



USER MANUAL

Face & Fingerprint Access Control Machine S602



Note: The pictures and instructions are for reference only.
Please refer to the actual product for accuracy

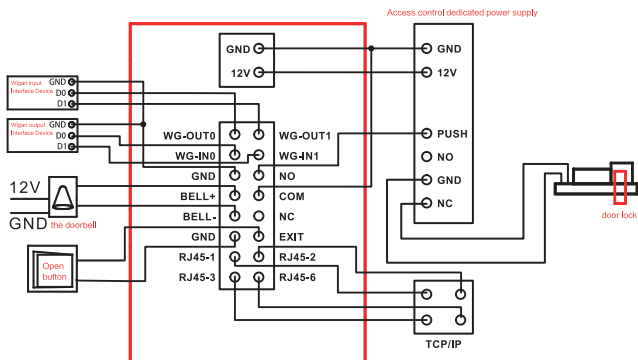
Dear customers , thank you for your products . We are committed to providing our customers with high quality products To ensure best performance,please read this manual carefully before use !

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1. Instructions for use

Access Control Wiring Diagram



Note: When using an ordinary power cord, it is necessary to connect a diode in parallel at both ends of the electric lock to prevent the back electromotive force generated when the electromagnet is released from burning out the access control system.

2. Installation equipment

Equipment installation steps

(1) The recommended height from the reference line to the ground is 1.3m (applicable height range 1.5m-1.8m), which can be adjusted according to the overall height of the user; after determining the installation height, the installation positioning template will be affixed to the installation position, and the line holes and fixing holes will be drilled according to the positioning template marking (Fig. 1)

(2) Remove the screws at the bottom of the body with a hexagonal spanner (Fig. 2)

(3) Separate the unit from the mounting plate (Fig. 3)

(4) Fix the mounting plate to the wall (Fig. 4)

(5) Align the device bottom cover bayonet with the mounting plate and pull it down to snap into the mounting position (Fig. 5)

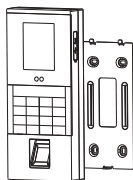
(6) Secure the unit to the bottom cover with screws (Fig. 6)



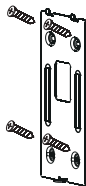
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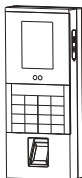
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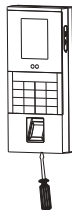
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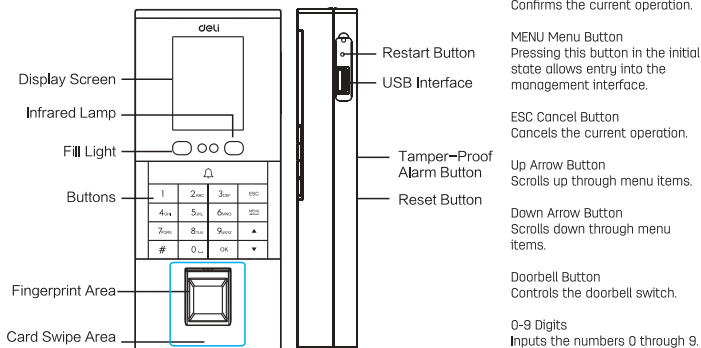
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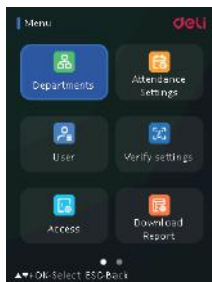
3. Introduction to use

1. Machine Structure



2. Initial interface and main menu

After the device is connected to the power supply, the first interface displayed on the screen is called the initial interface. Press the "MENU" key on the keyboard to enter the main menu. After the device has entered personnel information and set up an administrator, when entering the main menu again, it is necessary to verify the administrator's identity through face recognition, fingerprint, card or password before being able to enter the main menu.

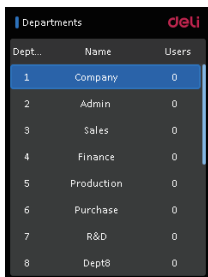


3. Verification method

On the initial interface, after the user verifies the administrator through face recognition, fingerprint, card or password, the original records will be saved on the device. After the employee's verification is successful, it will return to the initial interface automatically after a period of time.

4. Department Settings

Enter the main menu and select "Department Settings". Press "OK" or "1" to access the department settings where you can configure up to 100 departments.



Dept...	Name	Users
1	Company	0
2	Admin	0
3	Sales	0
4	Finance	0
5	Production	0
6	Purchase	0
7	R&D	0
8	Dept8	0

5.Shift Settings

Enter the main menu and select "Shift Settings". Press "OK" or "2" to enter the shift settings.

(1) Shift Configuration

By default, there are three standard shifts: Shift 1 (8:00-12:00, 13:00-18:00); Shift 2 (9:00-18:00); Shift 3 (8:00-12:00, 14:00-18:00).

You can edit up to 24 shifts, with the start and end time of each shift valid within a 24-hour period, allowing for cross-day shift scheduling.

All user systems default to Shift 1, with Saturdays and Sundays designated as rest days for scheduling.

In the absence of shift scheduling for the following month, the scheduling rules from the first week of the previous month will be applied by default, with weekly recycling to save the current month's scheduling.

(2) Attendance Rules

Late Arrival Allowance (0-120 minutes): Set the number of minutes after the start of work that a punch-in will not be counted as late.

Early Departure Allowance (0-120 minutes): Set the number of minutes before the end of work that a punch-out will not be counted as early departure.

(3) Download Scheduling \ Download Settings \ Upload Scheduling \ Upload Settings Including Attendance Settings Table and Employee Scheduling Table

Attendance Settings Table: Allows modification of shift periods.

Employee Scheduling Table: Allows modification of employee scheduling.

Special Shifts: 25 for business trips, 26 for leave, and blank for holidays.



6. User Management

Enter the main menu and select "User Management" to access the user management interface. User data can be backed up or uploaded to another access control device of the same series.

1、 Select "Register User" and press "Ok" to enter the user registration interface. After completing the settings as required, press the "ESC" key to save and exit.

Employee Number: Enter the employee number by pressing the numeric keys.

Name: Input using the T9 input method.

Access Control Settings: Press the "OK" key to set the user's access control shift.

Department: After pressing the "OK" key, use the ↑ ↓ keys to select the desired department from the list.

Level: After pressing the "OK" key, use the ↑ ↓ keys to select permissions, including the ability to register administrators.

Password: After pressing the "OK" key, enter a 1-6 digit numeric password (optional).

Card: After pressing the "OK" key, hold the IC card close to the corresponding area to complete enrollment.

Fingerprint: After pressing the "OK" key, enter the fingerprint registration interface. Press the fingerprint scanner with the same finger three times to successfully register.

Valid Period: After pressing the "OK" key, you can select the validity period for user permissions or prohibit them.

Card Registration

Select "Card" to enter the card registration status. Hold the IC card close to the card reading area. Once the card number is successfully read and displayed, press "OK" to confirm and complete card registration.

2、Modify User

Enter the employee number to modify the information of an already registered user, including name, card number, password, permissions, access control permissions, or to delete the user.

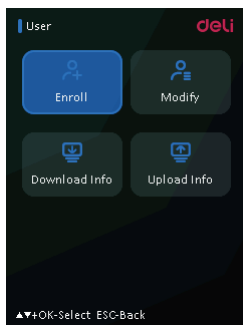
Download Data

3、Employee information on the access control device can be downloaded to a USB flash drive for modification and addition on a computer.

4、Upload Data

Employee information on the USB flash drive can be uploaded to multiple access control devices, eliminating the need for repeated manual entry.

Note: After setting an administrator, access to the menu requires administrator identity confirmation. Only upon successful confirmation can the menu be accessed. If the administrator is unavailable or for other reasons cannot access the menu, press the "Clear Administrator Key" at the back of the device to clear all administrator permissions.



7. Recognition Settings

After entering "Recognition Settings," you can configure parameters related to recognition.

(1) Recognition Method

Users can select the authentication methods supported by the device through "Recognition Method." Combination authentication methods are also available for selection.

(2) Multi-person Recognition

Users can choose whether to enable the multi-person recognition function of the device through "Multi-person Recognition." The default setting is no.

(3) Liveness Detection

Users can select whether to enable liveness detection for the device through "Liveness Detection."

(4) Liveness Detection Threshold

Users can choose the liveness detection threshold for the device through "Liveness Detection Threshold." There are three options available, with the default being regular. As the threshold is set higher, the recognition time will correspondingly increase.

(5) Fingerprint Scanner Calibration

Users can calibrate the actual punch-in area of the device's fingerprint scanner through "Fingerprint Scanner Calibration."

(6) Display Fingerprint Recognition Failure

Users can choose whether to display the fingerprint recognition failure prompt box through "Display Fingerprint Recognition Failure."

These settings allow for fine-tuning the recognition capabilities of the device to better suit specific needs and environments, ensuring accurate and secure authentication while providing a user-friendly experience.



8. Access Control Settings

After entering "Access Control Settings," you can configure parameters related to the access control function.

1、Time Period Definition

Time periods refer to specific times when doors are set to open, serving as the most critical time unit in access control settings. The entire system can define up to 255 time periods. Each time period consists of six time intervals, with each interval representing a valid time segment within 24 hours. The relationship between these intervals is "or," meaning that as long as the verification time falls within any one of these intervals, it is considered valid. The format for each time interval is HH:MM-HH:MM, following a 24-hour system down to the minute.

Settings cannot be saved if the end time is earlier than the start time (e.g., 23:57-23:56).

The valid time period for users to unlock is all day (00:00-00:00).

To enter the settings for a specific time period, select the desired time period and press "OK" in the "Time Period Definition" section.

Note: By default, time period number 1 is set to all day (00:00-23:59). Newly registered users are assigned to this default time period, allowing them to successfully verify and open the door.

2、Simultaneous Confirmation Number

The simultaneous confirmation number refers to how many users need to confirm at the same time to open the door. For example, if the setting is 2, any two users can open the door after verification. The factory default value is 1.

3、Door Open Delay

Door open delay refers to the time the machine controls to open or close the electric lock. Setting it to "0" disables the lock control function. One unit is equal to 1 second, with a maximum setting of 200 seconds. To set this, select the option and press "OK," then enter the corresponding number using the numeric keypad and press "OK" to exit and save the setting. The factory default value is 5 seconds.

4、Alarm Cancellation

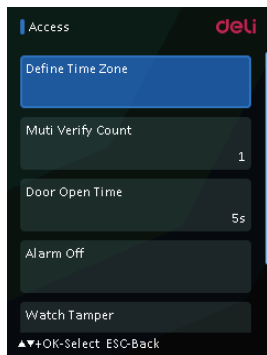
Users can cancel alarms that have been triggered but are not due to illegal operations through "Alarm Cancellation."

5. Tamper Alarm

Users can configure the tamper alarm function through "Tamper Alarm," which has two states: "Yes" and "No." "Yes" enables the tamper alarm function, triggering an alarm when the machine is tampered with. "No" disables the tamper alarm function, preventing an alarm from being triggered when the machine is tampered with. Note: After the tamper alarm is triggered, it must be reset by pressing the tamper button and restarting the device or canceled through "Alarm Cancellation."

6. Wiegand Output Type

Users can set the Wiegand output of the device through "Wiegand Output Type," which has three modes: No Output, Wiegand 26, and Wiegand 34. The default setting is No Output.



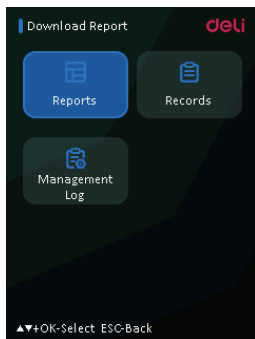
9. Downloading Reports

(1) Insert a USB flash drive into the machine's U-DISK port.

(2) Enter the main menu and select "Download Reports."

(3) To download a card-based report, select the option or press "1." You will be prompted to enter a start time and an end time. Press the "OK" button to download the report to the USB flash drive. Only remove the USB flash drive after receiving the message "Operation Successful."

(4) To download the raw records, select the corresponding option and press the "OK" button. The raw records will be downloaded to the USB flash drive. Only remove the USB flash drive after receiving the message "Verification Record Download Successful."



(5) To download administrative records, select the corresponding option and press the "OK" button. The administrative records will be downloaded to the USB flash drive. Only remove the USB flash drive after receiving the message "Operation Successful."

Follow these steps carefully to ensure that the reports are downloaded correctly and that the USB flash drive is safely ejected from the machine.

10. Advanced Settings

1、 Device Settings

(1) Users can adjust the device's volume level through the "Volume Adjustment" setting, with options ranging from 0 (mute) to 10.

(2) Users can configure the device's ringing schedule and duration through the "Ringing Period" setting. Up to 24 ringing schedules can be set per day, with ringing durations of 3 seconds, 5 seconds, 10 seconds, 15 seconds, 20 seconds, 30 seconds, 45 seconds, or 1 minute selectable.

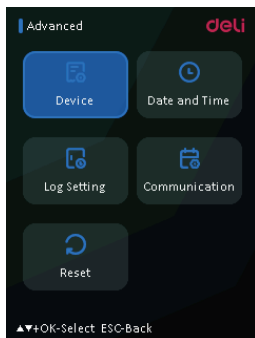
(3) Users can verify the functionality of each module of the device through the "Self-Test Function."

2、 Time Settings

Users can configure the format in which the device displays the time.

3、 Record Settings

(1) Users can set up an alarm for the remaining number of punch records through the "Verification Record Warning" setting. When set to 1000, the device will prompt "Exceeding Total Verification Records" when there are 1000 records remaining. Punch records will continue to be stored until the maximum record capacity is reached. After that, the device will delete the earliest 500 punch records and continue storing new ones, repeating this process.



(2) "Invalid Time for Repeated Verification" refers to the setting where only the first punch record within a specified time frame will be uploaded, with options ranging from 0 to 60 minutes.

4、Communication Settings

Users can configure the device's network status after accessing the "Communication Settings."

Note: To configure a static IP, disable "Dynamic IP Allocation" for the desired network mode and proceed to set the static network parameters.

5、Initialization

Users can perform the following actions on the device: "Restore Factory Settings," "Reset Communication Settings," "Delete All Records," "Delete All Users," "Delete All Administrators," "Delete All Data," and "Firmware Upgrade."

Note: Deleting all records will erase all data on the device. Please handle with caution.

11. Information Inquiry

1、Record Inquiry

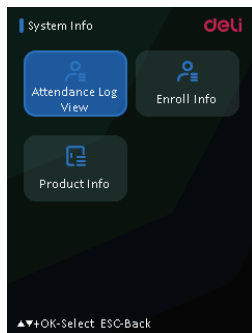
Users can inquire about employees' punch-in times through "Record Inquiry" by selecting either "Face Verification" or employee ID.

2、Registration Information

This section allows users to view information such as user levels, personnel registration details, fingerprint registration, card registration, and other relevant data.

3、Device Information

This section displays information about the device, including the manufacturer, date of manufacture, firmware version, and other pertinent details.



12. Packing List

In addition to the machine, the packing box also includes the following items:

Instruction manual x 1

Expansion plugs x 4

Port connection cable x 1

Power cords x 2

Self - tapping screws x 4 (ST4x40)

Torx hex wrench x 1

Installation positioning paper x 1

PRODUCT WARRANTY CARD

Thank you for purchasing our products. For insuring their interests, customers who purchased our products can contact local dealers or contributing maintenance station and present invoices and warranty cards if any glitch occurs due to product quality.

1. Malfunctions arise under regular usage within a year since purchase, our company provides free repairment and component replacement accordingly.
2. This Warranty Card and invoice are proof for us to offer customers aftersale services, it's valid after filling out detailed forms below and stamped official seal by dealer.
3. Free warranty services are inavailable and charged services are given if any of following items are applied.
 - (1) Expired valid warranty period.
 - (2) Damage caused by improper usage, maintenance or reserve which failed to follow instructions given by the user's manual.
 - (3) Glitches and malfunctions caused by unauthorized disassembly, repairment, refit.
 - (4) Damage and malfunctions caused by force majeure.
 - (5) Easily damaged components and accessories.

The card is attached to product and one for each, please keep it well to insure your right to receive our free-of-charge maintenance services. No replacement will be given if lost.

Date of Purchase: _____ Y _____ M _____ D

Product Info.	Product Name		Serial No.			
	Ref. No.		Date of Manufacture			
Customer Info.	Name of Company			Contact Name		
	Address			Phone No.		
Sales Info.	Name of Seller			Contact Name		
	Address			Phone No.		
	Date of Selling			Invoice No.		
Maintenance Records	Malfunction Statement	Results of Repairment	Sign by Customer	Sign by Repairment Conductor	Date	

This part can be cut through this dotted line and kept by dealer.

Product Info.	Product Name		Serial No.			
	Ref. No.		Date of Manufacture			
Customer Info.	Name of Company			Contact Name		
	Address			Phone No.		
Sales Info.	Name of Seller			Contact Name		
	Address			Phone No.		
	Date of Selling			Invoice No.		
Maintenance Records	Malfunction Statement	Results of Repairment	Sign by Customer	Sign by Repairment Conductor	Date	

CERTIFICATE

Inspector: _____

Date of manufacture: _____

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