BOOKCASE SECRET DOOR
Installation & Service Manual

Includes Hutch, Linen Closet, Wine Rack, Shoe Rack, and similar products.

REVISION 1 – March 2025



contact@hiddendoorstore.com

Service Line: 480-899-1587

Table of Contents

Section 1. Introduction **2**

Section 2. Required Tools 3

Section 3. Pre-installation Tasks 4

3.1 Open Crate and inspect the door 4

3.2 Verify the wall opening is sized correctly 4

3.3 Verify the wall opening in plumb and level 5

3.4 Verify the wall around the opening is flat 6

3.5 Verify Wall Outlet Availability and Location 7

Section 4. Moving the Door 8

4.1 Plan the best route 8

4.2 General moving guidelines 8

4.3 Positioning for installation 8

Section 5. Mounting the Door 9

5.1 Moving door the wall opening 9

5.2 Setting the hinge side plumb 10

5.3 Setting the non-hinge side plumb 12

Section 6. Powering the Door 14

6.1 Mounting the control box 14

Section 7. Initial Testing 15

Section 8. Tuning for Load 17

Section 9. Applying Concealment Strip 19

Section 10. Light Blocking Trim 20

Section 11. Using the Lockout Tool 21

Section 12. Maintenance 22

12.1 Lubrication 22

12.2 Replacing the Batteries 23

Appendix 24

Section 1. Introduction

This guide aims to provide clear, step-by-step instructions for installing your new secret door. For assistance with any issues or questions during installation, please contact our support team. We're committed to ensuring your successful installation.

Reading this guide completely before you start is critical. Each task or step builds on the previous one in a specific sequence. Skipping sections or performing steps out of sequence may cause problems that are difficult to correct later. Please take the time to understand all instructions before beginning the installation process

Section 2. Required Tools

- Laser level
- Drill
- Impact Driver
- Right-angle drill attachment or right-angle drill/driver
- #2 Phillips Bit
- T25 Torx Bit
- ½” wrench or crescent wrench
- Wood or composite shims

Section 3. Pre-installation Tasks

3.1: Open the crate and inspect the door.

1. Open the crate if you haven't done so already.
    - Remove all screws that hold the lid in place using a T25 bit.
    - Remove any foam or blocking surrounding the door.
    - Do not discard any crating materials until the door is fully installed and functional.
2. Inspect the contents.
    - Look for damage to crate or obvious damage to the door.
    - Do not remove the shrink-wrap (It will assist with moving the door later).
3. Next steps.
    - If no damage is found: Continue installation.
    - If damage is found: Pause installation and contact our support team immediately.

Secret doors require more precise openings than regular doors. Your door was fully installed and tested in a fixture that mimics your installation environment before shipping. This pre-testing ensures the door will function perfectly in your space, but only if your wall opening meets our specifications. It is essential to address any wall opening issues before proceeding with installation, as failing to do so may cause problems with door concealment or operation.

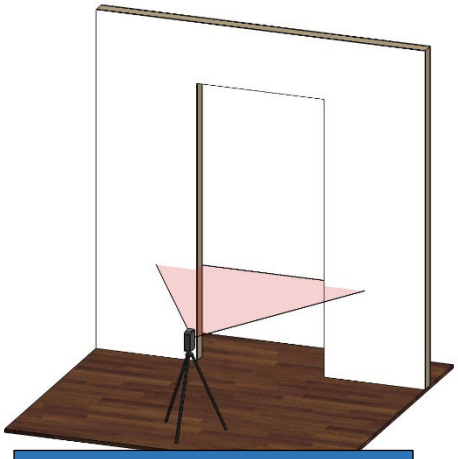
3.2: Verify the wall opening is sized correctly.

1. Check your opening size against the measurements on your order form (included in the crate along with this packet).
2. The width and height of your prepared opening should not differ by more than 1/4" from the ordered size at any point along the width or height. Measure in multiple locations.

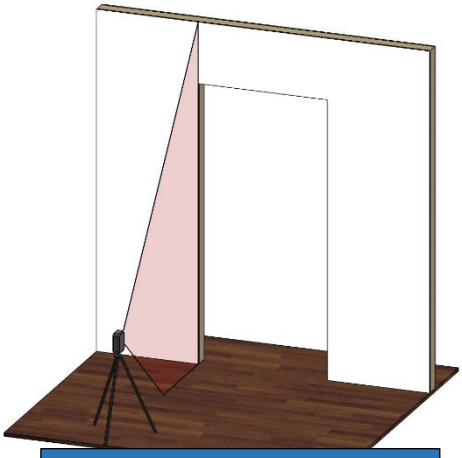
3. Openings wider than ordered may require additional shimming, gap filling, and finish trim work.
4. The floor of the opening must be a hard surface such a wood, tile, concrete, or similar. If your flooring is carpet, you will need to cut the carpet away under the pivot hinge on the door frame and replace it with wood blocking.

3.3: Verify the wall opening is plumb and level.

1. Set up your laser level
    - Place it on a stable surface at least 2 feet tall.
    - Position it 5-6 feet away from the opening.
    - Turn it on and let it self-level.
2. Check if the opening is level
    - Project the horizontal laser line across the opening.
    - Place a measuring tape vertically between the laser line and the floor.
    - Measure at the left side and right side of the opening.
    - The distance should be the same for both sides.
    - Maximum allowable deviation is 1/8".
    - If the floor is not level you will need to shim under the door frame during installation to compensate.
3. Check if the opening is plumb left to right
    - Project the vertical laser line along each side of the opening.
    - Measure the gap between the laser line and the edge of the opening.
    - The distance should be the same from top to bottom.
    - Maximum allowable deviation is 1/4".
4. Check all corners



Laser position for checking horizontal



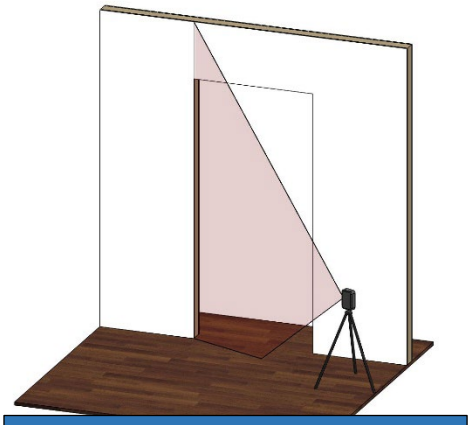
Laser position for checking vertical. Check both sides of the opening.

- A perfectly square opening will have 90° corners.
- If the corner angles are not close to 90 degrees, repeat the earlier measurement steps to find the problem.

Secret doors must be installed on a flat wall surface. If your wall or opening isn't flat, gaps will be visible between the door face and wall. The door cannot be twisted to match a warped wall or have trim applied to conceal the issue. Fix any uneven areas before continuing installation.

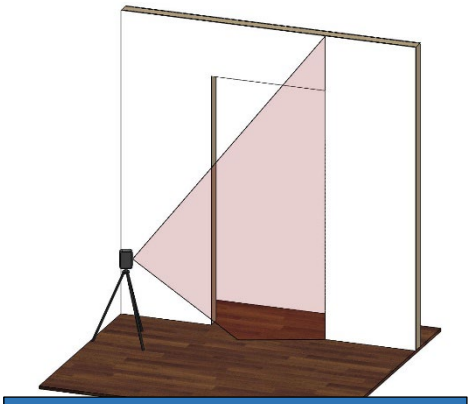
3.4: Verify the wall around the opening is flat.

1. Check if the opening is plumb front to back on left side.
   - Aim the laser at the left side of the rough opening.
   - The laser should be oriented so that the beam is at an acute angle to the wall.
2. Compare left side of opening to laser line.
   - Determine if the wall is perfectly vertical, leaning forward, or leaning back.
   - The opening should be plumb to within 1/4”. Write this number down.
   - Note any bellies or humps. Mark them with painter’s tape.



Checking left side of opening front to back

3. Check if the opening is plumb front to back on right side.
   - Aim the laser at the right side of the rough opening.
   - The laser should be oriented so that the beam is at an acute angle to the wall.
4. Compare right side of opening to laser line.
   - Determine if the wall is perfectly vertical, leaning forward, or leaning back.
   - The opening should be plumb to within 1/4”. Write this number down.
   - Note any bellies or humps. Mark them with painter’s tape.



Checking right side of opening front to back

5. Compare the measurements taken in steps 2 and 4.
    - If both sides of the opening are perfectly vertical or lean in the same direction and the same amount proceed to the next step.
    - If the two sides do not lean in the same direction by more than 1/8” difference in the two measurements, the wall around the opening is not flat.
    - If not flat, the opening will need to be adjusted through drywall work or adjusting the framing.

6. Correct any humps or bellies
    - If you marked humps or bellies in previous steps, they should be corrected.
    - Proceeding without fixing humps or bellies in the wall will cause gaps between the door and wall that will negatively impact the concealment.

3.5: Verify Wall Outlet Availability and Location

Your door needs a standard 110V AC outlet inside the secret room if it includes any of the optional features listed below. Install the outlet on the interior wall of the secret room, within 2 feet of the center point at the top of the doorway. Contact our service department if you need a longer power connection.

Optional features that require an AC outlet:

- Wireless Switch Options
- AC Power Option
- AC / Battery Backup Option

Section 4. Moving the Door

Our doors are pre-hung meaning you will need to move the complete unit to the installation location. To make this process easier we recommend the following:

4.1: Plan the best route

1. Consider additional space required to turn corners.
2. Consider space needed for people or carts.
3. If you decide to use carts or furniture dollies make sure you have adequate flooring protection.
4. Four people are required to move most doors.

4.2: General moving guidelines

1. Do not unwrap the door. The shrink wrap helps keep the door shut.
2. When carrying the door be sure to fully support both the door and frame.
3. The door should be carried lying flat.
4. If moving the door on carts the door should be standing upright. Never lay the door on its sides or top.

4.3: Positioning for installation

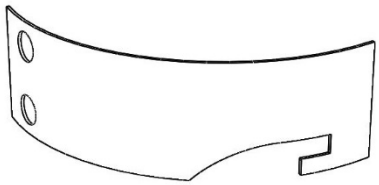
1. Stand the door upright a few feet in front of the opening.
2. Carefully remove the shrink wrap. Take care when using a knife as it may cut beyond the wrap and into the woodwork.
3. Do not leave the door unattended when standing upright.

Section 5. Mounting the Door

Having someone stay inside the secret room during installation is recommended. This person can open the door from inside if it accidentally closes and locks before installation is complete, which would require the use of the lockout tool.

Included in the packaging is a "slim jim" lockout tool. This can be used to open the door in the event of a lock malfunction or power outage.

DO NOT STORE IT INSIDE THE SECRET ROOM.



5.1: Moving door into wall opening

1. Protect flooring if necessary.
2. Ensure the power supply/cables on top of the door pass through the opening ahead of the door body without getting caught or snagged.
3. Move frame into opening
    - For built-in style bookcases: slide the frame into the opening until the back of the face trim touches the wall surface.
    - For freestanding style bookcases: slide the frame into the opening until the side panels contact the wall surface.
4. Open the door by hand
    - Carefully open the door by hand, supporting it as it rotates.
    - Do not let the door rub on the floor of the frame.
    - After opening the door, place suitable spacers or shims beneath it to prevent the door and frame from tilting forward or backward.



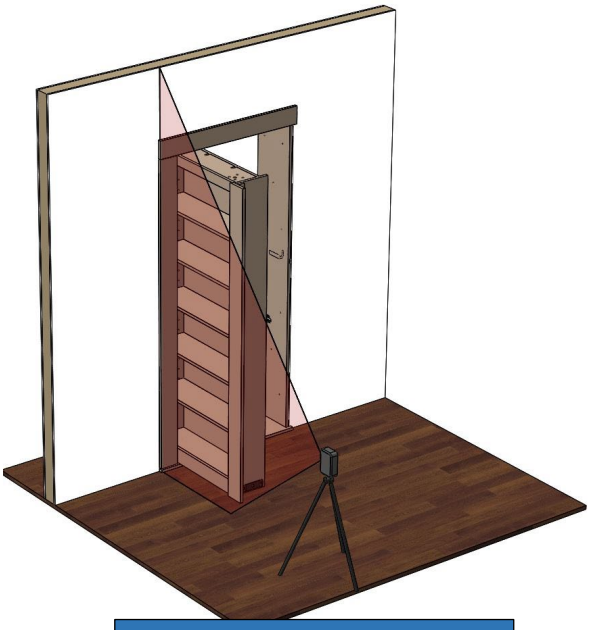
Built-In style bookcase



Freestanding style bookcase

5.2: Setting the Hinge Side of the Frame Plumb

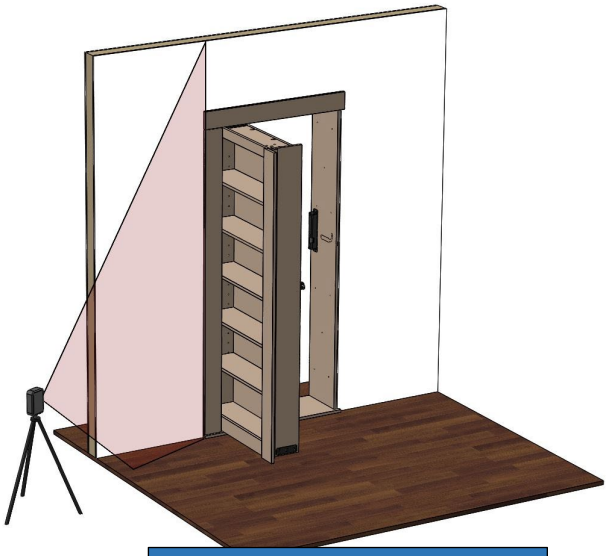
1. Set up the laser level
    - Place it on a stable surface.
    - Position it 5-6 feet from the door frame.
    - Turn it on and let it self-level.
2. Project the vertical laser line
    - Aim the laser at the hinge side of the door frame.
    - Make sure the line covers the full height of the frame.
    - The laser should be roughly square to the wall.
3. Check the alignment left to right
    - Look at the gap between the laser line and frame in the left/right direction
    - The gap must be the same from top to bottom



Laser orientation for setting hinge side Left to Right plumb.

4. Adjust the frame
    - If the gap varies, move the hinge side of the frame left/right using shims
    - Move the frame until it aligns with the laser line.
    - Ideally, the door should be centered in the rough opening. Biasing the door complete in one direction or another could cause the casings not to cover the edge of the rough opening depending on your wall conditions.
    - Place shims directly behind the pre-drilled mounting holes in the frame whenever possible.
5. Verify plumbness in left to right direction
    - Recheck the gap between laser line and frame.
    - Confirm it remains consistent from top to bottom.

6. Reorient laser to check front to back plumbness
    - Move the laser so that its shining on the frame from the side.
    - The laser should be oriented so that the beam is at an acute angle to the wall.

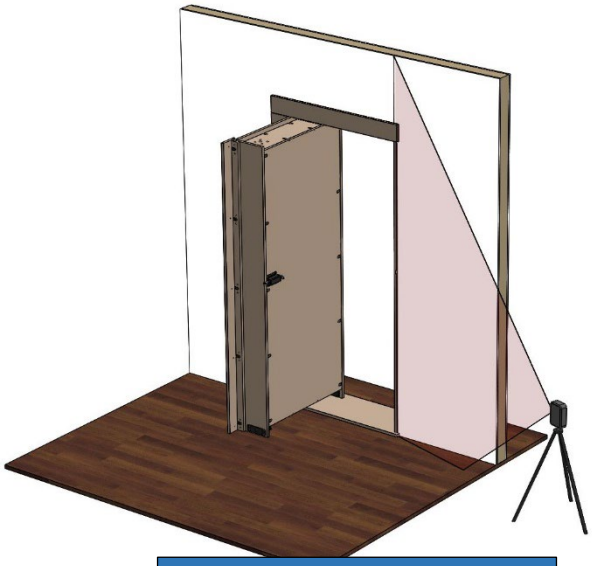


Laser orientation for setting hinge side Front to Back plumb.

7. Check the alignment front to back
    - Look at the gap between the laser line and frame in the front/back direction.
    - The gap must be the same from top to bottom.
    - The wall surface and door frame should be flush with each other.
8. Adjust the frame
    - If the gap varies, move the hinge side of the frame front to back.
    - Move the frame until it aligns with the laser line.
    - Prioritize keeping the frame as flush against the wall as possible.
9. Secure the frame
    - Once plumb, secure the hinge side of the frame.
    - A right-angle drill or attachment may be necessary due to limited space between the door and frame on the hinge side.
    - On out-swing doors additional access can be gained by approaching from the front and using the interior of the door box for extra depth.
    - Use included 3” wood screws through pre-drilled holes.
    - Use just the top and bottom holes initially. The remaining screws should be used after the frame is completely secured at all four corners.
    - Do not fully tighten until the entire frame is square.

5.3: Setting the Non-Hinge Side of the Frame Plumb

1. Move laser level to non-hinge side
    - Place it on a stable surface.
    - Position it 5-6 feet from the door frame.
    - Turn it on and let it self-level.
2. Project the vertical laser line
    - Move the laser so that its shining on the non-hinge side of frame from the side
    - The laser should be oriented so that the beam is at an acute angle to the wall.
    - Make sure the line covers the full height of the frame.



Laser orientation for setting non-hinge side Front to Back plumb.

3. Check the front to back
    - Look at the gap between the laser line and frame in the front/back direction.
    - The gap must be the same from top to bottom.
    - The wall surface and door frame should be flush with each other.
4. Adjust the frame
    - If the gap varies, move the non-hinge side of the frame front to back.
    - Move the frame until it aligns with the laser line.
    - Prioritize keeping the frame as flush against the wall as possible.
5. Verify plumbness in front to back direction
    - Recheck the gap between laser line and frame.
    - Confirm it remains consistent from top to bottom.
6. Secure the frame
    - Once plumb, secure the non-hinge side of the frame.
    - Use included 3” wood screws through pre-drilled holes.

- Use just the top and bottom holes initially. The remaining screws should be used after the frame is completely secured at all four corners.
- Do not fully tighten until the entire frame is square.

Section 6. Powering the door

This section applies if your door will be connected to a wall outlet. If your door doesn't have any of the features listed in section 3.5, proceed to the next section.

Keep the door open until the next section instructs you to close it.

WARNING: You may observe that the control cable and control box utilize an ethernet style cable.

DO NOT CONNECT THIS CABLE OR THE CONTROL BOX TO ANY DEVICES OTHER THAN EACH OTHER.

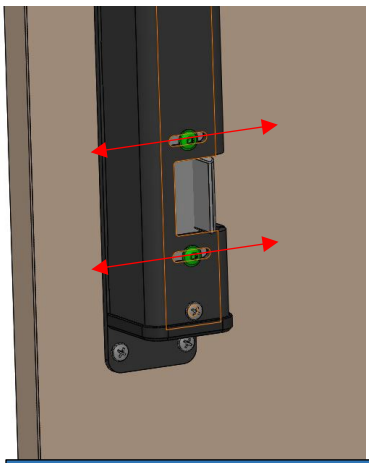
6.1: Mounting the control box

1. Control box placement
    - Most bookcase style products come with the control box pre-installed in the top cavity of the door frame. If so, move to step 3.
    - If your box is not pre-installed it is because your door is narrower than the minimum width required for internal mounting. Move to next step.
2. Route control cable and mount control box
    - Uncoil the control cable from the top of the door.
    - Run control cable to desired control box location.
    - Ensure both the power adapter and control cable can reach the control box.
    - Mount control box using fasteners appropriate for your wall.
3. Apply power
    - Plug the AC adapter into your wall outlet.
    - Check that the blue power indicator light on the adapter is illuminated.

Section 7. Initial Testing

Included with your door is a magnetic key. It will be needed during this initial testing steps. A person should remain inside the secret room during this section.

1. Test door motion
    - Slowly and carefully move the door towards its closed position.
    - Check for rubbing or hanging across the threshold.
    - If rubbing is observed, check plumb and level as described in previous steps.
    - If door is plumb and level and rubbing is still observed, contact our service line. The system is fully adjustable but should only been done with case-by-case direction from our support team.
2. Testing the lock
    - Shut the door.
    - Locate the colored sticker on the face of the casing. This is the location of the magnetic sensor.
    - Pass the magnetic key over the sensor.
    - A “click” should be heard from the lock body as the magnet passes over the sensor area and the door should be able to be opened.
    - Note: the lock is only unlocked for as long as the key is in position over the sensor.
    - If a click is heard but the lock does not release sufficiently to allow the door to move it is likely an issue with excessive back pressure.
    - To resolve this issue, you can adjust to forward to back position of the lock by loosening the two screws on either side of the latch cutout.
    - Ideally a gap of about 1/32” of an inch should exist between the lock face and the latch face when the door is fully shut.
    - Tighten screws when complete.



Adjust position of lock if backpressure is causing lock to bind.

3. Test wireless switches.
    - Shut the door
    - Your switches come pre-paired from the factory.
    - Test wireless switches as follows:

      Key Fob: Pressing the button unlocks the door.
      Tilt Sensor: (with or without book): Tilting the sensor or book 45 degrees or more unlocks the door
      Keypad: Entering the default code of 2468* unlocks the door. Instructions for changing the default code can be found in the Appendix under *Wireless Products.*

Section 8. Tuning For Load

Before beginning this section gather either A) the actual objects that will be stored on the door or B) weights that represent what a typical load will be (commonly about 100lbs).

1. Load the door
    - Install all shelving and cabinet doors.
    - Place objects or weights on the door.
2. Observe current level of twist

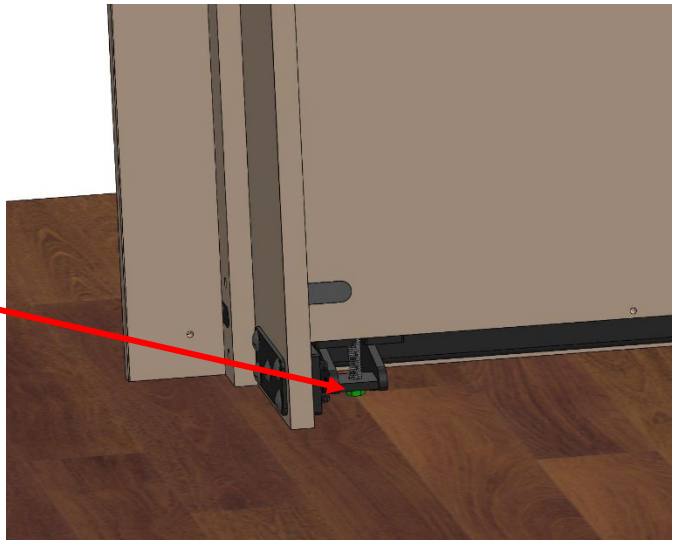
    In-swing doors (Opens into the secret room):

    - Shut the door.
    - Focus on the interface between the face of the door and the back side of the vertical casing on the non-hinge side.
    - If there is a gap at the bottom but not at the top, we will ADD twist in the next step.
    - If there is a gap at the top but not at the bottom, we will REMOVE twist in the next step.

    Out-swing doors (Opens away from the secret room):

    - Shut the door.
    - Focus on the interface between the face of the wall (or side panels in the case of freestanding models) and the back side of the vertical casing on the non-hinge side.
    - If there is a gap at the bottom but not at the top, we will REMOVE twist in the next step.
    - If there is a gap at the top but not at the bottom, we will ADD twist in the next step.

3. Adjust the twist

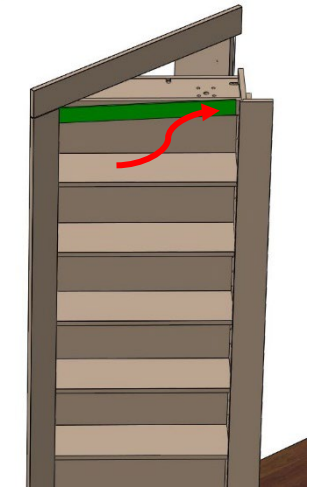


- Open the door
- On the underside of the door locate the ½” nut on the non-hinged side.
- ADD twist by tightening the nut.
- REMOVE twist by loosening the nut.
- Adjustments should only be made in ½ turn increments.
- Check twist as outlined in the previous step between each adjustment.
- Twist is properly set when contact is made at the top and bottom of the casing evenly.

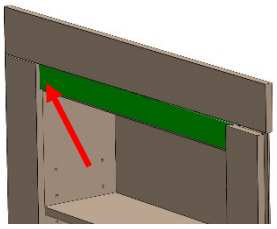
Section 9. Applying Concealment Trim Strip

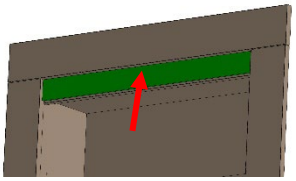
The concealment trim strip can be identified by the double-sided adhesive strip applied to its backing. Do not remove the protective strip until directed. Note that one of the thin edges of the strip is unfinished. This edge will face upwards.

1. Practice installing the strip.
    - Take note of which vertical casing moves with the door.
    - Open the door slightly.
    - Tuck one end of the strip under the notch in the edge of the moving casing.
    - Shut the door while guiding the other end of the strip into the notch in the stationary casing.
    - Move the strip upwards until a 1/16” gap exists between the crown of the frame and the top of the trim strip.



2. Install the strip
    - Remove the protective strip from the double-sided tape.
    - Following the same basic procedure as above.
    - Avoid pressing on the trim strip in the adhesive direction until the trim is in its final orientation.

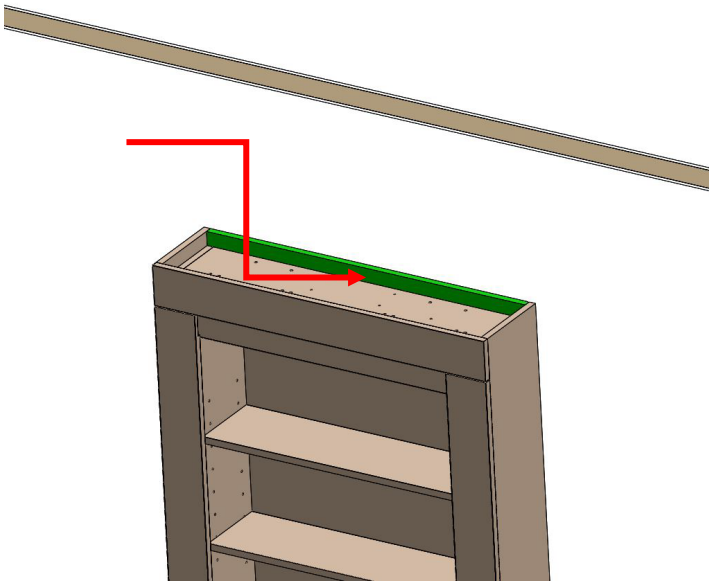




Section 10. Light Blocking Trim (Freestanding models only)

If your bookcase is a freestanding model an additional trim molding has been provided. The purpose of the trim is to block any light that could leak between the top of the door frame and the underside of the rough opening.

1. Placing the trim.
    - Mount the trim to the top side of the door frame.
    - The tall face of the trim should be against the wall.
    - Hold the trim in place using a suitable adhesive or brad nails.



Section 11. Using the Lockout Tool

In the event of a power failure or mechanical problem that causes the door to not unlock, the lockout or “slim jim” tool can be used to open the door. Scan the QR Code below with your mobile device to view an instructional video on how to use the tool.

Section 12. Maintenance

Your secret door requires minimal maintenance. However, the following items should be checked at the noted intervals to ensure a long and trouble-free operation.

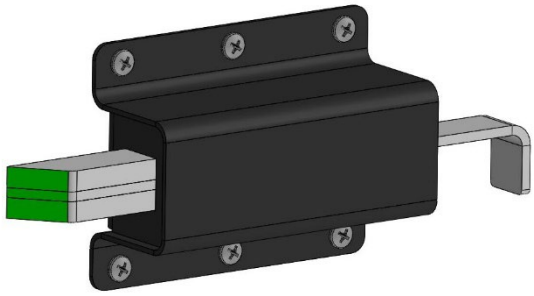
Maintenance Task	Frequency
Open and close the door by hand while listening for unusual noises (squeaks, groans, etc.).	Every 6 months
Open and close the door by hand while feeling for points of high friction or sticking during motion.	Every 6 months
Check clearance between the moving door and the surrounding stationary trims and frame.	Every 6 months
Verify all wireless secret switches work as expected.	Every 6 months
Apply a thin coating of lightweight oil to the contact surfaces of the latch and deadbolt arm. (See "Lubrication" following this chart).	Every 12 months
For doors without AC wall power: Replace 8xAA batteries in the main battery pack. (See "Battery Replacement" following this chart).	Every 36 months
For doors with wireless switches: Replace all wireless switch batteries. Specific instructions on how to change batteries can be found in the Appendix under "*Wireless Products*".	Every 36 months

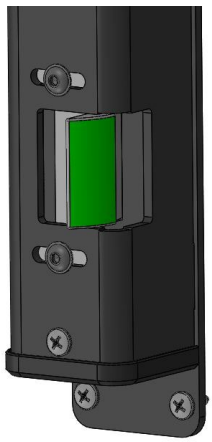
12.1: Lubrication



1. Choosing the right lubricant
    - Lubricant should be a light machine oil such as 3-in-One oil.
    - Do not use grease as it has a tendency to attract dust.
    - Only a very light coating is required.

2. Applying the oil
    - Apply the oil using a cotton ball or cloth to the areas shown below.





12.2: Battery Replacement



1. Identify lock body end cap
    - The lock body is divided into roughly two halves.
    - One half houses the lock, the other the battery.
    - Remove the cover on the non-lock half of the housing by removing the #2 Phillips head screw.
2. Remove the battery holder
    - Slide the battery holder from the cavity in the lock body
    - Be careful not to pull on the wires as this could damage them.
    - Unclip the battery connector from the battery holder.
3. Replace the batteries
    - Replace the batteries with 8 standard alkaline AA batteries.
    - Pay attention to the battery polarity. The battery cavities have diagrams to assist with correct installation.
    - Install the battery holder in reverse order.
    - Test the lock while having someone on the inside of the secret room.
    - If the lock works as expected you can safely shut the door behind you.

Appendix

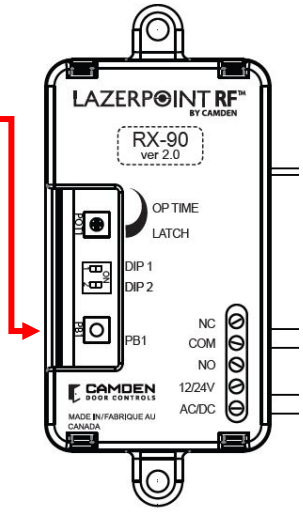
A.) Wireless Products

Your door shipped with all wireless switched pre-paired. In the event that you need to pair a device again, or add a new device, the following information will guide you.

Additionally, details on replacing batteries and changing the default key code on wireless keypads can be found in this section.

A.1: Control Box

1. Pairing devices.
    - To put the receiver in pairing mode, remove the 4 Phillips head screws holding the cover of the control box in place.
    - Identify the receiver module by its clear plastic housing.
    - Press the PB1 button on the receiver using a small blunt object such as a small blade screwdriver or similar.
    - Within 10 seconds, activate the switch you want to pair.
    - The green LED will flash once to confirm pairing.
    - Repeat with any additional switches you want to pair.
    - Active a paired switch again to signal that programming is done.
    - Activate the switch one final time to test the pairing. The door will unlock if successful.
    - Replace the control box cover.

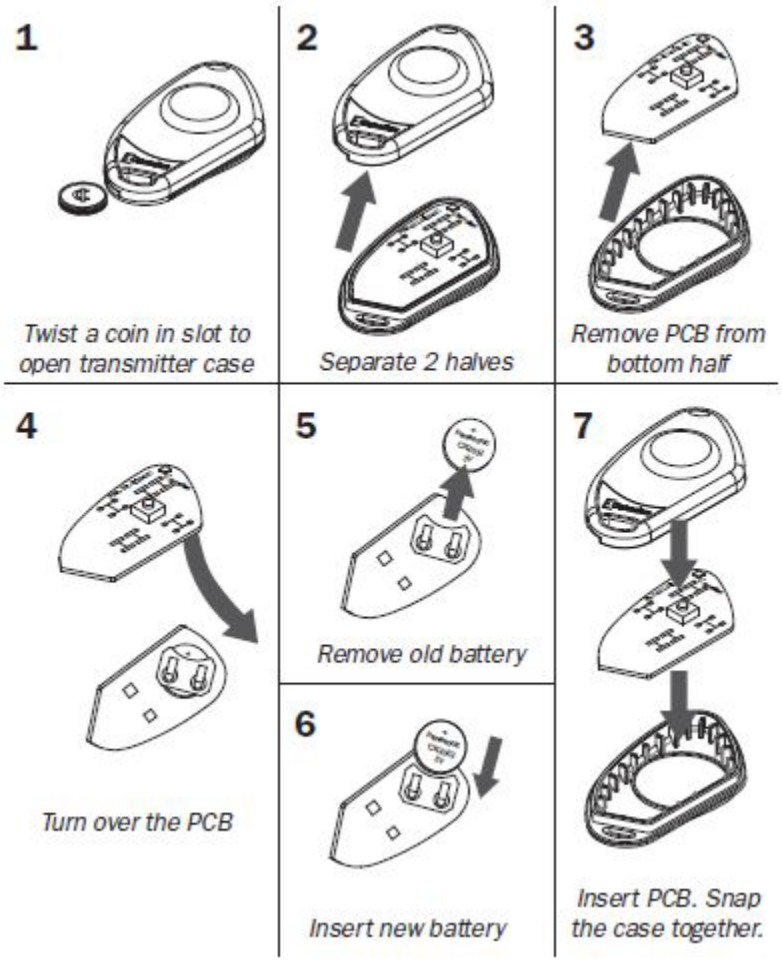


A.2: Wireless Key Fob

1. Testing battery level.
    - Test the battery strength by pressing and holding the button for approximately 5 seconds.

- The LED should flash RED 5 times, meaning the battery is at full capacity.
- If the LED flashes RED only 1 - 2 times, you should change the battery for a fresh (new) one.

2. Replacing the CR-2032 Lithium battery.



A.3: Tilt Switch

1. Replacing the 2 x AAA batteries.
   - Remove the switch from its host (book, artwork, etc.).
   - Unscrew the 4 #1 Phillips head screws holding the cover in place.
   - Locate the battery holder,
   - Gently pull the holder from the plastic housing.
   - Replace the 2 x AAA batteries.

- Tuck any extra wire length into the housing that would prevent the cover from closing.
- Replace the cover and make sure the round stud on the back of the cover aligns with the recess in the body housing.
- Replace the 4 screws and put the switch back it its host.

A.4: Keypad

1. Replacing the 2 x AA batteries.
    - Remove the keypad from its host (book, artwork, etc.).
    - Flip the keypad housing over.
    - Locate the battery holder.
    - Gently pull the holder from the plastic housing.
    - Replace the batteries.
    - Place the battery holder back in the housing.
    - Put the keypad back in its host.
2. Changing the default code.
    - Press *1 (Both keys at the same time).
    - Press 1 2 3 4 * (One key at a time).
    - Press *2 (Both keys at the same time).
    - Press 2 # (One key at a time).
    - Enter new 4 digit code followed by *.
    - Enter new 4 digit code followed by * again.
    - Press *
    - Press #
    - Press *
    - Test your new code by entering the 4 digit code followed by *.