

Deadbolt 2S Metal Grey (IGB4-01K) – Hardware Installation Procedure

Ordered Sequence with Descriptions – Created March 2023

(Designed for US Market – “Do-It-Yourself” Installers using English Units)

STEPS WITH PRIMARY TASK TITLE	VERBAL SCRIPT – DESCRIPTIONS THROUGH EACH STEP
1. INTRO	Step 1:
	This procedure will assist you with the installation of the Igloohome Deadbolt 2S.
2. BEFORE YOU BEGIN, CLEARANCE	Step 2:
	Before you begin the installation, eye the approximate clearance for both the keypad and thumbturn sides of the deadbolt assembly. Ensure that they will clear existing obstructions such as passage set hardware, vision holes, glazing beads, or other interruptions to the door surface.
3. DOOR THICKNESS COMPATIBILITY	Step 3:
	Now, measure and note your door thickness. The IGB4 Deadbolt 2S can be installed on door thicknesses ranging from 1 and 5/8 to 2 and 1/8 inches.
4. DETERMINE DOOR HANDING	Step 4:
	Stand and face the door from the outside, where the keypad will be installed, and take note of the side to which the door hinges are located. If the hinges are to the right side, then you have a Right-Hand door. If the hinges are to the left side, then you have a Left-Hand door.
5. RETROFIT OR NEW DEADBOLT INSTALLATION?	Step 5:
	Confirm whether this is a retrofit or a new installation. If your door already has an existing deadbolt which is to be replaced, then it is a retrofit installation. Otherwise, it is a new installation. For retrofit, proceed to the next step or select the door shown with a deadbolt and latchset. For new installation, select the door shown with a latchset only, or skip to Step 10.
6. REMOVE EXISTING DEADBOLT ASSEMBLY AND INSPECT DOOR THRU-HOLE	Step 6:
	Remove the existing deadbolt assembly components from the door and frame and begin inspecting the door prep dimensions. First, the door thru-hole should measure 2 and 1/8 inches in diameter.
7. INSPECT THE BACKSET AND COMPATIBILITY	Step 7:
	Next, ensure that the center of the thru-hole is positioned from the edge of the door at a distance of either 2 and 3/8 or 2 and 3/4 inches. The deadbolt assembly is adaptable to either of these two common backsets.

8. INSPECT DEADBOLT BORE AND STRIKE HOLE	Step 8:
	<p>Now, check that the bolt bore hole is 1 inch in diameter, and that it lines up with the center of the door thru-hole. Also, check that the strike hole is 1 inch in depth to ensure full extension of the deadbolt.</p>
9. PREP FOR OPTIONAL LOCKDOWN MOUNTING SCREW	Step 9:
	<p>Use the included Drill Sheet to mark the optional 3/8 inch, or 10 millimeter hole used to secure your deadbolt with the lockdown mounting screw. Line up the sheet with the edges of the existing thru-hole and door edge to ensure that the hole location is properly positioned, and tape into place. Depending on your door handing, the sheet will be affixed to either the inside or outside door face, as the optional hole must always be positioned above the 2 and 1/8 inch thru-hole. Then, use an electric drill with a 1/16 inch diameter bit to drill a pilot hole all the way through the door to ensure correct placement of the hole position. Be sure to hold the drill level and straight against the door when drilling. Then, use a 3/8 inch drill bit to enlarge the hole.</p>
	<p>Note: You can tear along the Drill Sheet perforations outlining the thru-hole to more easily accomplish this. Or, if your Drill Sheet does not have perforations, you can use a flashlight from behind the door to better indicate the correct location.</p>
10. POSITION DRILL SHEET FOR DEADBOLT PREP (JUMP FROM NEW INSTALL)	Step 10:
	<p>Fold the Drill Sheet and line up along the door edge with the text right-side up, noting that the sheet will be affixed to either the inside or outside door face, depending on your door handing. Typically, the deadbolt centerline will be installed at a distance of 5 and 1/2 inches above the centerline of the latchset. Tape the Drill Sheet into place.</p>
11. PREP DOOR FACE	Step 11:
	<p>Selecting the backset that is preferable to you, use an electric drill with 2 and 1/8 inch hole saw to drill completely through the door. Be sure to hold the drill level and straight against the door face when drilling. Next, if the optional lockdown mounting screw will be installed, use a 1/16 inch diameter bit to drill a pilot hole all the way through the door to ensure correct placement of the hole position. Again, be sure to hold the drill level and straight against the door face when drilling. Then, use a 3/8 inch drill bit to enlarge the hole.</p>

12. PREP DOOR EDGE	Step 12:
	<p>Now, select the 1 inch circle centerline shown on the sheet which is located at the center of the door edge. Note that for certain door thicknesses, it might be necessary to reposition the Drill Sheet. Use a 1/16 inch diameter drill bit to drill a pilot hole from the door edge until it breaks through to the door face thru-hole. Be sure to hold the drill level and straight against the door edge when drilling. Enlarge this hole using a 1 inch spade bit. Next, mark a 1 inch wide by 2 and 1/4 inch tall rectangular shape centered around this hole. Conversely, insert the bolt assembly into the 1 inch hole, and use the bolt faceplate to mark this rectangular shape. Use a 1 inch chisel and hammer to carve out the marked area to a depth of 5/32 inch.</p>
13. ADJUST BACKSET AND INSERT DEADBOLT ASSEMBLY INTO DOOR EDGE	Step 13:
	<p>Prepare the bolt assembly for the appropriate backset. The bolt assembly ships in the 2 and 3/8 inch backset position. If required, simultaneously twist and pull the bolt to extend it to the 2 and 3/4 inch backset position. Next, insert the Bolt Assembly with the embossed "up" pointed toward the ceiling. Attach using quantity (2) 1 inch length Wood Screws. Gently tighten the Screws with a Phillips Head Screwdriver. Then, use the screwdriver to check for smooth and full bolt travel by turning the bolt cam both clockwise and counterclockwise.</p>
	<p>Note: Tighten all screws with screwdriver only. Overtightening with an electric driver will cause a binding condition, and the latch will not move smoothly.</p>
14. MARK BOLT STRIKE LOCATION ON FRAME	Step 14:
	<p>To mark the location of the deadbolt strike, first use a pencil to transfer the vertical height of the bolt position onto the frame. Next, mark the distance from where the door stops on the frame to one half of the door thickness. The intersection of these two lines marks the center of the bolt. Conversely, apply pencil to the bolt end, and with the door closed against the frame, rotate the cam with a screwdriver to mark the exact location of the bolt.</p>
15. PREP FOR BOLT STRIKEPLATE	Step 15:
	<p>Use the electric drill with a 1 inch spade bit to drill a hole to a depth of 1 inch. Be sure to hold the drill level and straight against the frame when drilling. Close the door and rotate the cam with a screwdriver to verify that the bolt extends fully into the strike hole. The bolt should operate smoothly, with low resistance. Next, position the strikeplate to trace out the strikeplate relief area. Use a 1 inch chisel and hammer to carve out the marked area to a depth of 5/32 inch.</p>

16. FASTEN STRIKEPLATE AND CHECK FOR PRELOAD	Step 16:
	<p>Attach the Strike Plate using quantity (2) 1 inch length Wood Screws. Gently tighten the Screws with a Phillips Head Screwdriver. Then, close the door and use the screwdriver to check for full bolt extension and retraction. Operation should still be smooth. Deadbolt should not be taking any pre-load from weather seals or door warpage. If it is, look to adjust the latchset strike so that latchset takes this pre-load instead. Additionally, it might be necessary to adjust the location of the Deadbolt Strike Plate. Recheck the deadbolt operation with the screwdriver; if smooth with low resistance, continue to the next step.</p>
	<p>Note: A motorized deadbolt cannot overcome a high pre-load, so it is important that the latchset bolt take this load. Doing so will ensure smooth and reliable travel of the motorized deadbolt.</p>
17. PREP AND INSERT FRONT KEYPAD ASSEMBLY INTO DOOR THRU-HOLE	Step 17:
	<p>If optional lockdown mounting screw will be installed, then insert the standoff into the back side of the front keypad assembly and fully thread into place by hand. Small pliers may be used to tighten the standoff an additional 1/8 of a turn. From the outside of the door and with the tailpiece oriented vertically, slide the front assembly into the door thru-hole while the bolt assembly is extended. Be sure to route the front assembly cable through the door and underneath the bolt assembly.</p>
18. SEAT MOUNTING PLATE TO INSIDE DOOR FACE	Step 18:
	<p>Place the mounting plate on the inside door face, ensuring that the front assembly cable passes through the relief slot and that the mounting plate pins engage into the back of the front assembly. The mounting plate should seat flush against the door face, and the two halves should rotate together when nudged from side to side.</p>
19. SECURE THE MOUNTING PLATE AND CHECK OPERATION	Step 19:
	<p>Secure the front keypad assembly to the mounting plate with quantity (2) or (3) 1 and 1/2 inch length machine screws, depending on whether the optional lockdown mounting screw is to be installed. Use a Phillips head screwdriver and do not fully tighten the screws at this time. Check the bolt operation by hand-turning the tailpiece. The motion should feel smooth with low resistance. If it is tight, loosen the bolt assembly faceplate screws and reposition the front keypad assembly and mounting plate slightly. Once bolt operation is smooth, continue to the next step.</p>
	<p>Note: It might be necessary to loosen the mounting plate screws while the front assembly and mounting plate are being slightly repositioned.</p>

20. INSTALL OPTIONAL DOOR SENSOR	<p>Step 20:</p> <p>If you wish to use the auto-relock feature, then the door sensor must be installed. Secure the door sensor to the mounting plate using quantity (2) 3/16 inch length machine screws. Use the adhesive strip on the back of the sensor switch to secure the switch body to the door face if only (1) screw can be used due to the position of the sensor.</p>
21. TIGHTEN MOUNTING SCREWS AND PLACE INTERIOR RUBBER GASKET ON MOUNTING PLATE	<p>Step 21:</p> <p>Ensure front keypad assembly is aligned as desired with the door edges. Gently tighten the top lockdown mounting screw first and then the two lower screws. Do not over-tighten. Recheck the bolt operation by turning the tailpiece. The operation should still feel smooth with low resistance. Orient the interior rubber gasket correctly and place on top of the mounting plate. Be sure to pass the front assembly cable and door sensor wires, if installed, through the clearance slots in the gasket.</p>
22. CUT TAILPIECE TO LENGTH	<p>Step 22:</p> <p>The recommended tailpiece protrusion from the door is 1/2 inch beyond the inside door face. If the Tailpiece is too long, you can break the Tailpiece at the closest cut line using 2 pairs of Pliers. One pair will hold the Tailpiece and one will twist from side to side until the Tailpiece snaps off. To cut between notches, use 8 inch Compact Bolt Cutters to shear the Tailpiece to the desired length.</p> <p>Note: If the tailpiece is not correctly trimmed, a bind may occur when the back assembly is tightened in place.</p>
23. REMOVE BATTERY COVER AND SET HANDING TOGGLE SWITCH ON BACK THUMBTURN ASSEMBLY	<p>Step 23:</p> <p>Remove the battery cover from the back thumbturn assembly by pressing the button on the top of the battery cover and rotating it outwards. If the PCB on the inside of the back assembly is equipped with a handing toggle switch, select the appropriate setting. Set the toggle to LH for a left-hand installation and RH for a right-hand installation. If the PCB is not equipped with a handing toggle switch, then please skip this as your installation will be configured within the igloohome app.</p>
24. INSERT CABLE CONNECTORS INTO BACK ASSEMBLY PCB	<p>Step 24:</p> <p>Connect the front assembly cable and door sensor wires, if present, into the back assembly PCB to the locations shown while holding the back assembly close to the door.</p>

<p>25. TUCK WIRES AND PLACE BACK ASSEMBLY</p>	<p>Step 25:</p> <p>Set the back assembly in place on the interior rubber gasket, ensuring that the front assembly cable and door sensor wires, if present, are looping up and into the pocket along the side of the housing and just above the PCB. There will not be sufficient clearance if the wires loop downwards, and the assembly will not seat flush and cause a bind to occur in the deadbolt. The front assembly cable must not interfere with the bolt assembly, tailpiece, or proper seating of the back assembly.</p> <p>Note: When placing the back assembly, the thumbturn must be oriented in a horizontal position for a right hand door with deadbolt extended, or in a vertical position for a left hand door with deadbolt extended.</p>
<p>26. SECURE AND TIGHTEN BACK ASSEMBLY AND CHECK OPERATION</p>	<p>Step 26:</p> <p>Secure the back thumbturn assembly to the mounting plate with quantity (2) 5/16 inch length and quantity (1) 3/4 inch length machine screws. Use a Phillips head screwdriver and do not fully tighten the screws. Check the bolt operation by hand-turning the thumbturn. The bolt should fully extend and retract with low resistance. If not, reposition the back assembly slightly. Gently tighten each of the screws, starting with the (2) upper screws and then proceeding to the bottom screw. Re-check bolt operation. Once bolt operation is smooth, continue to the next step.</p>
<p>27. INSERT BATTERIES AND CHECK MOTORIZED BOLT MOTION</p>	<p>Step 27:</p> <p>Insert (4) AA Alkaline Batteries. Wake up the keypad and check the default operation with a long press of the unlock button and also the factory code "1 2 3 4 5 6 7 8 9 0 - unlock". Observe the motorized bolt operation to make sure that it is unimpeded, and that the deadbolt moves smoothly. If the motor binds during extension or retraction an obstruction alarm will be indicated by an audible sound of (6) sets of (4) rapid tones. Resolve the issue by loosening the screws and backtracking through the previous steps to search for the issue. Repeat the process of a long press of the unlock button and the factory code. If necessary, continue to troubleshoot until the motor operation is smooth.</p> <p>Note: Using recommended battery brands such as Panasonic, Duracell, or Energizer will improve the performance and lifespan of the Lock.</p>
<p>28. CONFIRM AND CORRECT BOLT HANDING, IF APPLICABLE</p>	<p>Step 28:</p> <p>If your deadbolt is not equipped with a handing toggle switch, then your bolt handing will be configured within the igloohome app and you may skip to the next step. Otherwise, make sure that a long press of the unlock button extends the deadbolt and that entering the factory code retracts the deadbolt. If the bolt behaves opposite to this, then the handing toggle switch may be incorrectly set. Remove the back assembly to correct this and recheck.</p>

29. SECURE THE OPTIONAL DOOR SENSOR MAGNET AND CLOSE THE BATTERY COVER	Step 29:
	<p>If you have installed the optional door sensor switch, then close the door and secure the door sensor magnet opposite the door sensor. Rotate and push the battery cover inwards to close.</p>
30. HOW TO USE PHYSICAL KEY	Step 30:
	<p>To use a physical key, remove the keyhole cover and insert the provided physical key vertically. For right-hand installation, turn the key in a clockwise direction to unlock. For left-hand installation, turn counterclockwise to unlock. To remove the key, turn the key in the opposite direction and remove it. Set the keyhole cover back onto the front assembly.</p>
31. DOWNLOAD AND USE IGLOOHOME APP	Step 31:
	<p>To program your new Lock using the Igloohome App, download the Igloohome App from the Apple App store or the Google Play store and follow the directions.</p>
32. INSTALLATION NOTE	Step 32:
	<p>Weather condition changes such as temperature and humidity, can affect an installation over time. In particular, wood doors may swell or contract, which might cause changes to the lock performance over the opening's life-span. Please re-check the installation periodically, with the door open and door closed, to check for a bind or misalignment of the deadbolt and strike.</p>
33. CONGRATULATIONS FINISH	Step 33:
	<p>Congratulations, this concludes the installation of the Igloohome Deadbolt 2S.</p>