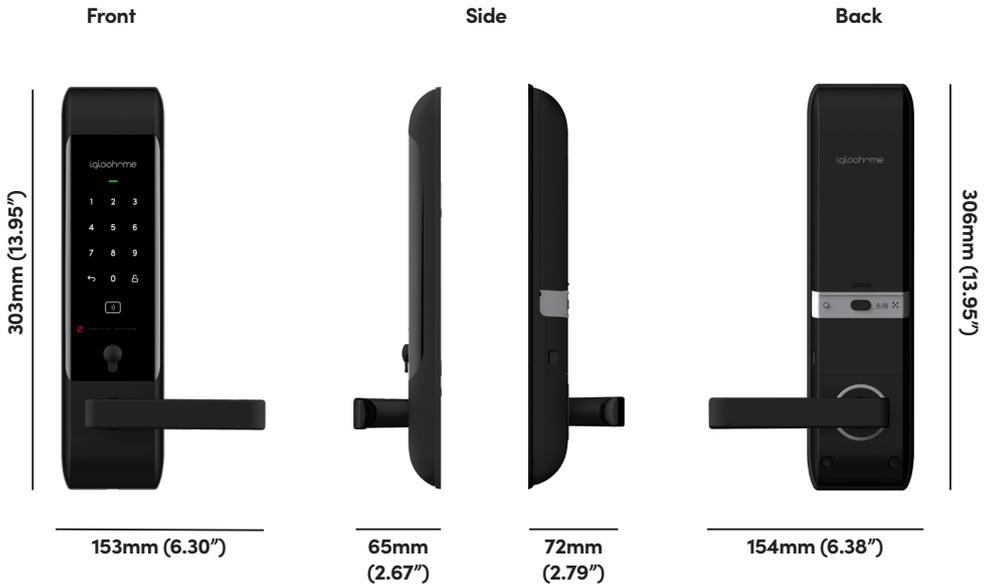


Mortise Assembly

Note: 1. For doors with thickness of 35mm - 50mm, please use the shorter shaft;
for doors with thickness of 50mm - 60mm, please use the longer shaft.

Specifications

Model	igloohome Smart Lever Mortise
Battery Type	8 x AA* Alkaline
Battery Life	Up to 18 months
Emergency Power	9V Alkaline Battery
Operation Temp	-25°C to 55°C
Storage Temp	-40°C to 65°C
IP Rating	IP54
Material	Al, Zinc Alloy, ABS
Weight	Net: 3.6kg, Gross: 4.2kg
Unlock Methods	Bluetooth, PIN Code, RFID Tags/Stickers, Multi-Function Button, Handle, Physical Keys

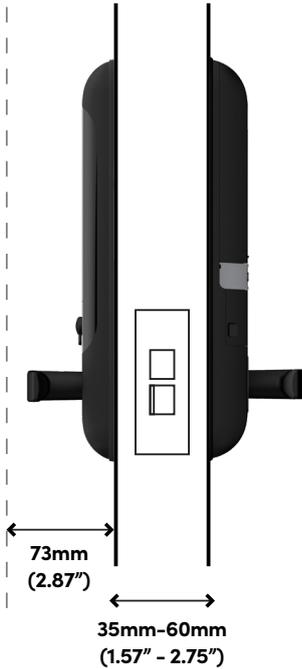


* **DO NOT USE:** Heavy Duty, Eveready, GP, or rechargeable batteries. Duracell, Energizer and Panasonic alkaline batteries recommended. Please note that using better batteries will improve the performance and lifespan of the lock.

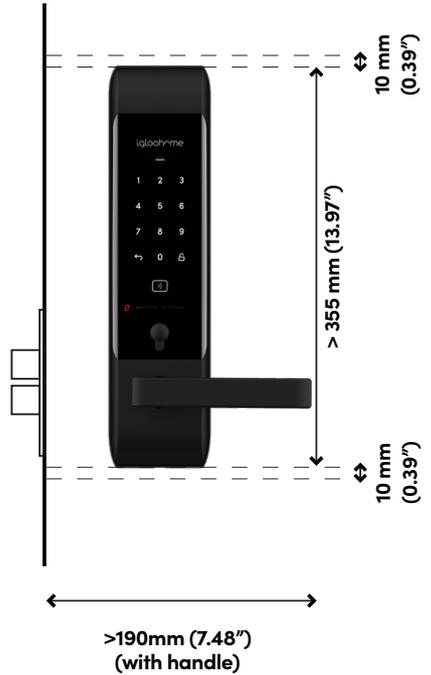
Installation Guide

Requirements

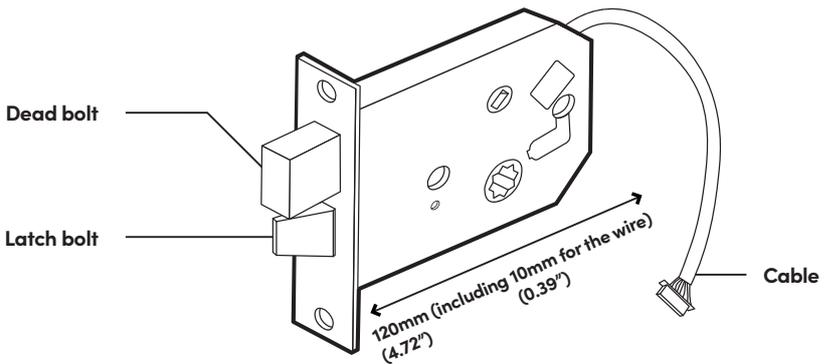
Door Thickness



Clearance



Mortise Assembly Length

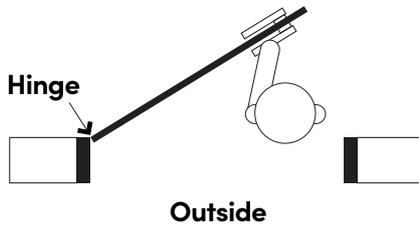


Screw Specifications

- 20mm (0.78") **A**  X 4
- 30mm (1.18") **B**  X 4 ——— For doors with thickness 35 - 50mm (1.37" - 1.98")
- 40mm (1.57") **B**  X 4 ——— For doors with thickness 50 - 60mm (1.98" - 2.36")
- 14mm (0.55") **C**  X 5
- 20mm (0.78") **D**  X 4

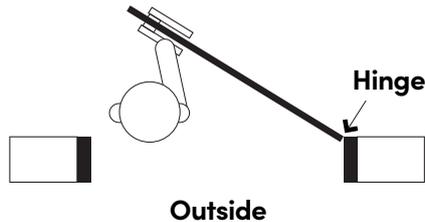
Door Type

Left Hand Installation



Note: Hinge is on your left.

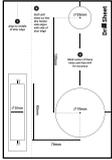
Right Hand Installation



Note: Hinge is on your right.

Preparing the Door

Items needed:



Drill Sheet



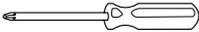
Drill



32mm (1.25")
Hole Saw



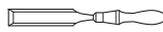
68mm (2.68")
Hole Saw



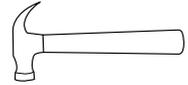
#2 Phillips Screw Driver



20mm (0.78")
Spade Bit



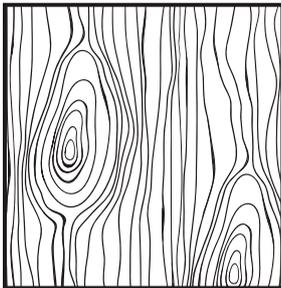
20mm (0.78")
Chisel



Hammer

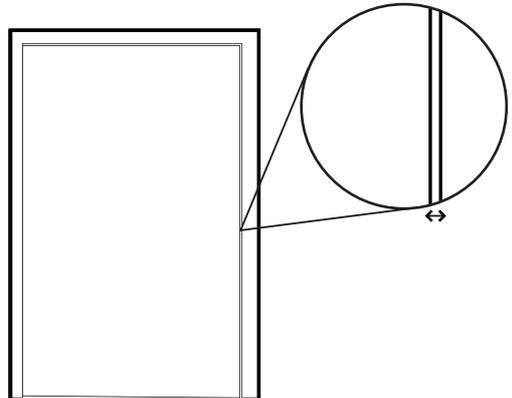
Recommended

Door and door frame material : **Wood**



Recommended

Gap between door and door frame: **<3mm (0.01")**

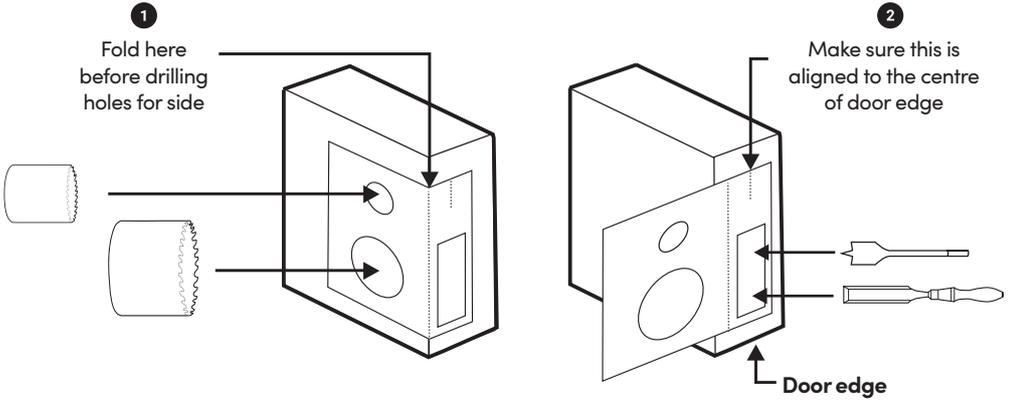


Note: Not for metal gates, glass doors or sliding doors.

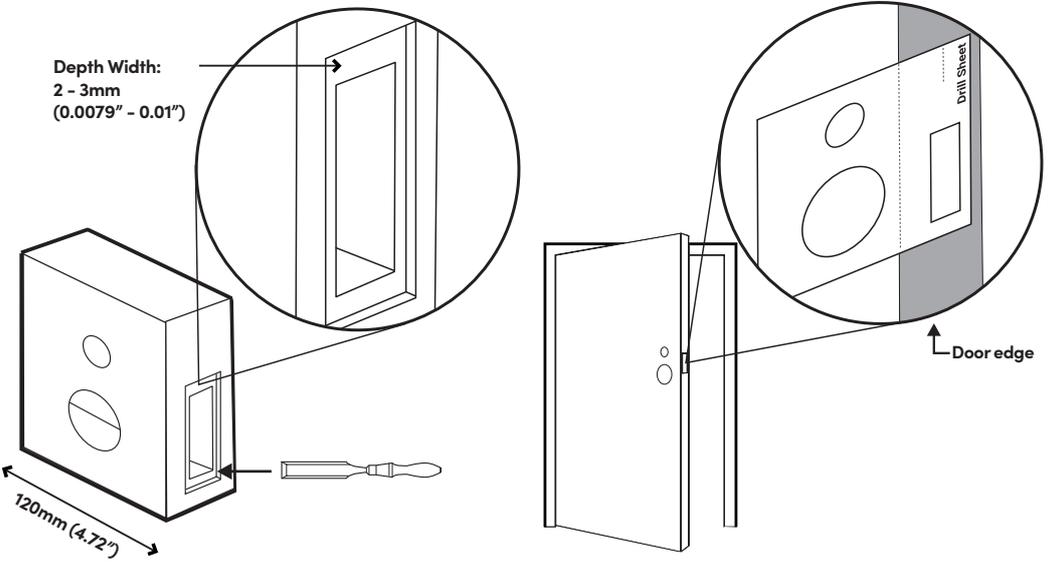
If you are unsure if your door is suitable, send us web links to your door pictures to support@igloohome.co

How to use the Drill Sheet

Drilling (Door)



Chiselling



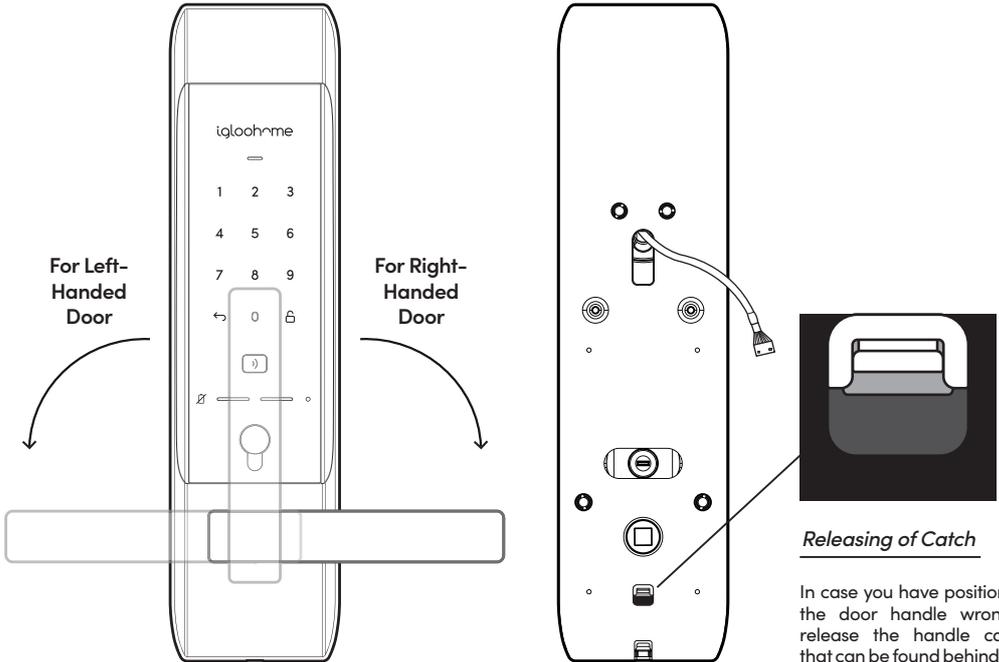
⚠ Mark the center of the holes and then drill for accuracy.

Installation Instructions

- 1 Determine the position of the door handle and pull until it clicks.

Front Assembly

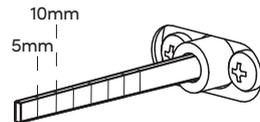
Back of Front Assembly



In case you have positioned the door handle wrongly, release the handle catch that can be found behind the front / back lock assembly.

- 2 Cut the key cylinder accordingly for different door thickness.

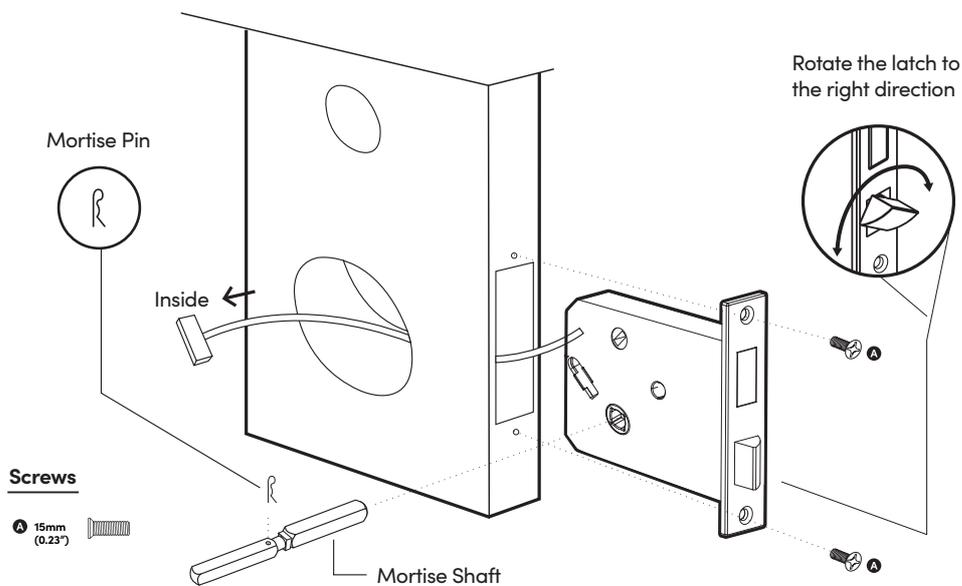
Door Thickness (mm)	Notch to Snap*
35 - 40	15mm
40 - 50	10mm
50 - 60	NA



Each notch indicates 5mm

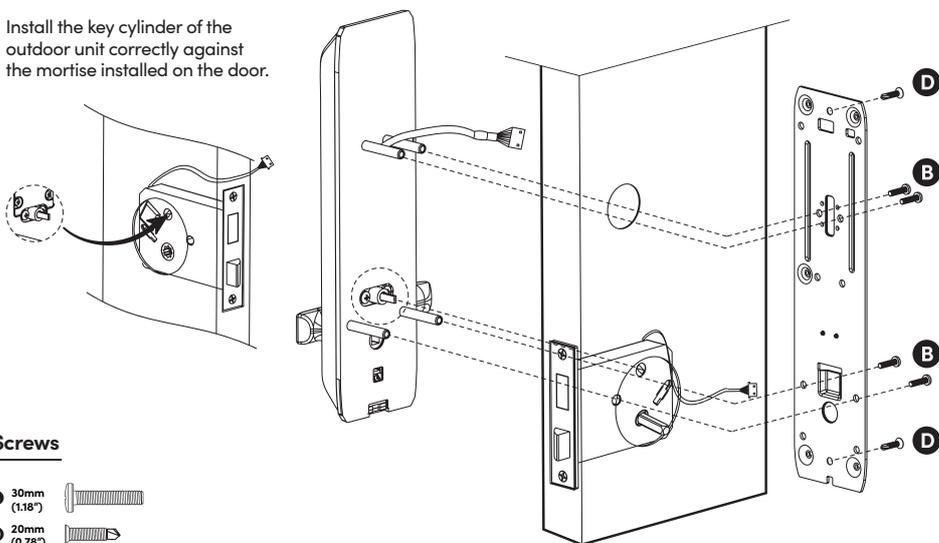
* The notch to snap serves as guideline only and might change depending on actual door conditions.

3 Install Mortise



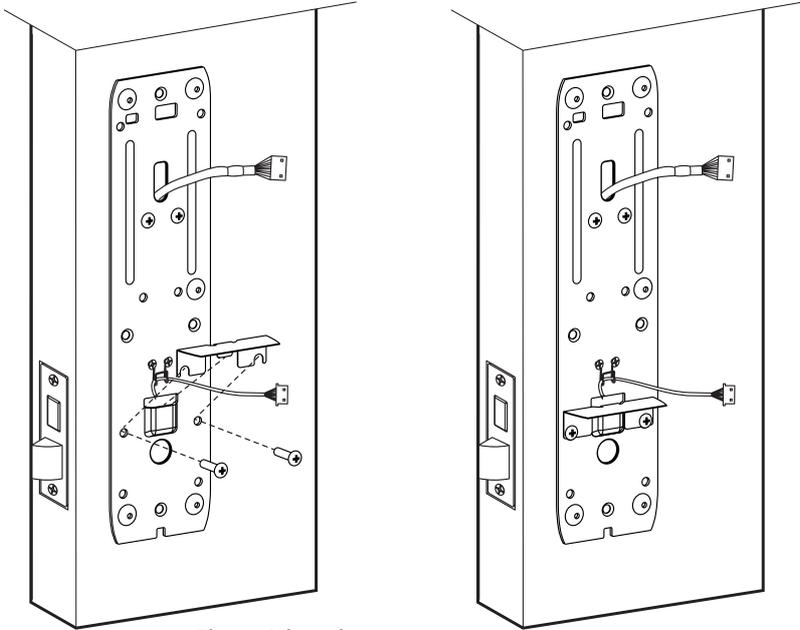
4 Install Outer Body

Install the key cylinder of the outdoor unit correctly against the mortise installed on the door.



5

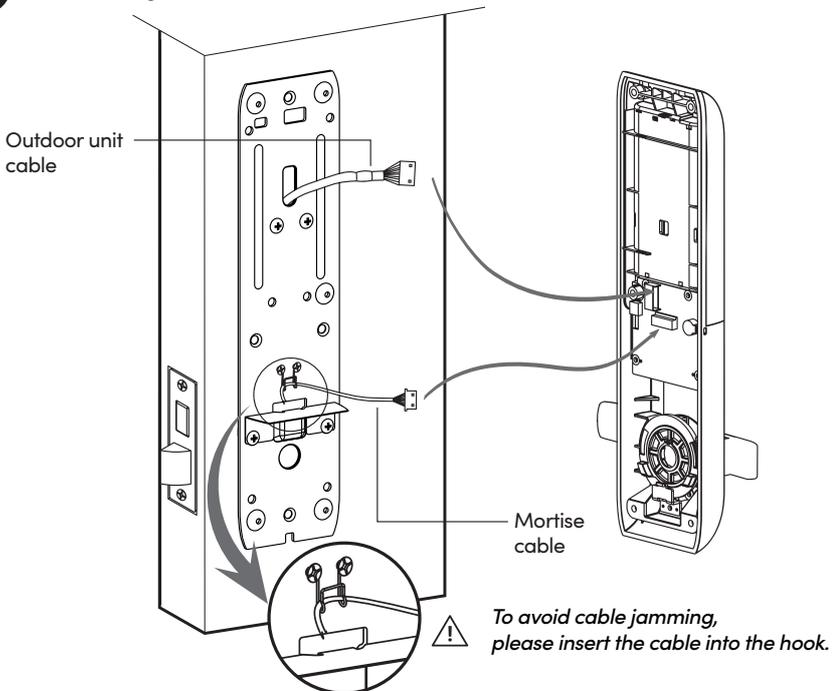
Install Fire-Bracket

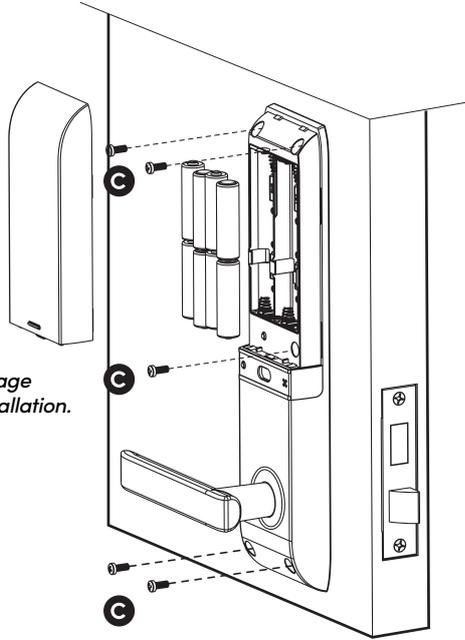


 Please tighten the screws to firmly fix the fire-proof bracket.

6

Connecting Cables

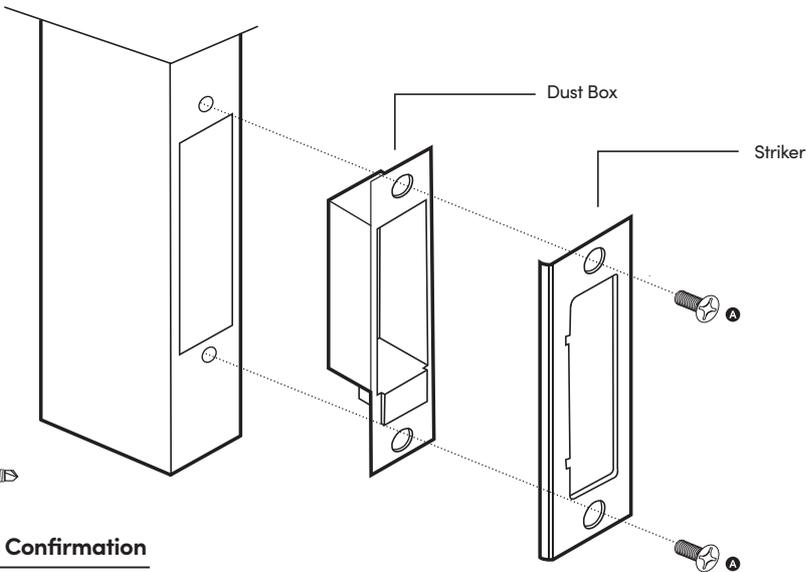


7**Install Inner Body**

Be aware not to damage the cables during installation.

Screws**8****Install Striker on the door frame.**

Ensure to chisel appropriately to the correct measurements.

**Screws****Installation Confirmation**

1. Insert batteries then the buzzer will sound
2. Lock the door by pressing and holding 
3. Unlock the door with  **1234567890** 

User Guide

Lock Anatomy

Outer Body



Clear

Inner Body



Features

PIN / Bluetooth / Fingerprint / RFID Unlock



Master PIN Code

The igloohome Mortise unlocks with a permanent Master PIN Code.



User PIN Code

The mobile app can generate user PIN codes, with validity duration from One-Time, Permanent, Recurring or a Duration based on Date-time.



Bluetooth Master Key

The igloohome Mortise unlocks with Bluetooth via the app.



Bluetooth Guest Key

Bluetooth keys based on duration can be generated and shared with guests.



RFID

The igloohome Mortise is able to register up to 50 key cards.

Lock



Auto Re-lock

The igloohome Mortise relocks automatically when door is closed. User can configure the delay or deactivate relock if they prefer to. Do note that function will only work when Sensor is installed.



Manual Re-lock

User can press and hold the “unlock” icon on the keypad to manually lock the Mortise.

Battery



Emergency Jump-Start

If battery power is drained, an external 9 Volt battery can be used to provide emergency power. The 2 contact points of the battery must be aligned with the 2 contact points on the Mortise.



Low Battery Indicator

When battery power is low (i.e. less than 20%), the red LED will pulse and there will be short beeps when the mortise locks or unlocks. The battery level will also be updated on the app during Bluetooth unlock. If battery power runs out, use the 9V jumpstart or physical key override.

Features

Security / Alarms



Tamper Alarm

The lock will sound if intruders try to pry the lock from the door.



Passage Mode

Activate Passage mode via the Multi-Function Button or turning auto relock off via Bluetooth.



Security Lockout

Be assured with an additional layer of security with the keypad lockout if the keypad is being tampered. User can configure number of incorrect attempts to trigger lockout.



Intrusion Alarm

The lock will sound off if intruders force open the door when the bolt is still locked



Obstruction Alarm

Will keep ringing when the Mortise lock is unable to lock/unlock fully. This happens when the lock is low in battery, or the mortise alignment is off. If the warning sound continues, please change the batteries or close the door fully. To disable the alarm: tap on keypad, or unlock by pressing the Multi-Function button.



Activity Logs

Entry via PIN codes and Bluetooth Key will be logged in the app.

Bluetooth key access logs are updated in real-time and PIN code access logs are updated when the owner uses a bluetooth key or update logs.



Masking Security Code

Enter random digits before your PIN Code to reduce risk of intruders checking fingerprints.

Others



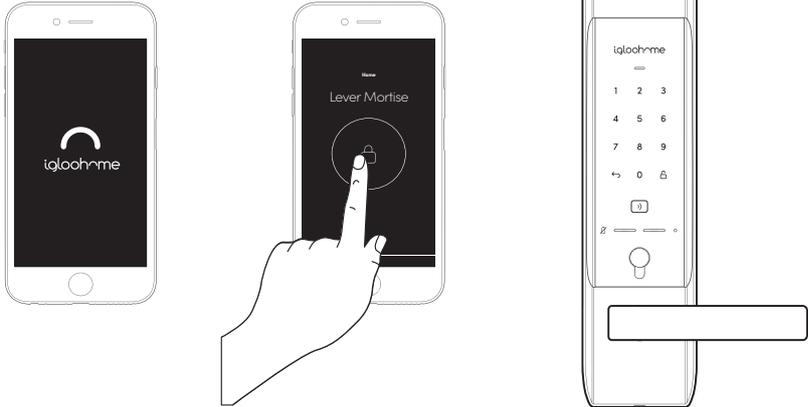
Volume Control

There are 6 volume levels, including mute.

Unlocking from the Outside

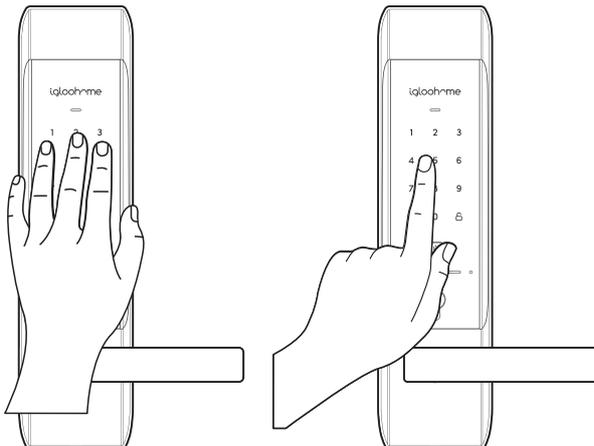
a Bluetooth

1. Open your igloohome app
2. Tap on the "Bluetooth Unlock" button
3. The status indicator will flash green twice with 4 short ascending tones once unlocked.



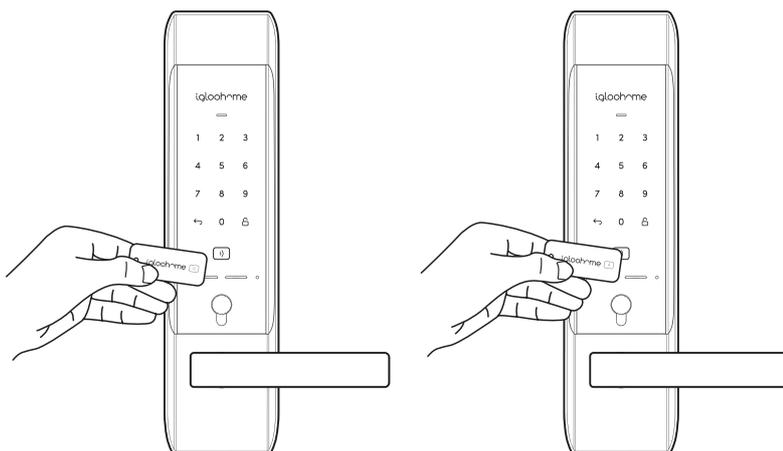
b PIN Code

1. Press any button on the keypad to wake device up
2. Key in a valid PIN code (with or without masking pins) followed by the "Unlock Icon"
3. The status indicator will flash green twice with 4 short ascending tones once unlocked.



C**RFID**

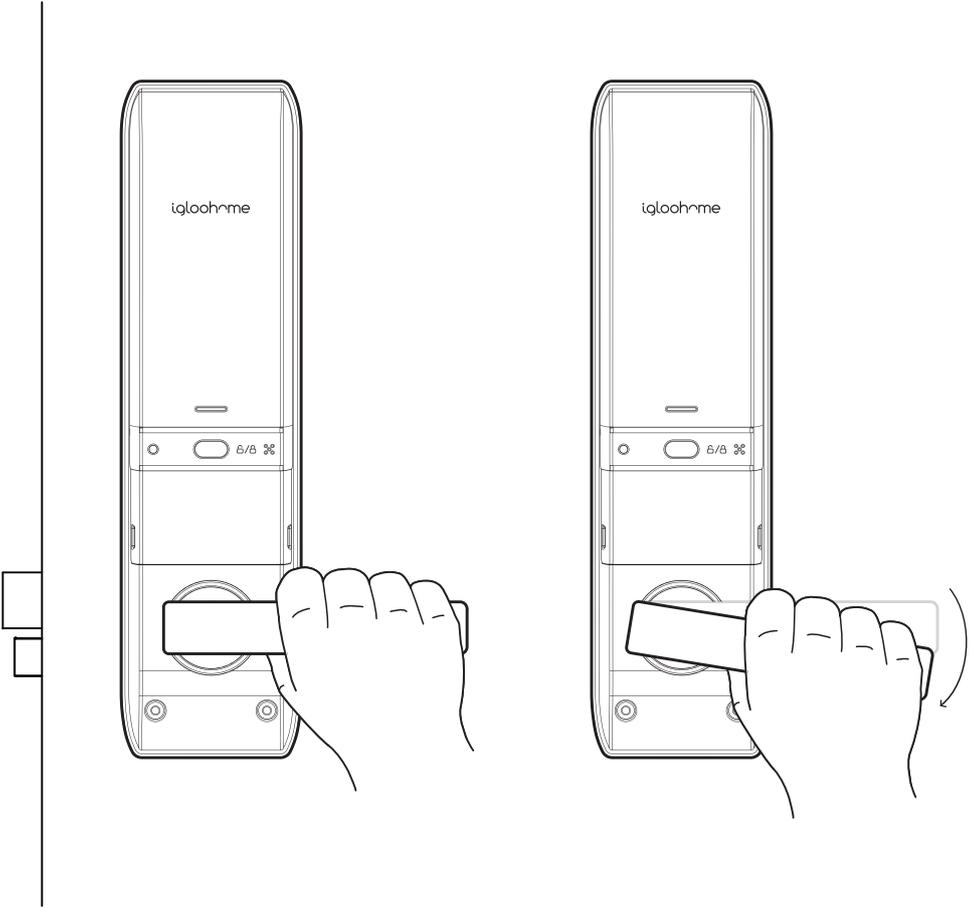
1. Hold the registered card and move it closer towards the "RFID icon" on the top of the Mortise
2. The status indicator will flash green twice with 4 short ascending tone once unlocked.



Unlocking from the Inside

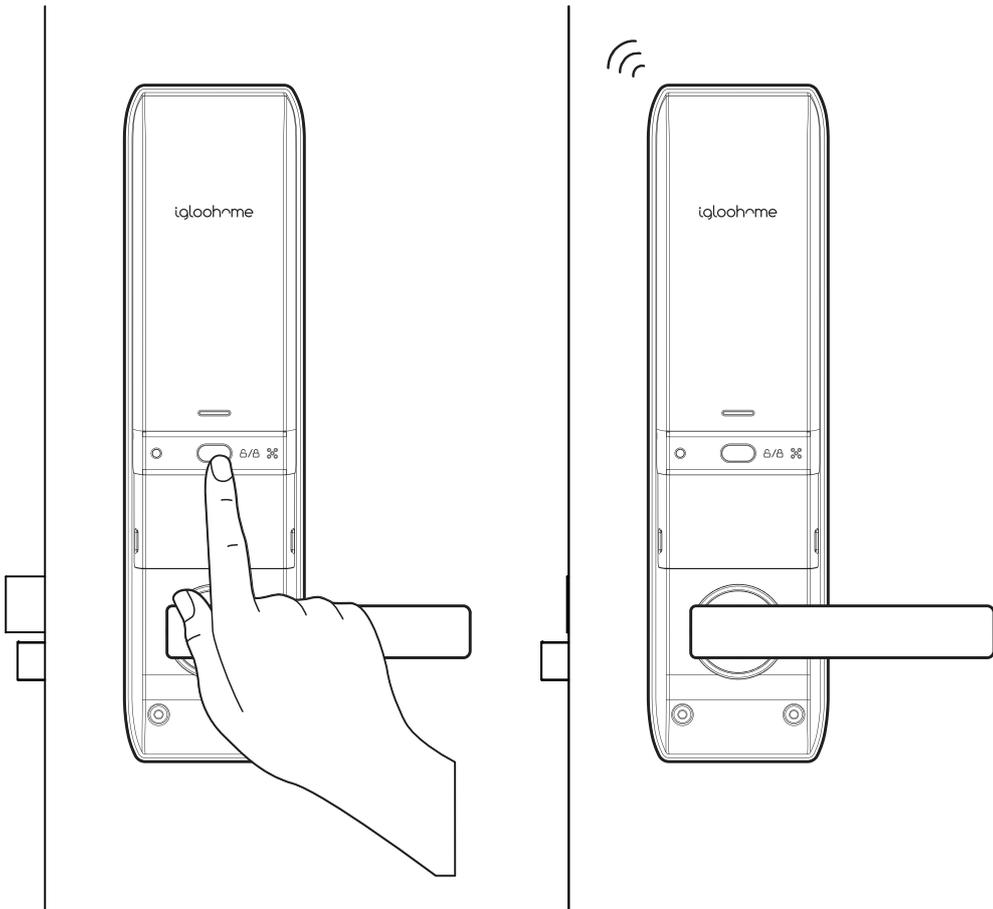
Handle

Manually unlock by holding the handle down.



b **Multi-Function Button**

Press the Multi-Function button to unlock.



Locking from the Outside

a Auto Relock

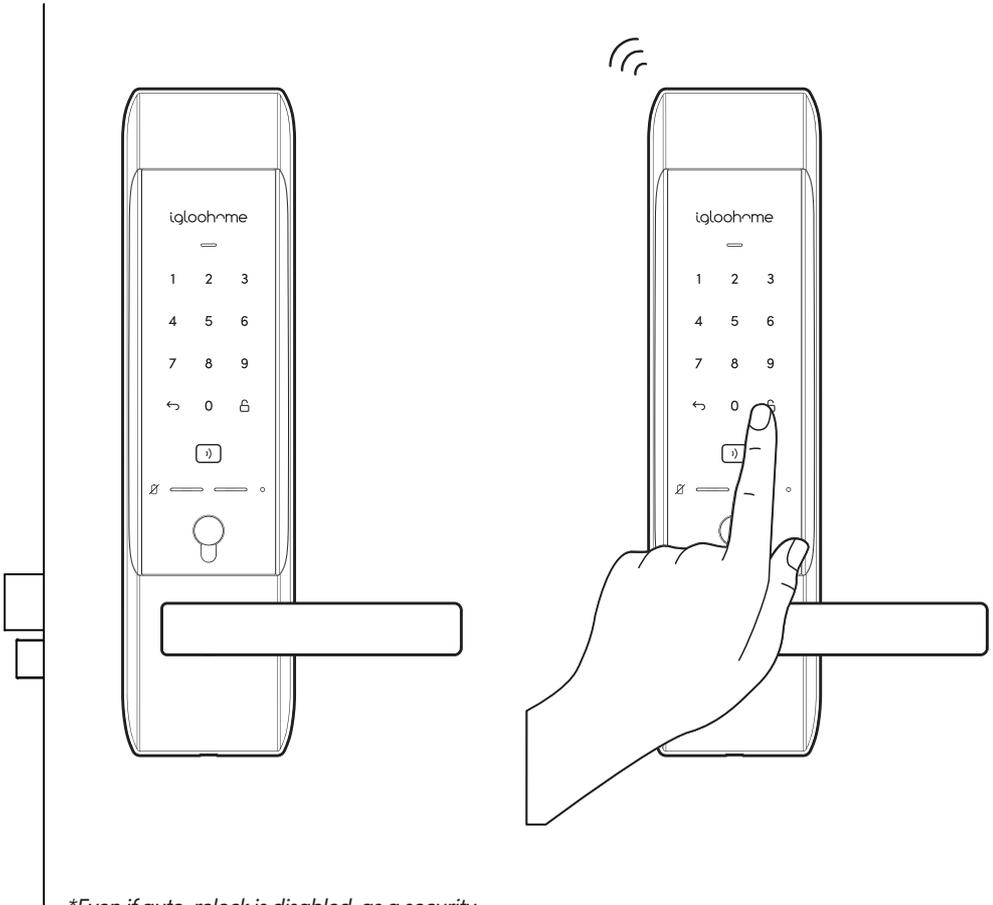
The igloohome Mortise relocks automatically when door is closed. User can configure the delay or deactivate* relock if they prefer to.

Note: Function will only work when Sensor is installed.

b Manual Relock

Press and hold the Unlock icon on the bottom right of the keypad for 2 seconds until the status indicator will show green with a long beep.

Note: Used when Auto Relock is "Off"

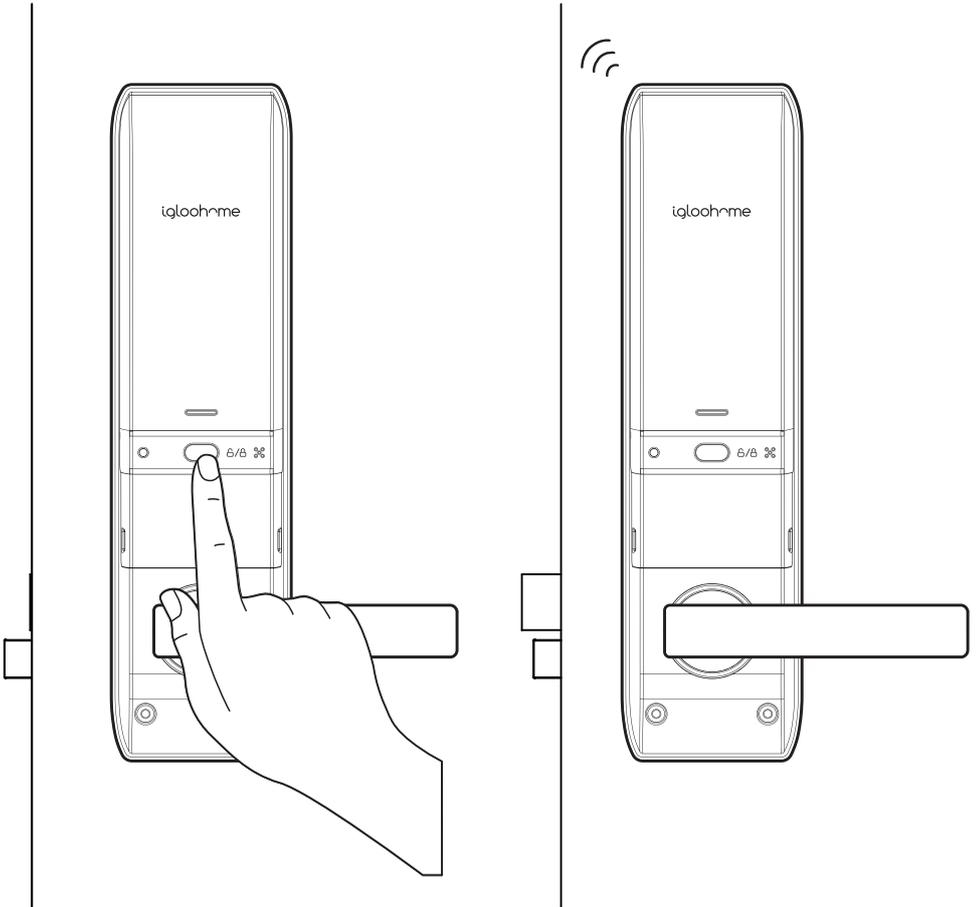


**Even if auto-relock is disabled, as a security feature, the mortise will still lock after 30s if it is unlocked using the multi-function button/ BT unlock and door is not opened.*

Locking from the Inside

a Multi-Function Button

In the case that auto-relock function is disabled or does not work, after closing the door, user can alternatively press the Multi-Function Button to manually lock the Mortise from the inside.



App Onboarding

1 Test Factory PIN Unlock

In the factory mode (before pairing), the PIN to unlock is ↔ **1234567890** 🔒

2 Register as a Lock User

a) Download igloohome from App store / Play store.

b) Create an account and login.

3 Pairing

a) Select **[Add new igloohome lock]**

Note: For existing users with other paired locks, go to **[Configuration]**, select **[Add Lock]** and follow the instructions.



4 Setting Master PIN code

Before proceeding, turn on your Bluetooth and ensure that you are within Bluetooth range of the lock.

Go to **[Access]** and customize your **[Master PIN]** by editing it.

Managing Access in App

1 Creating PIN codes

PIN codes can be generated on the app under **[Access]**, create **[+Access]** and choose either One-Time, Permanent, Duration PIN or Recurring PIN.

Pin codes will expire if its not use within its activation period. Refer to the table below.

PIN Type	Use PIN within*
One-Time PIN	24 hrs of generation
Permanent PIN	24hrs of generation
Duration PIN	24hrs from the start time
Recurring PIN	24hrs from the start time

Note: Duration PIN code end times can be customised within a 28-day timeframe. Past this timeframe, the end time will automatically be configured to the start time.

2 Bluetooth Guest Key

Bluetooth Guest Key can be shared with other users for mobile access. It allows your guests to unlock the igloohome smart lock via Bluetooth.

There are 3 steps to using a Shared Bluetooth Key

1. Under **[Access]**, create **[+Access]** and choose **[Bluetooth Key]** under **[Access Type]**. Proceed to share the key after it is created.
2. Guest receives the Bluetooth Key by one of these methods:
 - Clicking the URL given and follow the instructions.
 - Claiming Bluetooth Key under **[Configuration]**.
3. Guest can now use the Bluetooth Key under the Guest Bluetooth Key Section whenever he/she is within range of the lock.

Notes:

- The owner can revoke the Bluetooth Key in App.
 - Bluetooth Key must be accepted within 1 hour generation before it expires.
-

Managing Access in App

3

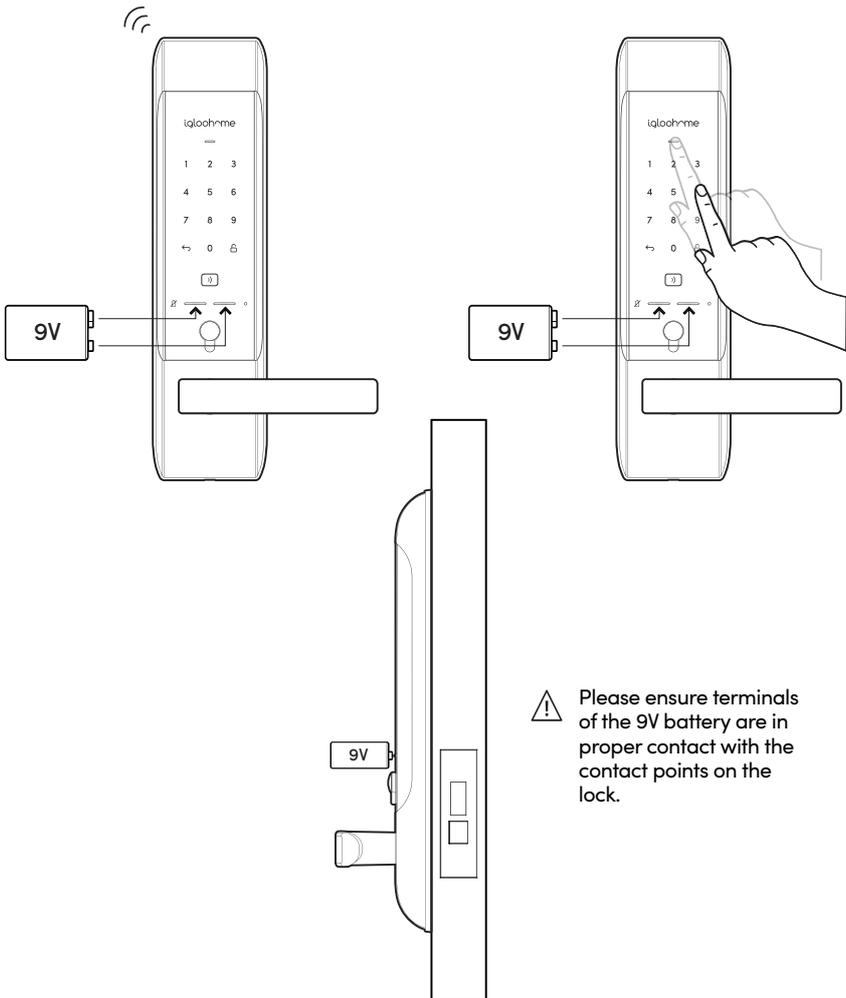
Adding Key Card

1. Under **[Access]**, select **[+Access]** followed by **[Keycard]**.
 2. Wait until the confirmation of the lock by an audio indicator (long beep).
 3. Tap key card(s) on the lock to add and then rename the key card(s) on the App right away.
 4. Follow instructions on the app and select **[Done]** to complete the process.
-

9V Jumpstart

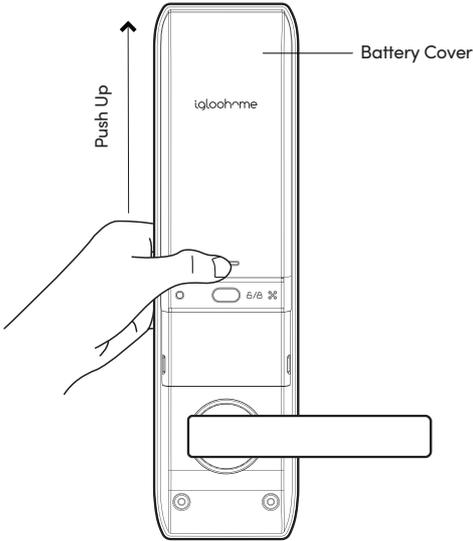
1 9V Jumpstart Feature

1. Touch and hold the battery contacts against the 9V jumpstart pin on the lock and you will hear a series of beeps and the keypad will light up if the batteries are fully drained.
2. While holding the 9V battery to the jumpstart, key in your PIN code on the keypad followed by the 'Unlock' icon

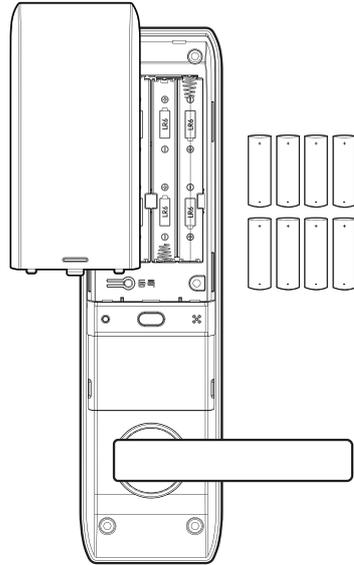


Changing Batteries

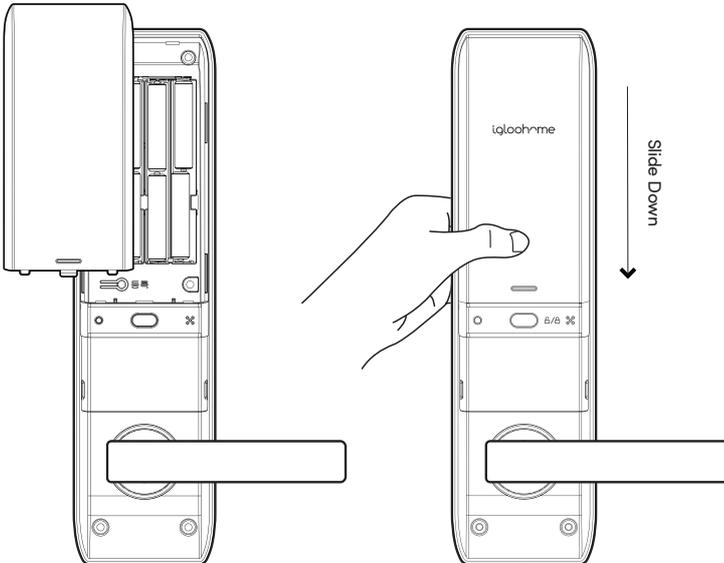
- 1** Push the battery cover upwards to slide it open.



- 2** Insert AA Batteries



- 3** Slide the battery cover downwards to lock it in place



 Please use 8 AA batteries for optimal performance.

Lock Behaviour

1 Security Lockout

After several incorrect PIN code or RFID attempts, the corresponding entry method will be locked out and the security alarm will be triggered.

Note: Bluetooth, multi-function button, handle and physical key, and any other unlocking methods aside from the one locked out can be used to unlock in this mode

Security Lockout	
Triggered by	5 consecutive invalid PIN or RFID attempts by default (Configurable via Bluetooth)
Disabled by	After 1 / 5 / 10 Minutes or Any other unlocking methods
Behaviour	If keypad is disabled - single flash when keypad is triggered If RFID is disabled - RFID reader will not read any RFID cards
Duration	Please refer to table below.

Triggered	Security Alarm	Security Lockout
1st Time	30 Sec	1 Min
2nd Time	60 Sec	5 Min
3rd and Consecutive Time	90 Sec	10 Min

2

Keypad Disabled Mode

Keypad Disabled Mode prevents others from using PIN code and RFID tag/stickers to unlock when you are inside the property. It can be activated when the mortise is locked.

Note: Bluetooth, Multi-Function Button, Handle and Physical Key can be used to unlock in this mode.

3

Passage Mode

Passage Mode enables you to have easy access during high human traffic flow by deactivating auto relock. It can be activated when the mortise is unlocked.

Method 1: Turn off auto relock under lock settings via Bluetooth

Method 2: Holding on to the Multi-Function Button

Keypad Disabled Mode & Passage Mode	
Activated by	Holding on to the Multi-Function Button until 3 short ascending beeps is heard.
Deactivated By	Holding on to the Multi-Function Button until 3 short descending beeps are heard or Unlocking via the Handle, Multi-function button, or Bluetooth
Behaviour	Double flash when keypad is triggered and lock will not accept any PIN code or RFID.

Airbnb Connect

1 Airbnb Connect

Airbnb Connect automates the generation of PIN codes for your Airbnb guests based on their approved reservations. It costs USD\$4.99 per month, but is currently on free trial.

Here are the steps to activate Airbnb Connect

Step 1: Connect to your Airbnb

Under **[Account Settings]**, select **[Connect with Airbnb]**, then click **[OK]**.

Step 2: Connect to Airbnb listings

Under **[Reservations]**, click the **[Add]** icon to select a home to connect to. Select Airbnb Listing and PIN Time to associate.

Note:

- Emails with PIN code will be sent to the guest between 1 to 48 hours before check-in time (configurable).
- PINs will only be valid between the check-in and check-out times.

Step 3: Change Check-in and Check-out time

Under **[Configuration]**, select **[Manage Properties]** followed by the listing to view or edit its details.

Notes:

- If the access mail has not been sent, changing your check-in/check-out time via the app modifies the start and end time of the PIN codes to be shared with your guest.
- If the access mail has been sent, changing these details will only affect the next reservation.
- Changing these details on the igloohome app does not update the check-in/check-out time on the listing on the Airbnb website.

2 Disconnect Airbnb

Should you prefer to generate PIN codes for your guests manually, you may disconnect your Airbnb listing from the igloohome home listing with the steps below.

1. Under **[Reservations]**, disconnect all the listings (if any).
2. Under **[Account Settings]**, select **[Disconnect with Airbnb]**.

Should you wish to completely disconnect your Airbnb account from your igloohome account, make sure that all your Airbnb listings have been disconnected in the above step, then go to:

Airbnb Host Website > Connected Apps > Select igloohome to disconnect

Audio and LED Indications

Actions	Indications
Bluetooth Connection	Status indicator flashes Blue
Successfully Unlocked	Ascending 4 fast tones after unlocked and flash Green LED 2 times
Successfully Locked	1 long beep after product is locked and Green LED for 2 seconds
Incorrect PIN	4 short beeps and flash Red LED 2 times
Invalid RFID	Descending 4 fast tones
Obstruction Alarm	6 sets of 4 short beeps
Keypad Disabled Mode Activated	Ascending 3 fast tones
Keypad Disabled Mode Deactivated	Descending 3 fast tones
Keypad Security Lockout Alarm	Low-high siren for 30 / 60 / 90 seconds
Keypad Security Lockout Deactivated	2 long beeps
Low Battery Alert	When mortise is locked or unlocked: If battery is below 20% - 2 sets of 2 short beeps with pulsing Red LED If battery is below 10% - 4 sets of 2 short beeps with pulsing Red LED
Tamper Alarm	Continuous long beep
Hard Reset / Unpair	Descending 3 slow tones
Pairing	Ascending 3 fast tones

Troubleshoot

Pairing is unsuccessful

- Try with a different mobile device, using the same username and password
- Update your phone's operating system to the latest version
- Restart the Bluetooth and Internet connection on your mobile device
- Restart igloohome app on your mobile device
- Switch to a new set of batteries

Bluetooth Key is not working

- Restart the Bluetooth and Internet connection on your mobile device
- Check on the timezone of the home listing against your phone time
- Check if the Bluetooth Key is expired. It must be accepted within 1 hour of generation
- Update your igloohome app to the latest version
- Switch to a new set of batteries

Generated PIN codes do not work

- Make sure that the generated PIN codes are activated within the given hours
- Do a Bluetooth Unlock to refresh the app
- PIN codes may have been customised or expired

Keypad does not light up

- The Mortise battery is flat
- Use a 9V battery to jumpstart the lock and unlock the Mortise to replace the batteries
- Refer to **9V Jumpstart**
- Please unlock within 20 seconds

Unable to use a 9V battery to jumpstart the lock

- Please ensure the two pins of the battery is in contact with the 9V jumpstart pin securely while unlocking it
- Please unlock within 20 seconds
- Please ensure that the 9V battery has sufficient power

Keypad is flickering

- The Mortise is low in battery. Switch to a new set of batteries

Keypad lights up on touch only

- Check if the mortise is in keypad lockout / passage mode or security lockout mode
- Check that your lock is not muted

Re-lock is not working

- Check battery level of the lock
- Make sure you have enabled auto relock function on the app and the magnet sensor has been installed on the door frame

Slow locking / Unlocking

- The Mortise is low in battery. Switch to a new set of batteries

Compliance

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20 cm between the radiator and your body.

For enquiries go to:
igloohome.co/support