

Model KE-265 Programming Instructions

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 $1 \rightarrow 1-2-3-4$ and user code $2 \rightarrow 1-2-3$.
- 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:

User #

User Location

Use	$\operatorname{cr} \operatorname{Code} 1 \to 1 - 1 - 1$
Use	$\operatorname{cr} \operatorname{Code} 2 \to 1\text{-}1\text{-}3$
Use	$\text{er Code 3} \rightarrow 1\text{-}1\text{-}5$
Use	$\operatorname{cr} \operatorname{Code} 4 \to 1\text{-}1\text{-}7$
Use	$\text{er Code 5} \rightarrow 1\text{-}1\text{-}9$
Progr	amming User Codes
Toj	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 ne
	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