

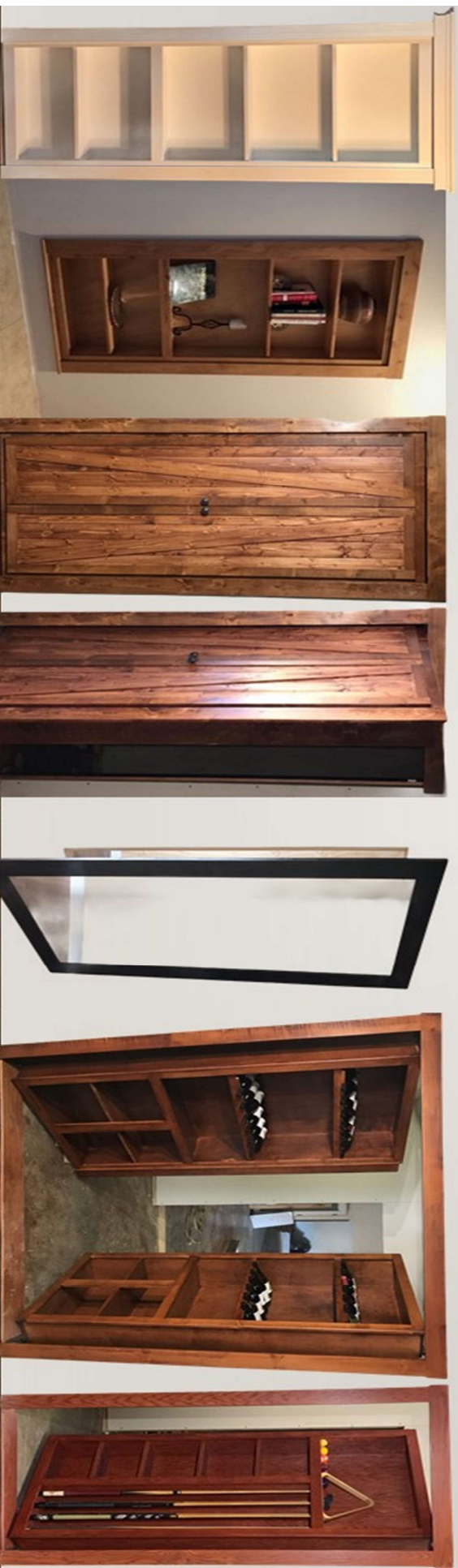


# HIDE-A-WAY DOORS<sup>LLC.</sup>

325 S. Sugar Hollow Rd - Morristown - Tennessee - 37813

## INSTALLATION MANUAL

### SINGLE & DOUBLE BOOKCASE DOORS



WWW.HIDEAWAYDOORS.COM

# **HIDE-A-WAY DOORS<sub>LLC.</sub>**

325 S. SUGAR HOLLOW RD – MORRISTOWN, TN - 37813



**PROUDLY MADE IN THE USA**

## **Our Roots:**

Thank you for your recent purchase from Hide-A-Way Doors. We are a family owned and operated business located in Morristown, Tennessee, about 45 minutes northeast of Knoxville.

Hide-A-Way Doors was founded late 2015 after a client approached our parent company ALL WORK CONTRACTING SERVICES, about a unique build. At the time ALL WORK was well known throughout the area for custom building and remodeling and was the go-to company clients could rely on for the ability to get the job done right. Our client asked us to come up with a design and build for a hidden bookcase door with specific requests. After researching hidden door companies online, he said, "I don't want any signs that it is a door, no swing gaps and I do not want it made from MDF." That design is now known as the Alpha Door and from that design, Hide-A-Way Doors was born.

After completing the first build, we had decided to design a model bookcase door and present it at a local trade show previously scheduled under ALL WORK's name. We were delightfully surprised at the interest that it created. The local newspaper wrote an article about our door and the next morning there was a line of people waiting at our display to talk with us about it. One of the biggest take aways from doing the show was learning that a good amount of people interested in the door weren't even concerned with concealing a room. People were more excited that a bookcase door added not only beauty and style but it also provided extra storage in an otherwise useless space of a doorway.

In the years since then, we have come up with several types of hidden doors serving all different needs around the home or office. The Alpha Door, with many add on features and the Mirror Doors are specifically designed for concealment, while our standard doors the single, double, attic and BiFold doors are designed for utility and storage. Other options for our bookcase doors are the wine glass door, pool room door, pantries and bedroom organizers. The concept is forever expanding, so be sure to check back with us soon.

We truly appreciate your business!

**HIDE-A-WAY DOORS - 1-888-9-BUILD IT**

## **RECEIVING, UNPACKAGING & INSPECTING THE PRODUCTS**



*Due to the popularity of our products, which creates extending lead times, we know that you have probably waiting a while to receive your order. Nothing can be more frustrating than to receive an order with shipping damages. While damages are rare, they do happen from time to time. We will do our part to quickly repair or replace any damage goods returned to us and get it shipped back out to you right away, you will not be put behind any other orders.*

**IMPORTANT:** All packages that ship from Hide-A-Way Door's facility are in the legal care of the freight company assigned to delivery your product(s). They are crated as shown in the photo to the left. Our products are crated with ¾" plywood fastened with T25 deck screws. Because we package our units so well, sometimes the damages aren't visible from the outside.

Packages that have internal damage **must** be reported to Hide-A-Way Doors within **5 business days** of receiving the product. Failure to do so within 5 business days will result in the freight company's rejection of internal damage claims. When your product leaves our facility, it is the legal responsibility of the freight company, Hide-A-Way Doors, LLC. Does not guarantee the freight company's services, which includes delivery times and dates, damage claim acceptance, and/or delivering your product anywhere other than curbside. Advertised delivery timeframes found on the website are estimated and not guaranteed. If your claim is denied for any reason including noncompliance, Hide-A-Way Doors, LLC. is not responsible to pay for damages sustained in the delivery of your products.

**Please do not throw away any of the packaging materials until claim is resolved.**

## **INSPECTING**

After your initial inspection for damages, look over your order to check for any missing parts. Before leaving our facility, your order went through inspections and was photographed prior to crating. Missing parts are rare, but they do happen from time to time; if we forgot an item, we apologize for that and will get it right out to you. You will need to contact us within 10 days to report missing parts, outside of ten days we will have to assume that your parts were misplaced at your residence or jobsite therefore resulting in a charge to replace the missing parts.

**PLEASE BRING YOUR ORDER INTO YOUR HOME IMMEDIATELY AFTER RECEIVING! Do not allow to sit outside or in a garage that is not climate controlled for any period of time**

### **Reporting Damages:**

We respectfully request that all internal damage claims within the 5 business day limit be reported to [shipping.damage@hideawaydoors.com](mailto:shipping.damage@hideawaydoors.com). Because of the coronavirus, we do not have anyone standing by to receive your calls. When reporting damage claims please include your order number in the subject bar and add any/ all photos of the damages. Please do not email us with internal damage claims after the 5 business day cutoff as the freight company will not assume responsibility for internal claims after the 5 day cut off.

**Missing Parts:** Please email us at [techsupport@hideawaydoors.com](mailto:techsupport@hideawaydoors.com) within 10 days of receiving your order with missing parts.



## **PREPARING CROWN MOLDING FOR INSTALLATION**

Over the years of shipping big and bulky items, we had discovered that it is better to ship the crown molding separately, this greatly reduces the chances of it getting damaged in shipping.

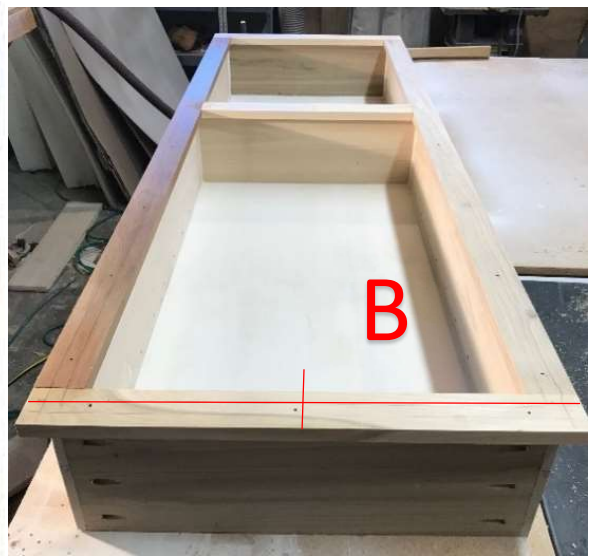
**Tip:** it is easier to layout and mark your parts for the crown installation before installing the unit

### **Step #1**

Measure the width of the 3/4" thick board the crown is attached to, divide that number in half to get the measurement to the center of the board. Using a sharp pencil, lightly mark the edge of the board to represent the center. See photo A.

### **Step #2**

At the top of the bookcase, measure across the width and make a center mark on the face frame. See Photo B



### **Step #3**

On the door frame, make a small pencil mark at the top of the case molding representing the center of the thickness of the jamb, this will be a guide to nail your crown molding to when you install it.

**Tip:** it's best to use a pneumatic finish nail gun, otherwise, be sure to pre-drill a 1/16" hole for the nails if you intend to hand nail the crown and recess the nail heads with a nail set

### **Step #4**

Install the crown molding after installing the unit in it's opening (see install step 10)

## **FINISHING INFORMATION**

All of our products are handmade using real wood and may have some natural imperfections. Unfinished orders are rough sanded at our facility typically using 100 grit sand paper. When ordering an unfinished unit, you are assuming all the prep work which includes filling nail holes and finish sanding.

Touch ups: Hide-A-Way Doors uses solvents and lacquer-based products for durability and quick drying times. The down side to using lacquer-based paints is that it cannot be rolled or brushed on, it must be sprayed, making it difficult to do small touch up areas. The paint we use is typically a 40-sheen satin white or black. Contact us if you had a custom color and need touch up paint.

DIY INFO: Prior to staining, it is important to be thorough and gradually work your way to finer sandpaper. Example starting out at 120 then 180 and finishing up with 220. Some light sanding between coats maybe necessary. Use 320 between clear coats.

### **PAINT FINISHES:**

- 1) fill all nail holes with putty or caulk of your choice and allow to dry
- 2) most caulks and fillers shrink as they dry and need a second fill before sanding
- 3) sand all surfaces by hand with 220 grit sand paper
- 4) we suggest using a good primer before painting. Apply at least one coat
  - a. you may need to lightly sand after first coat; the paint/ primer sometimes raises the grain
- 5) using a sprayer, small detail roller or a quality brush, apply 1st coat & allow to dry
- 6) check for any imperfections and lightly sand if necessary
- 7) apply final coat of paint

### **STAIN:**

- 1) Filling holes: it's better to start with using a test piece prior to staining the unit
  - a. using scrap the same material as your unit sand lightly then drill several test holes
  - b. mark with a pen next to a hole with the type filler that you use to fill the hole
  - c. try several different types to achieve the best results
  - d. stain over the scrap to see which filler you will use on your unit

Tip: some colored fillers work best if you fill the holes after staining
- 2) sand all surfaces by hand as suggested above and finishing off using 220.
- 3) wipe off project with cheese cloth & inspect closely for any imperfections- be thorough
- 4) if your project was built with soft wood, we advise applying a coat of stain prep
- 5) allow to dry and recheck for imperfections & sand if needed
- 6) apply stain of your choice with a fine brush or rag moving quickly and applying evenly
- 7) allow excess to sit for a few minutes to soak in then wipe with a clean dry cloth
- 8) check for imperfections, sand with 320 if necessary
- 9) apply second coat only as desired
- 10) give ample time to dry before handling

## **FINISHING INFORMATION (continued)**

### **CLEAR COAT:**

There are several types of clear coats on the market, it's best to choose whatever works with the type of stain you are using. Make sure to read the manufacturer's instructions on handling, ventilation, application and waste disposal.

- 1) make sure all surfaces are clean, dust free and dry
- 2) apply a thin coat of clear coat
- 3) allow the recommended dry time suggested by the manufacturer
- 4) after unit dries, lightly sand using 320 sand paper and repeat process
- 5) some types of wood are very porous and may take several coats



PLEASE READ THE PRODUCT INSTRUCTIONS ON THE CAN YOU PURCHASE **DANGER!!!** **Used rags soaked with stain can self-combust!** Please discard properly. **Tip:** refer to the stain manufacturer for proper handling of all waste materials.

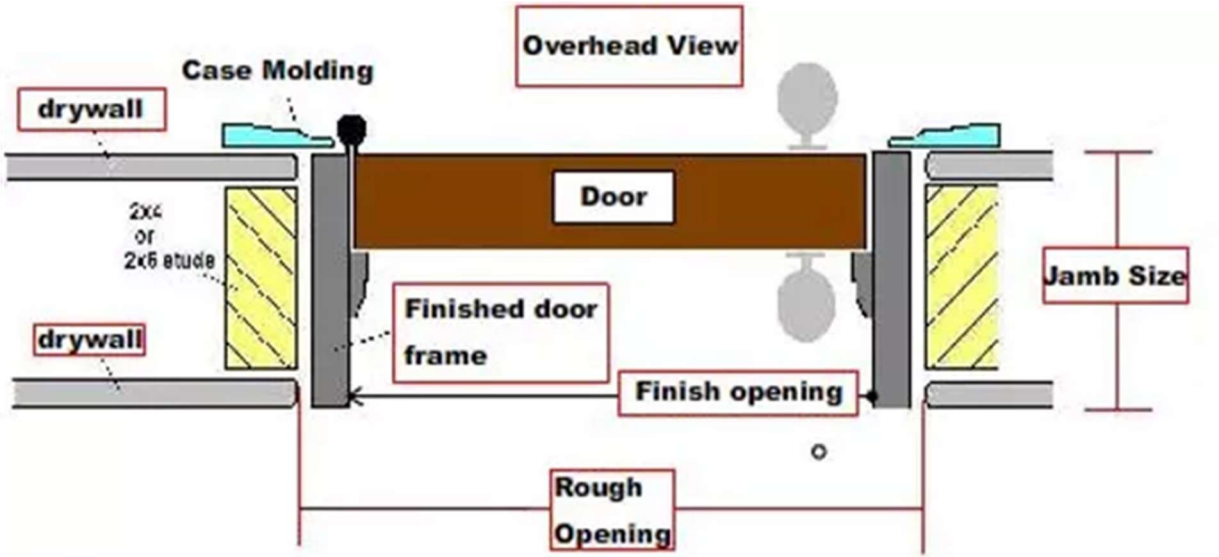
**Tip:** make sure you chose a well ventilated area without an ignition source. The chemicals associated with certain stains & clear coats can be very dangerous, always use the proper precautions with handling the materials and waste products.

**Thresholds:** on units that are painted at Hide-A-Way Doors are left unfinished so you are able to stain it the color you wish. On units stained at Hide-A-Way Doors, the thresholds are stained the color of the door. **Tip:** We do not recommend painting the oak threshold, paint does not finish out well on oak products and has the tendency to wear off over time.

### **Disclaimer:**

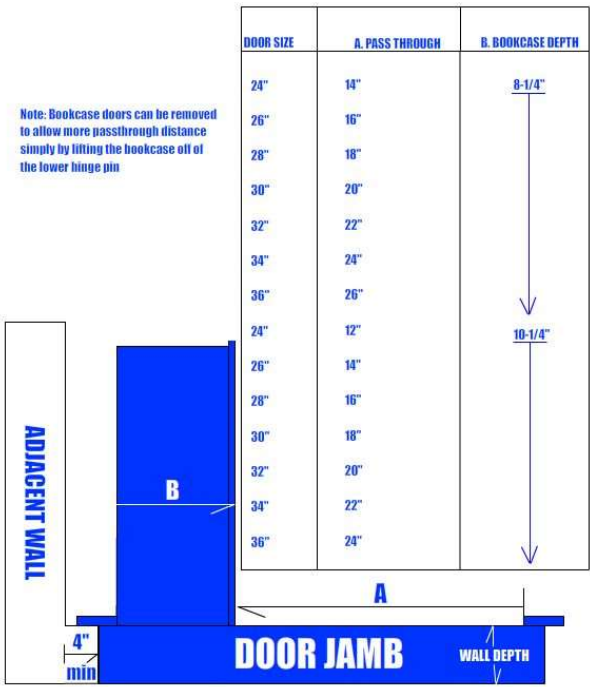
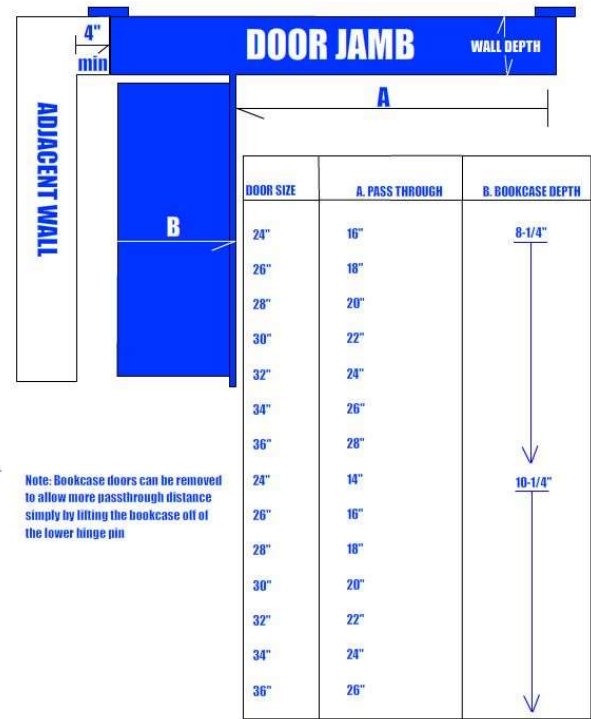
We do not guarantee the ability of anyone other than a Hide-A-Way Doors employee to be able to finish any of our units. We strongly suggest hiring a competent professional to assist you. We can not guarantee that any of our color charts found on our website will match the existing décor of your home. Choosing a color to match something in your home, even using the exact materials and manufacturers may be slightly different which is usually caused by natural fading over time. The manufacturer's pigment may change slightly or atmospheric differences that may affect the shading of the products. Matching colors from a photo cannot be guaranteed; however, sending us the original stain/ paint used (must be solvent or lacquer based) or by sending us a scrap piece of wood of the same species with the original stain/ paint applied can be closely matched. If exact color matching without the manufacturers original color formula is a must, we suggest hiring a competent finisher to mix colors on site to ensure a perfect match.

Door Anatomy & Passthrough Clearance Charts



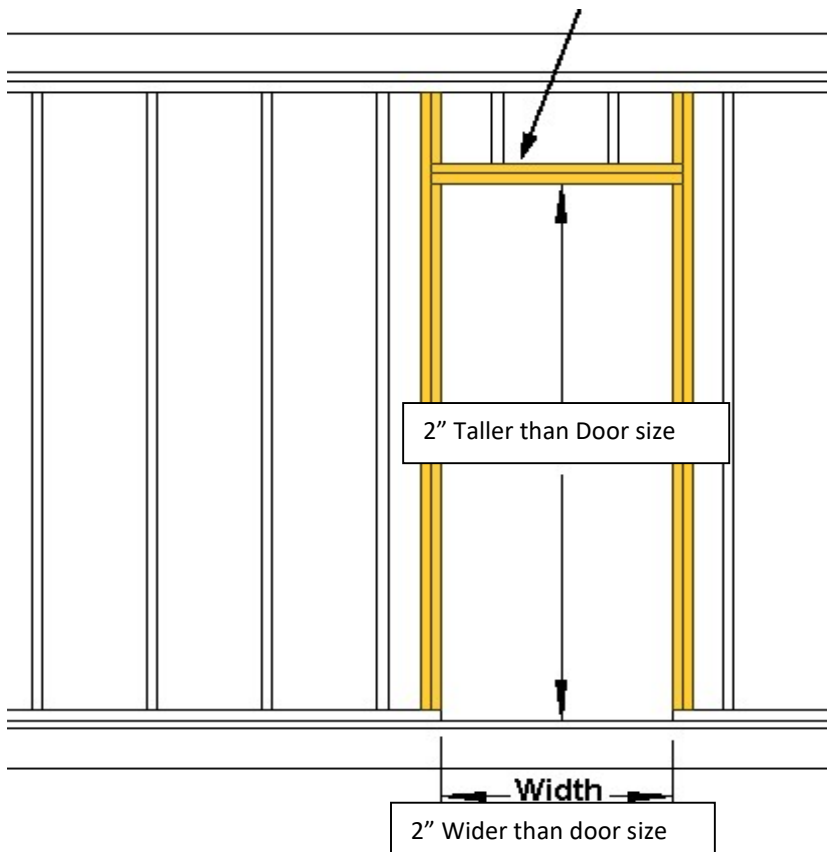
Pass Through Space - In Swing Single Doors

Pass Through Space - Out Swing Single Doors



**Note:** Passthrough clearance for 12" deep doors are not listed. To find the passthrough clearance on 12" doors, simply deduct 2" from column A on 10" deep doors. 12" deep doors are only available on 30" and wider units. All door unit depths are measured from outside of the bookcase (column B). 1/4" and 3/4" backing determine the actual inside measurement. A bookcase can be removed from it's opening by removing the top hinge pin by threading it out then with a helper, lifting the bookcase off of the lower hinge pin.

## **FRAMING REQUIERMENTS (Attic, Alpha, Single, Double Doors)**



**Tip:** A Hide-A-Way Door's wall framing requirements are the same as a normal door's: 2" wider and 2" taller than the door's size.

Example: a 36" x 80" door will need a rough opening (RO) of 38"x 82"

Some walls are weight bearing, please consult with a professional before cutting a new opening in an existing wall.

When preparing an opening for any type of door unit, the rough opening should be slightly larger than the outside frame of the unit you are installing. This accounts for two things 1: room for expansion and contraction 2: room to adjust if the opening is out of square, level or plumb. Ideally, you do not want the unit to be snug in the opening.

**Tip:** Measuring an existing door opening to determine size: The best way to calculate door size is to remove the existing trim and jambs and measure the actual rough opening.

**Important:** we do not construct units in fractions. Example: a 38-3/4" Wide rough opening is built the same as a door with a 38" rough opening, you may want to add a strip of 3/4" to one side or 2 pieces of 3/8" to either side to help close in the rough opening a bit. The same is true for the height. When determining your rough opening and door size, you want to take into careful consideration of the type of floor that you are using and its applications. If you measured for a rough opening then ran flooring into the opening your door will not fit. If this happened, you may need to do some site modifications prior to installing your unit.

*Please consult with a professional before preforming site modifications!*

**Tip:** You may need to remove your baseboard for existing openings before installing.



# **SINGLE & ATTIC DOOR INSTALLATION GUIDE**

**Tools Needed:** Hammer, tape measure, pencil, 8penny finish nails (not provided), 4' level, square, shims, outswing doors: 2" trim screws (not provided), 1/8" drill bit, cordless drill/ screw gun.

**Tip#1:** You may use 2" trim nails in lieu of finish nails for all installation purposes. You may also use a pneumatic finish nail gun, however, we suggest setting the door first by hand nailing then finish up with nail gun.

1. Prior to installation, check your rough opening and make any final adjustments if needed. The framing on the hinge side should be as close to plumb as possible.

**Tip#2:** if your framing on the hinge side is slightly out, you might be able to adjust by hitting the top or the bottom with a hammer to adjust; if that doesn't work or it's too far out, you will have to shim as you are installing the unit (see instructions below).

2. Your unit was shipped with small strips of wood on the outside of the jambs opposite the hinge side. Remove those strips and with the aid of your or a helper, carefully slide the unit in place holding it firmly to the wall and the hinge side of the rough opening.

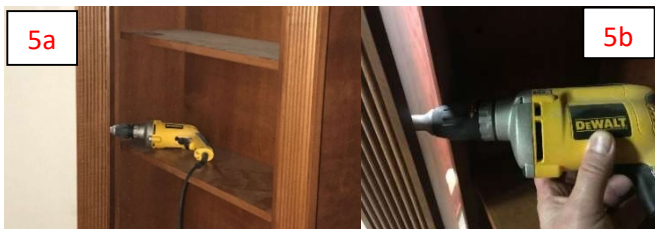
**Tip#3:** The doors are bulky and top heavy. Make sure your helper doesn't let go while you are making adjustments.

3. Check that the top of the door is even all the way across. On outswing doors you'll need to see that the top of the case molding opposite side of the hinge is touching the bottom of the header case molding, but not under so much pressure that it doesn't allow the door to open with ease.
  - a. Space is larger on the opposite side of the hinge: Shim the bottom of the threshold on the hinge side until desired results are achieved.
  - b. Space is larger on hinge side: Shim the bottom of the threshold on the opposite side of the hinge until desired results are achieved.

4. **Inswing installation:** With the door fully open, you will make nailing/ shimming location marks on the inside of the door jamb on the hinge side. Measure down 6" from the top and make a light pencil mark, do the same on the bottom and center. Check the jamb for plumb, shim if necessary, then drive a 6-penny nail through the jamb and shims into the wall framing. **Tip#4:** being careful not to drive the nail all the way in the jamb, leaving about a 1/2" in case you need to pull it back out to make adjustments later. **Suggestion:** when placing the shim, place it where the nail will go through it holding it in place so it doesn't fall out while adjustments are made.

5. **Outswing installation:** Open the door approximately 45° this will create a small space between the bookcase front and the back of the case molding trim on the hinge side (see photo 5a & 5b). Measure down 6" from the top and make a light pencil mark, do the same on the bottom and center. Check the jamb for plumb, shim if necessary. Predrill a hole using an 1/8" drill bit then using a 2" trim screw, fasten through the jamb and shims into the framing. Do not screw the head all the way in the jamb at this time, leaving about a 1/2" sticking out in case you need to remove the screw to make adjustments later.

**Tip#5:** Because of the tight space in which to fasten the jambs on outswing doors, for Step #5 we suggest that you fasten with trim screws in lieu of hammer and nails to reduce the chance of hitting the trim with your hammer.



6. Close the door and inspect. Make adjustments as needed then open the door, mark on the jamb opposite the hinge, 6" down from the top and make a light pencil mark, repeat for the bottom and center.

7. Ideally, you should have a small space between the jamb and the rough opening opposite the hinge side depending on how much you had to shim to plumb the jamb on the hinge side. Shim the remainder of the space in the areas you marked then fasten through the jamb and shims into the wall framing. Do not recess the fasteners just yet.
8. Next, close the door and visually inspect the door's seams. Open and close the door a few times to make sure it operates properly. Make any final adjustments as needed.
9. Open the door and finish setting all the fasteners carefully making sure that it doesn't pull the unit out of alignment.
10. Crown molding installation: using wood glue (not provided) Apply glue around the exposed thickness of the jamb. Align the crown appropriately and carefully fasten to the jambs. Be sure to wipe up any excess glue with a wet rag.  
**Tip:** When hand nailing or using trim screws to fasten the crown to the jambs, be sure to predrill holes.
11. Baseboard installation:
  - a. Outswing doors: (re)installing baseboard to an outswing door tight to the hinge side. The swing side of the door with the case molding attached should be cut just loose enough so that your door doesn't pinch when opening but not so much as to leaving a gap.
  - b. Inswing doors: (re)install your baseboard tight to the case molding on your door.
12. See mechanical latch installation guide

Disclaimer:

We do not guarantee that everyone will be able to install our doors. There are certain tricks of the trade that a skilled installer gains over time from installing regular doors that can be used as cross over experience with our units. We strongly suggest hiring a competent carpenter, contractor or door installer to assist you with your install needs. We are not responsible for damages, scratches, or scuffs sustained in attempts to install any of our units.

We recommend that you familiarize yourself with our products, terminology and all the instructions found in on our website and this manual prior to attempting to install yourself. Always use the proper safety equipment when working with power tools. Be sure to have a helper at all stages of installation.

**Please Note: due to extremely high call volumes, we do not currently offer phone support for installation purposes. If you have installation questions, we would be happy to answer them via email. Please always include your order number when communicating with Hide-A-Way Doors so that we can better serve you.**

**Check out our trouble shooting section of this manual for immediate help.**

## **Double Door Installation Guide**

**Note:** Double doors larger than 4' wide will arrive with the frame disassembled so that you are able to easily move all your order in your home or office without entryway obstructions. Larger units are also disassembled for shipping purposes.

1. Double door installation is similar to single door units with the exception that both sides of the door have hinges. Please follow install practices found on the Single & Attic Door installation guide page for 4' wide doors now, for larger units please continue below.
2. **Reassembling the jamb on larger double doors:**  
Your unit will arrive in 3 separate containers, two bookcase doors and jambs with the case molding attached.
  - a. Utilizing a large flat surface, preferably in the same room in which you intend to install your door, lay the bookcases down so that the tops are somewhat aligned and are positioned back-side down. **Tip:** in some cases it helps to assemble the jambs while the case molding is resting on the surface of the bookcases. This is especially helpful when you don't have a lot of extra room.
  - b. Locate the threshold. It will be made of oak and already has the hinges attached. Place it on the floor at the bottom of the bookcase.  
**Tip:** make sure you align the threshold so that the hinges will line up with the bottom hinges on the bookcases when you assemble the jambs.
  - c. Locate the right side jamb and lay it on the floor on the right side of the bookcase.  
**Tip:** The notches (or rabbit joints) should be facing inward.
  - d. Repeat for the left side
  - e. Set the top in its appropriate position and with a helper align all the parts of the jambs and threshold as they will be attached. It will be obvious if the positing is wrong.
  - f. Attach the header jambs first using the jamb screws with the provided T25 torque screws (both right and left sides) **Tip:** if for any reason you are short on jamb screws, the crate your door was shipped in uses the same screws.
  - g. Slide the threshold into place making sure both bottom pins have a silver washer on the top and bottom and a brass washer dividing them, then fasten the threshold and the jambs together with the provided screws.
3. The installation from this point is similar to a single door unit with the exception that both sides of the door have hinges. Please follow install practices found on the Single & Attic Door installation guide page.

**Tip:** It is extremely helpful when assembling the jambs together to do so in front of the opening that it will be installed in with the top of the door closest to the opening. That way, when you are finished, the top can be lifted from both sides and slide directly into the opening without the need to awkwardly spin the unit.

**Tip:** Never attempt to install a double door by yourself. Please make sure you have at least one extra helper. Double doors are extremely heavy, do not risk injury to yourself or run the risk of damaging the unit. Make sure that both sides are held shut while lifting into place.

## **Alpha Door Installation Guide**

**Note:** Because of the unique structure of the built in step over feature of the Alpha Door, proprietary to Hide-A-Way Doors, there are no special framing requirements. There are, however, a few extra simple steps installing and finishing that gives the Alpha Door its built in look, they are as follows:



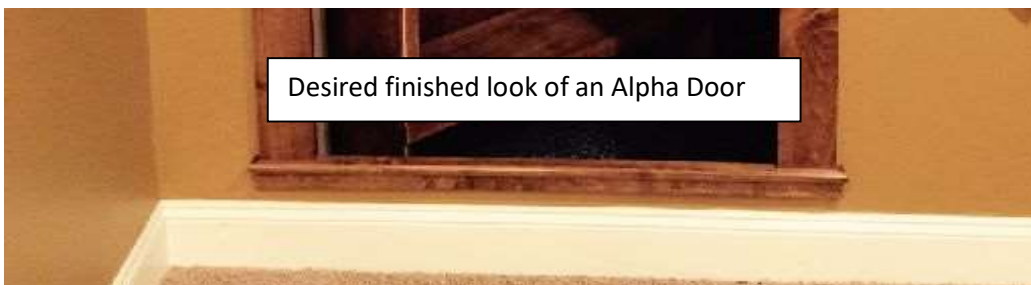
1. Check rough opening and make any final adjustments as needed.
2. The bottom board on your Alpha Door's frame (see photo to the left) will need to be trimmed to fit your opening. Start by removing the board from the frame by backing out the mounting screws, then measuring the length of the bottom board and divide in half and make a center mark on the board.
3. Next, measure the exact width of your rough opening at the bottom and divide that number by 2, use that number in step #4.
4. Then, measure from the center mark you made on the bottom board out to the edge the distance you came up with in step #3 and

make a mark. Repeat that on the other side of the center mark.

5. Using a saw, cut the mark off of the bottom board on both sides. **Tip:** cut a little more off than what you had marked, that will give a little more room to play and adjust the door in the opening.
6. Locate the Single & Attic Installation Guide and follow steps 1-4.

### **Finishing the wall on an Alpha Door Installation**

7. For drywall finishes:
  - a. Drywall tape and mud the seams between the bottom board & the wall
  - b. Allow to dry and apply second coat making the coats as smooth as possible
  - c. Repeat for a 3<sup>rd</sup> and final coat then lightly sand, prime and paint
  - d. (Re)install baseboard running across the bottom of the Alpha Door



8. For wall paneling:
  - a. A thin piece of trim can be cut to fit between the top of the baseboard to the bottom of the Alpha Door and long enough to cover the seams on the ends, stain or paint the color of the wall
9. Tall baseboard: the Alpha Door step over was designed to be at the max allowable height of a step. Some taller baseboards may have to be cut and notched to the bottom of the Alpha Door.



## Self-Latching Mechanism Installation Guide

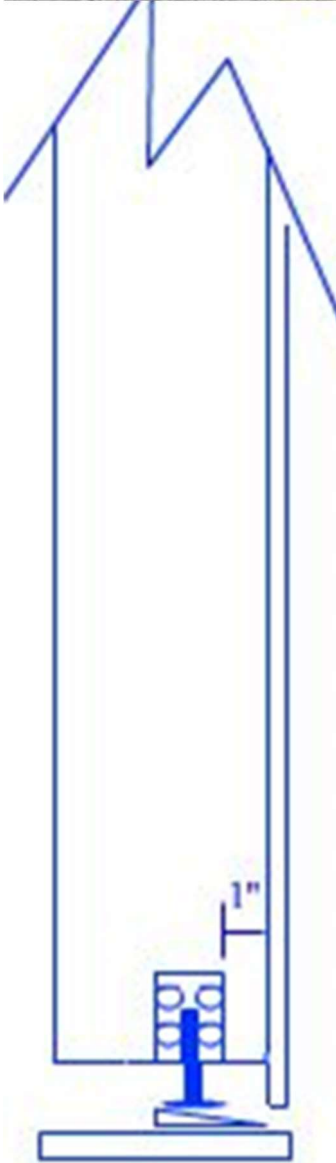
**NOTE:** The last step in the installation process of your unit is to mount the self latching mechanism. The mechanism holds the door in the shut position and takes the weight and pressure off of the bookcase when not in use.

### Self-Latching Mechanism Parts



Parts are shipped in a small zip lock bag wrapped in bubble wrap.

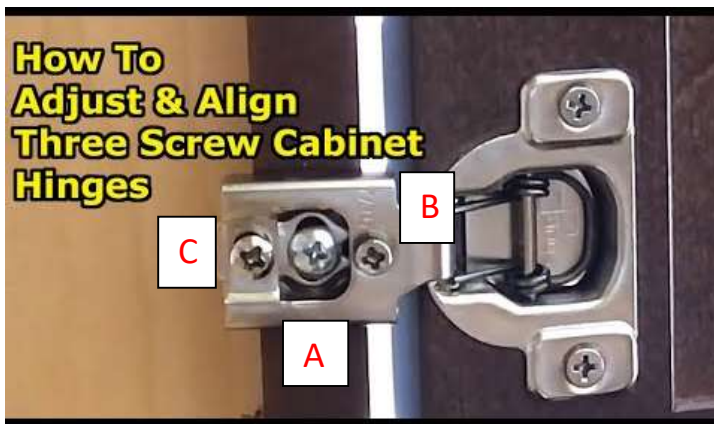
1. Open your door and on the side opposite the hinge measure back 1" from the back of the face frame trim and make a mark
2. Take the brass bolt and thread on one of the nuts spinning it all the way down to the head.
3. Thread the brass bolt through the threads (not the large hole) About half way.
4. Thread the second nut onto the bolt then turn the bolt all the way in.
5. With the head of the bolt facing down, mount the bracket on the back side of the line you've marked on the bookcase side using 4 out of the 5 supplied screws.
6. While leaving the sticky tape on the plastic ramp for now, thread the bolt down to the threshold leaving just enough room for the ramp to fit underneath. **Tip:** it's easier to do this part with the door in the shut position from behind the bookcase.
  - a. Outswing: turn the ramp so the thinnest part faces the front of the bookcase
  - b. Inswing: turn the ramp so the thinnest part faces the back of the bookcase
7. With the ramp still under the brass bolt, turn the bolt down to snug it in the knock out part of the ramp. Adjust the ramp so it appears even with the jamb and make a pencil mark from the 2 edges (small and large) of the plastic ramp onto the threshold to indicate mounting location.
8. Open the door and peel the sticky tape off the bottom of the ramp and place on the marks you made on the threshold being careful to put the ramp in the right location facing front or back depending on the swing of your door.
9. Predrill through the hole in the ramp into the threshold using a 1/8" drill bit and fasten remaining screw.
10. Test and adjust the tension on the brass bolt. You want to make sure its tight enough to hold the door in place but not overly tight to where it prohibits the door from opening properly.



## **Cabinet Door Installation Guide**

**NOTE:** Most units are shipped with the cabinet doors not attached at the factory to cut down on shipping damages, with a few exceptions. Located on the back side of the cabinet doors there is 1 large hole and 2 smaller holes per hinge mounting location (2 per lower doors). There one 1/8" holes per hinge (lower doors) on the inside of the face frame of the bookcase the hinges mount to, 2" down from the top and 2" up from the bottom. Upper cabinet doors have 3 hinge mounts per door. Each lower door has 2 cabinet door hinges (4 per single doors, 8 per double doors) and each upper cabinet doors have 3 (6 per unit 12 for double doors).

1. Take the hinges out of the packaging materials and insert the hinges in the pocket holes attaching each hinge to the back of the cabinet doors using the two smallest screws (provided).
2. Take the bumpers, peel the back to expose the sticky side and attach to the back side corners opposite side as the hinges.
3. Find the longest screw and attach the cabinet door to the edge of the bookcases face frame. **Tip:** Do not fasten the screw tight just yet, leave a small amount of play for adjustment.
4. Repeat the process for the other side and shut both cabinet doors.
5. Check that the tops of the doors are even, and adjust as needed (A)
6. Check the upright distance between the two cabinet doors in that the space between them are even, and adjust top or bottom hinge as needed (B)
7. Check the space between the cabinet door that it is even across the top and adjust as needed (C)



8. Knob installation: We do not drill or install knobs or finger pulls because each customer has their own preferences where the knob locations should be. To install knobs, locate and mark the front surface of the door where you would like the knob to be attached. Using a drill slightly larger than the threaded bolt provided, carefully drill through the doors face all the way through. Be careful not to push as you are drilling to limit the chance of the drill splintering the back surface of the door.
9. Thread the bolt from the back side of the cabinet door into your knob and tighten appropriately.

## **Removing Door from the Opening**

Have a large piece of furniture and need a little more space to get it into your room? No worries, follow these simple steps to remove the bookcase from the opening.

**Tip:** Be sure to have a helper whenever removing your bookcase.

1. **Outswing doors:** Due to the specific hinge locations on all outswing doors, the top threaded hinge pin is located just inside the top of the bookcase on the hinge side of the door (see photos below)
  - a. Open the door roughly 45°
  - b. Remove the black cap to reveal the threaded hinge pin
  - c. Using a ¼" Allen Wrench carefully back the pin out
  - d. Gently pull the top of the bookcase towards yourself
  - e. Lift the bookcase off of the lower pin
  - f. Set bookcase off to the side
  - g. Repeat in reverse to remount the bookcase



2. **Inswing doors:**
  - a. Open the door roughly 90°
  - b. Using a ¼" Allen Wrench carefully back the pin out
  - c. Lift the bookcase from the front off of the lower hinge pin
  - d. Set the bookcase off to the side
  - e. Repeat in reverse to remount the bookcase



# Electromagnetic Lock Mounting Guide

**Please Note:** Hide-A-Way Doors, LLC does not manufacture any of the locking systems we provide. The manufacturers of the locking systems we offer do not currently make locks for bookcase or mirror doors, therefore the mounting systems that come with the locks are for regular doors and will need site modifications for them to be able to work with hidden doors. The following is our suggestion on how the locks can be mounted to work on a bookcase door. These are suggestions only; you might find a way to mount them that works better for you.

## Out-swing Doors



Lay your lock flat on a table, the kit should have come with a small Allen Wrench, use it to take the mounting bracket off the top of the mag lock (2 bolts). **Tip:** The bolts will not fall out.

After removing the mounting bracket you'll notice that it has several counter-sunk holes, one large hole, and two small threaded holes one on each end of the bracket.

Next, you will need to cut a piece of wood, we prefer plywood because it doesn't split, and cut it 5" wide and 10" long.



Along the longest edge (10") measure in from the end roughly 7/8" and make a mark. Mount the bracket with the countersinks facing up.

The smaller threaded holes are not centered on the mounting bracket, they need to be positioned so that they are the farthest from the bottom edge when the mounting bracket is even with the bottom of the board.

Next, from the inside of the door jamb, opposite side of the hinge at the top, measure over and mark 3" then mount the magnet back to the mounting plate. Place the metal catch on top of the bookcase, place the board with the lock attached on the 3" mark and slide it down the wall until it rests on the metal catch. Align the catch so that it is even with the magnet. **Tip:** if the catch came with two small pins, remove the pins with a pair of pliers.





## **Electromagnetic Lock Mounting Guide (continued)**

Next, carefully trace around the catch while holding it down so that it doesn't move then trace the large center hole. Flip the latch on edge to reveal two smaller holes at either end of the catch, these are for guide pins. Measure their location and transfer them to the top of the bookcase.



Using an 1/8" drill bit, find the center of the large hole and carefully drill all the way through the top of the bookcase being careful not to push as you drill. Next, using a 1/4" drill bit drill up from the inside of the bookcase through the hole you made with the 1/8" drill bit.

Next, **proceed with extreme caution** not to drill all the way through the bookcase, using the 1/8" bit drill 3/8 of an inch into the top of the bookcase where you marked for the guide pins.

**Tip:** if you do not have a drill bit depth stop, you can use a piece of tape wrapped around the bit at 3/8 of an inch from the end. Be very careful to stop at the tapes edge when drilling.

Next, slide the guide pins into the holes in the catch and tap with a hammer. You are now ready to mount the catch. The bolt that has a shaft will slide up from underneath and the other bolt will slip through the large hole in the top of the catch and thread into the shaft. **Important:** when tightening the shaft bolt, leave enough room (normally about 1/16<sup>th</sup> to 1/8<sup>th</sup> of an inch) of play so that the magnet lock draws the catch up to itself when the lock is engaged; the guide pins keep the catch in line.

Next, put the 5x10 piece of wood with the lock mounted to it back in place over the metal catch, this time take two quarters and lay them on top of the catch at both ends, this will act as a spacer. Using an 1/8<sup>th</sup> inch drill bit, pre-drill into the wall framing and fasten the block to the wall with 2" drywall or deck screws. Pre-drill and screw to the top of the jamb. Remove the quarters and you are ready to move onto the wiring portion of the assembly.



## **Electromagnetic Lock Mounting Guide (continued)**

### **In-swing doors:**

When you purchase a lock for an in-swing door it should have arrived with a separate L&Z bracket, please notify us immediately if it is missing [techsupport@hideawaydoors.com](mailto:techsupport@hideawaydoors.com).

**Please Note:** Hide-A-Way Doors, LLC does not manufacture any of the locking systems we provide. The manufacturers of the locking systems we offer do not currently make locks for bookcase or mirror doors, therefore the mounting systems that come with the locks are for regular doors and will need site modifications for them to be able to work with hidden doors. The following is our suggestion on how the locks can be mounted to work on a bookcase door. These are suggestions only; you might find a way to mount them that works better for you.



Lay your lock flat on a table, the kit should have come with a small Allen Wrench, use it to take the mounting bracket off the top of the mag lock (2 bolts). **Tip:** The bolts will not fall out.

Next, you will need to cut a piece of wood, we prefer plywood because it doesn't split, and cut it 5" wide and 10" long.



Next, locate the L shaped mounting bracket and mount it to the 5" x 10" piece of wood using 3/4" wood screws that came with your lock as shown in the photo below.



Then mount the magnet to the L bracket using the supplied Allen wrench.

Next, locate the L&Z bracket that has 4 small threaded holes on one side and two small holes for the guide pins and a larger threaded hole in the center for the mounted hole on the other side of the L bracket. With the guide pins aligned with the holes, thread the larger bolt in the hole, but do not tighten all the way. Ideally, you want a small space between the lock and the catch and the catch to move freely when the lock is engaged.



## **Electromagnetic Lock Mounting Guide (continued)**

Prior to mounting, make sure that the space at the bottom of the wall mount (red arrow) clears the face-frame trim when opening the door. If it doesn't you will have to add to the thickness of the block the catch is mounted to, that will raise the height of the wall mount enough to clear the faceframe.



The small threaded holes in the catch mounting bracket are normally used with the remaining bracket to create a Z bracket for normal (non-bookcase) doors. You will use the holes to mount the catch bracket to another piece of wood as seen in the photo above.

Next, pre-drill wall mounting board and fasten it into the walls framing using 2" drywall or deck screws in line where the catch will be mounted. Then, using a couple of quarters as a spacer, push the catch on the magnet then mount the piece of wood to the top of the cabinet, pre-drilling with an 1/8<sup>th</sup> inch bit being careful not to go through the cabinet and fasten with 1-1/4" screws (**do not sink the head of the screws into the wood being careful to stop at the surface so the screws do not go through the finish side of the bookcase**).

**Tip:** The wiring for your lock should fit through a hole in the mounting bracket. If it is on the wrong side, there is a small plastic plug, remove the plug and push the wiring through that hole. Reuse the plug on the other side of the lock.

## **Electromagnetic Lock Mounting Wiring Guide**

Key FOB wiring video: [www.youtube.com/watch?v=R3ojztjd9Q8](http://www.youtube.com/watch?v=R3ojztjd9Q8)

Key Pad wiring video: [www.youtube.com/watch?v=jh636WeM3YM](http://www.youtube.com/watch?v=jh636WeM3YM)

Thumbprint: [www.youtube.com/watch?v=fBpPoMk-YDg&feature=emb\\_title](http://www.youtube.com/watch?v=fBpPoMk-YDg&feature=emb_title)

Manufacturer's website: [www.visionistech.com](http://www.visionistech.com)

**Disclaimer:** We do not guarantee anyone's ability to mount the lock systems to the products. Hide-A-Way Doors, LLC. Is not responsible for any damage to the products or mistakes made during installation. The manufactures of the lock systems we provide do not make bookcase or mirror door specific locks. All of the information we provide in this guide are suggestions only; you maybe able to come up with a better way to mount the EML. We do not provide phone support for mounting the locking systems. Please email us if you have any questions [techsupport@hideawaydoors.com](mailto:techsupport@hideawaydoors.com), be sure to include your order number in the subject bar, attach photos if possible. For wiring or tech support for the lock system please visit the lock manufacturer's website.

## **Special Offers:**

### **Locking Systems**

Have you decided that you want a locking system after you received your door? No problem, just visit our online store [www.hideawaydoors.com](http://www.hideawaydoors.com) and click "online store."

Enter promo code: RCDLCKSYS at checkout and receive a 5% discount on all locking systems.



### **Cabinet Doors**

10% off all cabinet doors for return customer when you enter promo code: RCDLCK at checkout



Flat Panel

Shaker

Raised Panel

### **Return Customer Discount**

We value your business! If you plan on ordering another Hide-A-Way Door, please remember to promo code: "RETURN" at checkout to receive a 5% discount on us!



## **Attention contractors, store owners, carpenters!**



Hide-A-Way Doors, LLC is looking for professional people all across the Country & Canada to join our team. The Hidden Door industry is a fast-growing market so specialized that not a lot of companies offer services for them. We are looking to expand our networking into other areas across the country and need your help.

Some of the benefits of becoming a registered dealer/ installer for Hide-A-Way Doors?

Glad you asked!

1. Exclusive to your area
2. Better production lead times
3. Advertised listing on our website
4. Discounted pricing on all products
5. Marketing materials
6. Bonus programs

Our product base is ever expanding and our doors are so cool they sell themselves! So, if you are ready to be a part the fastest growing industry in home improvement products, head on over to our website and fill out the application online today!

Signing up is easy, just go to [www.hideawaydoor.com/copy-2-of-dealer-info](http://www.hideawaydoor.com/copy-2-of-dealer-info)

Hide-A-Way Doors is looking for customer supplied photos that we can use on our website & facebook. Send us a photo of your finished door installed and to show you our gratitude, we will send you some free HAWD Merchandise! We never share personal information.



1. Must be good professional type quality
2. Front and back & from several angles, opened and closed
3. Submit to [hideawaydoors@gmail.com](mailto:hideawaydoors@gmail.com)
4. All features must be installed (trim, shelves, etc)
5. Offer only applies if your photo is chosen
6. Send to [hideawaydoors@gmail.com](mailto:hideawaydoors@gmail.com)
7. Put your order number in the subject bar

**HIDE-A-WAY DOORS - 1-888-9-BUILD IT**

## **Trouble Shooting**

**Please Note:** We no longer offer phone support for technical support. All technical inquiries should be addressed to [techsupport@hideawaydoors.com](mailto:techsupport@hideawaydoors.com), be sure to include your order number and brief description of the problem you are having, attaching photos are helpful (we are very responsive usually reaching back out to you within in a day or less). You may call in and leave a message, be sure to include your order number and brief description of the problem you are having. Please address all shipping related damages to [shipping.damage@hideawaydoors.com](mailto:shipping.damage@hideawaydoors.com) within 5 business days of accepting delivery, for more info on shipping related issues please see: RECEIVING, UNPACKAGING & INSPECTING THE PRODUCTS



At Hide-A-Way Doors, all of our products are constructed with the finest kiln dried materials available. The bookcases are cut using one of our state-of-the-art CNC machines for perfectly straight mills and cuts in our 17 thousand square foot temperature & humidity-controlled woodshop. All Hide-A-Way Doors employees are very well trained and are talented craftsman who build the doors from a perfectly flat and level table using squaring jigs and methods so that we are able to bring to all of our customers the very best quality on the market. Each unit is inspected before it is crated and photographed for future reference. The journey

from our shop in Tennessee to your destination can be a rough and bumpy one. We do the very best we can to make sure that your unit is properly created and protected; so well sometimes that the effects shipping may have on a unit may not always be visible. We have listed a few common problems along with possible solutions that should help you with installation issues.

Problem	Possible Solution
Outswing: when closing the top touches first before bottom	Make sure your wall is perfectly plumb, bottom may have to be shimmed slightly away from the wall. Check to see that the jamb has been installed flush with the outside wall's surface & is plumb, may need to adjust. Check the hinges to make sure they were not jarred out of position during shipping. Make sure the mechanical latch is installed on the bottom so that when you push the door shut it holds it in place. Several small adjustments may need to be made in concert with each other to achieve your goal.
Outswing: when closing bottom touches first before top	Make sure your wall is perfectly plumb, top may have to be shimmed slightly away from the wall. Check to see that the jamb has been installed flush with the wall & is plumb, may need to adjust. Check the hinges to make sure they were not jarred out of position during shipping. A magnet catch or second latch can be purchased on our website if needed that when installed at the top of the unit will help hold it in place

Problem	Possible Solution
Inswing: top touches first before bottom	Make sure your wall is perfectly plumb. Check to see that the jamb has been installed flush with the outside wall's surface & is plumb, may need to adjust a little to compensate. Check the hinges to make sure they were not jarred out of position during shipping. Several small adjustments may need to be made in concert with each other to achieve your goal. Make sure the bottom latch is installed, that will hold the unit shut and in place.
Inswing: bottom touches first before top	Make sure your wall is perfectly plumb, top may have to be shimmed slightly away from the wall. Check to see that the jamb has been installed flush with the wall's surface & is plumb, may need to adjust. Check the hinges to make sure they were not jarred out of position during shipping. A magnet catch or second latch can be purchased on our website if needed that when installed at the top of the unit will help hold it in place
<p>Outswing: when opening, door trim drags on the floor</p> <p>Cause: trim wasn't cut short enough for your floor (tall carpet). Door installation out of square. Floor is humped up</p>	Check to make sure you've attached the mechanical latch properly. The bottom of the case molding that drags may need to be trimmed. Check to see if the door was installed out of plumb or square
Top and bottom of the case molding touches the Wall but the center has a small space	<p><u>Inswing units</u>: remove center fastener on the jamb, with a helper pushing the case molding to the wall refasten the jamb but not using the same hole.</p> <p><u>Outswing units</u>: hinge side only- remove center fastener on the jamb, with a helper pushing the case molding to the wall refasten the jamb but not using the same hole. Opposite side of the hinge- loosen the latching mechanism's plastic ramp and move slightly back &amp; reattach.</p>

Problem	Possible Solution
<p>Both in and out swing doors:</p> <p>When door is closed there is a small gap at the top Between the face-frame and the back of the case molding.</p> <p>-typically caused in shipping</p>	<p>Adjustment in the apocopate hinges may be necessary. Loosen the very top or very bottom hinge And move it forward &amp; reattach.</p>
<p>Both in and out swing doors:</p> <p>When the door is closed there is a small gap at the middle between the back of the case molding and the face frame.</p> <p>-typically caused by shipping or humidity changes</p>	<p>Fixed, non-movable case molding only: make sure the case molding is nailed to the wall. You may have to remove the fastener(s) you used to nail the jamb and with the aid of a helper, push the case molding in while refastening the jamb; if that doesn't work you may have to shim the opposite side of the case molding slightly and fasten with a nail.</p>
<p>Alpha Door:</p> <p>The bottom of the door rubs when closing &amp; opening</p> <p>Alignment issue, caused my installation</p>	<p>Shim under the threshold on the hinge side to lift the unit slightly; this normally fixes the problem. Other possible fixes: shim jamb at the bottom hinge side.</p> <p>Sand the bottom of the face frame. If previous fixes do not solve the problem you may have to remove the bottom board and trim a very small amount off the top.</p>
<p>Double Doors:</p> <p>Center door will not close all the way at the top.</p> <p>Causes: shipping, humidity, wall not perfectly plumb.</p>	<p>Several small adjustments in concert with one and other usually will solve the problem. Try pulling the bottom of the unit slightly away from the wall while pushing the top in on the same side as the door with the issue. Check &amp; adjust hinges if necessary. Open the door, prop your foot at the bottom back side to hold it in place and pull the top towards you. If the door still doesn't touch when closing you can purchase a magnet catch or a mechanical latch (same as the bottom) available online, when installed will hold the door closed.</p>

We truly appreciate your business and the opportunity to be able to call you a valued customer! We have produced thousands of doors over the course of the years and while issues with the units are very rare, we haven't had any of them that couldn't be solved by making a few site adjustments. Installing any door has basic principles, but knowing how and where to make fine adjustments usually takes years of experience. We cannot guarantee everyone's ability to install the doors or make fine adjustments. Because of the extremely large volume of orders, we do not provide phone support, however; we are more than happy to help you or answer questions via email: [techsupport@hideawaydoors.com](mailto:techsupport@hideawaydoors.com) be sure to include your order number in the subject bar, and include photos if possible.