

mamava® | VaRoom

# Assembly Guide

It should take **1 person** with construction experience **~1-2 hours** to install the Mamava VaRoom smart lock.



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Mamava, the leading expert in lactation space design, provides dignified lactation accommodations and breastfeeding resources for employers and organizations around the world. Our mission is to create a healthier society through infrastructure and support for breastfeeding.

**IMPORTANT**

# Door + Lock Compatibility

Prior to installation, make sure your current door and lock are compatible with the Mamava VaRoom smart lock.

## Door material:



**Wood or metal**



Composite, vinyl, etc.

## Current lock type:



**Cylindrical**

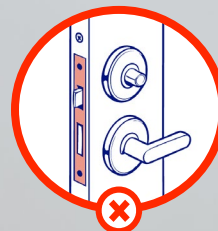


Mortise (large strike plate)

## Door thickness:



**1.25" to 2.5"**



We recommend that you use a professional installer with construction experience to install VaRoom. There are numerous varieties of doors and frames, and we are unable to cover them all in this guide.

The VaRoom installation detailed in this guide was performed on a typical wooden office door within a metal frame. It is a "LEFT DOOR" with a left lock handle position. Some information throughout this guide will be the opposite of what is described if you are installing the VaRoom on a "RIGHT DOOR" with a right lock handle position.

If you have any questions, please call the Mamava Service team at **(802) 347-2111** or email [service@mamava.com](mailto:service@mamava.com).

**Open the box and inspect for damage that may have occurred during shipping. Submit the damage claim form to report any issues.**

# Tools + Hardware

## Not included



Cordless Drill



Hammer



Chisel



#2 Phillips Head Screwdriver



Flat Head Screwdriver



Tape Measure



Pencil

\*For drilling holes only



Pliers



Locking Pliers



Center Punch



Pocket Level



Work Gloves



Safety Goggles



Mobile Device

## Provided



2-1/8" Hole Saw



1" Hole Saw



(2) 1/8" Drill Bits



(2) 3/32" Drill Bits



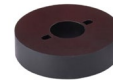
Door Hole Jig



Arbor Adapter



Arbor Spacer



Depth Stop Insert



Hole Saw Arbor



(1) M4 x 8 Phillips Head Cap Screw



(1) M5 x 11 Phillips Head Cap Screw with Loctite Patch



(3) M4 x 30 Flat Head Screws



(3) M4 x 40 Flat Head Screws



(3) M4 x 16 Flat Head Screws



(4) Wood Screws  
(2 are extras, provided for new door installations)



(2) Shoulder Screws



(2) Self Tapping Screws



(2) Flat Head Screws

# Parts



Access Decal



Left Deadbolt Decal



Right Deadbolt Decal



Back Plate



(4) AA Batteries



Deadbolt Latch



Door Latch Assembly



Vacancy Plate



Mounting Plate



Driver Bar



Interior Deadbolt Cover Plate

# Door Preparation

## TOOLS AND PARTS

- #2 Phillips Head Screwdriver
- Tape Measure
- Pencil
- Center Punch
- Cordless Drill
- 1/8" Drill Bit
- Hole Saw Arbor
- 1" Hole Saw
- Door Hole Jig
- Arbor Adapter
- Arbor Spacer
- 2-1/8" Hole Saw
- Depth Stop Insert
- Deadbolt Latch

**1.** Use a #2 Phillips head screwdriver and/or a pointed tool such as an awl (or equivalent) to remove the existing lockset assembly and latch from the door.



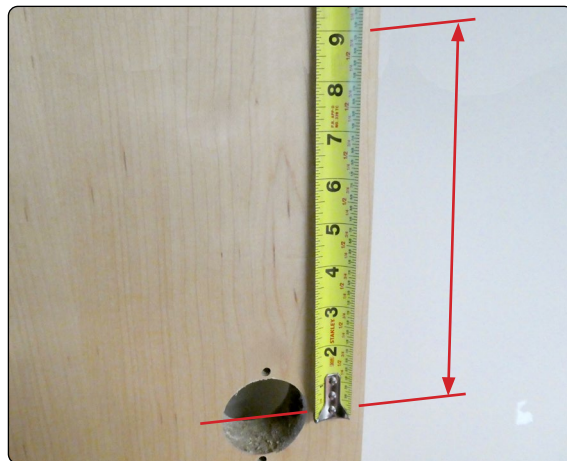
**2.** Use a tape measure to measure from the edge of the door to the center of the lockset hole. It should be either 2-3/8" or 2-3/4". This is the "**backset**" measurement you'll use throughout these instructions.



**3.** Use a tape measure and pencil to draw a light horizontal line 9" above the center of the lockset hole.

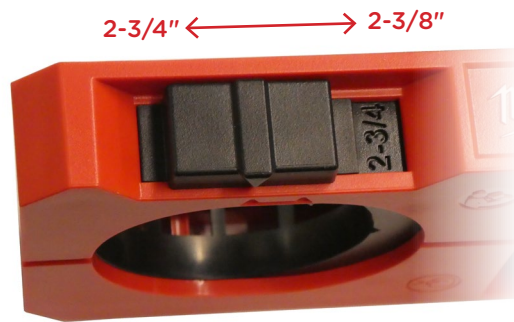
The line should be near the edge of the door so it's visible in the door hole jig alignment window.

**Note:** If the deadbolt and lockset are closer than the recommended 9" distance, the key will not work.



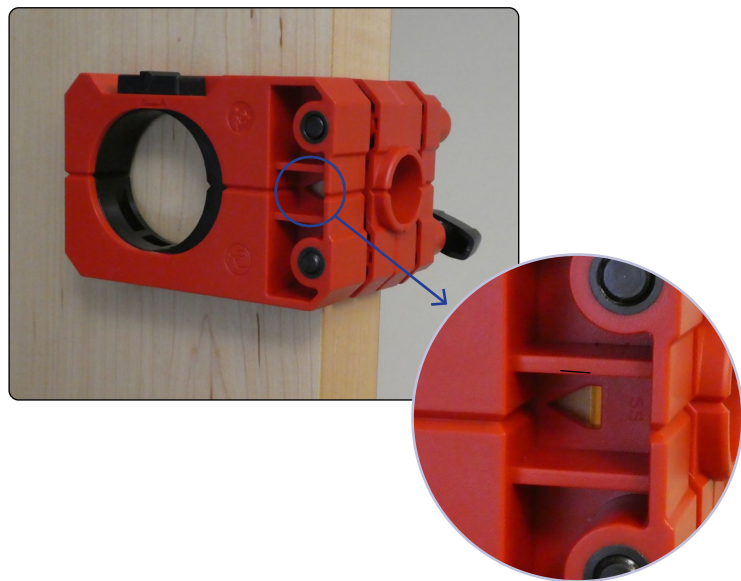


4. Set the door hole jig to match the “**backset**” of your door.



5. Position the door hole jig onto the door with the alignment window centered on the pencil line. Secure it with the thumb screw.

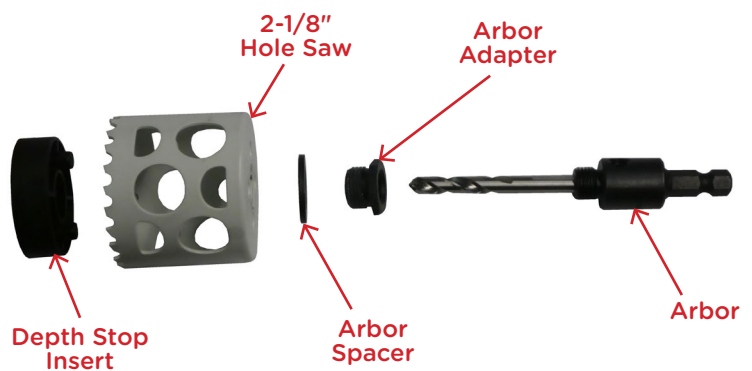
Friendly reminder—the door hole jig should be 9” to center. Make sure that the jig is tight against the edge of the door and not tilted.



6. Screw the arbor adapter onto the arbor. Add the arbor spacer and then screw on the 2-1/8” hole saw hand tight.

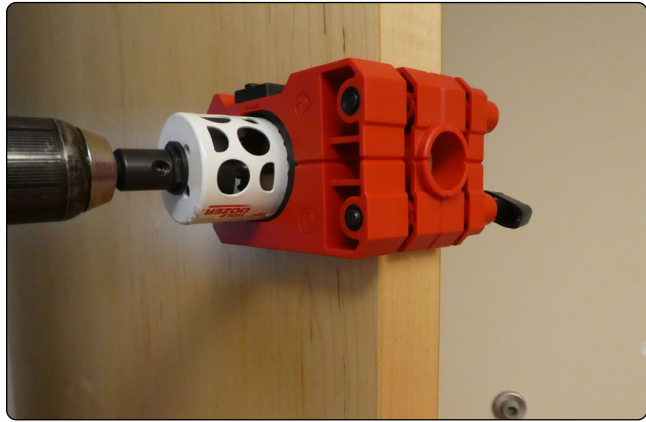
Install the depth stop insert into the hole saw, pushing the tabs into the holes at the back of the hole saw.

The depth stop insert prevents the hole saw from breaking through or splintering the other side of the door.



**7.** Use the large hole in the jig as a guide to drill into the door using the 2-1/8" hole saw. Stop when the pilot drill bit starts going through the other side.

Clean out the hole saw and finish the hole from the other side of the door.



**8.** Remove the 2-1/8" hole saw with the depth stop insert from the arbor. Remove the arbor spacer and arbor adapter.

Screw the 1" hole saw onto the arbor.

Use the 1" hole at the end of the door hole jig as a guide to drill a hole through the edge of the door and into the larger hole.

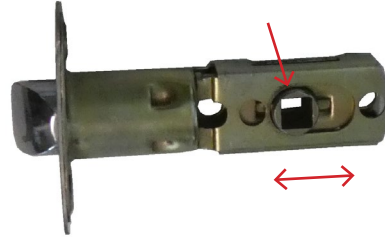


# Lockset

## TOOLS AND PARTS

- Door Latch Assembly
- Pencil
- Chisel
- #2 Phillips Head Screwdriver
- (2) Wood Screws
- Front Panel
- Back Panel
- Back Plate
- (1) M4 x 8 Phillips Head Cap Screw
- (1) M5 x 11 Phillips Head Cap Screw with Loctite Patch
- (3) M4 x 16 Phillips Head Cap Screws
- (3) M4 x 30 Flat Head Screws
- (3) M4 x 40 Flat Head Screws
- (4) AA Batteries

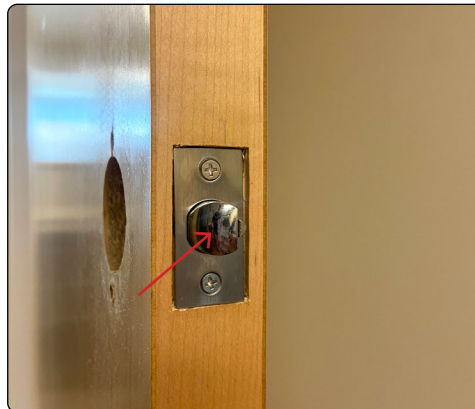
**1.** Adjust the door latch assembly to the desired “**backset**” by moving the spindle mount to the left (2-3/8”) or to the right (2-3/4”).



**2.** Insert the door latch assembly into the hole with the angled ramp facing the doorframe striker plate.

If the existing mortise isn't big enough for the door latch plate, use a pencil to trace the outside of the plate, remove the door latch, and chisel the line until it fits.

Use a #2 Phillips head screwdriver to secure the door latch plate with (2) wood screws.





**3.0** Determine the swing of the door.

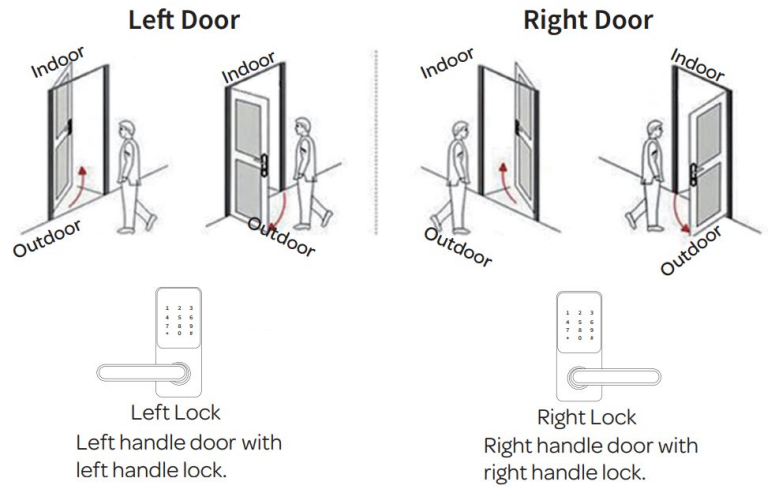
**3.1** Orient the handle on the front panel to the corresponding side for your door swing. The handle should point towards the door hinges.

**On the back of the front panel, ensure the "L" or "R" on the spindle is facing down.**

Insert (1) M4 x 16 Phillips head cap screw into the hole on the same side as the handle. Fully tighten.

**3.2** Orient the handle on the back panel to the corresponding side for the door swing. The handle should point towards the door hinges.

Insert (1) M5 x 11 Phillips head cap screw into the hole opposite the handle. Fully tighten.



**4.1** Fit the two lower screw channels and the spindle through the holes in the latch.

Push the wire through the 2-1/4" hole all the way to the inside of the door.



Other side of door

**4.2** Plug the wire connector from the front panel into the connector from the back panel.

Push the connector and any excess wire back into the 2-1/4" hole.



**4.3** With the mat flush against the door, position the back plate onto the door so it's aligned with the screw channels of the front lock panel.

For doors 1-1/4" to 1-3/4" thick, use a #2 Phillips head screwdriver to secure the back plate with (3) M4 x 30 flat head screws.

For doors 1-3/4" to 2-1/2" thick, use a #2 Phillips head screwdriver to secure the back plate with (3) M4 x 40 flat head screws.



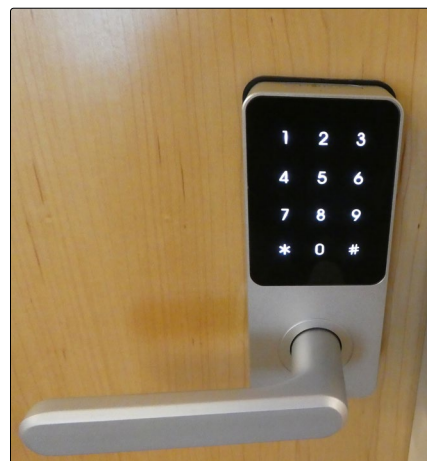
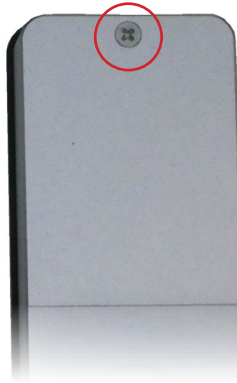
**5.** Use a #2 Phillips head screwdriver to remove the battery cover.

**6.** Use a #2 Phillips head screwdriver to secure the back panel to the back plate with (3) M4 x 16 flat head screws.

**7.** Install (4) AA batteries into the battery compartment.

Use a #2 Phillips head screwdriver to attach the battery cover with the screw.

**8.** Leave the door open and tap the touchscreen keypad to turn it on. Test the lock with the default pin code: 8008# to verify that the front handle will move the latch.



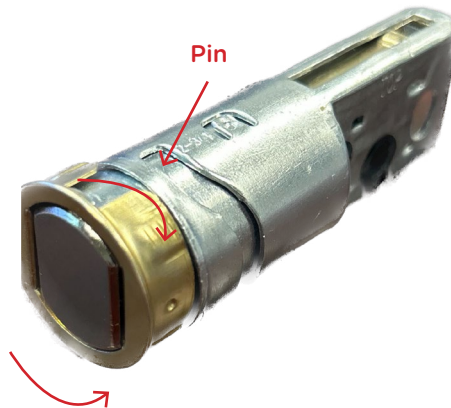
# Deadbolt

## TOOLS AND PARTS

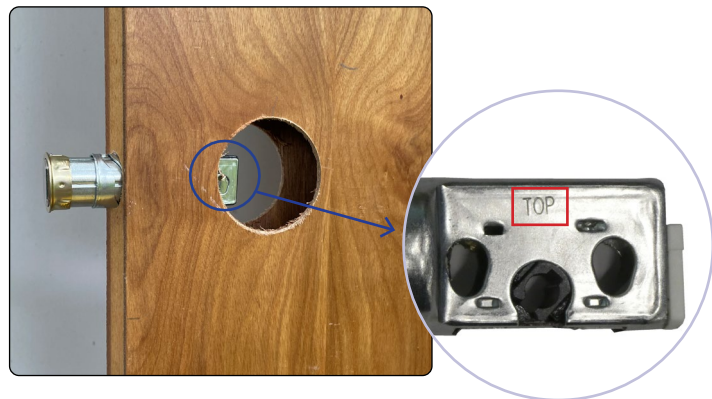
- Deadbolt Latch
- Flat Head Screwdriver
- Cordless Drill
- 3/32" Drill Bit
- #2 Phillips Head Screwdriver
- (2) Self Tapping Screws
- Vacancy Plate
- Mounting Plate
- (2) Shoulder Screws
- Tape Measure
- Driver Bar
- Locking Pliers
- Pliers
- Interior Deadbolt Cover Plate
- (2) Flat Head Screws
- Pencil
- Pocket Level
- 1/8" Drill Bit
- 1" Hole Saw
- Access Decal
- Deadbolt Decals

1. Rotate the deadbolt latch collar 180° clockwise for a 2-3/8" "**backset**" or 180° counterclockwise for a 2-3/4" "**backset**."

There is a 2-3/8" or a 2-3/4" stamped in the cylinder where the pin stops when adjusted.



2. Hold the deadbolt latch with the word "TOP" facing up and insert the deadbolt latch into the 1" deadbolt hole.





**3.** Ensure the vacancy plate displays "VACANT." If it displays "IN USE," rotate from the back to "VACANT."

Position and hold the vacancy plate in the hole on the exterior of the door to secure for the next step.



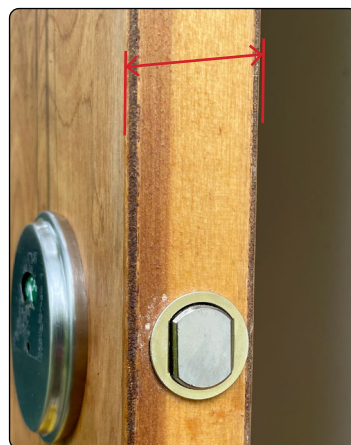
**4.** Position the mounting plate in the hole on the interior of the door.

Use a #2 Phillips head screwdriver to secure the mounting plate to the vacancy plate with (2) shoulder screws.

**It may help to tilt the vacancy plate out to get the screws started.**



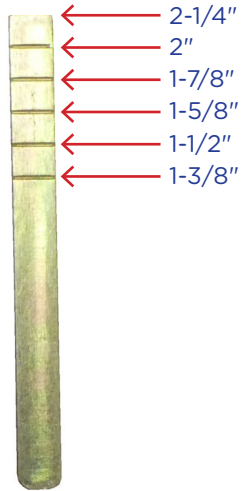
**5.** Use a tape measure to check the thickness of your door.





**For 2-1/4" door thickness, no modification is necessary. Skip to step 10.**

**6.** If the door thickness is smaller than 2 1/4" use locking pliers to grip the driver bar under the break line that corresponds with your door thickness. Snap off the excess length with pliers.



**7.** If you have a left door swing, insert the driver bar rotated 45° to the right (to the left if your door is opposite) through the hole in the mounting plate and into the slots in the back of the vacancy plate.

Make sure the driver bar is installed fully into the vacancy plate. Turn by hand to verify that the green "VACANT" sign rotates to the red "IN USE," and back to "VACANT."



**8.** With the vacancy plate window displaying “VACANT,” place the interior deadbolt cover plate onto the driver bar. The turn-bolt lever should point in the same direction as the driver bar.

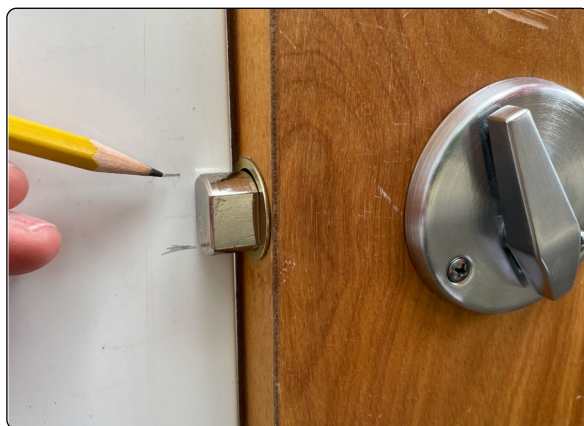


**9.** Screw the interior deadbolt cover on with (2) flat head screws using a #2 Phillips head screwdriver.



**10.** With the door partially closed, use a pencil to mark the top and bottom of the deadbolt location on the doorframe.

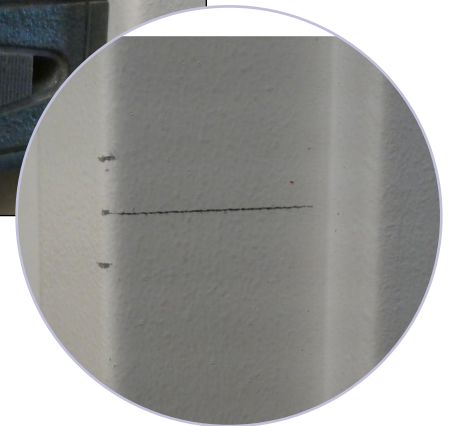
Use a tape measure and pencil to mark the center between the top and bottom lines.



**11.** Shut the door completely. Use a pencil to mark on the frame where the exterior door meets the frame.



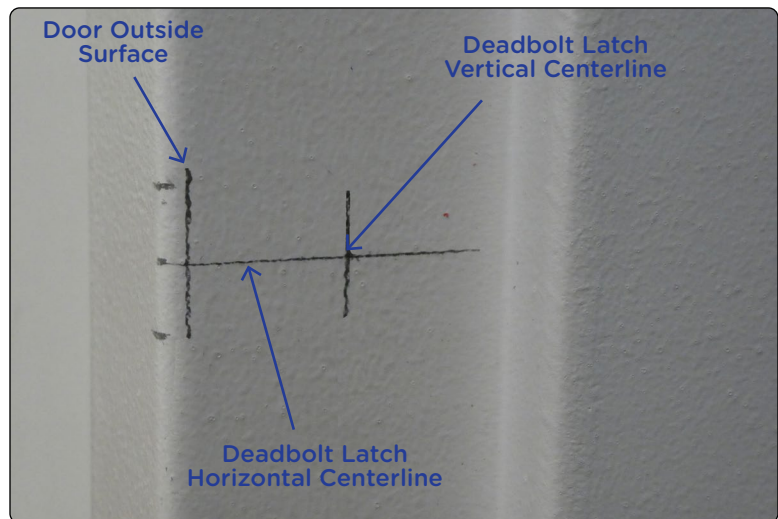
**12.** Open the door using 8008# on the keypad. Use a pocket level and pencil to draw a horizontal line from the center mark on the face of the frame to the inside where the deadbolt latch hole will be.



**13.** Measure from the face of the door to the center of the deadbolt latch. This dimension will be used in the next step.



**14.** Starting from the door outside surface line, draw the deadbolt latch vertical centerline, using the dimension from the previous step.



**15.** Use a cordless drill and 1/8" drill bit to make a pilot hole at the intersection of the deadbolt latch vertical and horizontal centerlines.

Install the 1" hole saw into the drill to create the deadbolt hole at the pilot hole location.

Shut the door and test the deadbolt latch operation.



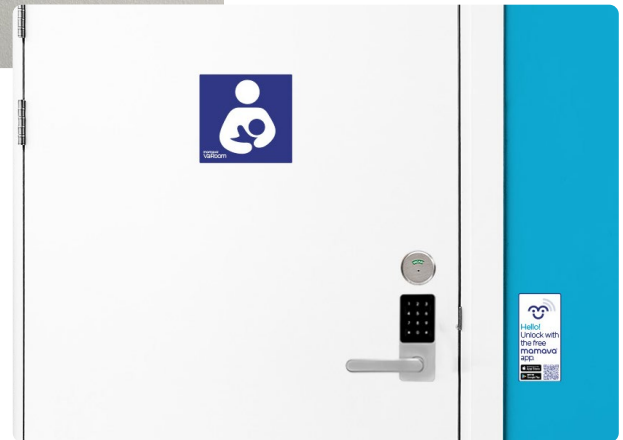


# Final Assembly

## TOOLS AND PARTS

- Access Decal
- Deadbolt Decal
- Mobile Device

**1.** Apply the breastfeeding and access decals outside of the lactation room. We recommend placing the small access decal near the lock (aligned with the top of the lock) and the large blue breastfeeding symbol next to it for simplicity or centered on the door for greater visibility—both layouts are effective and can be chosen based on the space.



**Two decals are provided. Select the appropriate decal based on your door swing. The arrow should point towards the door latch (away from the door hinge).**

**2.** Open the door using 8008#. Center the decal directly above the deadbolt and press firmly to ensure the decal sticks to the door. Fill out the interior maintenance decal with contact information should parents encounter any issues. We recommend using a label maker or permanent marker.





**3.** If you want your room discoverable, take a photo of the door and interior of the space and email photos to [fulfillment@mamava.com](mailto:fulfillment@mamava.com) so we can update our app and help breastfeeding parents find your lactation room.



**4.** Store your key tag and keys, micro USB cable (used to provide temporary power to the lock if the batteries die), and documentation in a safe place—not in the lactation room.

Be sure to vacuum up any debris after completing the VaRoom assembly.



# App Access Verification

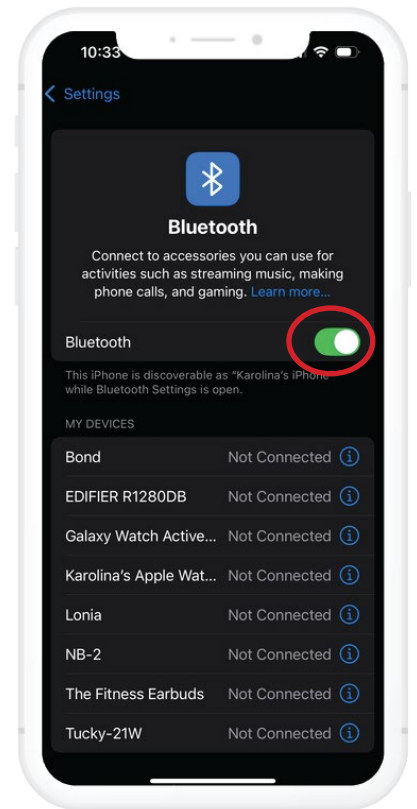
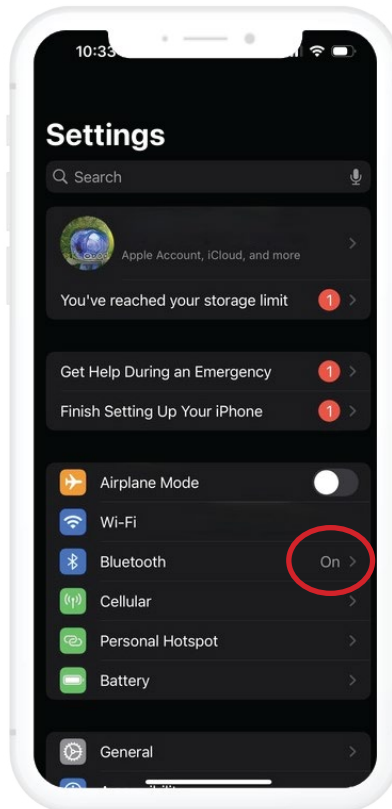
## TOOLS AND PARTS

- Mobile Device

**1.** Now it's time to verify that app access is working.

On your mobile device, turn your Bluetooth on and make sure you can access the internet.

**2.** Download the Mamava - Breastfeed on the Go app from the App Store or Google Play.

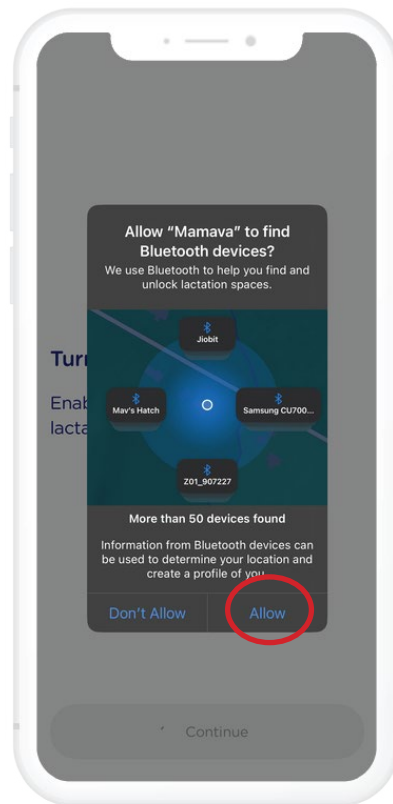


iOS App Store

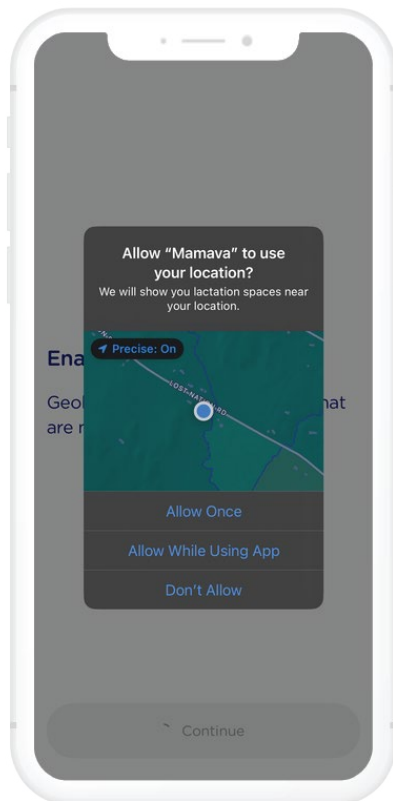


Google Play

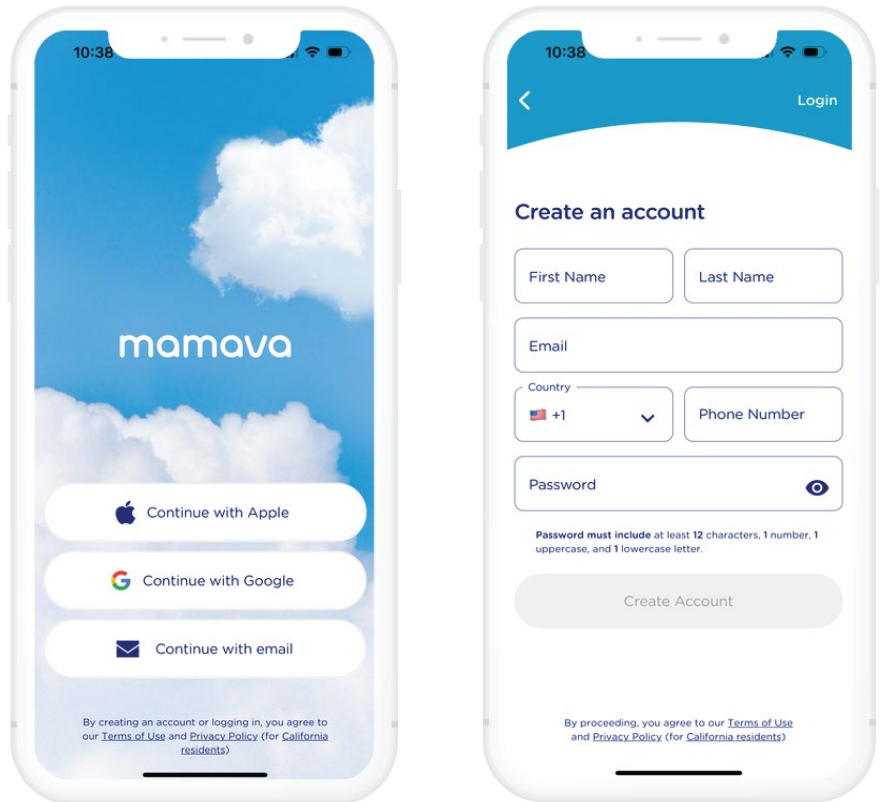
**3.** Enable Bluetooth for the Mamava app.



**4.** Enable location services for the Mamava app.

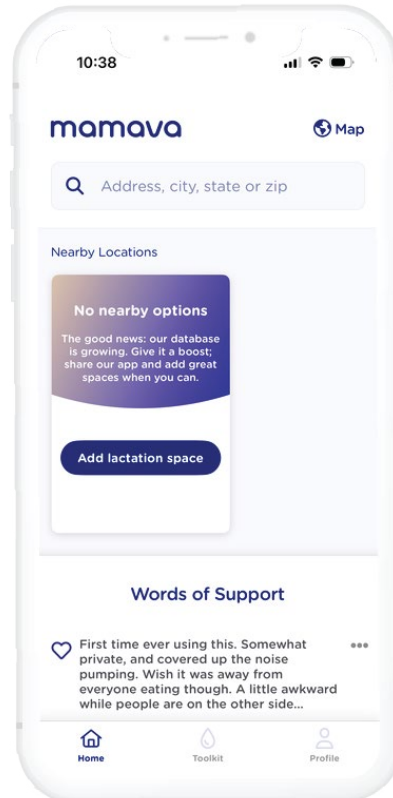


5. Create an account with your email address, first and last name, and a password.



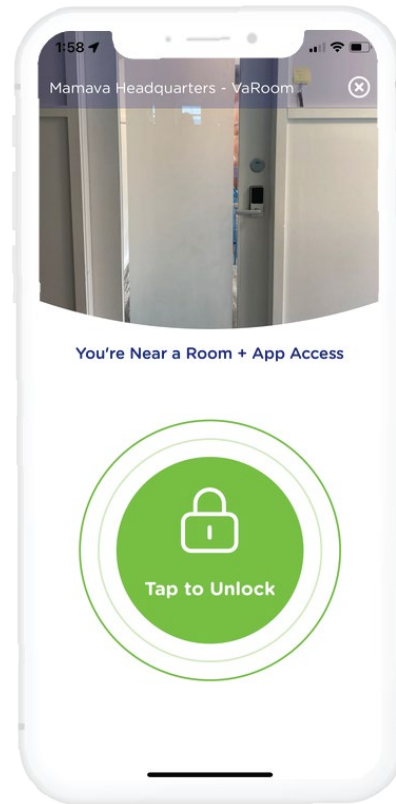
If you have trouble with any of the following steps, call the Mamava Fulfillment team at (802) 347-2111 or email [fulfillment@mamava.com](mailto:fulfillment@mamava.com).

6. Stand in front of the room with the Mamava app open and confirm that the location is visible on the homescreen under "Locations near you."



7. Tap “Unlock” to open the door.

If you want to improve the accuracy of the location in the app, email [fulfillment@mamava.com](mailto:fulfillment@mamava.com) with the lat/long coordinates or submit an [App Integration form](#).





## Notes

## Need assistance?

Visit [help.mamava.com](https://help.mamava.com) or contact [service@mamava.com](mailto:service@mamava.com) • (802) 347-2111