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1. Introduction

1.1 Key Features of Shepherd 260 Fingerprint Lock

- Up to 5 administrators and 45 users

- LED display and beep indications

- Three ways to unlock**:** fingerprint, PIN code or mechanical key

- After a valid code is entered or a qualified fingerprint is verified, the lock will unlock automatically and remain unlocked for about 5 seconds. The "unlocked" time is the "Pass Time".

- Two security levels**:** administrator and user. Administrator fingerprints or codes are assigned on 01, 02, 03, 04, and 05. Administrator can be allowed to program. User fingerprints or codes are assigned 06, 07, 08 until 50. User is allow to unlock only.

- Low battery alert**:** The lock will alert you by 6 beeps if the battery power is low, when you press power button. The lock still works with battery low. Please change them as soon as possible. Other indications are: *Access granted*: 2 beeps and 2 Blue light flashes. *Invalid fingerprint or code entry*: 3 beeps and 3 Red light flashes.

NOTE: There are 50-memory spaces in each lock. Each space can store either one user fingerprint or one user code. Notice that the next available space number will be shown when a fingerprint is enrolled or a code is entered. You can only select a specific space number after the first TWO administrators have already been enrolled.

1.2 Descriptions

Scanning window

keypadcover

Power button

Exterior lever

Key hole

Ext. lock trim

LED display

Cyclebutton

Deletebutton

Save button

Batterycover

Interior lever

Int. lock trim

Interiorknob

12 digits keypad

IMPORTANT NOTE: It's recommended that you should determine which ways you want to unlock the lock before programming, either a fingerprint or a code. The programming procedures are somehow different with each other. Please refer to specific sections for details.

2. Enroll Fingerprints

2.1 Enroll the First Administrator

#1   #2   #3   #4

Step 1. When the lock is in locked position, press and release the **Power** button to unlock (shown in picture #1). The lock will unlock immediately

and remain unlocked for about 6 seconds. The Blue light will flash accompanied by 1 beep sounder.

Step 2. Press and hold the **SAVE** button for approximately 5 seconds, the LED display will show Administrator number 01 (shown in picture #2). You can also press the ⬅️🔼 button to choose other administrator numbers i.e. 02, 03, 04 or 05.

Step 3. Place your desired finger on scanning window (shown in picture #3). DO NOT remove the finger from the scanning window when the scanning is processed, for each fingerprint will be scanned twice.

Step 4. Press the **SAVE** button for approximately 5 seconds again. The first administrator number 01 will flash (shown in picture #4). It indicates that the fingerprint is being collected now. 2 beeps will sound 1 Blue light will flash when the fingerprint is enrolled successfully

NOTE: The lock will re-lock automatically after each administrator fingerprint is enrolled. Refer to section **3.3 Verify Fingerprint or Enter Code** for how to verify fingerprint.

2.2 Enroll Other administrators

Step 1. When the lock is in locked position, press and release **Power** button (shown in picture #1), then verify the **FIRST** Administrator's fingerprint (shown in picture #2). Qualified verification is required to continue the steps below.

Step 2. Press and hold the **SAVE** button for approximately 5 seconds (shown in picture #2), the LED display will show the current Administrator number 02. You can also press the ⬅️🔼 button select other available Administrator numbers.

Step 3. Place your desired finger on scanning window. DO NOT remove the finger from the scanning window when the scanning is processed, for each finger will be scanned twice.

Step 4. Press and hold the **SAVE** button for approximately 5 seconds again, the Administrator number selected will flash. It indicates that the fingerprint is being collected now. When the fingerprint is enrolled successful, 2 beeps will sound accompanied by a Blue light flash.

#1   #2   #3   #4

2.3 Enroll Users

NOTE: Users can be enrolled until two or more than two administrators have already been enrolled.

Step 1. When the lock is in locked position, press and release the **Power** button (shown in picture #1), then verify ANY Administrator fingerprint (shown in picture #2).

Step 2. Press and hold the **SAVE** button for approximately 5 seconds, the LED display will show the minimum location number. You can press the button to choose the User number i.e. 06, 07, 08 until 50.

Step 3. Place your desired finger on scanning window (fingerprint reader) after the User number was selected. DO NOT remove the finger from the scanning window when the scanning is processed, for the fingerprint will be scanned twice.

Step 4. Press and hold the **SAVE** button for approximately 5 seconds again, the User number selected will flash. It indicates that the fingerprint is being collected now. When the fingerprint is enrolled successful, the LED display will show the next available User number. At the same time, 2 beeps will

sound accompanied by a Blue light flash.

NOTE: If you want to enroll more Users and lock remains open, repeat from Step 2 within 5 seconds; otherwise restart from Step 1 for each new User.

3. Enter Codes

NOTE: The code may consist of 4 to 12 digits.

1   #2   #3   #4

3.1 Enter administrator Codes

Step 1. When the lock is in locked position, press and release the **Power** button (shown in picture #1), then verify Administrator fingerprint. If no administrator fingerprints are enrolled, the lock will unlock automatically.

Step 2. Press and hold the **SAVE** button for about 5 seconds (shown in picture #2), the LED display will show the available administrator number currently if less than 5 administrators are enrolled.

Step 3. Pull the **Keypad Cover** straight up (shown in picture #3), then Press and hold the **SAVE** button for about 5 seconds again, the LED display will show 00, accompanied by 1 beep sounder. Right now, you can enter a 4~12 digit code. Press the **CLR** button to erase the code if you want to make a change, then re-enter a new code.

Step 4. Press the **Enter** button after the code is confirmed (shown in picture #4). When the code is confirmed, the lock will alert you by flashing the

Blue light accompanied by 2 beeps.

3.2 Enter User Codes

Step 1. When the lock is in locked position, press and release **Power** button (shown in Picture #1), then verify administrators fingerprint or enter Administrator code (refer to section 3.3 for details).

Step 2. Press and hold the **SAVE** button for about 5 seconds, the LED display will show the available location number currently. Press the ⬅️↗ button to select a User number.

Step 3. Pull the **Keypad Cover** straight up (shown in picture #2), then Press and hold the **SAVE** button for about 5 seconds again, the LED display will show 00, accompanied by 1 beep. Right now, you can enter a 4~12 digit code. Press the **CLR** button to erase the code if you want to make a change, then re-enter a new code.

Step 4. Press the **Enter** button after the code is confirmed (shown in picture #4). When the code is confirmed, the lock will alert you by flashing the Blue light accompanied by 2 beeps.

NOTE: If you want to enroll more Users and lock remains open, repeat Step 2 and Step 4 within 5 seconds; otherwise restart from Step 1 for each new User code. If you do not want to add more User codes, pull the **Keypad Cover** straight down, power will off to save batteries.

3.3 Verify Fingerprint or Enter Code

You can check whether or not a fingerprint or a code is already inside the lock.

- How to verify fingerprint

Press and release the **Power** button, then place the enrolled finger on fingerprint reader (scanning window). The lock will unlock accompanied by 2 beeps and 2 Blue light flashes. It indicates a qualified fingerprint has

been enrolled successfully.

- How to validate code

Pull the **Keypad Cover** straight up. Enter the code, then press the **Enter** button. The lock will unlock accompanied by 2 beeps and 2 Blue light flashes. It indicates that a valid code has been confirmed.

4. Remove Users

NOTE: The Users in this section include both Administrators and Users. You can press the ⬅️ button to select a location number, either an administrator number or a user number. However, ONLY administrator can perform this programming.

#1   #2   #3   #4

Step 1. When the lock is in locked position, press and release **Power** button (shown in picture #1), then verify Administrator fingerprint to unlock (shown in picture #2). If the lock does not unlock, you need to try again.

Alternative method for Step 1. Pull the **Keypad Cover** straight up, a beep will sound. Enter Administrator code, then press the **Enter** button to confirm the code.

Step 2. Press and hold the **DEL** button for about 5 seconds, the LED display will show the last location number which has already been enrolled.

Step 3. Press the ⬅️ button to select one location number, which you want to remove (shown in picture #3).

Step 4. Press and hold the **DEL** button for about 5 seconds again after the location number selected was confirmed. When the location number selected is removed, the Blue light will flash accompanied by 2 beeps.

NOTE: If you want to remove more or ALL users, repeat from Step 2; otherwise restart from Step 1.

5. Reset the Lock to Its Original Factory Settings

#1

Step 1. Press the **Power** button, then verify Administrator fingerprint or enter Administrator code to unlock the door.
Step 2. Press and hold the **SAVE** and **DEL** buttons simultaneously (about 5 seconds, shown in picture #1), the LED display will show UU accompanied by 2 beeps. It indicates that you have erased all programming and returned the lock to its original factory default configuration.

6. Remain Unlocked Permanently

#1   #2   #3   #4

• How to make the lock remain unlocked permanently.
Step 1. When the lock is in locked position, press and release the **Power** button then verify Administrator fingerprint or enter Administrator code.

Step 2. Rotate the interior knob clockwise (shown in picture #2), and the lock will remain unlocked permanently.

- How to cancel the setting

Step 1. Turn the interior lever (shown in picture #3).

Step 2. Press and release the **Power** button (shown in picture #4).

7. Unlock the Door from Outside

| #1 | #2 | #3 | #4 |

Refer to section **3.3 "Verify Fingerprint or Enter Code"**. All procedures are the same.

8. Lock the Door from Inside

| #1 | #2 |

Rotate the interior knob clockwise (shown in picture #1), and the lock will be locked. Turn the interior lever (shown in picture #2), the lock will unlock again.

9. Check the Current Opener and Empty Location Number

#1

Step 1. When the lock is in locked position, press and release the **Power** button.

Step 2. Verify Administrator fingerprint or enter Administrator code to unlock the lock

Step 3. Press and release the ⬑�థ button (shown in picture #1), the LED display will show the current opener location number.

Step 4. Press and release the ⬑�থ button again, the LED display will show how many location numbers are still empty and available.