

The KE-265 has two levels of codes:

- 1) One Master Code (Used by management/owner to open the door and used to program User Codes).
- 2) Five User Codes (Used by personnel/guests to open the door).

IMPORTANT: Notes to remember before programming.

- 1) All six codes must be 3 to 8 digits in length.
- 2) All six codes must be different from each other.
- 3) 5 position keypads have two digits on each pad. The system reads these numbers as the same. For example: 1-3-5-7-9 is the same as 2-4-6-8-0.
- 4) Do not program codes which are part of other codes. For example User code 1 → 1-2-3-4 and user code 2 → 1-2-3.
- 5) During the programming procedure, the resets after 5 seconds if a number is not entered. Do not allow more than 5 seconds elapse between entries or the system will reset and you will have to start over.

Programming the Master Code (Program/Change)

- 1) Select a 3 to 8 digit code that will be used for the Master Code. _____ .
- 2) Locate the Control Module, remove the cover and locate the “PROGRAM” switch on the circuit board.
- 3) Press the “PROGRAM” switch once* (The keypad will beep rapidly 4 times).
- 4) At the Keypad, enter 1-1-1-9 to open the memory (you will hear 3 rapid beeps) and immediately enter your new Master Code. Remember not to let more than 5 seconds elapse between entries or the system will reset.
- 5) After entering your new Master Code, wait 5 seconds for the 3 reset beeps.

*Once the PROGRAM switch has been pressed, you have two minutes to begin programming.

Overview of User Codes

There are a total of 5 User Codes (also called secondary codes) that can be programmed into the KE-265. User Codes can vary in length from 3 to 8 digits. Each User Code is programmed into one of 5 User Locations:

<u>User #</u>	<u>User Location</u>
User Code 1 →	1-1-1
User Code 2 →	1-1-3
User Code 3 →	1-1-5
User Code 4 →	1-1-7
User Code 5 →	1-1-9

Programming User Codes

To program a New User Code or change an Existing User Code:

- 1) Select a new 3 to 8 digit code that will be used for this User Code _____ .
- 2) Decide which User Location to place this User Code (see Overview of User Codes).
- 3) Enter the Master Code, followed by the User Location (you will hear 3 rapid beeps) and immediately enter the new User Code (Do not let more than 5 seconds elapse between entries or the system will reset).
- 4) After entering your new User Code, wait 5 seconds for the reset beep.

Example: 1-3-5-7-9 1-1-1 1-2-3-4

To delete a User Code:

- 1) Enter the Master Code, followed by the User Location of the User Code you want to delete (you will hear 3 beeps).
- 2) Wait 5 seconds for the reset beep (Do not enter any digits until you hear the reset beep).

Make note of your codes for future reference

Master Code _____	User Code 1 _____
User Code 2 _____	User Code 3 _____
User Code 4 _____	User Code 5 _____