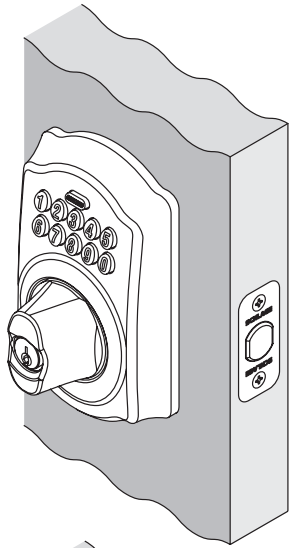




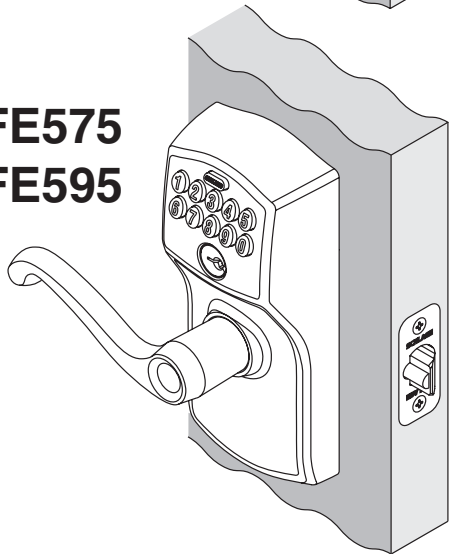
# BE365, FE575, FE595 Programming/Operating Guide

P515-549

**BE365**



**FE575  
FE595**



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## Preset Codes

**Programming Code: 123456**  
**User Code A: 4321** S/N: 1-00000000  
**User Code B: 5678** Model: BE365

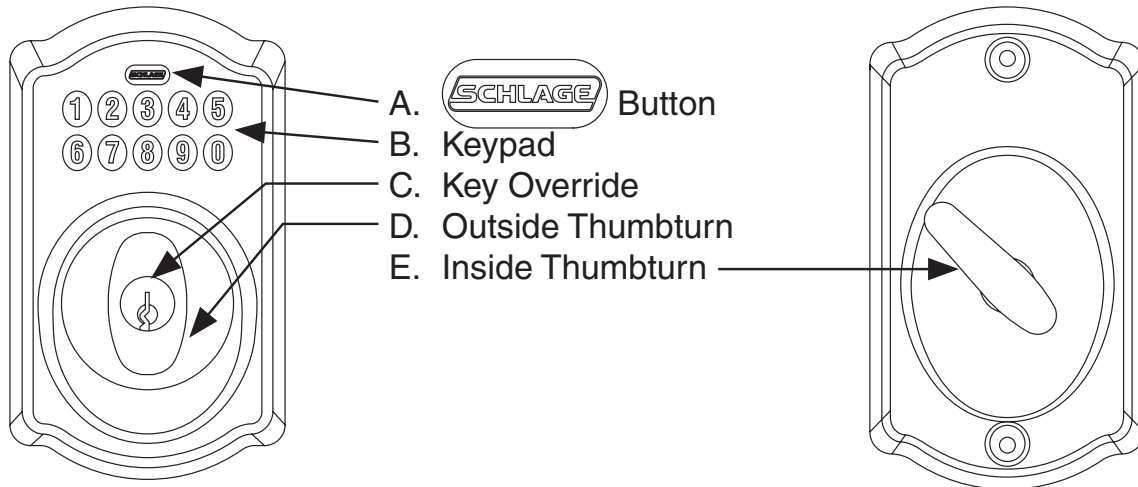


← Preset Programming Code  
 ← Serial Number  
 ← Lock Series

← Preset User Codes

Place Label Here

# BE365 Features



## A. Button

1. Press to turn on backlight.
2. Press to clear an incorrect code entry.

## B. Keypad

1. Use to unlock the lock by entering a valid four-digit user code.
2. Use to program the lock. (See page 8.)

## C. Key Override (See page 10.)

## D. Outside Thumbturn

Freely rotates until deadbolt is activated. Then thumbturn will extend or retract deadbolt.

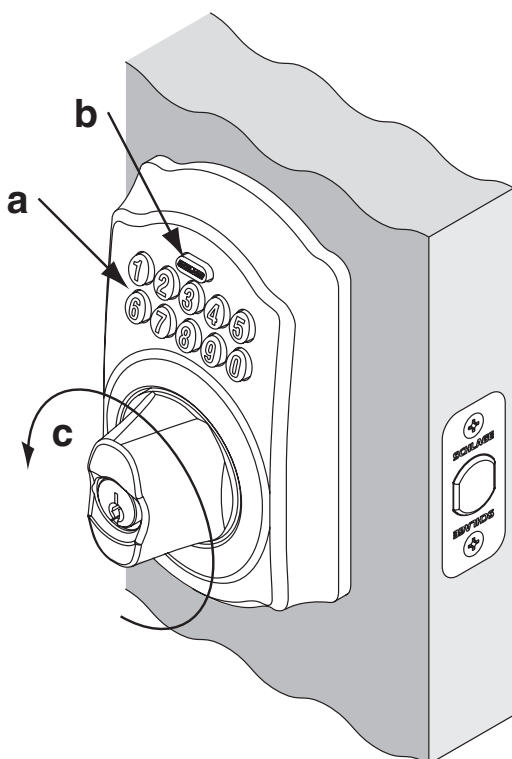
## E. Inside Thumbturn

Extends and retracts the deadbolt from the inside.

# BE365 Lock Operation

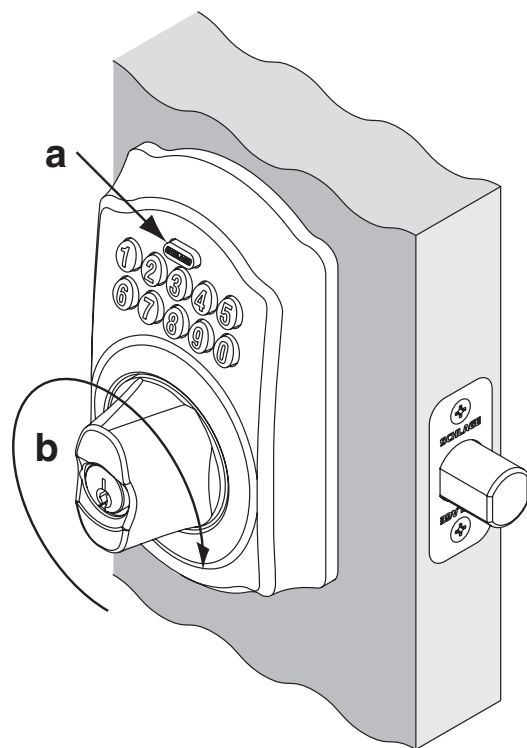
## To Retract the Deadbolt

- a. Enter a valid four-digit user code.
- b. The button will flash green.
- c. Rotate outside thumbturn within five seconds to retract deadbolt.



## To Extend the Deadbolt

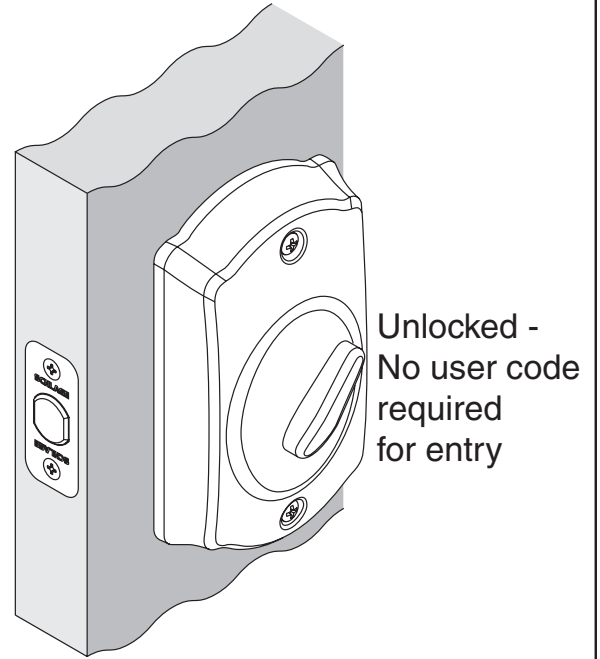
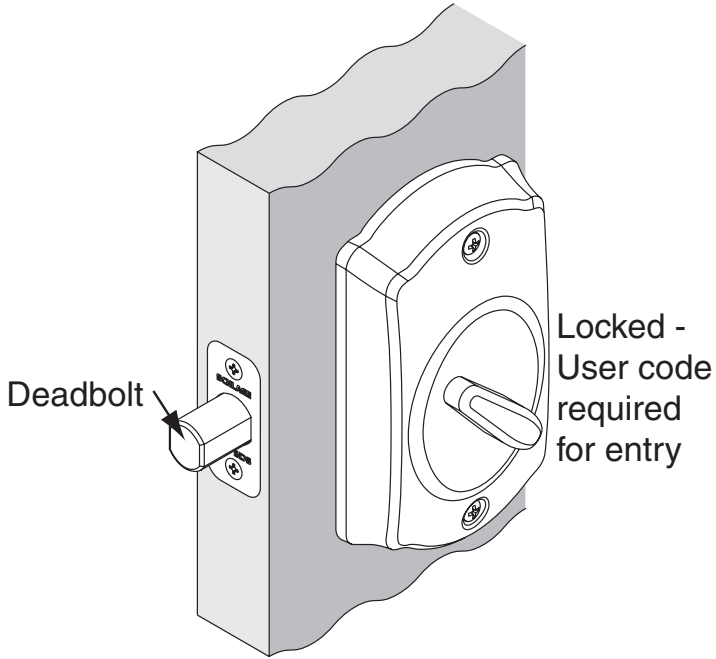
- a. Push button.
- b. Rotate outside thumbturn while button is lit to extend deadbolt.



# BE365 Lock Operation Continued

Locked - Deadbolt Extended

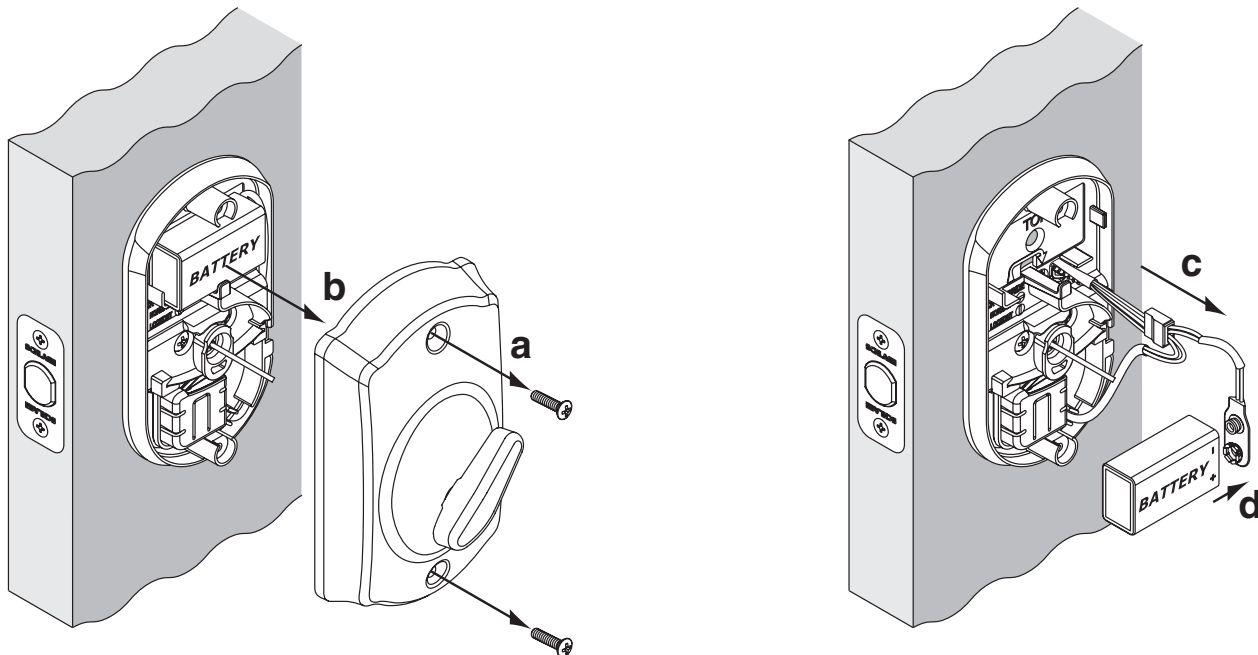
Unlocked - Deadbolt Retracted



## BE365 Changing the Battery

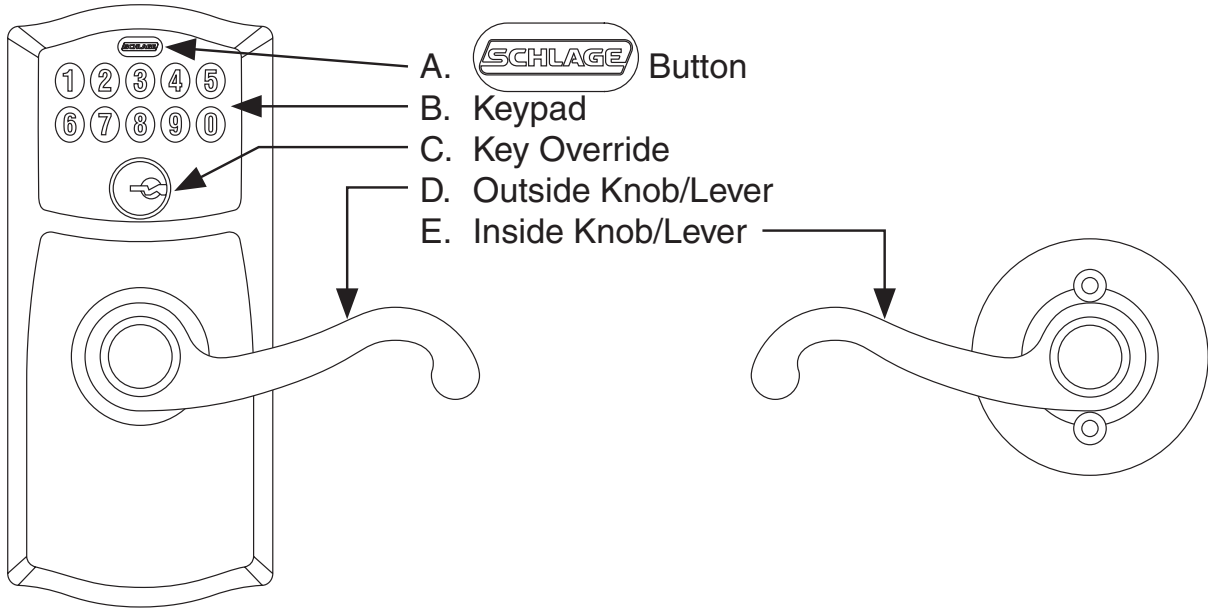
For low battery indications, see page 11.

**NOTE:** Replace with premium 9V alkaline battery.



Reverse steps to assemble lock.

# FE575 Features



## A. Button

1. Press to turn on backlight.
2. Press to clear an incorrect code entry.

## B. Keypad

1. Use to unlock the lock by entering a valid four-digit user code.
2. Use to program the lock. (See page 8.)

## C. Key Override

(See page 10.)

## D. Outside Knob/Lever


Always rotates. Only retracts latch when lock is unlocked.

## E. Inside Knob/Lever

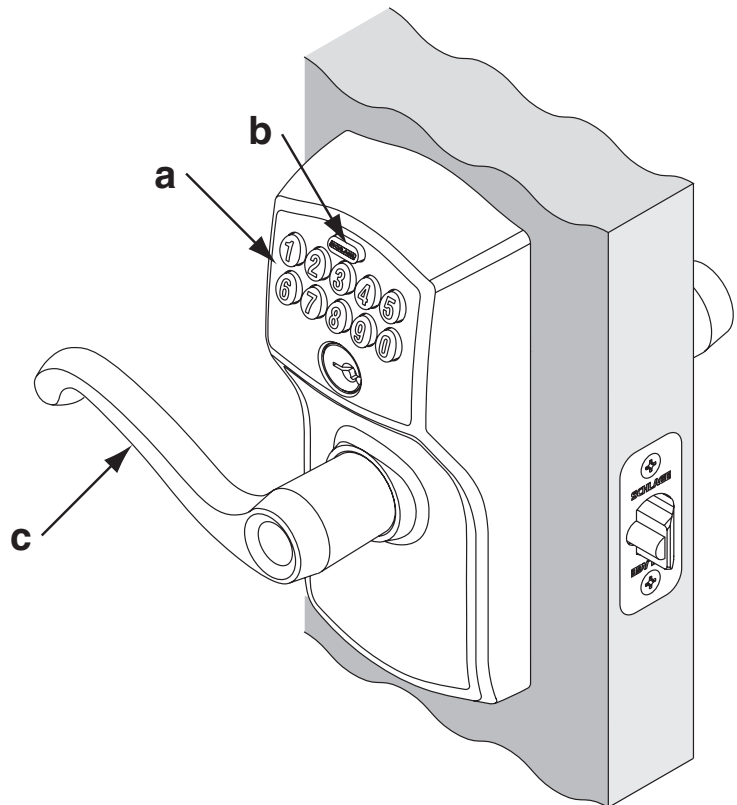
Always rotates and retracts latch for immediate exit.

# FE575 Lock Operation

## To Unlock the Lock

- a. Enter a valid four-digit user code. (See note.)
- b. The  button will flash green.
- c. Rotate outside knob/lever within five seconds to open door.
- d. After five seconds, the lock will automatically relock.

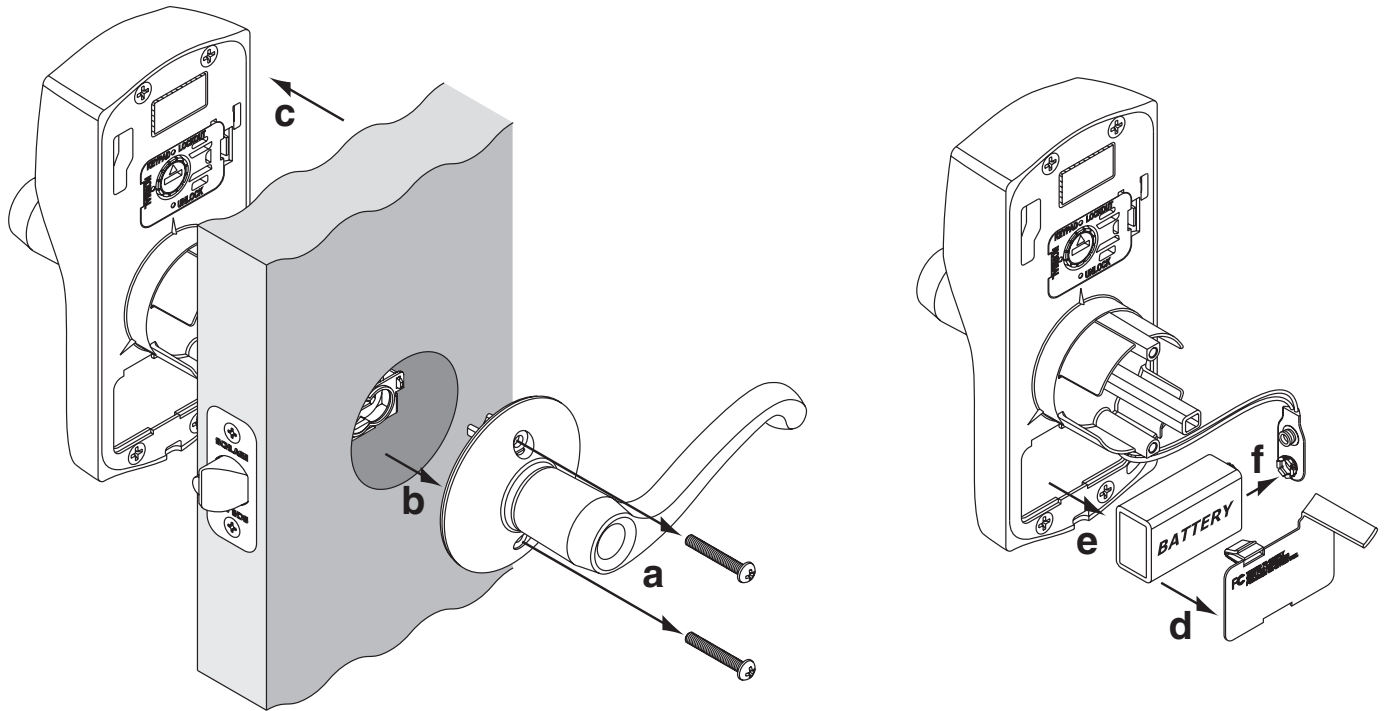
**NOTE:** The lock has two unique preset user codes that are printed on the front page of this guide and back of the keypad assembly.



# FE575 Changing the Battery

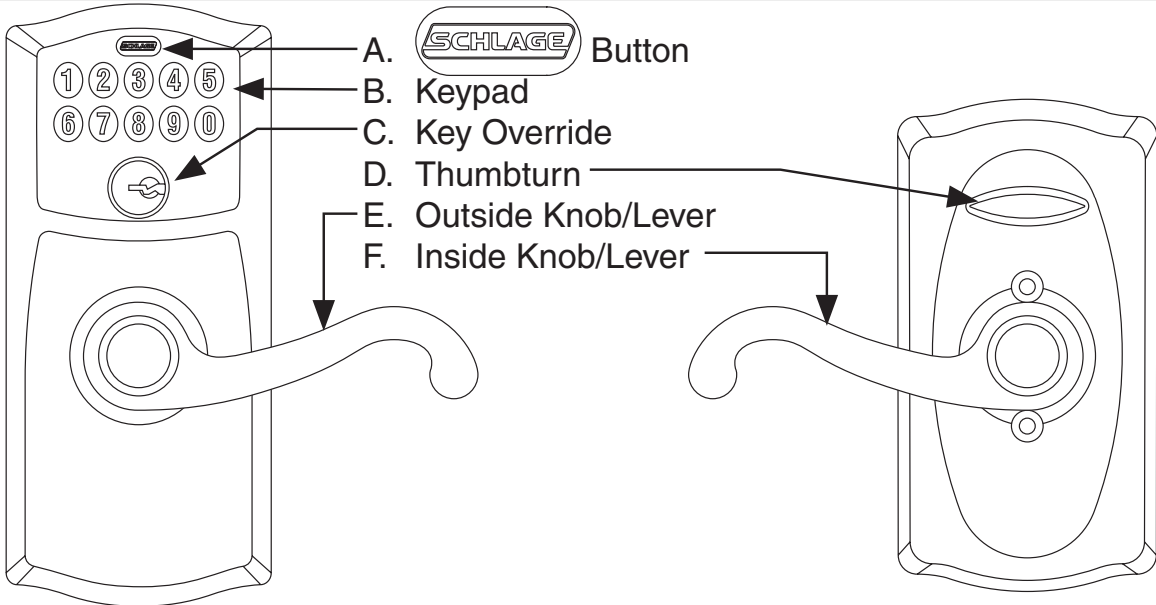
For low battery indications, see page 11.

**NOTE:** Replace with premium 9V alkaline battery.



Reverse steps to assemble lock.

# FE595 Features



## A. Schlage Button

1. Press to turn on backlight.
2. Press to clear an incorrect code entry.

## B. Keypad

1. Use to unlock the lock by entering a valid four-digit user code.
2. Use to program the lock. (See page 8.)

## C. Key Override (See page 10.)

## D. Thumbturn

Switches between locked and unlocked. (See below.)

## E. Outside Knob/Lever

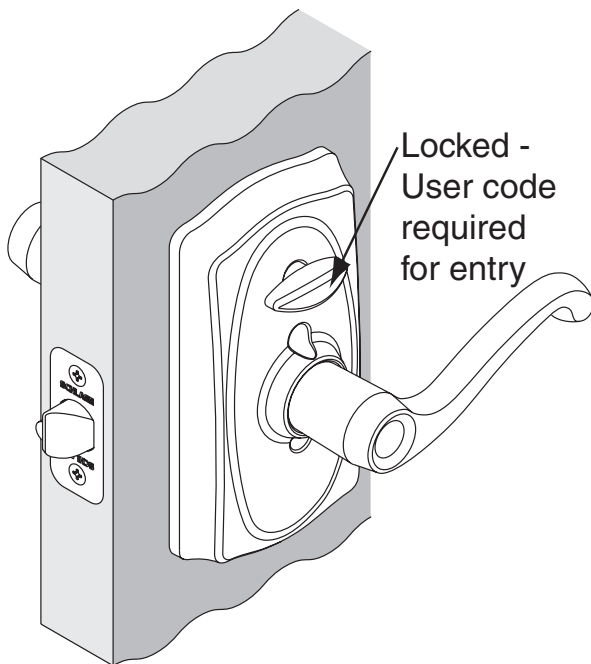
Always rotates. Only retracts latch when lock is unlocked.

## F. Inside Knob/Lever

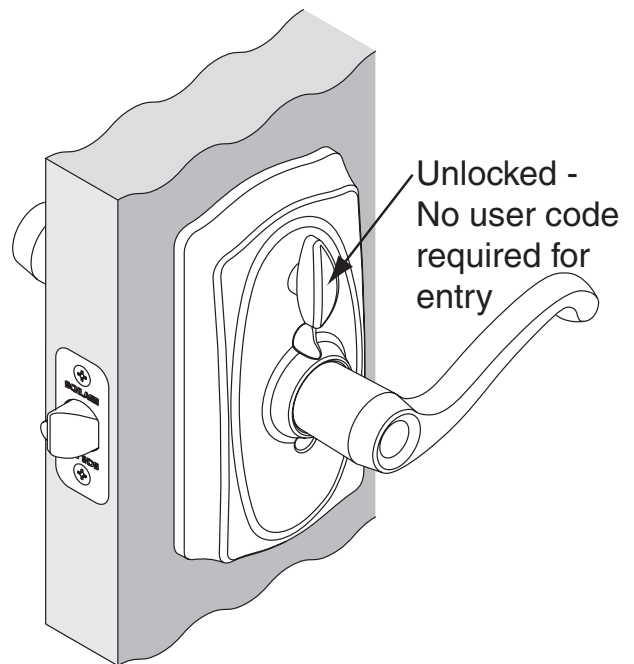
Always rotates and retracts latch for immediate exit.

# FE595 Lock Operation

## Thumbturn in Locked Position




## Thumbturn in Unlocked Position

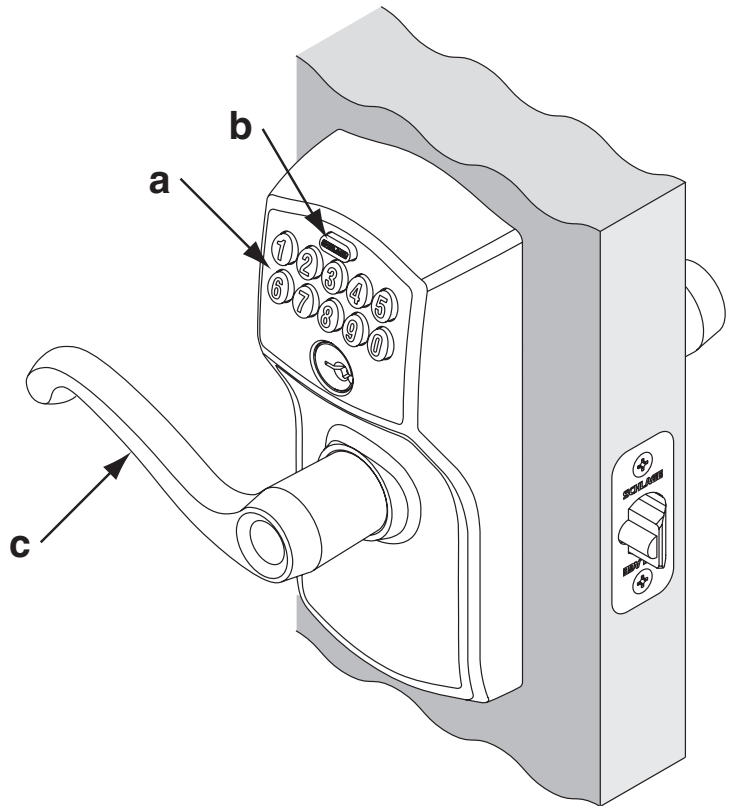


# FE595 Lock Operation Continued

## To Unlock the Lock (While thumbturn is in locked position)

- a. Enter a valid four-digit user code.  
(See note.)
- b. The  button will flash green
- c. Rotate outside knob/lever within five seconds to open door.
- d. After five seconds, the lock will automatically relock.

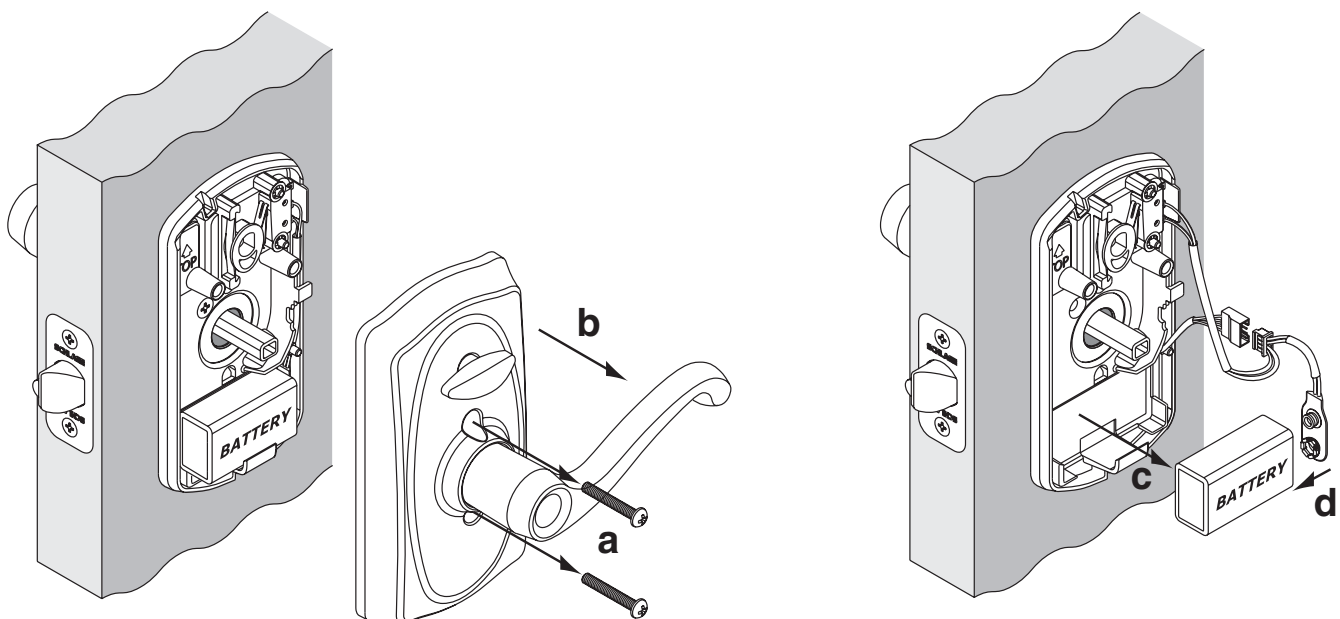
**NOTE:** The lock has two unique preset user codes that are printed on the front of this guide and back of keypad assembly.



# FE595 Changing the Battery

For low battery indications, see page 11.

**NOTE:** Replace with premium 9V alkaline battery.



Reverse steps to assemble lock.


# Programming for All Models

Label is located on front of guide and back of keypad assembly.

## Four-Digit User Codes (4DUC)

- Activates lock
- Can be changed
- Up to 19 user codes
- Won't program lock

**Programming Code: 123456**  
**User Code A: 4321** S/N: 1-00000000  
**User Code B: 5678** Model: BE365




## Six-Digit Programming Code (6DUC)

- Programs lock
- Can be changed
- Won't operate lock



## Schlage Button (on front of lock)

- Lights orange while in programming mode.
- Flashes green when programming is successful.
- Lights red when there is an error. Retry steps or see troubleshooting guide on page 11.
- Press to exit programming mode at any time.
- Wait until  button stops flashing before entering additional codes.

## Legend



= Schlage Button

6DPC = Six-Digit Programming Code



= Specific Number on Keypad

4DUC = Four-Digit User Code

## Add a new user code

6DPC →  → ① → New 4DUC → Reenter New 4DUC

## Delete one existing or preset user code

6DPC →  → ② → Existing 4DUC → Reenter Existing 4DUC

## Change current or preset programming code

**IMPORTANT:** If you forget your new programming code, you will have to reset the lock.

6DPC →  → ③ → New 6DPC → Reenter New 6DPC

## Enable/disable all user codes

1. Disable All User Codes: 6DPC →  → ④

2. Enable All User Codes: 6DPC

## Turn beeper on or off (preset is on)

**NOTE:** Lock will still beep when battery is low.

6DPC →  → ⑤

## Delete ALL user codes at once

**IMPORTANT:** This will delete all the user codes but not the programming code.

6DPC →  → ⑥ → Reenter 6DPC



## Enable/disable Turn Lock feature (BE365 ONLY) (preset is enabled)

**NOTE:** When Turn Lock feature is disabled, you must enter a valid user code to extend the bolt.

6DPC →  → ⑦

## Create a temporary code (house sitter, plumber, etc.)

1. Add New User Code:

6DPC →  → ① → New 4DUC → Reenter New 4DUC

2. Give person his/her code, but keep a written copy for yourself.

3. When code is no longer needed, delete User Code:

6DPC →  → ② → Existing 4DUC → Reenter 4DUC

## Delete a user code if user code is unknown

**IMPORTANT:** This will delete ALL the user codes but not the programming code.

1. Delete ALL User Codes:

6DPC →  → ⑥ → Reenter 6DPC

2. Add New User Code:

6DPC →  → ① → New 4DUC → Reenter New 4DUC

3. Repeat step 2 until all User Codes are reentered.

## Ensure only you have codes to the lock

1. Change Programming Code:

6DPC →  → ③ → New 6DPC → Reenter New 6DPC

2. Delete ALL User Codes:

6DPC →  → ⑥ → Reenter 6DPC

3. Add New User Code:

6DPC →  → ① → New 4DUC → Reenter New 4DUC

## Restore ALL preset lock settings

**IMPORTANT:** Lock will be reset to the preset programming and user codes. All existing user codes and current programming code will be erased.

1. Disconnect the battery.

(For FE575, see page 3. For FE595, see page 5. For BE365, see page 7.)

2. Press and release .

3. Reconnect the battery and wait until  is no longer lit.

4. Within 10 seconds, press and hold  until  lights green and the lock beeps.

# Keeping Your Lock Secure

## Security Tips

1. Do not share your programming code with other people.
2. Write down your programming and user codes and keep them in a safe place. (Use the table below if desired.)
3. Give each person his/her own user code. You can have up to 19 user codes.
4. If you don't remember or don't know who has a user code, you can delete all the user codes. (See page 8.)

| Name | User Code |
|------|-----------|
|      |           |
|      |           |
|      |           |
|      |           |

| Name | User Code |
|------|-----------|
|      |           |
|      |           |
|      |           |
|      |           |

| Name | User Code |
|------|-----------|
|      |           |
|      |           |
|      |           |
|      |           |

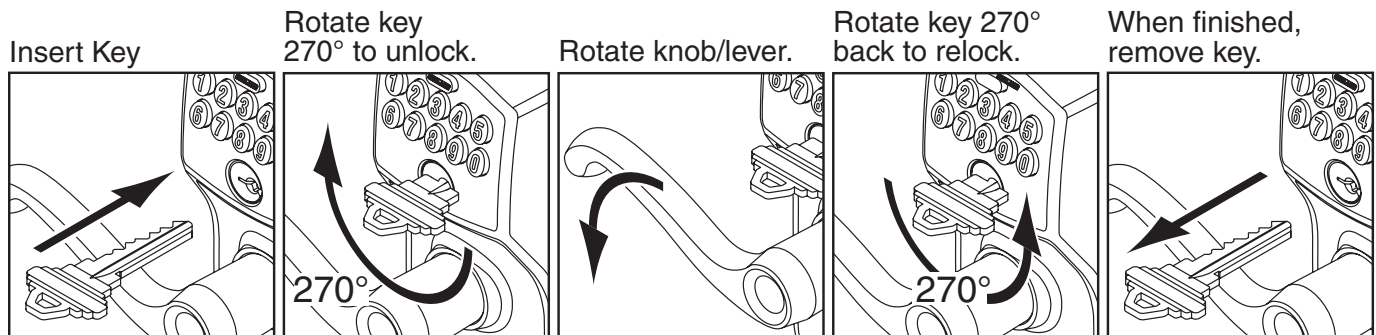
## Key Override

Use key override to unlock the lock in the following situations:

1. Battery is dead.
2. No User Code is known.

### FE575 and FE595

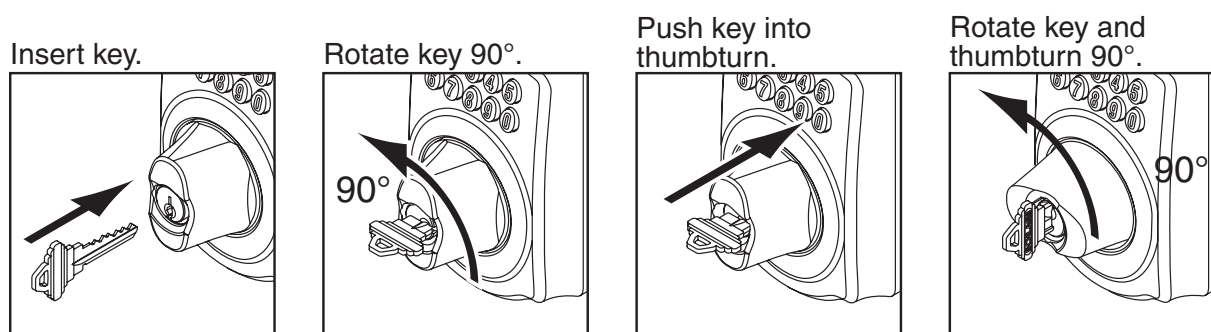
**NOTE:** Key does not retract latch.






Key cannot be removed in this position.

### BE365 Only

**NOTE:** Key will both extend and retract deadbolt.



# Troubleshooting Guide

| Problem  | Beeps*              | Lights                | Solution   |
|--|---------------------|-----------------------|--|
| User code (4DUC) does not unlock lock.   | 2                   | Red                   | 4DUC entered is not a valid 4DUC.  |
|  | 1 High,<br>1 Low    | Green then<br>Red     | User codes have been disabled. Enable User Codes. (See page 8.)  |
|  does not light when numbers are pressed.     | None                | None                  | <ol style="list-style-type: none"> <li>Too many incorrect user codes have been entered. Wait 30 seconds and try again.</li> <li>If keypad does not respond after 30 seconds, then replace battery.<br/>For FE575, see page 3.<br/>For FE595, see page 5.<br/>For BE365, see page 7.</li> </ol> |
| There is a delay before unlock after a valid 4DUC is entered.  | High/Low,<br>then 1 | Red then<br>Green     | Battery is low and should be replaced.<br>For FE575, see page 3.<br>For FE595, see page 5.<br>For BE365, see page 7.   |
|  blinking red but no codes have been entered. | None                | Quick Red<br>Blinking | Battery is dead and MUST be replaced.<br>For FE575, see page 3.<br>For FE595, see page 5.<br>For BE365, see page 7.  |
| Cannot add a new 4DUC.   | High/Low            | Red                   | 19 4DUCs already exist. Delete a 4DUC before adding a new one. (See page 8.)   |
|  | 2                   | Red                   | <ol style="list-style-type: none"> <li>Second 4DUC entered did not match first 4DUC entered.</li> <li>The 4DUC matches the first four digits of the existing 6DPC.</li> </ol>  |
| Cannot delete a 4DUC.  | 2                   | Red                   | Second 4DUC entered did not match first 4DUC entered.  |
| Cannot change 6 digit programming code (6DPC).   | 2                   | Red                   | <ol style="list-style-type: none"> <li>Second 6DPC entered did not match first 6DPC entered.</li> <li>First four digits of new 6DPC match an existing 4DUC.</li> </ol>   |
| Cannot delete all user codes.  | 2                   | Red                   | 6DPC entered second time is incorrect.   |
| Lock will not stay in programming mode.  | 2                   | Red                   | <ol style="list-style-type: none"> <li>Any key other than  was pressed immediately after programming mode was entered.</li> <li>An incorrect entry was made during the programming process.</li> </ol>      |
| For BE365, after pushing Schlage button and rotating thumbturn, the deadbolt does not extend.                                  | None                | None                  | Turn Lock Feature is disabled. See page 9.   |
| I forgot my 6DPC.  | None                | None                  | <ol style="list-style-type: none"> <li>Check front of manual or back of keypad assembly for preset 6DPC.</li> <li>If needed, restore lock to preset settings. (See page 9.)</li> </ol>   |
| Outside thumbturn does not freely spin after deadbolt is thrown.   | None                | None                  | Lock is malfunctioning. See page 12.   |

\* Number of beeps if beep is turned on.

## Schlage Customer Service

U.S.A. and Canada  
P.O. Box 1210  
Olathe, KS 66051-1210

(888) 805-9837  
Fax (800) 366-5625  
www.schlage.com

# Emergency Lock Override

If the outside thumbturn does not freely rotate or the lock is malfunctioning, you can enable the emergency override feature. When emergency override is engaged, a key must be used to extend/retract the deadbolt.

- a. Remove screws and thumbturn assembly.
- b. Disconnect and remove battery.
- c. Use screwdriver to rotate slot on mounting plate to "LOCKOUT" position.

NOTE: You may need to have your lock repaired or replaced.

