

Installers & User guide **Mortise 2.**

Welcome!

This guide will get you up and running with your igloohome Mortise 2. 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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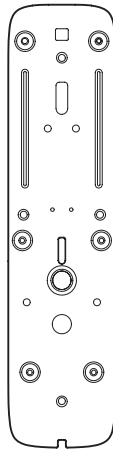
What's Included



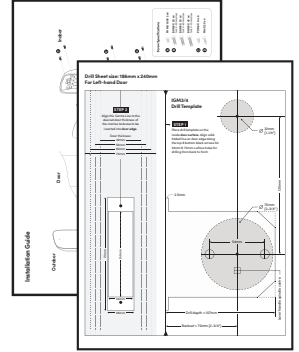
Front Assembly



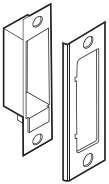
Back Assembly



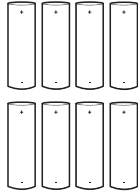
Back Plate



Drill Sheet & Installation Guide



Strike Plates ①



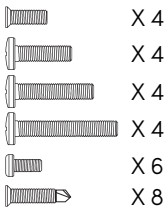
AA Batteries x8



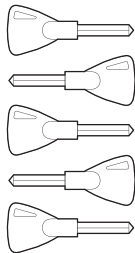
RFID Tags x2



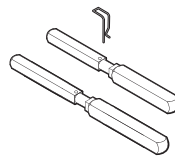
RFID Stickers x2



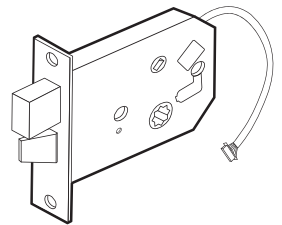
Screws



5 Emergency Keys



Mortise Shafts ② + Pin

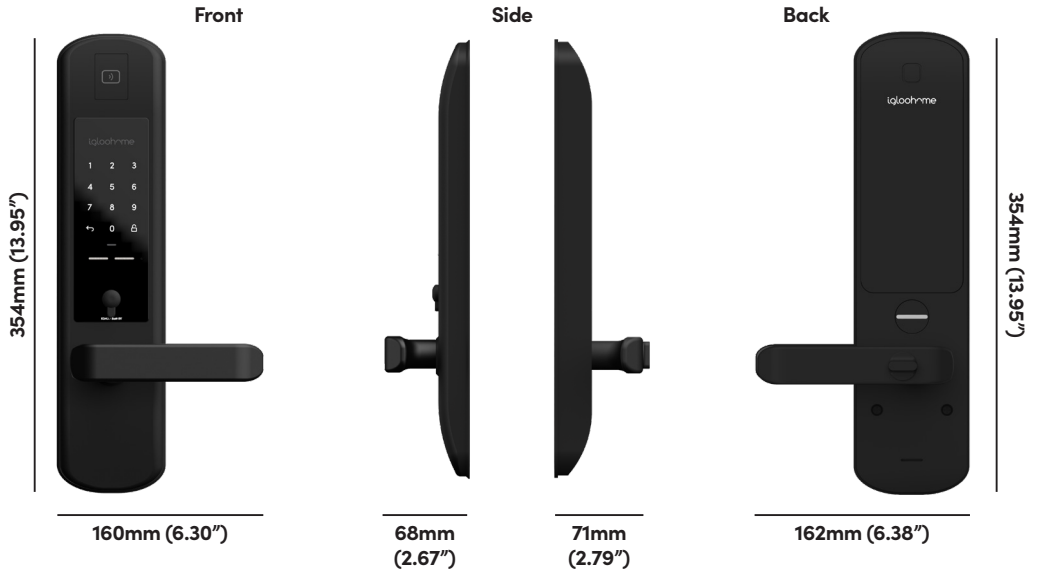


Mortise Assembly

- Note:** 1. For door frames with thickness of 40mm and above, it is recommended to use the strike plate with an extended curved lip;
 2. For doors with thickness of 40mm - 60mm, please use the shorter shaft; for doors with thickness of 60mm - 70mm please user the longer shaft.

Specifications

Model	igloohome Smart Mortise 2
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	IP64
Material	Al, Zinc Alloy, ABS
Weight	Net: 3.44kg, Gross: 3.56kg
Unlock Methods	Bluetooth, PIN Code, RFID Tags, RFID Stickers, Multi-Function Button, Handle, Physical Keys

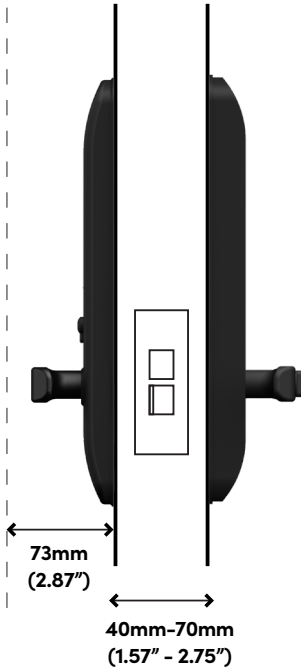


* **DO NOT USE:** Heavy Duty, Eveready, GP, or rechargeable batteries. Duracell, Energizer and Panasonic alkaline batteries recommended. Please note that using better batteries will improve the performance and lifespan of the lock.

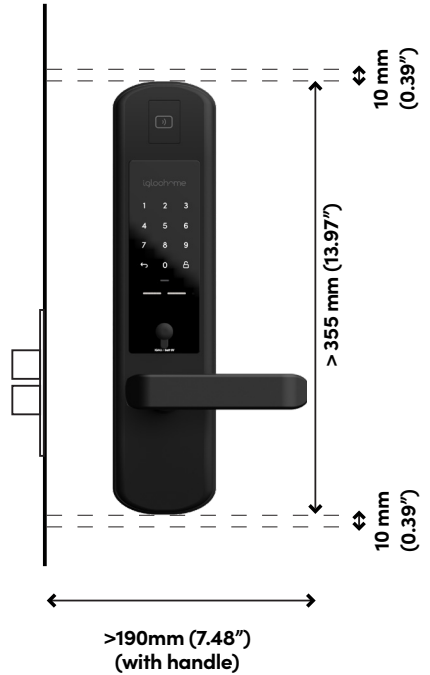
Installation Guide

Requirements

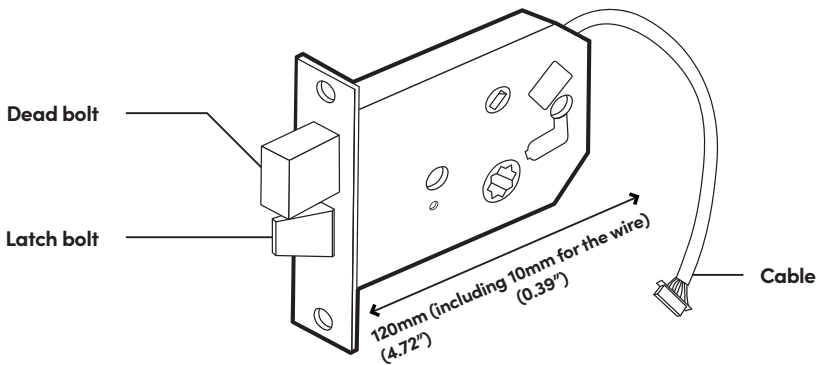
Door Thickness












Clearance



Mortise Assembly Length

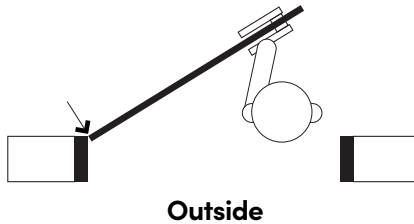


Screw Specifications

- 15mm (0.23") **A**  X 4
- 20mm (0.78") **B**  X 4  For doors with thickness 40 - 50mm (1.57" - 1.98")
- 30mm (1.18")  X 4  For doors with thickness 50 - 60mm (1.98" - 2.36")
- 45mm (1.77")  X 4  For doors with thickness 60 - 70mm (2.36" - 2.75")
- 14mm (0.55") **C**  X 6
- 20mm (0.78") **D**  X 8

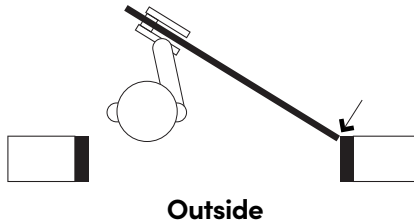
Door Type

Left Hand Installation



Note: Hinge is on your left.

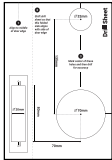
Right Hand Installation



Note: Hinge is on your right.

Preparing the Door

Items needed:



Drill Sheet



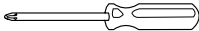
Drill



32mm (1.25")
Hole Saw



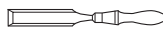
70mm (2.75")
Hole Saw



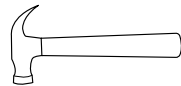
#2 Phillips Screw Driver



20mm (0.78")
Spade Bit



20mm (0.78")
Chisel



Hammer

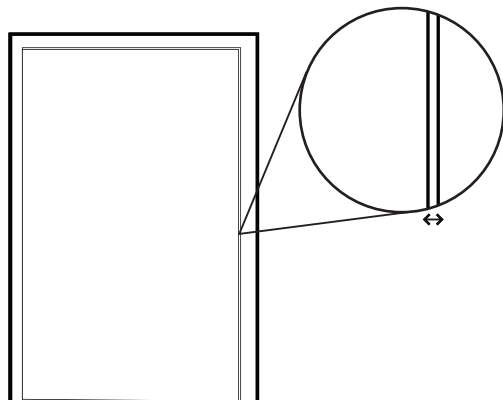
Recommended

Door and door frame material : **Wood**



Recommended

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

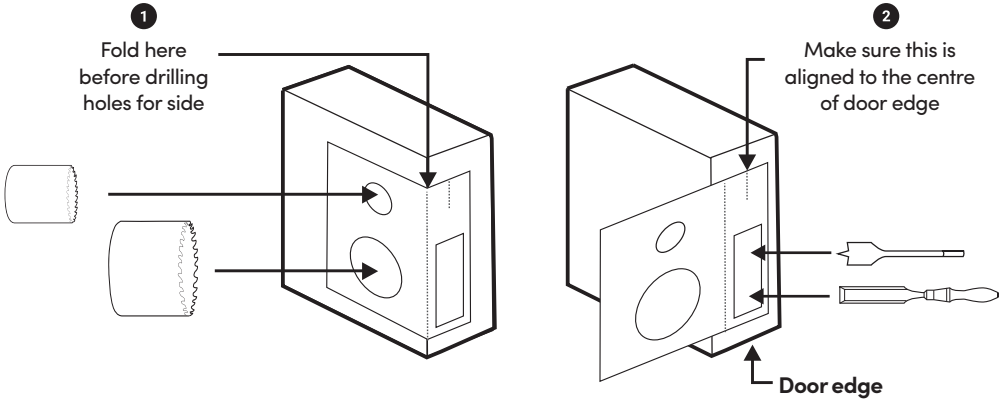


Note: Not for metal gates, glass doors or sliding doors.

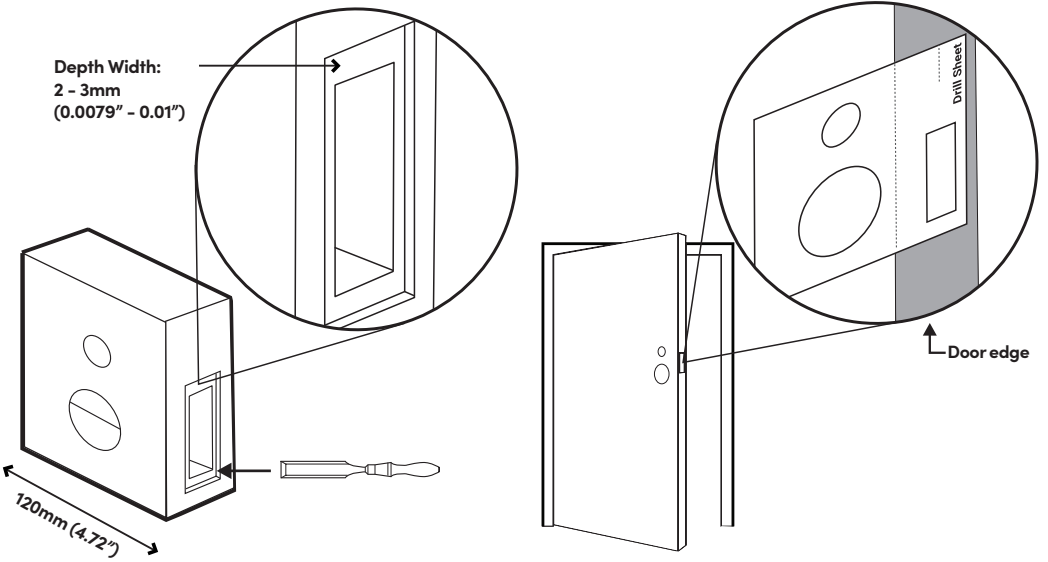
If you are unsure if your door is suitable, send us web links to your door pictures to support@igloohome.co

How to use the Drill Sheet

Drilling (Door)



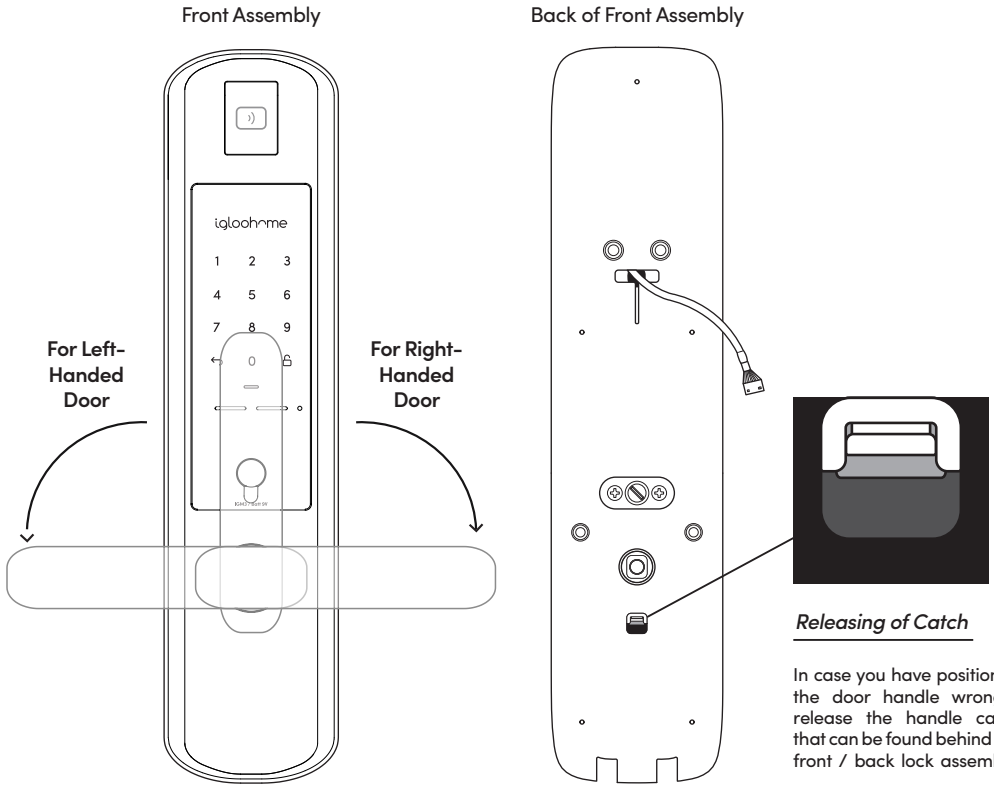
Chiselling



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

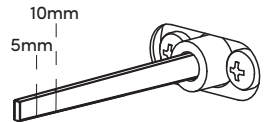
Installation Instructions

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



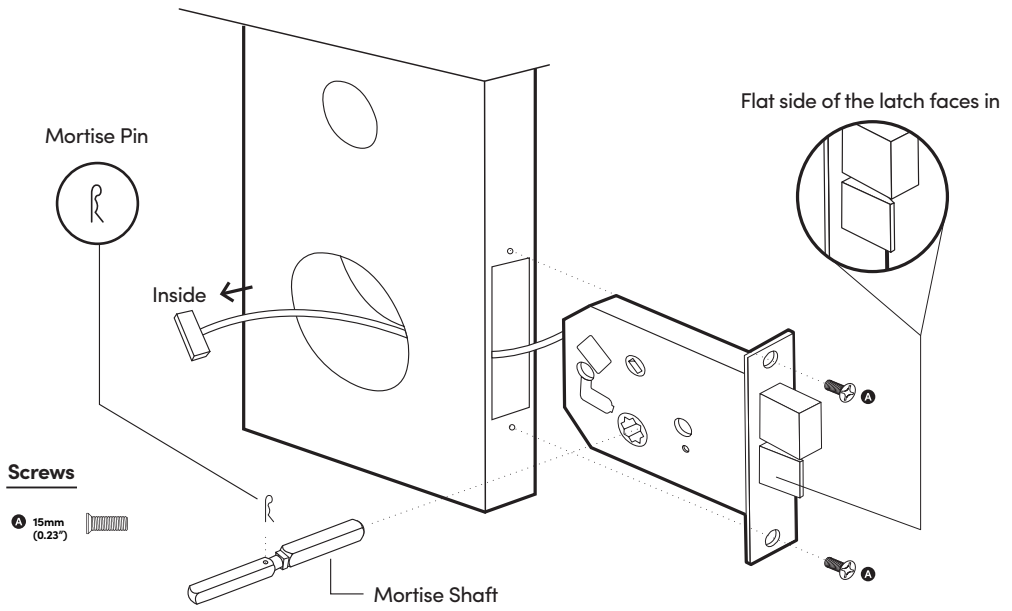
- 2 Cut the key cylinder accordingly for different door thickness.

Door Thickness (mm)	Notch to Snap	Will Multi-Function Button turn?
40 - 45	10mm (from the end)	Yes
45 - 50	5mm (from the end)	Yes
50 - 55	NA	Yes
55 - 70	10mm (from the end)*	No

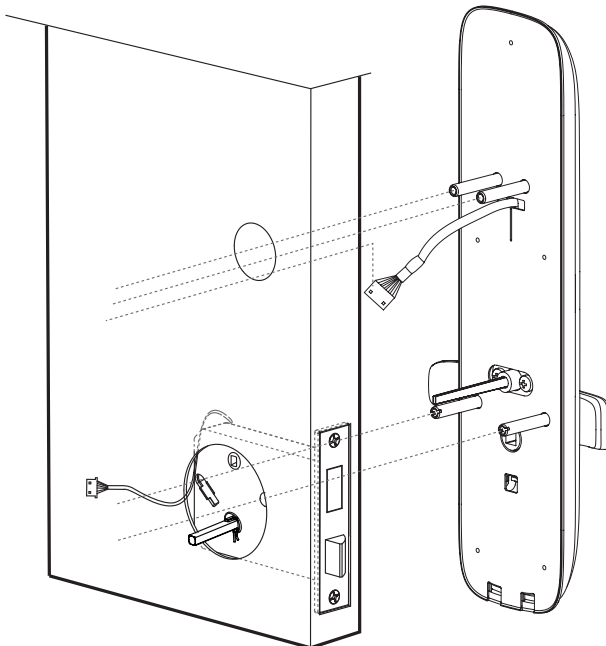


* For optimised experience, please cut the key cylinder 10mm from the end

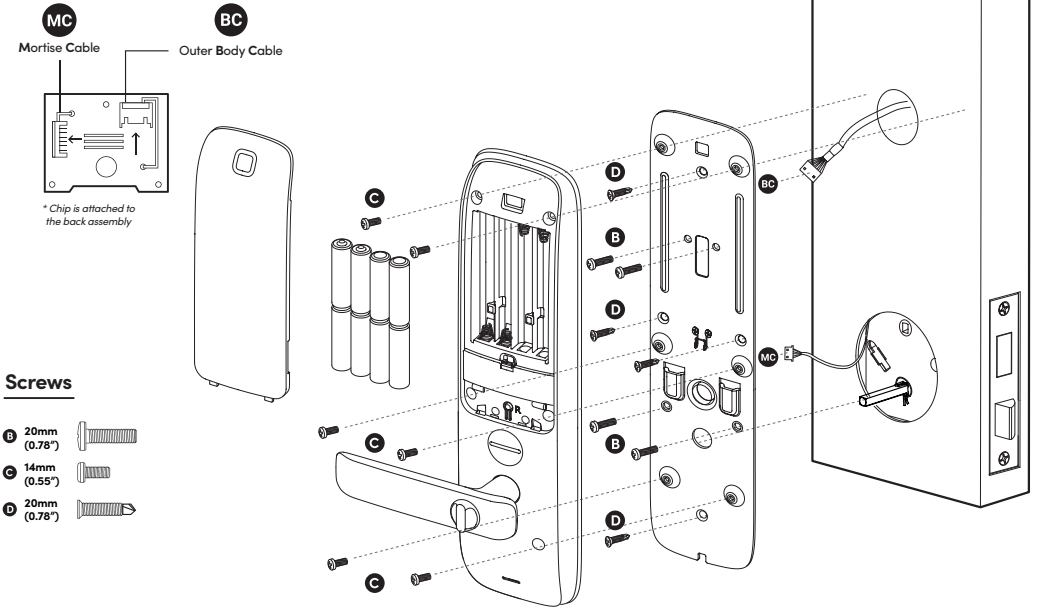
3 Install Mortise



4 Install Outer Body

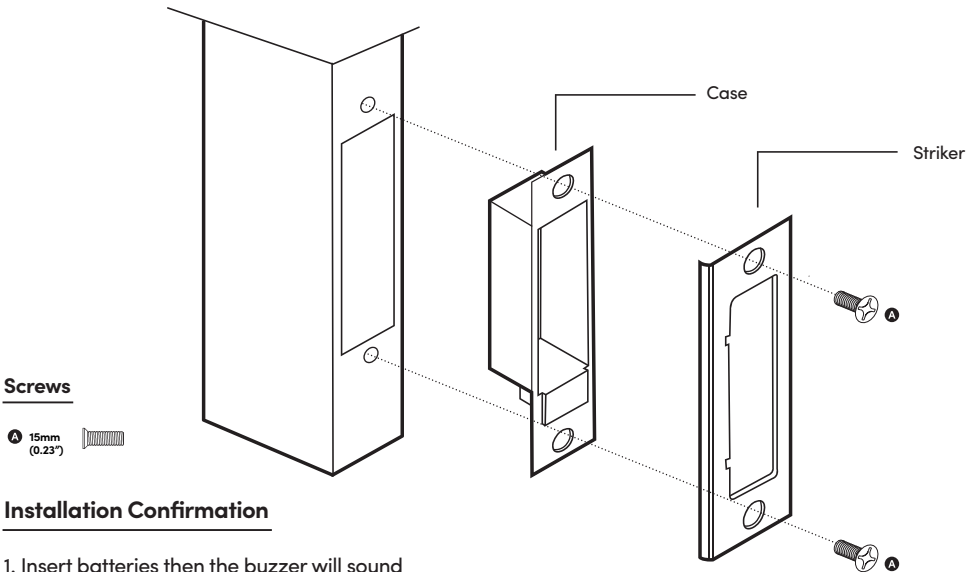


5 Install Inner Body



6 Install Striker on the door frame.

Ensure to chisel appropriately to the correct measurements.

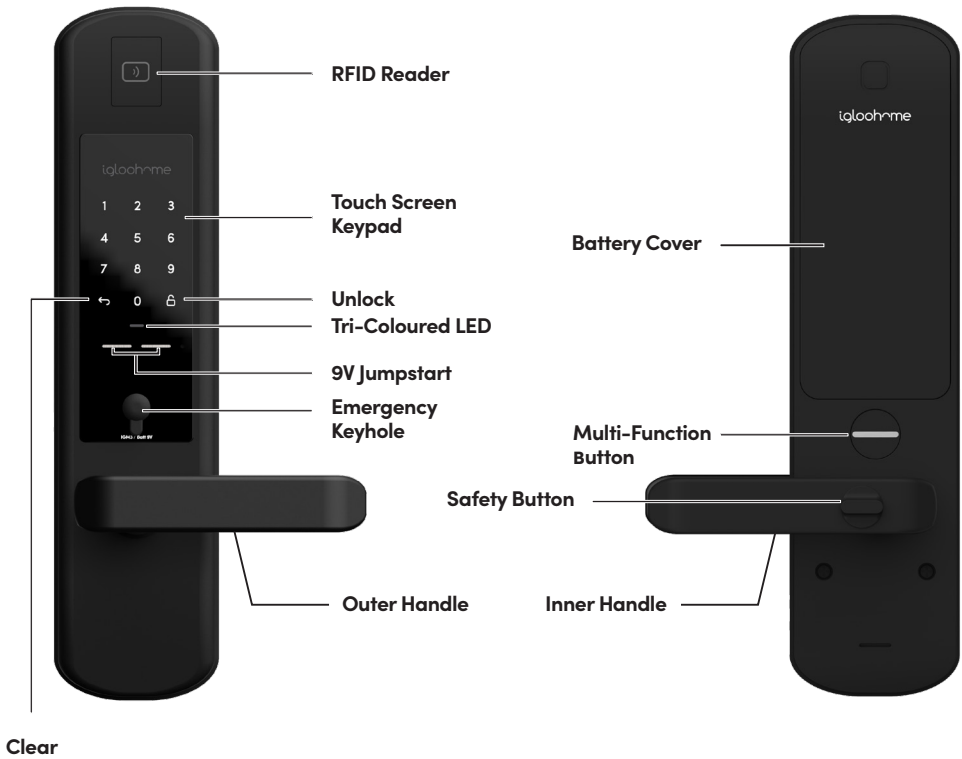


User Guide

Lock Anatomy

Outer Body

Inner Body



Features

PIN / Bluetooth/ 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 56 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. below 20%), a red low battery indication will flash and 3 fast descending tones when you tap the keypad. 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



Fire Detection Alarm

When the sensor on the inside of the door detects a temperature between 50°C - 70°C for a sustained period of time, the door will unlock automatically with a loud alarm sound to allow you to exit. To disable fire detection alarm, remove one battery.



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.



Tamper Alarm

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



Activity Logs

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



Passage Mode

Activate Passage mode via the Multi-Function Button or turning auto relock off via Bluetooth. Refer to Page 23.

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.



Keypad 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.



Masking Security Code

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



Safety Handle Function

To prevent children / pets from accidentally unlocking the door from inside via the handle, user can turn the safety handle function toggle to its vertical position to activate this function.

Others



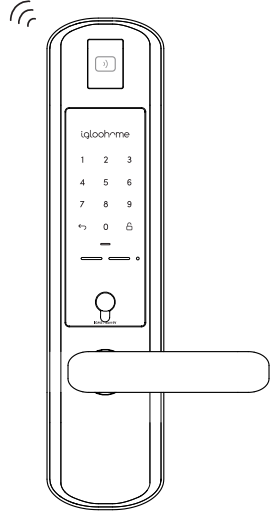
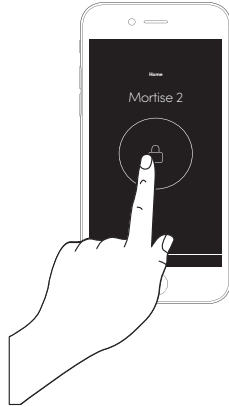
Volume Control

There are 6 volume levels, including mute.

Unlocking from the Outside

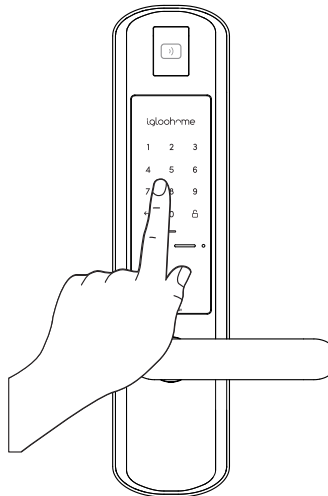
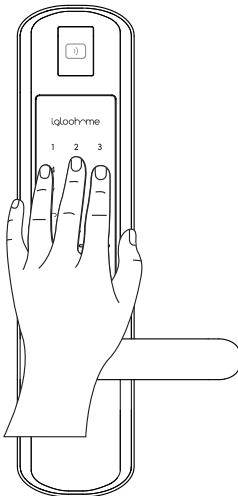
a Bluetooth

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



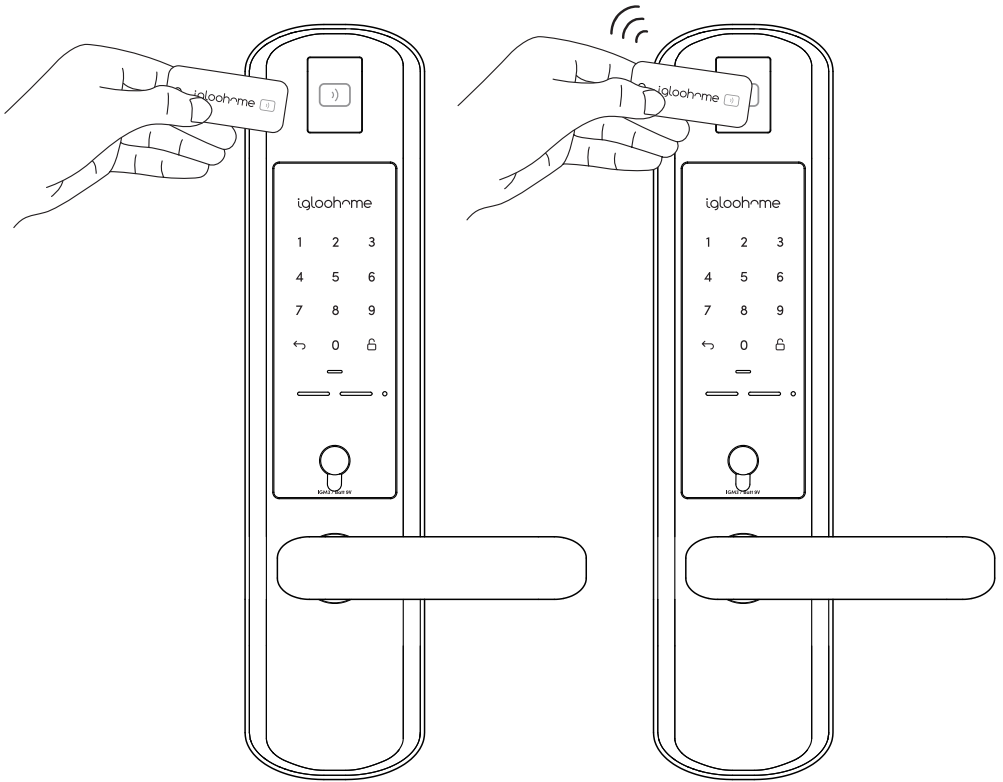
b PIN Code

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 tone 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.

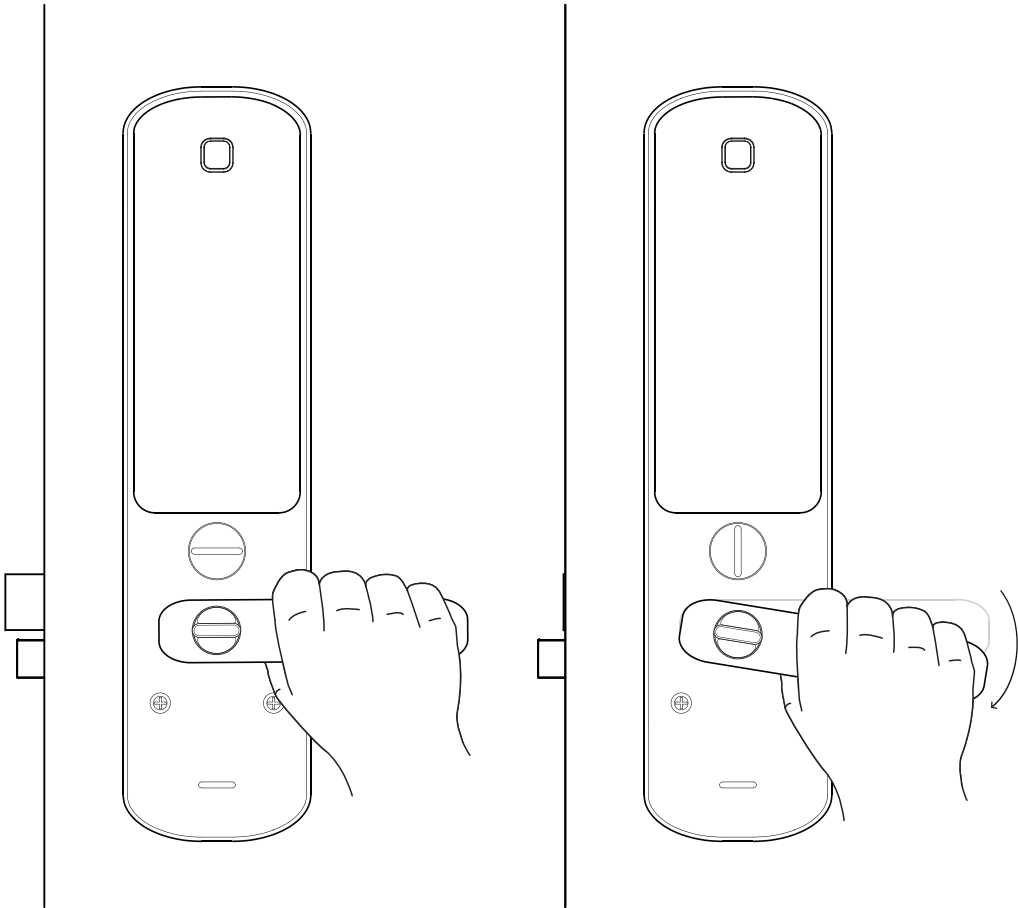


Unlocking from the Inside



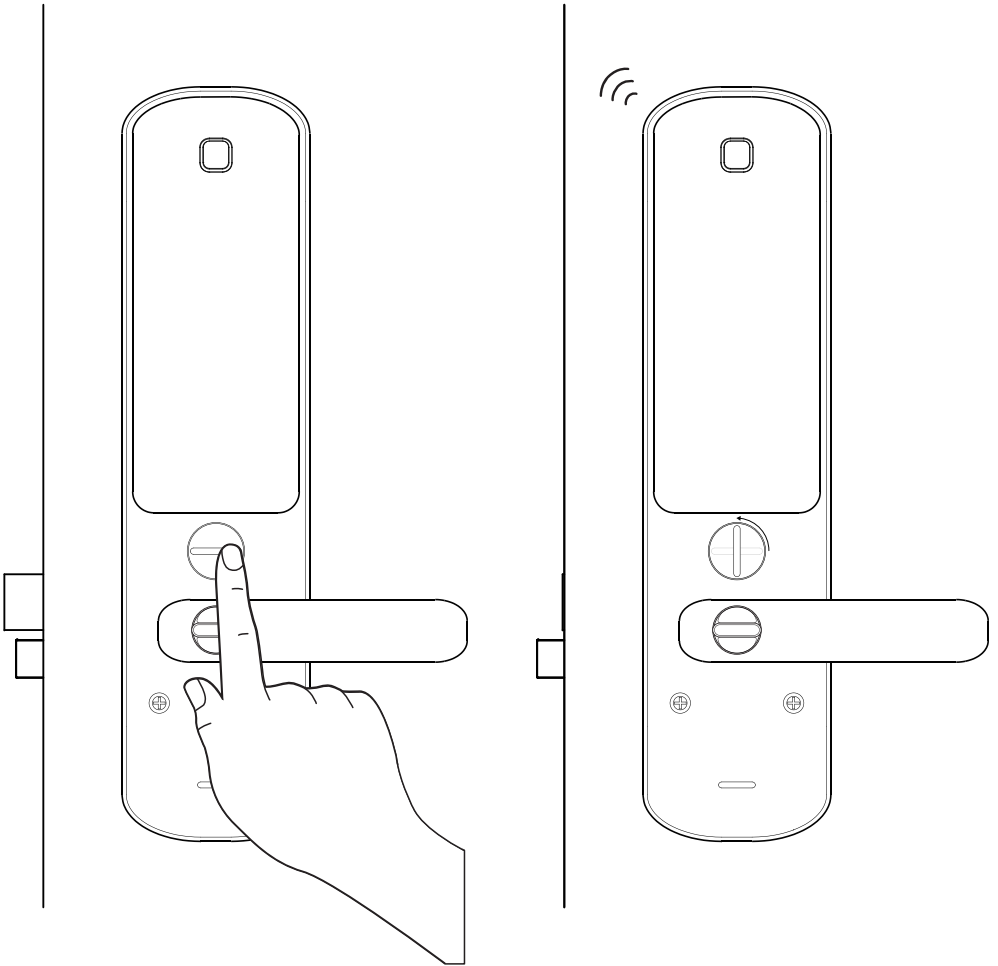
Handle


Manually unlock by holding the handle down.



b **Multi-Function Button**

Press the Multi-Function button to unlock.



 The multi-function button will only rotate for door thickness less than 55mm.

Locking from the Outside

a Auto Relock

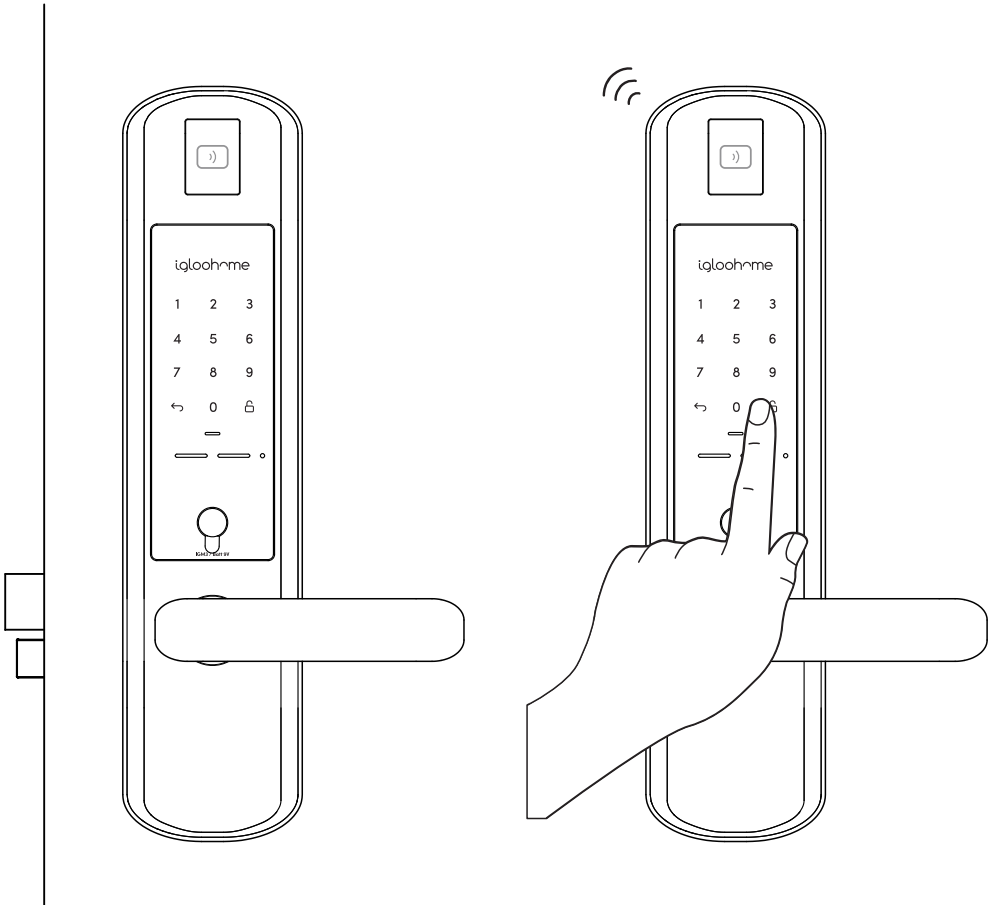
The igloohome Mortise relocks automatically when door is closed. User can configure the delay or deactivate relock if they prefer to.

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.

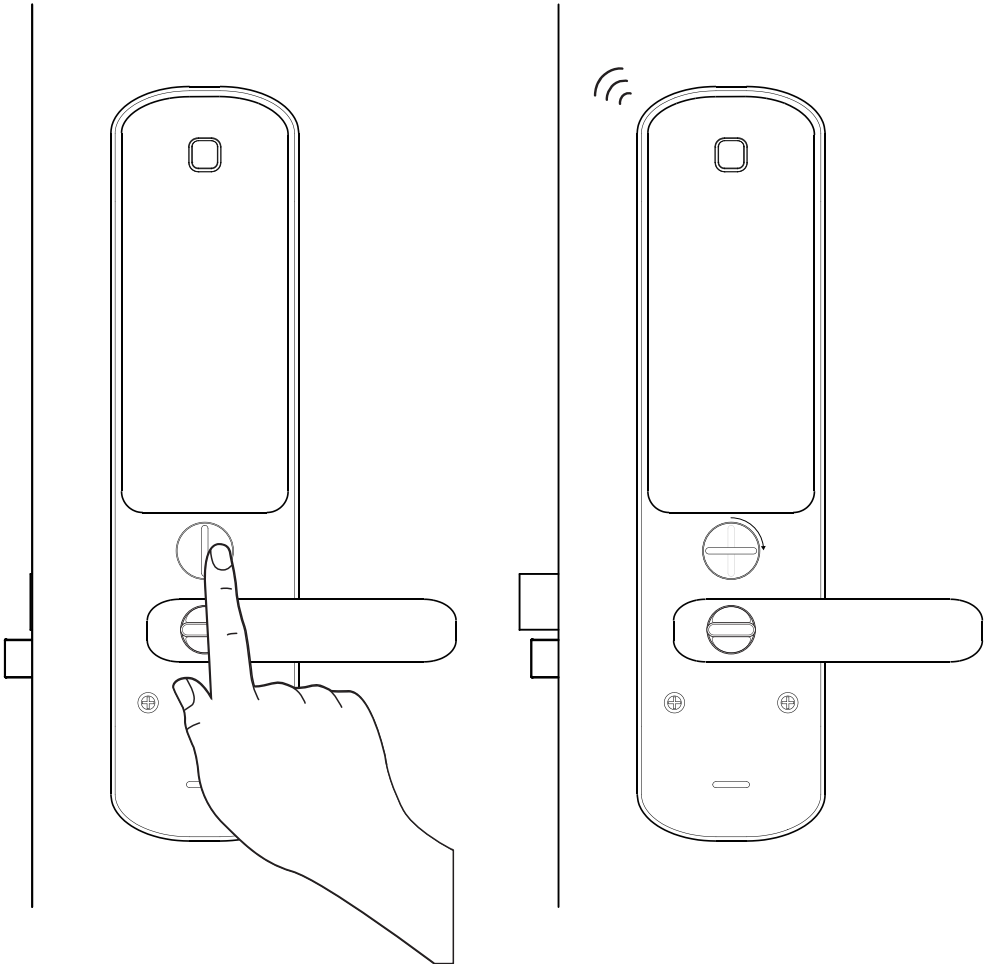
Note: Used when Auto Relock is "Off"




Locking from the Inside

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.

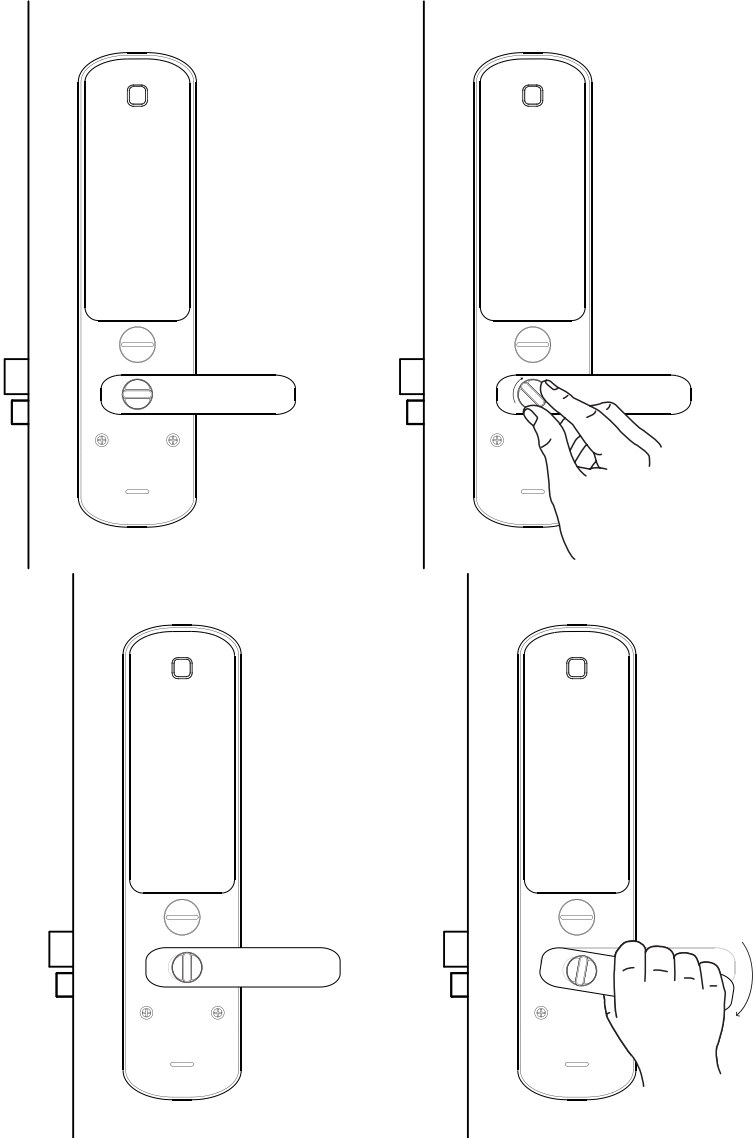


 The multi-function button will only rotate for door thickness less than 55mm.

Child & Pet Safety Handle Function

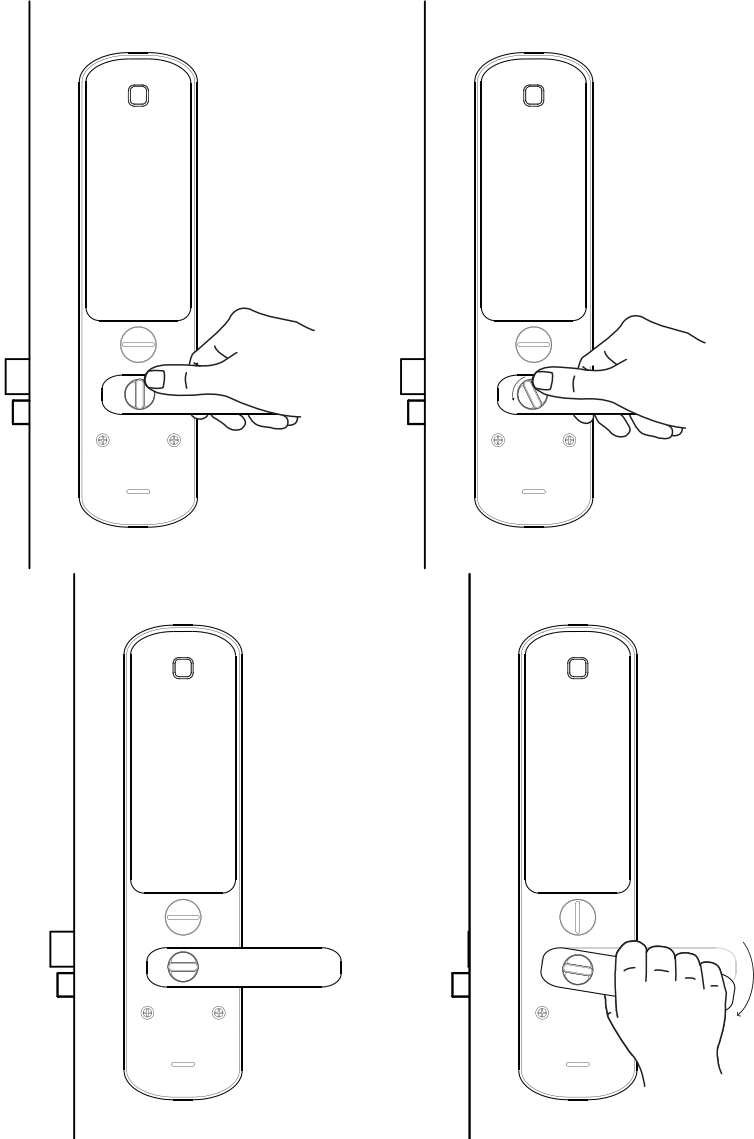
a Activate

1. The function is deactivated by default.
2. To activate it, simply twist the safety button in the clockwise direction.
3. Then user is unable to unlock the Mortise from inside via the handle.



b Deactivate

1. To deactivate the function, simply grab the handle and use the thumb to push the upper part of the safety button away.
2. Then user is able to unlock the Mortise from inside via the handle again.



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

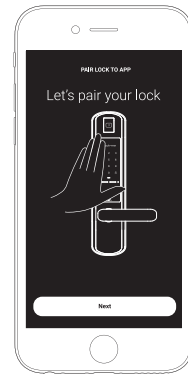
a) Download igloohome from App store / Play store.

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.
-

3 Adding Key Card

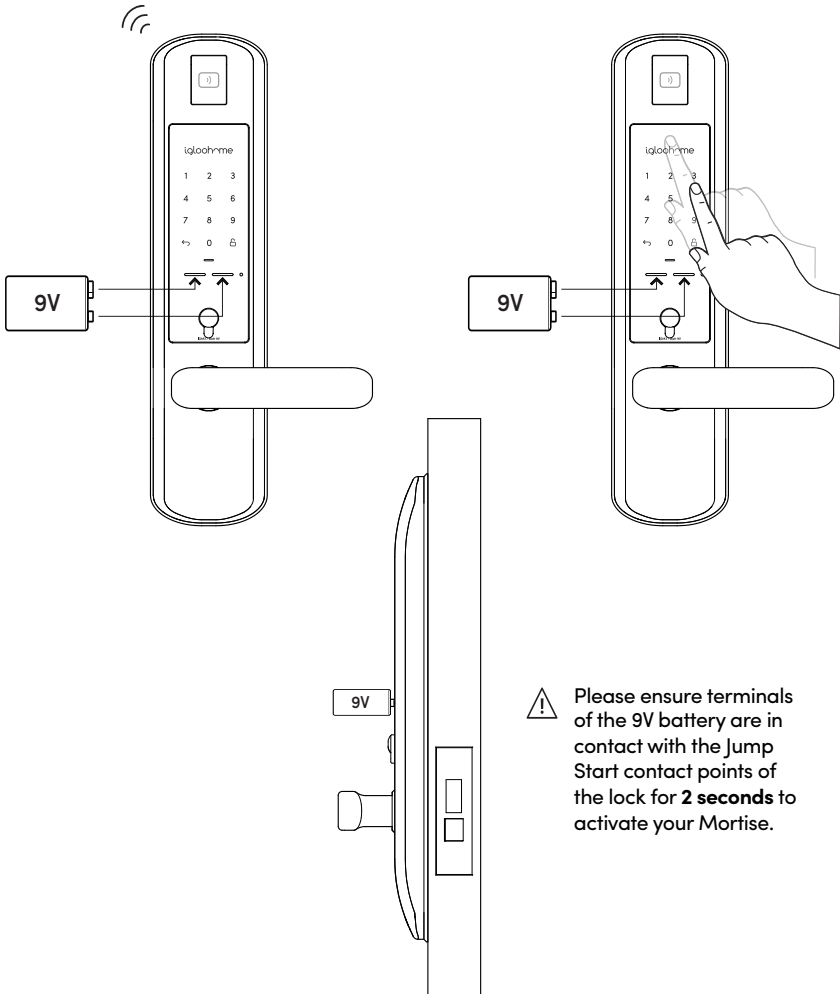
1. Under **[Access]**, select **[+Access]** followed by **[Keycard]**.
2. Wait until the confirmation of the lock by an audio indicator (long beep).
3. Tap key card(s) on the lock to add and then rename the key card(s) on the App right away.
4. Follow instructions on the app and select **[Done]** to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

9V Jumpstart

1 9V Jumpstart Feature

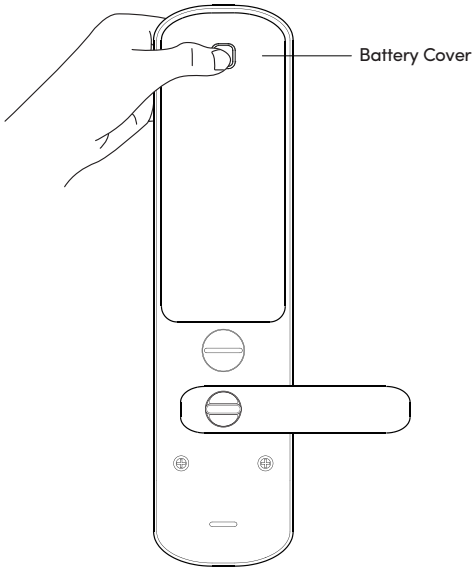
1. Touch and hold the battery contacts against the 9V jumpstart pin on the lock and you will hear a series of beeps and the keypad will light up.

2. While holding the 9V battery to the jumpstart, key in your PIN code on the keypad followed by the 'Unlock' icon

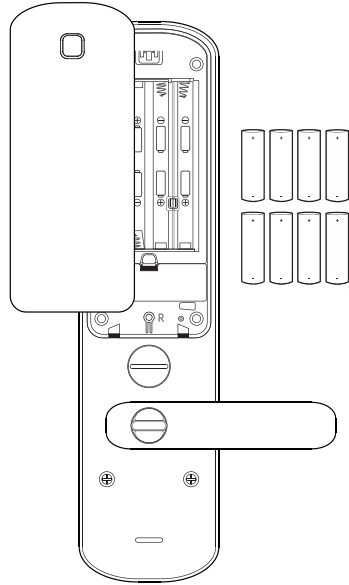


Changing Batteries

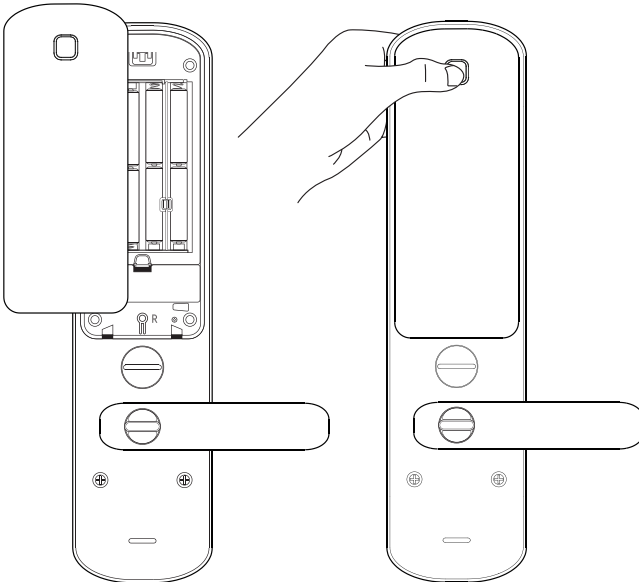
- 1** Press the square button on the battery cover and the cover will release.




- 2** Insert AA Batteries



- 3** Secure battery cover tightly by pressing down the square button.



 Please use 8 AA batteries for optimal performance.

Lock Behaviour

1 Keypad Security Lockout

After several incorrect PIN code and/or RFID attempts, the igloohome Smart Mortise 2 keypad will be locked out and the security alarm will be triggered.

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

Keypad Security Lockout	
Triggered by	5 consecutive PIN Code attempts by default (Configurable via Bluetooth)
Disabled By	After 1 / 5 / 10 Minutes or Any other unlocking methods
Behaviour	Single flash when keypad is triggered.
Duration	Please refer to table below.

Triggered	Security Alarm	Keypad 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 or RFID tags/stickers to unlock when you are inside the property. It can be activated when the lock 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 lock 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 from the inside using Handle
Behaviour	Double flash when keypad is triggered.

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	Descending 3 fast tones when keypad is woken up and breathing Red LED
Fire Alarm	Ascending 4 continuous tones
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 page 26 and 27
- 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

Pressing the handle from the inside does not unlock the door

- Make sure you do not activate the safety handle function. If so, please refer to page 23 to deactivate it.

The Multi-Function Button is not turning when locking and unlocking

- Please take note that for door thickness more than 55mm, the Multi-Function Button will not turn.

For enquiries go to:
igloohome.co/support