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:

<table>
<thead>
<tr>
<th>User #</th>
<th>User Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Code 1</td>
<td>→ 1-1-1</td>
</tr>
<tr>
<td>User Code 2</td>
<td>→ 1-1-3</td>
</tr>
<tr>
<td>User Code 3</td>
<td>→ 1-1-5</td>
</tr>
<tr>
<td>User Code 4</td>
<td>→ 1-1-7</td>
</tr>
<tr>
<td>User Code 5</td>
<td>→ 1-1-9</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Master Code</th>
<th>User Code 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Code 2</td>
<td>User Code 3</td>
</tr>
<tr>
<td>User Code 4</td>
<td>User Code 5</td>
</tr>
</tbody>
</table>