



# **Video Intercom Villa Door Station**

**User Manual**

## Legal Information

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### About this Manual

The Manual includes instructions for using and managing the Product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version of this Manual at the Hikvision website ( <https://www.hikvision.com/> ).

Please use this Manual with the guidance and assistance of professionals trained in supporting the Product.

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### **Data Protection**

During the use of device, personal data will be collected, stored and processed. To protect data, the development of Hikvision devices incorporates privacy by design principles. For example, for device with facial recognition features, biometrics data is stored in your device with encryption method; for fingerprint device, only fingerprint template will be saved, which is impossible to reconstruct a fingerprint image.

As data controller, you are advised to collect, store, process and transfer data in accordance with the applicable data protection laws and regulations, including without limitation, conducting security controls to safeguard personal data, such as, implementing reasonable administrative and physical security controls, conduct periodic reviews and assessments of the effectiveness of your security controls.

## Symbol Conventions

The symbols that may be found in this document are defined as follows.

| Symbol                                                                                           | Description                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>Danger</b>  | Indicates a hazardous situation which, if not avoided, will or could result in death or serious injury.                                                         |
|  <b>Caution</b> | Indicates a potentially hazardous situation which, if not avoided, could result in equipment damage, data loss, performance degradation, or unexpected results. |
|  <b>Note</b>    | Provides additional information to emphasize or supplement important points of the main text.                                                                   |

## Safety Instruction

### **Warning**

- All the electronic operation should be strictly compliance with the electrical safety regulations, fire prevention regulations and other related regulations in your local region.
- Please use the power adapter, which is provided by normal company. The power consumption cannot be less than the required value.
- Do not connect several devices to one power adapter as adapter overload may cause over-heat or fire hazard.
- Please make sure that the power has been disconnected before you wire, install or dismantle the device.
- When the product is installed on wall or ceiling, the device shall be firmly fixed.
- If smoke, odors or noise rise from the device, turn off the power at once and unplug the power cable, and then please contact the service center.
- If the product does not work properly, please contact your dealer or the nearest service center. Never attempt to disassemble the device yourself. (We shall not assume any responsibility for problems caused by unauthorized repair or maintenance.)

### **Caution**

- Do not drop the device or subject it to physical shock, and do not expose it to high electromagnetism radiation. Avoid the equipment installation on vibrations surface or places subject to shock (ignorance can cause equipment damage).
- Do not place the device in extremely hot (refer to the specification of the device for the detailed operating temperature), cold, dusty or damp locations, and do not expose it to high electromagnetic radiation.
- The device cover for indoor use shall be kept from rain and moisture.
- Exposing the equipment to direct sun light, low ventilation or heat source such as heater or radiator is forbidden (ignorance can cause fire danger).
- Do not aim the device at the sun or extra bright places. A blooming or smear may occur otherwise (which is not a malfunction however), and affecting the endurance of sensor at the same time.
- Please use the provided glove when open up the device cover, avoid direct contact with the device cover, because the acidic sweat of the fingers may erode the surface coating of the device cover.
- Please use a soft and dry cloth when clean inside and outside surfaces of the device cover, do not use alkaline detergents.
- Please keep all wrappers after unpack them for future use. In case of any failure occurred, you need to return the device to the factory with the original wrapper. Transportation without the original wrapper may result in damage on the device and lead to additional costs.

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- Improper use or replacement of the battery may result in hazard of explosion. Replace with the same or equivalent type only. Dispose of used batteries according to the instructions provided by the battery manufacturer.
- Input voltage should meet both the SELV and the Limited Power Source according to 60950-1 standard.
- The power supply must conform to LPS. The recommended adaptor models and manufacturers are shown as below. Use the attached adaptor, and do not change the adaptor randomly.

| Model               | Manufacturer                                | Standard |
|---------------------|---------------------------------------------|----------|
| ADS-24S-12 1224GPCN | SHENZHEN HONOR ELECTRONIC CO.,LTD           | CEE      |
| G0549-240-050       | SHENZHEN GOSPELL DIGITAL TECHNOLOGY CO.,LTD | CEE      |
| TS-A018-120015Ec    | SHENZHEN TRANSIN TECHNOLOGIES CO., LTD      | CEE      |

## Regulatory Information

### FCC Information

Please take attention that changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC compliance: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help

### FCC Conditions

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

## EU Conformity Statement



This product and - if applicable - the supplied accessories too are marked with "CE" and comply therefore with the applicable harmonized European standards listed under the EMC Directive 2014/30/EU, the RoHS Directive 2011/65/EU



2012/19/EU (WEEE directive): Products marked with this symbol cannot be disposed of as unsorted municipal waste in the European Union. For proper recycling, return this product to your local supplier upon the purchase of equivalent new equipment, or dispose of it at designated collection points. For more information see: [www.recyclethis.info](http://www.recyclethis.info)



2006/66/EC (battery directive): This product contains a battery that cannot be disposed of as unsorted municipal waste in the European Union. See the product documentation for specific battery information. The battery is marked with this symbol, which may include lettering to indicate cadmium (Cd), lead (Pb), or mercury (Hg). For proper recycling, return the battery to your supplier or to a designated collection point. For more information see: [www.recyclethis.info](http://www.recyclethis.info)

## Industry Canada ICES-003 Compliance

This device meets the CAN ICES-3 (B)/NMB-3(B) standards requirements.

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions:

1. this device may not cause interference, and
2. this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radioexempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

1. l'appareil ne doit pas produire de brouillage, et
2. l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio peut fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope

rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.

This equipment should be installed and operated with a minimum distance 20cm between the radiator and your body.

Cet équipement doit être installé et utilisé à une distance minimale de 20 cm entre le radiateur et votre corps.

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## **Chapter 1 Appearance**

## Single-Button Villa Door Station

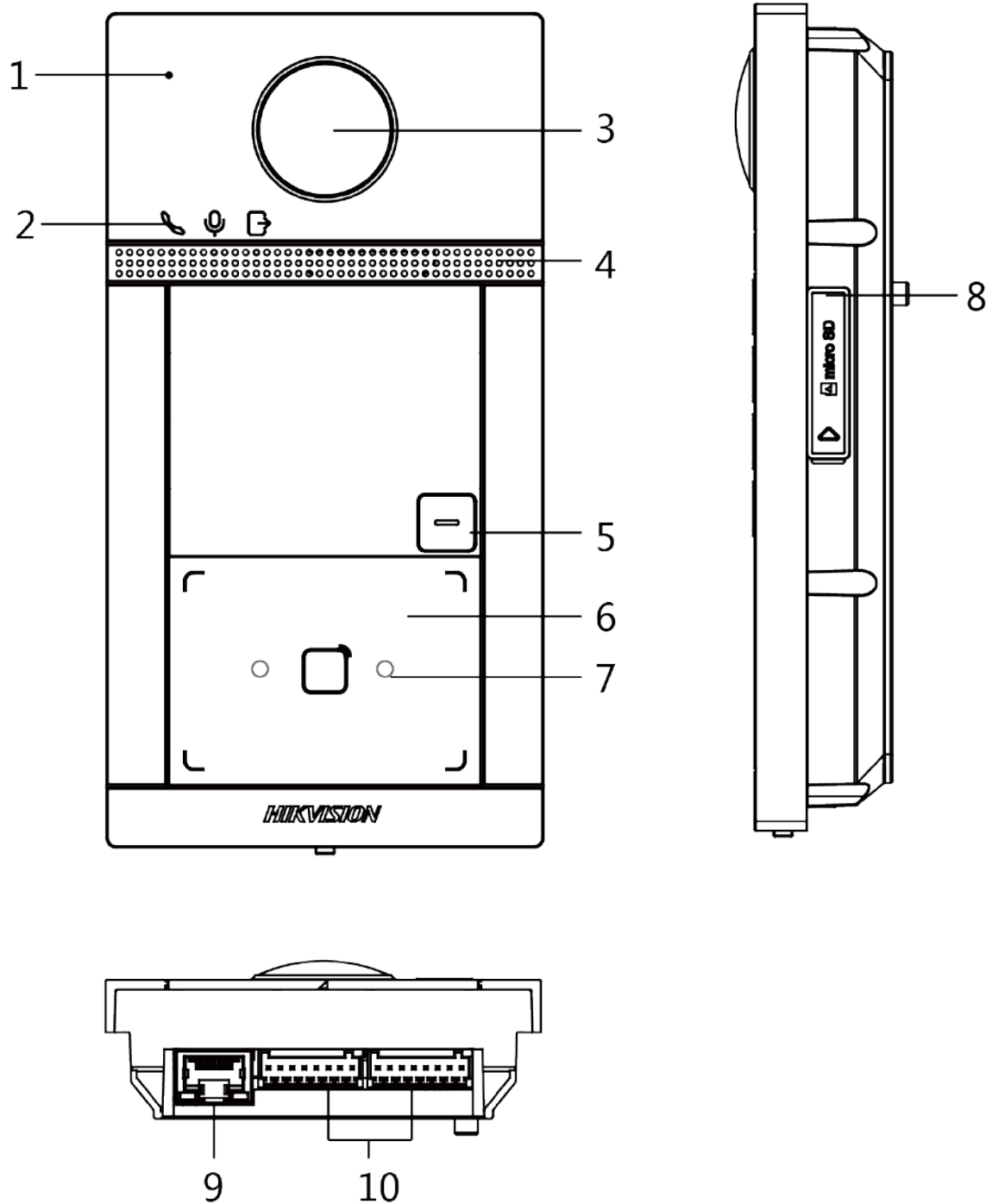


Figure 1-1 Single-Button Villa Door Station Appearance

**Table 1-1 Description**

| No. | Description                                                     |
|-----|-----------------------------------------------------------------|
| 1   | Microphone                                                      |
| 2   | Indicator<br>Unlock (Green)/ Call (Orange)/ Communicate (White) |
| 3   | Camera                                                          |
| 4   | Loudspeaker                                                     |
| 5   | Button                                                          |
| 6   | Card Reading Area                                               |
| 7   | IR Light                                                        |
| 8   | TF Card Slot (Reserved) & Debugging Port                        |
| 9   | LAN                                                             |
| 10  | Terminals                                                       |

## Two-Button Villa Door Station

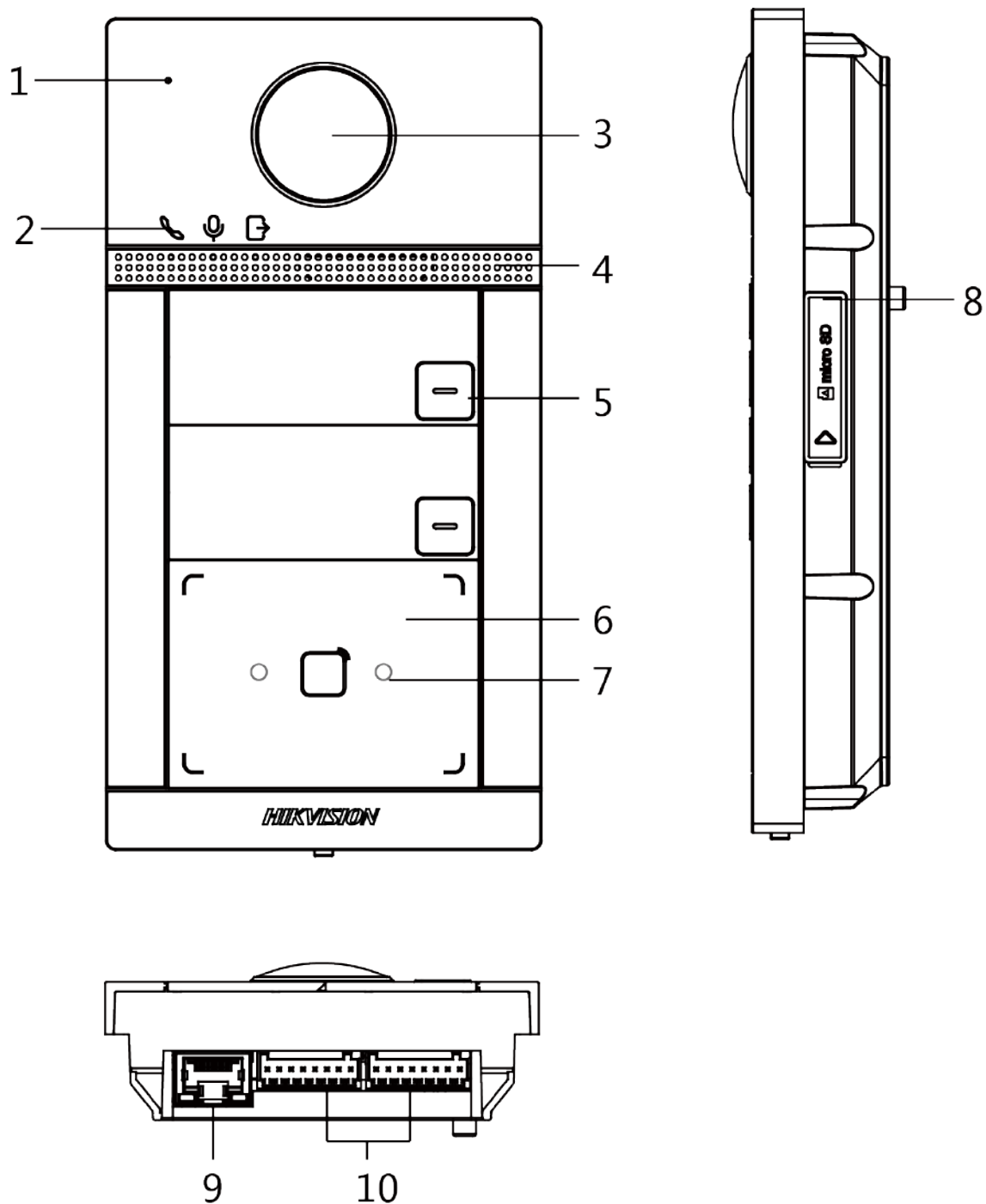


Figure 1-2 Two-Button Villa Door Station Appearance

**Table 1-2 Description**

| No. | Description                                                     |
|-----|-----------------------------------------------------------------|
| 1   | Microphone                                                      |
| 2   | Indicator<br>Unlock (Green)/ Call (Orange)/ Communicate (White) |
| 3   | Camera                                                          |
| 4   | Loudspeaker                                                     |
| 5   | Button                                                          |
| 6   | Card Reading Area                                               |
| 7   | IR Light                                                        |
| 8   | TF Card Slot (Reserved) & Debugging Port                        |
| 9   | LAN                                                             |
| 10  | Terminals                                                       |

### Four-Button Villa Door Station

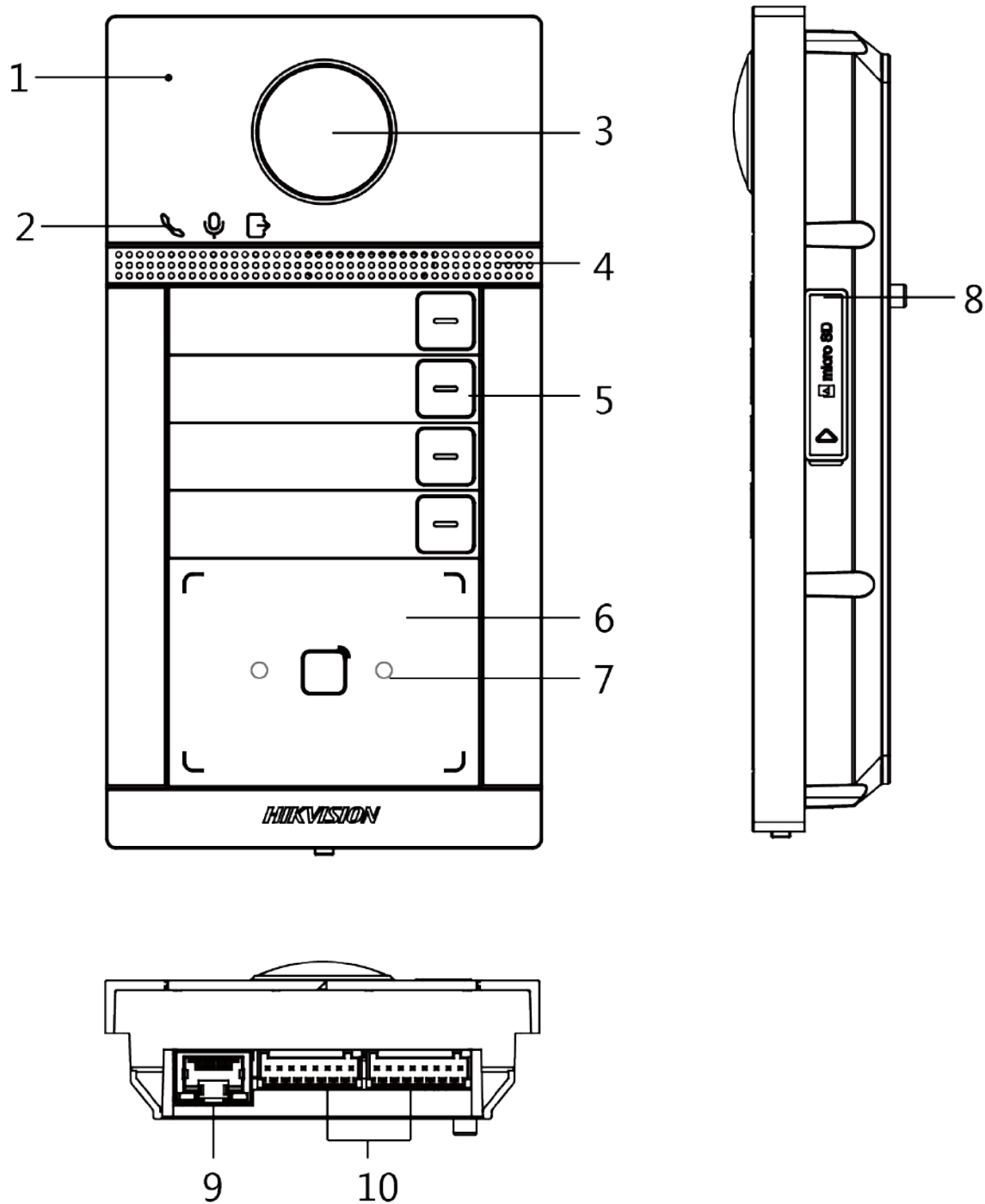


Figure 1-3 Four-Button Villa Door Station Appearance

**Table 1-3 Description**

| No. | Description                                                     |
|-----|-----------------------------------------------------------------|
| 1   | Microphone                                                      |
| 2   | Indicator<br>Unlock (Green)/ Call (Orange)/ Communicate (White) |
| 3   | Camera                                                          |
| 4   | Loudspeaker                                                     |
| 5   | Button                                                          |
| 6   | Card Reading Area                                               |
| 7   | IR Light                                                        |
| 8   | TF Card Slot (Reserved) & Debugging Port                        |
| 9   | LAN                                                             |
| 10  | Terminals                                                       |

## Chapter 2 Terminal and Wiring Description

### 2.1 Terminal Description

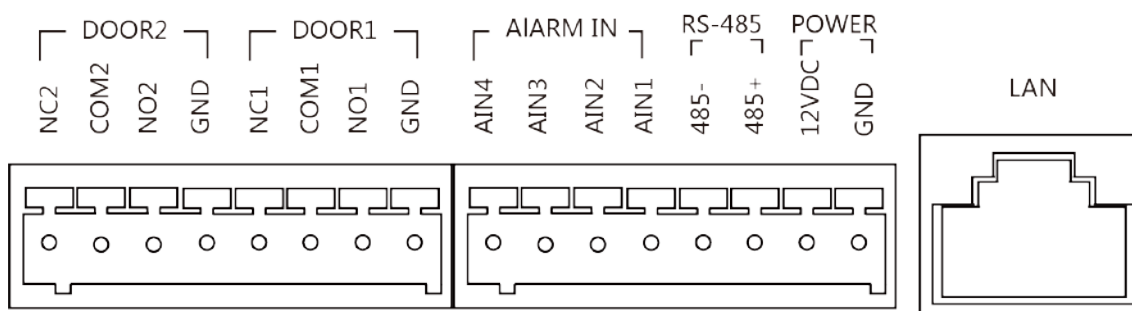


Figure 2-1 Terminal Description

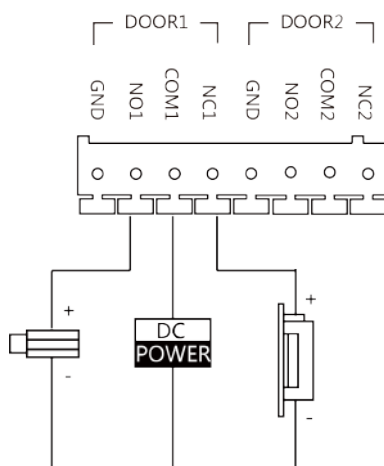
Table 2-1 Description of Terminal and Interfaces

| Name     | Interface | Description                                                                                                                                                                                                           |
|----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DOOR     | NC2       | Door Lock Relay Output 2 (NC)                                                                                                                                                                                         |
|          | COM2      | Common Interface                                                                                                                                                                                                      |
|          | NO2       | Door Lock Relay Output 2 (NO)                                                                                                                                                                                         |
|          | GND       | Grounding                                                                                                                                                                                                             |
|          | NC1       | Door Lock Relay Output 1 (NO)                                                                                                                                                                                         |
|          | COM1      | Common Interface                                                                                                                                                                                                      |
|          | NO1       | Door Lock Relay Output 1 (NO)                                                                                                                                                                                         |
|          | GND       | Grounding                                                                                                                                                                                                             |
| ALARM IN | AI1       | Alarm Input 1 (For the access of Door Contact)                                                                                                                                                                        |
|          | AI2       | Alarm Input 2 (For the access of Door Contact)                                                                                                                                                                        |
|          |           |  <b>Note</b><br>Before accessing to the Door Contact, select <b>Input</b> as <b>Door Status</b> in <b>I/O Settings</b> page first. |
|          | AI3       | Alarm Input 3 (For the access of Exit Button)                                                                                                                                                                         |
|          | AI4       | Alarm Input 4 (For the access of Exit Button)                                                                                                                                                                         |

| Name        | Interface | Description                                                                                                                                                                                                        |
|-------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |           |  <b>Note</b><br>Before accessing to the Exit Button, select <b>Input</b> as <b>Exit Button</b> in <b>I/O Settings</b> page first. |
| RS-485      | 485+      | RS-485 Communication Interface                                                                                                                                                                                     |
|             | 485-      |                                                                                                                                                                                                                    |
| Power Input | 12 VDC    | 12 VDC Input                                                                                                                                                                                                       |
|             | GND       |                                                                                                                                                                                                                    |
| Network     | LAN       | Network Interface                                                                                                                                                                                                  |

## 2.2 Wiring Description

### 2.2.1 Door Lock Wiring



**Figure 2-2 Door Lock Wiring**

#### **Note**

- Terminal NC1/COM1 is set as default for accessing magnetic lock/electric bolt; terminal NO1/COM1 is set as default for accessing electric strike.
- To connect electric lock in terminal NO2/COM2/NC2, it is required to set the output of terminal NO2/COM2/NC2 to be electric lock with iVMS-4200 client software.

### 2.2.2 Door Contact Wiring

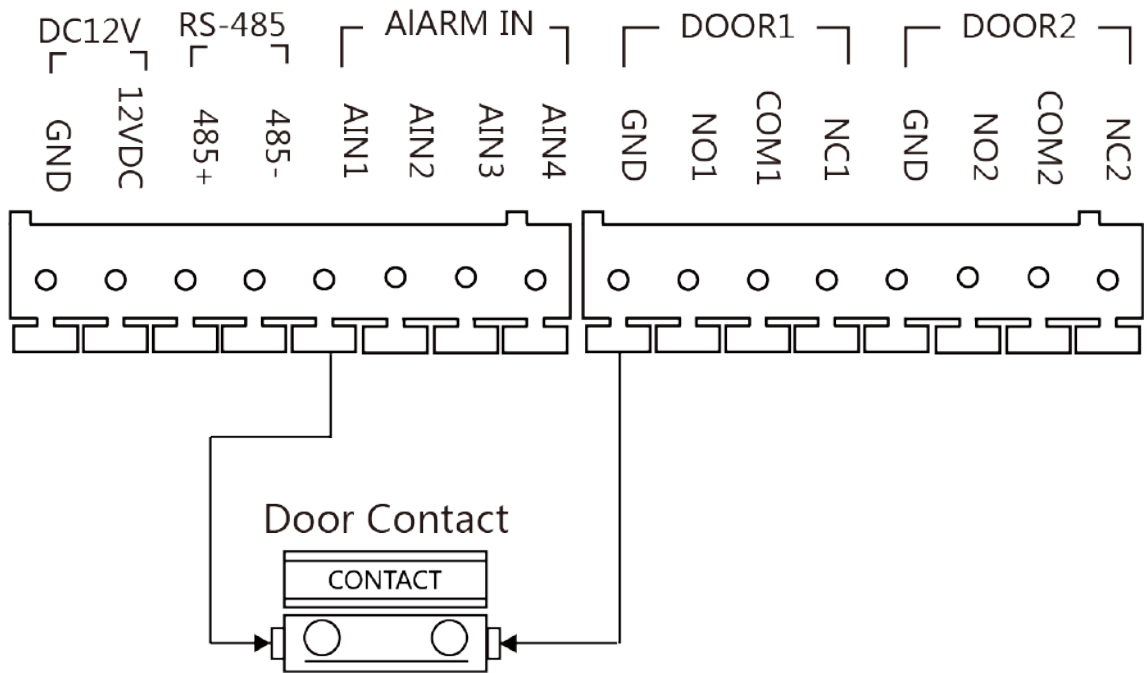


Figure 2-3 Door Contact Wiring

**Note**

If the door contact is not used, the corresponding input interface needs to be grounded. Otherwise the door light will stay open.

2.2.3 Exit Button Wiring

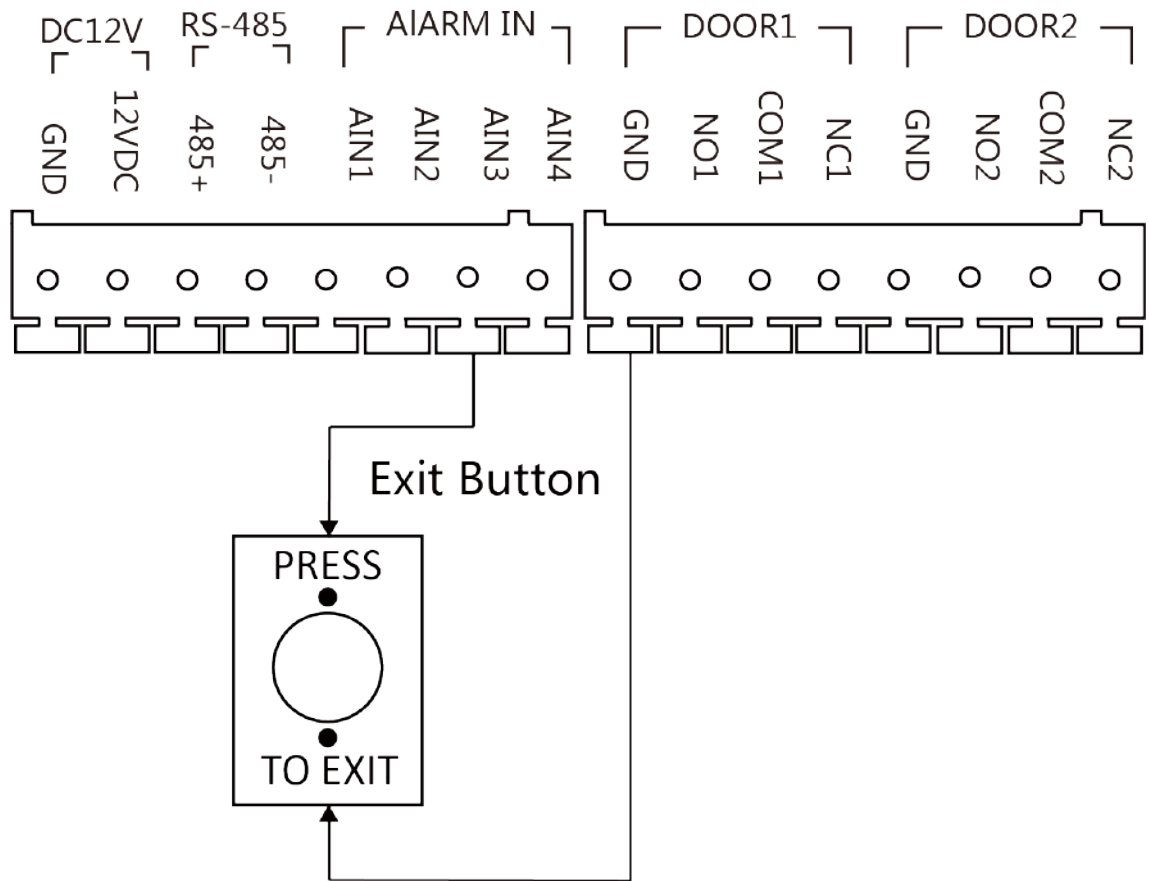


Figure 2-4 Exit Button Wiring

2.2.4 Alarm Input Device Wiring

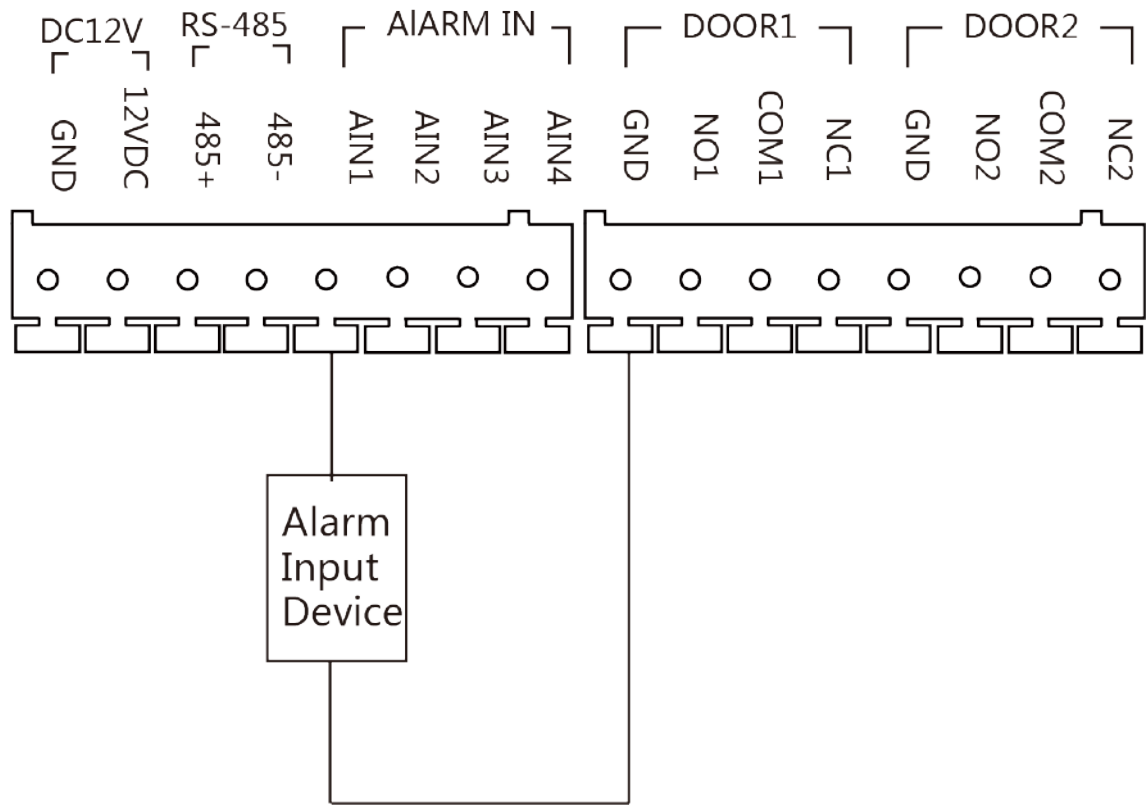


Figure 2-5 Alarm Input Device Wiring

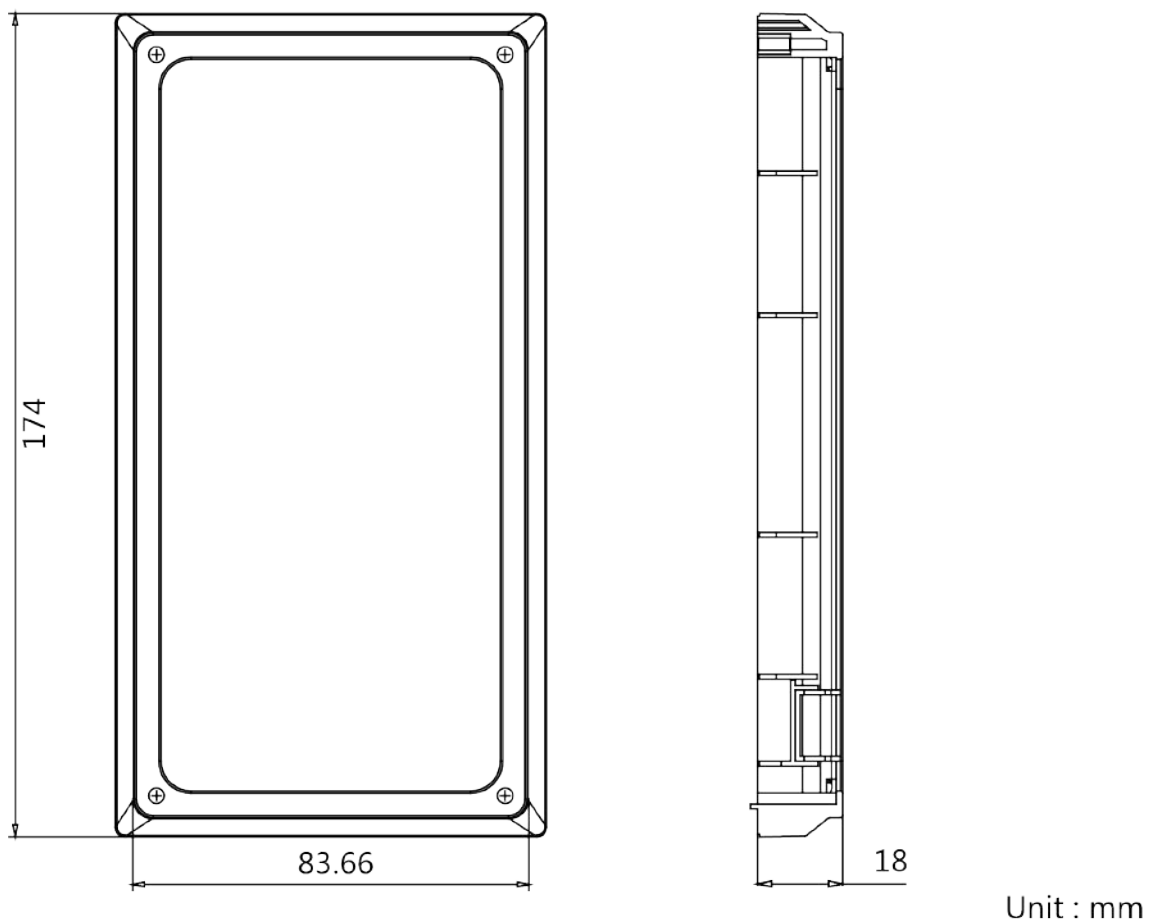
## Chapter 3 Installation

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### Note

- Make sure the device in the package is in good condition and all the assembly parts are included.
  - Make sure your power supply matches your door station.
  - Make sure all the related equipment is power-off during the installation.
  - Check the product specification for the installation environment.
- 

### 3.1 Accessory Introduction



**Figure 3-1 Accessory Introduction**

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### Note

The dimension of gang box for door station is: 174 (length) × 83.66 (width) × 18 (depth) mm.

---

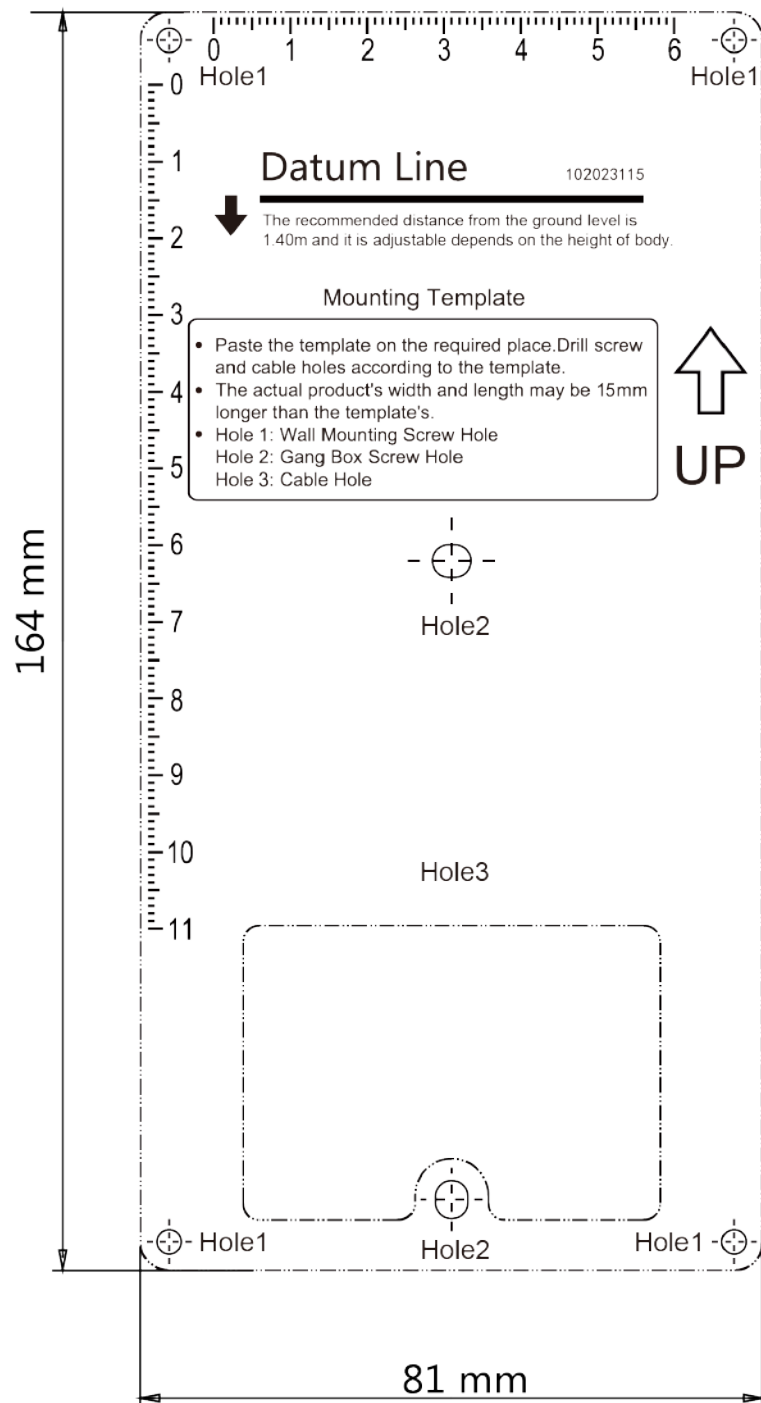
## 3.2 Surface Mounting with Protective Shield

### Before You Start

- Tools that you need to prepare for installation: Drill (ø2.846) and gradienter.
- Purchase the protective shield before installation.

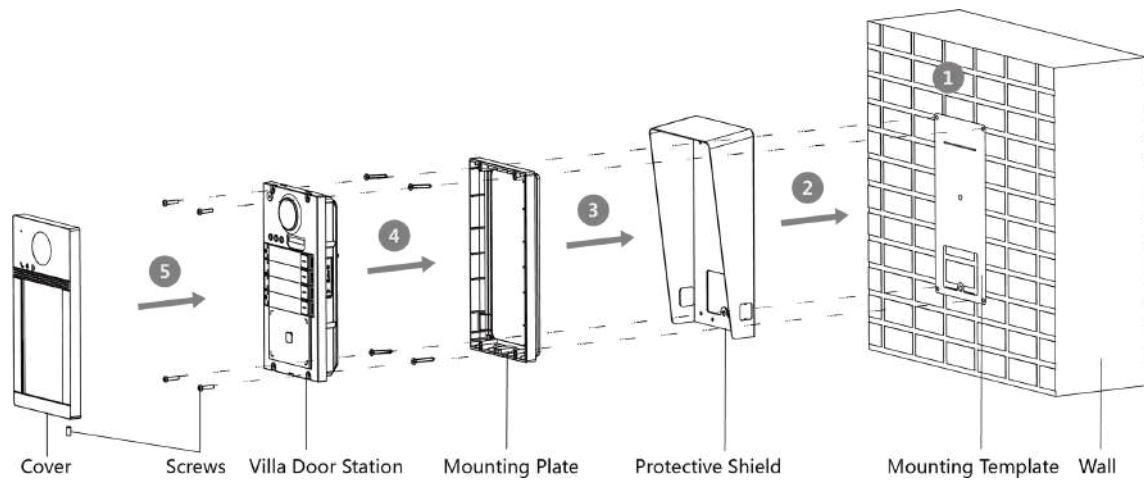
### Steps

1. Stick the mounting template on the wall. Drill screw holes according to the mounting template.  
Remove the template from the wall.



**Figure 3-2 Mounting Template**

2. Align the protective shield with mounting template.
3. Secure the mounting plate on the wall with 4 supplied screws according to the screw holes.
4. Secure the device on the mounting plate with 4 supplied set screws.
5. Fix the cover onto the device with the screw.



**Figure 3-3 Surface Mounting with Protective Shield**

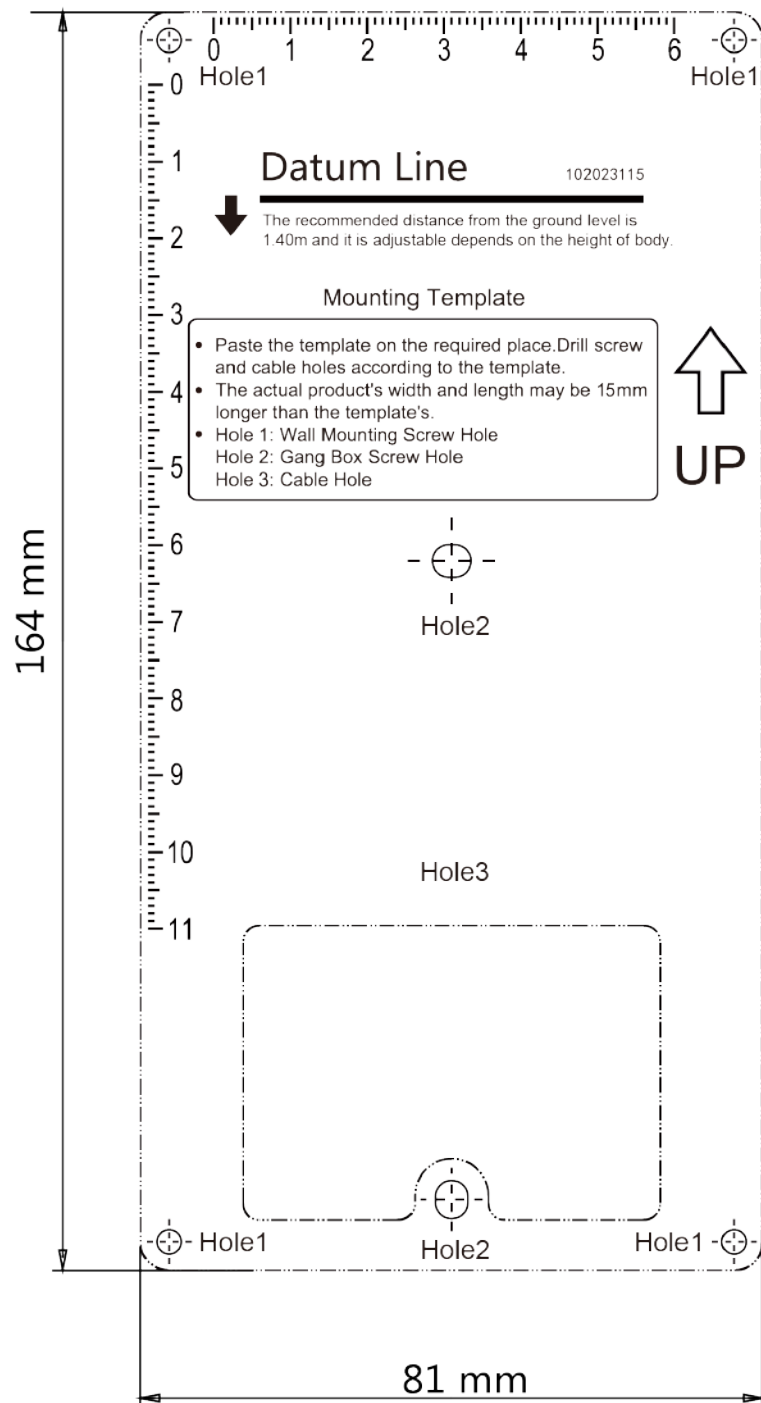
### 3.3 Surface Mounting without Protective Shield

#### Before You Start

Tools that you need to prepare for installation: Drill ( $\varnothing 2.846$ ) and gradienter.

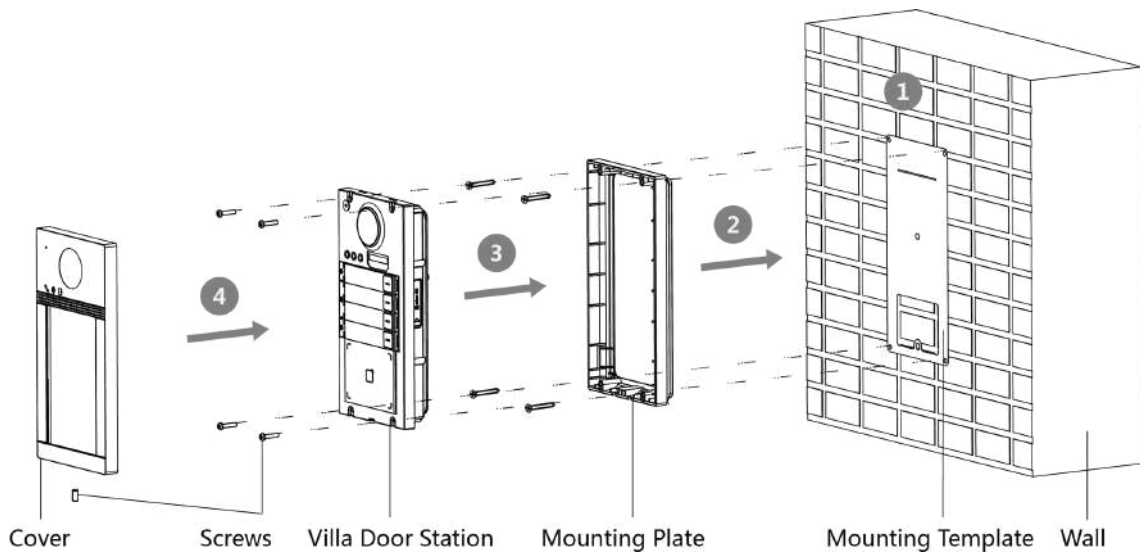
#### Steps

1. Stick the mounting template on the wall. Drill screw holes according to the mounting template. Remove the template from the wall.



**Figure 3-4 Mounting Template**

2. Secure the mounting plate on the wall with 4 supplied screws according to the screw holes.
3. Secure the device on the mounting plate with 4 supplied set screws.
4. Fix the cover onto the device with the screw.



**Figure 3-5 Surface Mounting without Protective Shield**

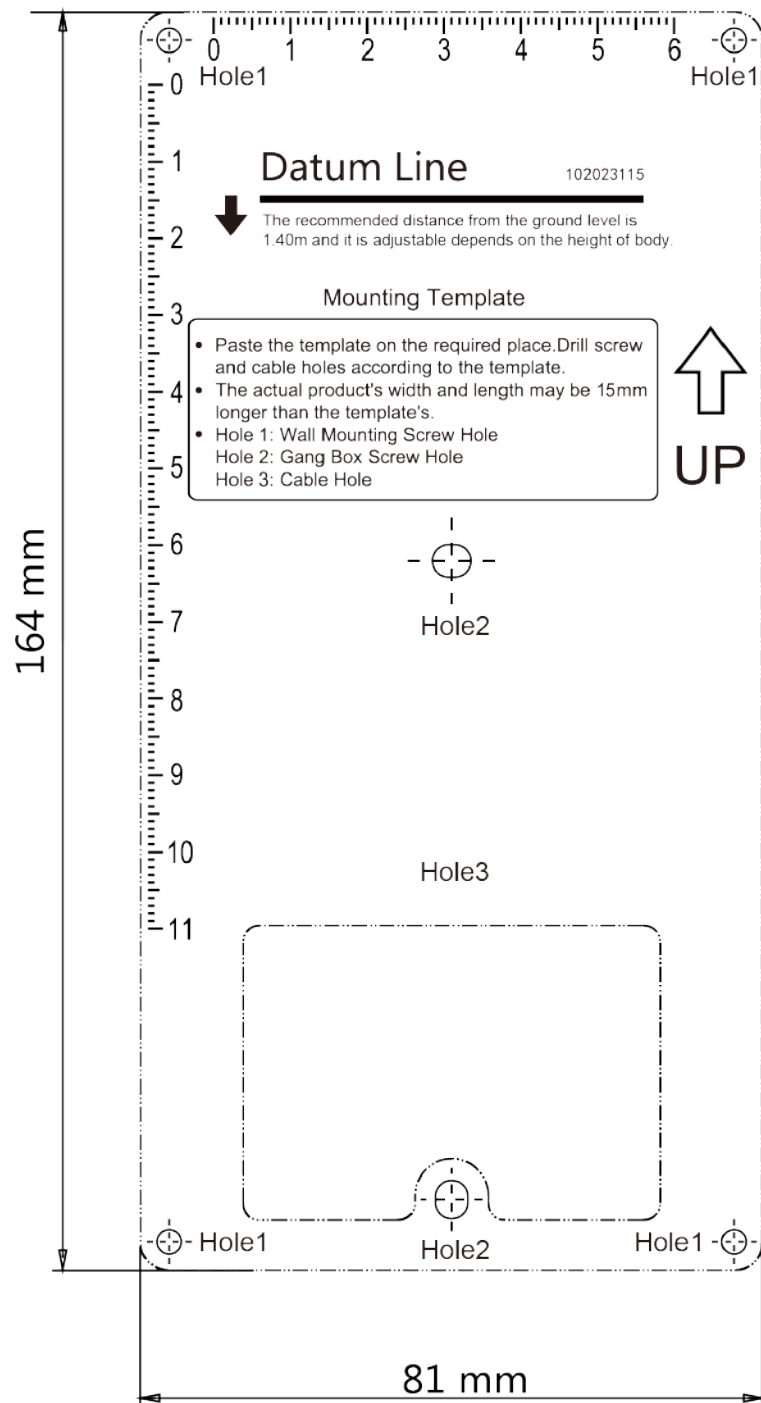
### 3.4 Flush Mounting with Protective Shield

#### Before You Start

- Tools that you need to prepare for installation: Drill ( $\varnothing 2.846$ ) and gradienter.
- Purchase the protective shield before installation.

#### Steps

1. Stick the mounting template on the wall. Drill the hole according to the mounting template. Remove the template from the wall.



**Figure 3-6 Mounting Template**

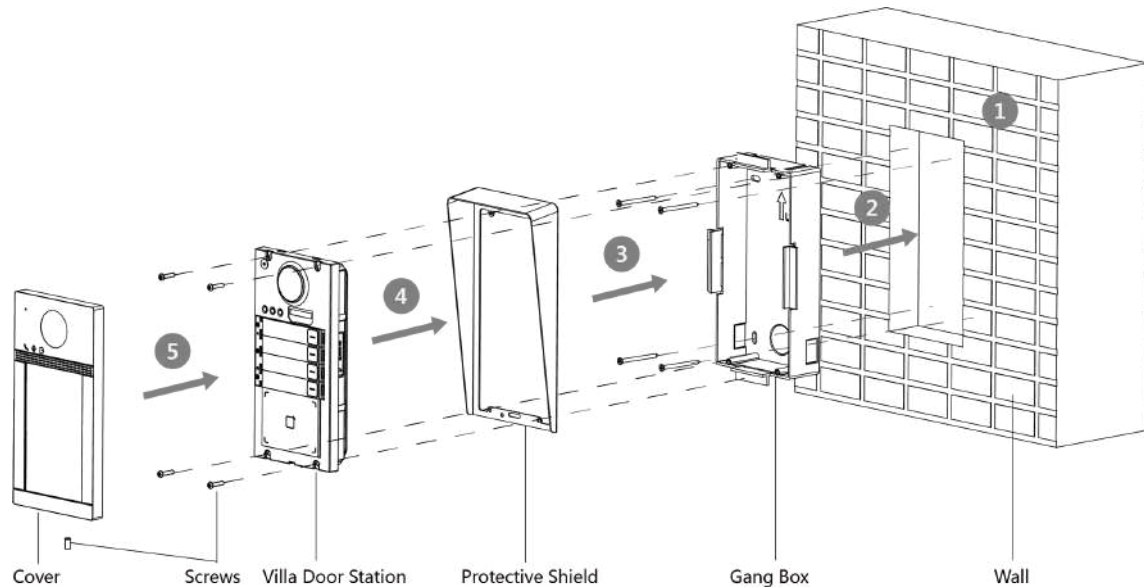


**Note**

The suggested size of hole is 175 mm × 84 mm × 19 mm.

2. Install the gang box into the hole with 4 screws.

3. Align the protective shield with the gang box.
4. Insert the device to the gang box. Secure the device with 4 supplied screws.
5. Fix the cover onto the device with the screw.



**Figure 3-7 Flush Mounting with Protective Shield**

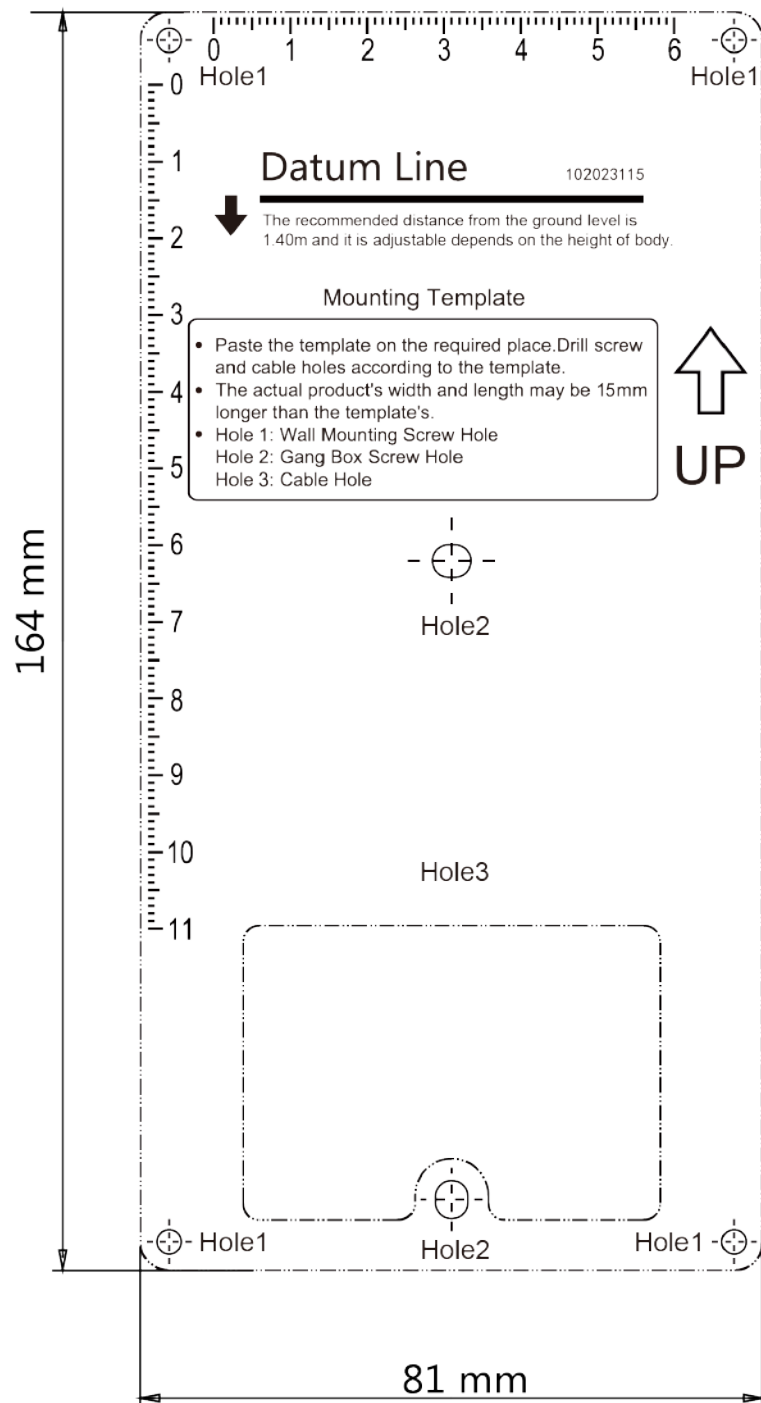
### 3.5 Flush Mounting without Protective Shield

#### Before You Start

Tools that you need to prepare for installation: Drill ( $\varnothing 2.846$ ) and gradienter.

#### Steps

1. Stick the mounting template on the wall. Drill the hole according to the mounting template. Remove the template from the wall.



**Figure 3-8 Mounting Template**

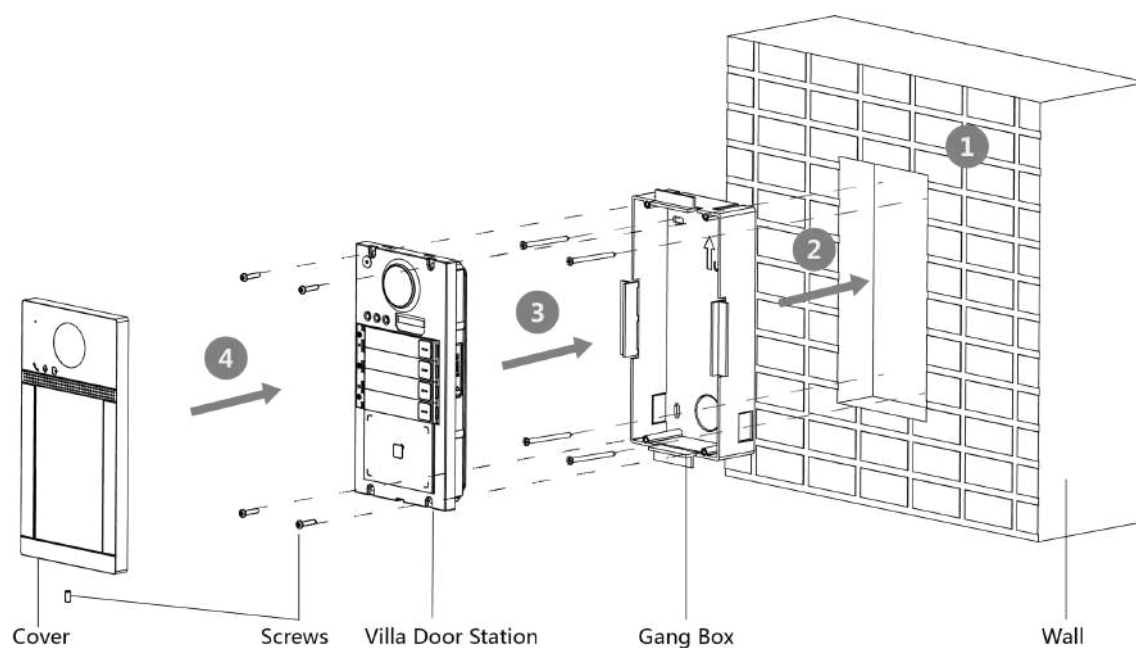


**Note**

The suggested size of hole is 175 mm × 84 mm × 19 mm.

- Secure the gang box into the hole with 4 screws.

3. Insert the device to the gang box. Secure the device with 4 supplied screws.
4. Fix the cover onto the device with the screw.



**Figure 3-9 Flush Mounting without Protective Shield**

## Chapter 4 Activation

### 4.1 Activate Device via Web

You are required to activate the device first by setting a strong password for it before you can use the device.

Default parameters of the door station are as follows:

- Default IP Address: 192.0.0.65.
- Default Port No.: 8000.
- Default User Name: admin

#### Steps

1. Power on the device, and connect the device to the network.
2. Enter the IP address into the address bar of the web browser, and click **Enter** to enter the activation page.



#### Note

The computer and the device should belong to the same subnet.

---

3. Create and enter a password into the password field.
4. Confirm the password.
5. Click **OK** to activate the device.

### 4.2 Activate Device via Client Software

You can only configure and operate the door station after creating a password for the device activation.

Default parameters of door station are as follows:

- Default IP Address: 192.0.0.65.
- Default Port No.: 8000.
- Default User Name: admin.

#### Steps

1. Run the client software, click **Maintenance and Management → Device Management → Device** to enter the page.
2. Click **Online Device**.
3. Select an inactivated device and click **Activate**.
4. Create a password, and confirm the password.



### Note

We highly recommend you to create a strong password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

---

#### 5. Click **OK** to activate the device.

---



### Note

- When the device is not activated, the basic operation and remote operation of device cannot be performed.
  - You can hold the **Ctrl** or **Shift** key to select multiple devices in the online devices, and click the **Activate** button to activate devices in batch.
- 

## 4.3 Edit Network Parameters

To operate and configure the device via LAN (Local Area Network), you need connect the device in the same subnet with your PC. You can edit network parameters via **iVMS-4200** client software.

### Steps

1. Select an online activated device and click the **Modify Netinfo**.
  2. Edit the device IP address and gateway address to the same subnet with your computer.
  3. Enter the password and click **OK** to save the network parameters modification.
- 



### Note

- The default port No. is 8000.
  - The default IP address of the door station is 192.0.0.65.
  - After editing the network parameters of device, you should add the devices to the device list again.
-

## Chapter 5 Remote Configuration via Web

### 5.1 Live View

In the browser address bar, enter the IP address of the device, and press the Enter key to enter the login page.

Enter the user name and password and click **Login** to enter the Live View page. Or you can click **Live View** to enter the page.



Figure 5-1 Live View

- You can start/stop live view, capture, record, audio on/off, two-way audio, etc.
- The stream type can be set as main stream or sub stream.
- For IE (Internet Explorer) or Google users, the device support two-way audio communication.



#### Note

Live View function may vary with different models. Please refer to the actual product.

---

### 5.2 User Management

You can add, delete or search the information of the user.

Click **User** to enter the settings page.



|                          |           |           |      |           |          |             |            |          |           |
|--------------------------|-----------|-----------|------|-----------|----------|-------------|------------|----------|-----------|
| <input type="checkbox"/> | Person ID | User Type | Name | Floor No. | Room No. | Card Number | Start Time | End Time | Operation |
|--------------------------|-----------|-----------|------|-----------|----------|-------------|------------|----------|-----------|

**Figure 5-2 User Management**

- Click **Add** to add users. Enter the **Employee ID**, **Name**, **Floor No.** and **Room No.**, Set the **Start Time** and **End Time**. You can check the box of **Administrator** for the user.
- Click **Add Card**. Manually enter the card No. or click **Read** and put your card on the card reading area for the device to identify the card No. automatically. Select card **Property**. Click **OK** to save the card information.
- Click  to modify the information of the user.
- Check the box of the user and click **Delete**  to delete the selected user.
- Enter the keyword and click search icon. The information will display in the list.

## Note

User management function may vary with different models. Please refer to the actual product.

## 5.3 Device Management

You can manage the linked device on the page.

Click **Device Management** to enter the settings page.



|                          |     |                |            |            |       |                 |           |          |     |           |                |                                                                                                                                                                             |
|--------------------------|-----|----------------|------------|------------|-------|-----------------|-----------|----------|-----|-----------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | No. | Device Type    | IP Address | Serial No. | Model | Current Version | Floor No. | Room No. | No. | User Name | Network Status | Operation                                                                                                                                                                   |
| <input type="checkbox"/> | 1   | Indoor Station |            |            |       |                 | 1         | 1        | ... | admin     | Offline        |   |

**Figure 5-3 Device Management**

### Add Device

- Click **Add** to add the indoor station or sub door station. Enter the parameters and click **OK** to add.
- Click **Import**. Enter the information of the device in the template to import devices in batch.

### Export

Click **Export** to export the information to the PC.

### Delete

Select the device and click **Delete** to remove the selected device from the list.

### Synchronize

Click **Synchronize** and enable **Synchronize** for device synchronization.



#### Note

When enabling the function, the activated devices will synchronize parameters. Inactivated devices synchronize parameters whether the function is enabled or not.

---

### Refresh

Click **Refresh** to get the device information.

### Optional: Set Device Information.

- Click  to edit device information.
- Click  to delete device information from the list.
- Select **Status** and **Device Type** to search devices.

## 5.4 Parameters Settings

Click **Configuration** to set the parameters of the device.

Remote configuration in iVMS-4200 and Batch Configuration Tool is the same as that in Web. Here takes the configuration in web for example.



#### Note

Run the browser, click  → **Internet Options** → **Security** to disable the Protected Mode.

---

### 5.4.1 Local Parameters Settings

You can configure the parameters of the live view, record files and captured pictures. The record files and captured pictures are the ones you record and capture by using the web browser. You can also set and view the saving paths of the captured pictures and recorded videos on the PC that running the web browser.

**Live View Parameters**

Stream Type ☒ Main Stream ☐ Sub-stream

Play Performance ☒ Shortest Delay ☐ Balanced ☐ Fluent

Auto Start Live View ☐ Yes ☒ No

Image Format ☒ JPEG ☐ BMP

**Record File Settings**

Record File Size ☒ 256M ☐ 512M ☐ 1G

Save record files to  

**Picture and Clip Settings**

Save snapshots in live view to  

Figure 5-4 Local Parameters

### Live View Parameters

#### Stream Type

Set the stream type as **Main Stream** or **Sub-stream**.

#### Play Performance

Set the live view performance to **Shortest Delay**, **Balanced** or **Fluent**.

#### Auto Start Live View

Check **Yes** to enable the function.

#### Image Format

Select the image format for picture capture.

Click **Save** to enable the settings.

### Record File Parameters

#### Record File Size

Select the packed size of the manually recorded and downloaded video files to **256M**, **512M** or **1G**. After the selection, the maximum record file size is the value you selected.

#### Save record files to

Set the saving path for the manually recorded video files.

Click **Save** to enable the settings.

### Picture and Clip Settings

#### Save snapshots in live view to

Set the saving path of the manually captured pictures in live view mode.



#### Note

You can click **Browse** to change the directory for saving the clips and pictures, and click **Open** to open the set folder of clips and picture saving.

---

Click **Save** to enable the settings.

### 5.4.2 System Settings

Follow the instructions below to configure the system settings, include System Settings, Maintenance, Security, and User Management, etc.

Click **System** to enter the settings page.

#### Basic Information

Click **System Settings → Basic Information** to enter the settings page. On the page, you can edit **Device Name** and **Device No.** Set the **Language** according to your needs.

You can view the quantities of added users and cards in **Capacity**.

Click **Save** to enable the settings.

#### Time Settings

Click **System Settings → Time Settings** to enter the settings page. Select the **Time Zone** of your location from the drop-down list.

- Enable **NTP**, set the **Server Address**, **NTP Port** and **Interval**.
- Enable **Manual Time Sync.**, set the time manually or check the **Sync. with computer time**.

Click **Save** to enable the settings.

#### DST

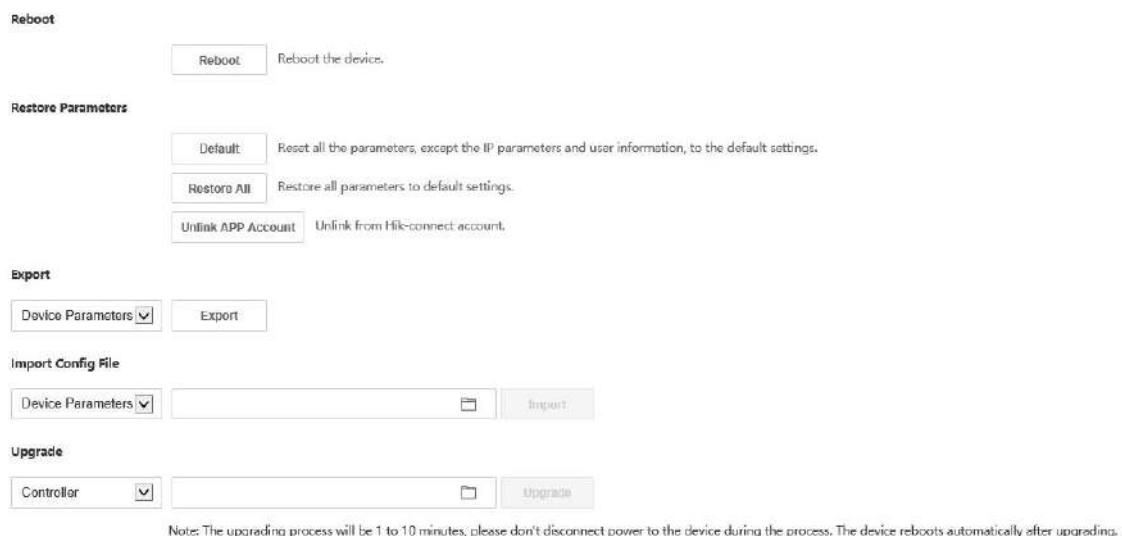
Click **System Settings → DST** to check **Enable DST**. Set the parameters according to your needs and click **Save** to enable the settings.

#### About

Click **System Settings → About** and click **Open Source Software Licenses** to view the details.

#### Maintenance

Click **Maintenance → Upgrade & Maintenance** to enter the settings page.



**Reboot**

**Reboot** Reboot the device.

**Restore Parameters**

**Default** Reset all the parameters, except the IP parameters and user information, to the default settings.

**Restore All** Restore all parameters to default settings.

**Unlink APP Account** Unlink from Hik-connect account.

**Export**

**Device Parameters** **Export**

**Import Config File**

**Device Parameters** **Import**

**Upgrade**

**Controller** **Upgrade**

Note: The upgrading process will be 1 to 10 minutes, please don't disconnect power to the device during the process. The device reboots automatically after upgrading.

**Figure 5-5 Maintenance**

- **Reboot:** Click **Reboot** to reboot the device.
- **Default**  
Click **Default** to reset all the parameters, except the IP parameters and user information, to the default settings.
- **Restore All**  
Click **Restore All** to restore all parameters to default settings.
- **Export parameters:**
  1. Select **Device Parameters**, and click **Export** to pop up the dialog box.
  2. Set and confirm the encryption password.
  3. Click **OK** to export parameters.
- **Import Config. File:**
  1. Click browse icon to select the configuration file.
  2. Click **Import** and enter the encryption password to import.
- **Upgrade:** Click browse icon to select the upgrade file.



### Note

The upgrading process will last 1 to 10 minutes, do not power off during the upgrading. The device reboots automatically after upgrading.

---

## Security Service

Click **Security** → **Security Service** to enter the settings page. On the page, you can enable SSH according to your actual needs.

Click **Save** to enable the settings.

### User Management

Click **User Management** to enter the settings page.  
Administrator can edit the permission for the users.



#### Note

We highly recommend you to create a strong password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

---

### Online Users

Click **User Management** → **Online Users** to enter the page.  
Click **Refresh** to get the present information.

### Arming/Disarming Information

Click **User Management** → **Arming/Disarming Information** to view the information. Click **Refresh** to get the present information.

## 5.4.3 Network Settings

### TCP/IP Settings

TCP/IP settings must be properly configured before you operate the device over network. The device supports IPv4.

#### Steps

1. Click **Network** → **Basic Settings** → **TCP/IP** to enter the settings page.

☐ DHCP

IPv4 Address

IPv4 Subnet Mask

IPv4 Default Gateway

Mac Address

MTU

**DNS Server**

Preferred DNS Server

Alternate DNS Server

**Save**

**Figure 5-6 TCP/IP Settings**

2. Configure the network parameters.
  - Check **DHCP**, the device will get the parameters automatically.
  - Set the **IPv4 Address**, **IPv4 Subnet Mask** and **IPv4 Default Gateway** manually.
3. Configure the corresponding DNS server parameters.
4. Click **Save** to enable the settings.

## Port Settings

### Steps

1. Click **Network** → **Basic Settings** → **Port** to enter the settings page.

|             |                                   |
|-------------|-----------------------------------|
| HTTP Port   | <input type="text" value="80"/>   |
| RTSP Port   | <input type="text" value="554"/>  |
| HTTPS Port  | <input type="text" value="443"/>  |
| Server Port | <input type="text" value="8000"/> |

**Save**

**Figure 5-7 Port Settings**

**2.** Set the ports of the device.

**HTTP Port**

The default port number is 80, and it can be changed to any port No. which is not occupied.

**HTTPS Port**

The default port number is 443, and it can be changed to any port No. which is not occupied.

**RTSP Port**

The default port number is 554.

**Server Port**

The default server port number is 8000, and it can be changed to any port No. ranges from 2000 to 65535.

**3.** Click **Save** to enable the settings.

## Wi-Fi Settings

The device support connecting to wireless network.

**Steps**

1. Click **Network** → **Basic Settings** → **Wi-Fi** to enter the settings page.



Figure 5-8 Wi-Fi Settings

- 2. Select a Wi-Fi and click to pop-up the dialog box.
- 3. Enter the password of the wireless network to connect.
- 4. **Optional:** Click **Network Settings** to set the parameters of WLAN.

SIP Setting

Steps

- 1. Click **Network** → **Basic Settings** → **SIP** to enter the settings page.

☒ Enable VOIP Gateway

Register User Name

Registration Password

Server Address

Server Port

Expiry Time  minute(s)

Register Status

Number

Display User Name

**Save**

**Figure 5-9 SIP Settings**

2. Check **Enable VOIP Gateway**.
3. Configure the SIP parameters.
4. Click **Save** to enable the settings.

## FTP Settings

### Steps

1. Click **Network** → **Advanced** → **FTP** to enter the settings page.

☒ Enable FTP

Server Type Server IP Address ▼

Server IP Address 0.0.0.0

Port 21

☐ Enable Anonymous

User Name

Password

Directory Structure Save in the child directory ▼

Parent Directory Building No. & Unit No. ▼

Child Directory Time ▼

**Picture Naming Rules**

Delimiter —

Named Item Option1 ▼

Named Element Time ▼

**Save**

**Figure 5-10 FTP Settings**

2. Check **Enable FTP**.
3. Select **Server Type**.
4. Input the **Server IP Address** and **Port**.
5. Configure the FTP Settings, and the user name and password are required for the server login.
6. Set the **Directory Structure**, **Parent Directory** and **Child Directory**.
7. Set the picture naming rules.
8. Click **Save** to enable the settings.

### Platform Access

Platform access provides you an option to manage the devices via platform.

#### Steps

1. Click **Network → Advanced Settings → Platform Access** to enter the settings page.
2. Check the checkbox of **Enable** to enable the function.
3. Select the **Platform Access Mode**.



#### Note

Hik-Connect is an application for mobile devices. With the App, you can view live image of the device, receive alarm notification and so on.

- 
4. Create a **Stream Encryption/Encryption** for the device.



#### Note

6 to 12 letters (a to z, A to Z) or numbers (0 to 9), case sensitive. You are recommended to use a combination of no less than 8 letters or numbers.

- 
5. Click **Save** to enable the settings.

### 5.4.4 Video & Audio Settings

#### Video Parameters

##### Steps

1. Click **Video/Audio → Video** to enter the settings page.

|                  |             |      |
|------------------|-------------|------|
| Stream Type      | Main Stream | ▼    |
| Video Type       | Video&Audio | ▼    |
| Resolution       | 1280*720P   | ▼    |
| Bitrate Type     | Variable    | ▼    |
| Video Quality    | Medium      | ▼    |
| Frame Rate       | 25          | ▼    |
| Max. Bitrate     | 2048        | Kbps |
| Video Encoding   | H.264       | ▼    |
| I Frame Interval | 50          |      |

Save

Figure 5-11 Video Parameters

2. Select the **Stream Type**.
3. Configure the video parameters.

**Stream Type**

Select the stream type to main stream or sub stream.

**Video Type**

Select the stream type to video stream, or video & audio composite stream. The audio signal will be recorded only when the **Video Type** is **Video & Audio**.

**Resolution**

Select the resolution of the video output.

**Bitrate Type**

Select the bitrate type to constant or variable.

**Video Quality**

When bitrate type is selected as Variable, 6 levels of video quality are selectable.

**Frame Rate**

Set the frame rate. The frame rate is to describe the frequency at which the video stream is updated and it is measured by frames per second (fps). A higher frame rate is advantageous when there is movement in the video stream, as it maintains image quality throughout.

### Max. Bitrate

Set the max. bitrate from 32 to 16384 Kbps. The higher value corresponds to the higher video quality, but the better bandwidth is required.

### Video Encoding

The device supports H.264.

### I Frame Interval

Set I Frame Interval from 1 to 400.

4. Click **Save** to save the settings.

## Audio Parameters

### Steps

1. Click **Video/Audio** → **Audio** to enter the settings page.

Stream Type: Main Stream

Audio Encoding: G.711ulaw

Input Volume: 7

Output Volume: 7

Speak Volume: 7

Save

Figure 5-12 Audio Settings

2. Configure the stream type and the audio encoding type.

### Stream Type

Select the stream type to main stream or sub stream.

### Audio Encoding

The device support G.711ulaw and G.711 alaw.

3. Adjust the **Input Volume**, **Output Volume** and **Speak Volume**.



## Note

Available range of volume: 0 to 10.

- Click **Save** to save the settings.

## 5.4.5 Image Settings

### Display Settings

Configure the image adjustment, backlight settings and other parameters in display settings.

#### Steps

- Click **Image** → **Display Settings** to enter the display settings page.

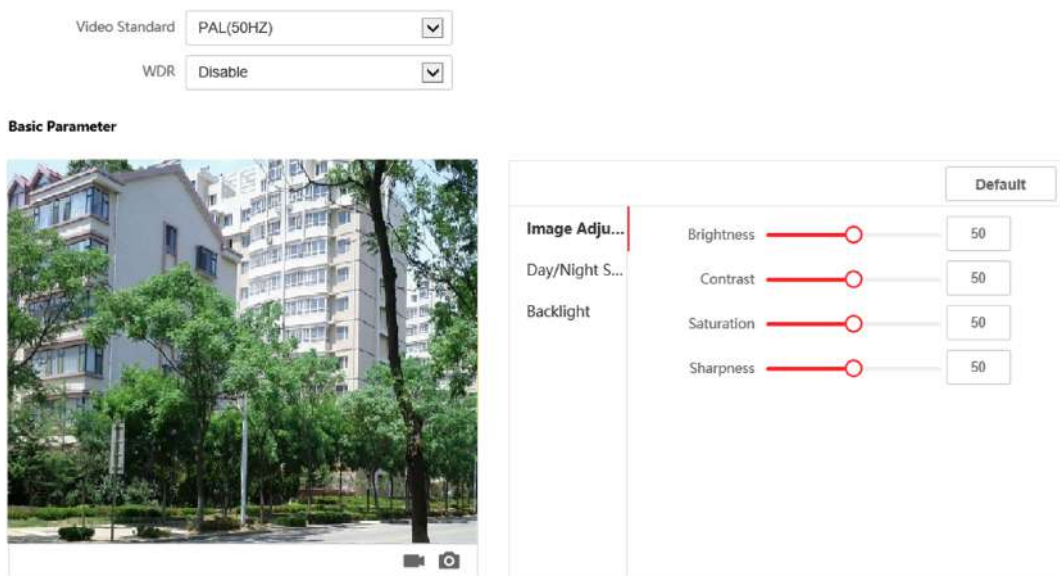


Figure 5-13 Display Settings

- Select the **Format**.
- Set the display parameters.

#### WDR

Wide Dynamic Range can be used when there is a high contrast of the bright area and the dark area of the scene.

#### Brightness

Brightness describes bright of the image, which ranges from 1 to 100.

#### Contrast

Contrast describes the contrast of the image, which ranges from 1 to 100.

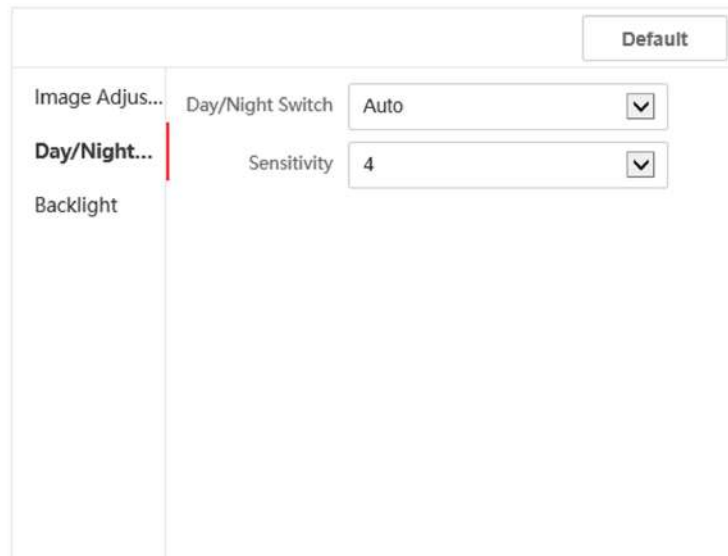
### Saturation

Saturation describes the colorfulness of the image color, which ranges from 1 to 100.

### Sharpness

Sharpness describes the edge contrast of the image, which ranges from 1 to 100.

#### 4. Set the **Day/Night Mode**.



**Figure 5-14 Day/Night Mode**

- Set **Day Mode** or **Night Mode** manually.
- Set the mode as **Auto** and edit the sensitivity according to your needs.
- Set the mode as **Scheduled-Switch**. Set the start time and end time.

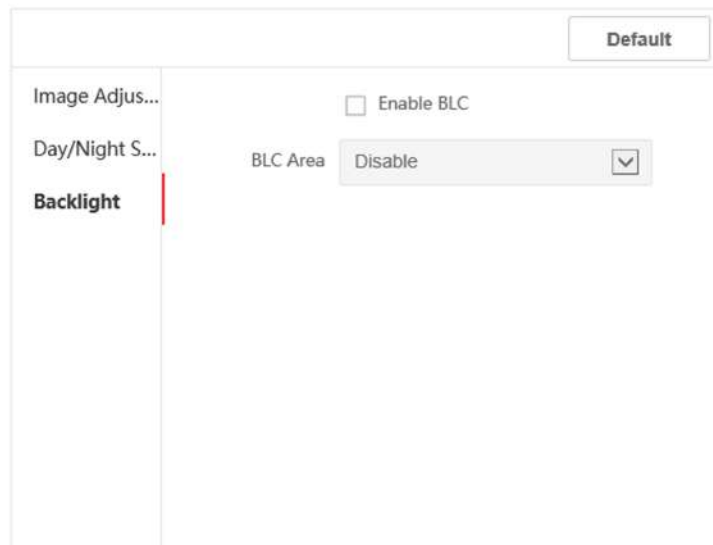


### Note

Daytime is from configured start time to configured time. The rest of the time is set as night by default.

---

#### 5. Set the backlight parameters.



**Figure 5-15 Backlight**

- 1) Check the checkbox to enable BLC.
- 2) Select **BLC Area**.
6. Click **Save** to enable the settings.

### OSD Settings

You can customize the camera name, time/date format, display mode, and OSD size displayed on the live view.

#### Steps

1. Click **Image → OSD Settings** to enter the settings page.
2. Check the corresponding checkbox to select the display of camera name, date or week if required.
3. Edit the **Camera Name**.
4. Select from the drop-down list to set the **Time Format** and **Date Format**.
5. Adjust the OSD position.
6. Click **Save** to enable the settings.

### Target Cropping

#### Steps

1. Click **Image → Crop** to enter the page.
2. Check **Enable Target Cropping** to enable the function.
3. Click  to crop photo.
4. Click  to crop video.

5. Select **Cropping Resolution**.

6. Click **Save**.



### Note

- You can select **Cropping Resolution** as **704\*576**, **1280\*720**, or **1920\*1080**.
  - You can zoom in or zoom out the image by selecting **Cropping Resolution** after clicking **Save**.
- 

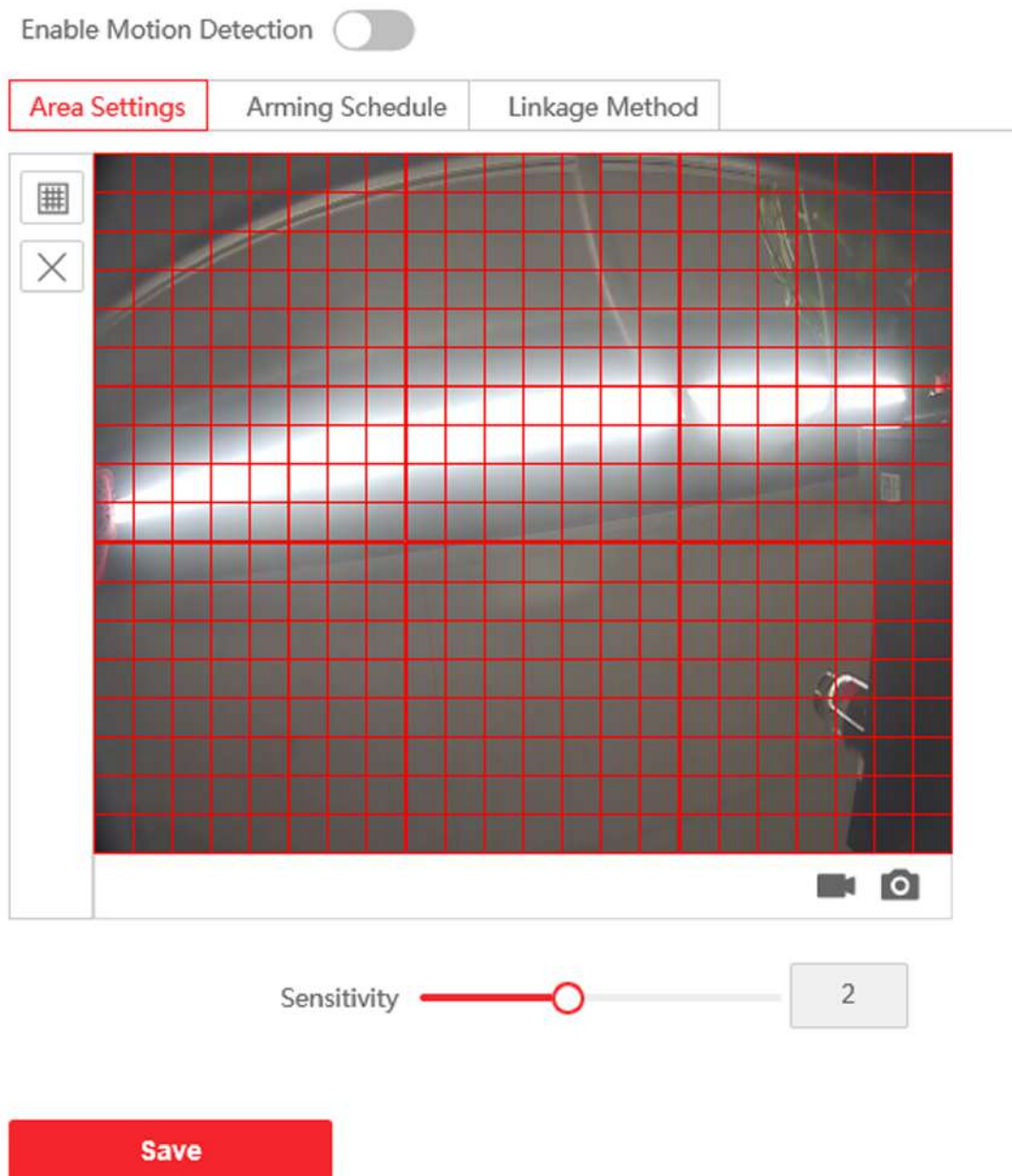
## 5.4.6 Event Settings

### Motion Detection

Motion detection detects the moving objects in the configured security area, and a series of actions can be taken when the alarm is triggered.

#### Steps

1. Click **Event** → **Motion** to enter the settings page.



**Figure 5-16 Motion Detection**

2. Slide **Enable Motion Detection** to enable the function.
3. Click **Draw Area**. Click and drag the mouse on the live video to draw a motion detection area. Click **Save** to save the settings.

**Clear Area** Click **X** to clear all of the areas.

**Adjust Sensitivity** Move the slider to set the sensitivity of the detection.

4. Click **Arming Schedule** to edit the arming schedule.

5. Click on the time bar and drag the mouse to select the time period. Click **Save** to save the settings.

**Delete Schedule** Click **Delete** to delete the current arming schedule.

6. Click **Linkage Method** to enable the linkages.

### **Notify Security Center**

Send an exception or alarm signal to the remote management software when an event occurs.

7. Click **Save** to enable the settings.

## **Event Linkage**

### **Steps**

1. Click **Event** → **Basic Event** → **Event Linkage** to enter the settings page.

Major Type

Minor Type

☒ Normal Linkage

☒ Notify Surveillance Center

Save

**Figure 5-17 Event Linkage**

2. Select the **Major Type** as **Device Event** or **Door Event**.
3. Select the type of the **Normal Linkage** for the event.
4. Click **Save** to enable the settings.

### 5.4.7 Schedule Settings

You can create call schedule, or else the device will call indoor station all day by default.

#### Steps

1. Click **Schedule** → **Video Intercom** → **Call Schedule**.
2. Click the next row below **Enable Indoor Station All Day by Default**.
3. Enter **Schedule Name**.
4. Select **Call Type**.
5. Set **Weekly Schedule**.
  - 1) Click **Weekly Schedule**.

Schedule Name: TemplatePlan1

Call Type: ☒ Indoor Station ☐ Center

Time Settings: **Weekly Schedule** Holiday Schedule

Weekly Schedule Grid:

|          | 0 | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 |
|----------|---|---|---|---|---|----|----|----|----|----|----|----|----|
| Mond...  |   |   |   |   |   |    |    |    |    |    |    |    |    |
| Tuesd... |   |   |   |   |   |    |    |    |    |    |    |    |    |
| Wedn...  |   |   |   |   |   |    |    |    |    |    |    |    |    |
| Thurs... |   |   |   |   |   |    |    |    |    |    |    |    |    |
| Friday   |   |   |   |   |   |    |    |    |    |    |    |    |    |
| Satur... |   |   |   |   |   |    |    |    |    |    |    |    |    |
| Sunday   |   |   |   |   |   |    |    |    |    |    |    |    |    |

**Figure 5-18 Weekly Schedule**

- 2) Drag mouse to set the schedule according to the actual needs.
- 3) **Optional:** Click the copy icon to copy the schedule to other days according to the actual needs.
- 4) Click **Save**.
6. Set **Holiday Schedule**.
  - 1) Click **Holiday Schedule**.

Schedule Name:

Call Type: ☒ Indoor Station ☐ Center

Time Settings: Weekly Schedule **Holiday Schedule**

+ Add Clear

| No. | Start Time | End Time | Time Period | Operation |
|-----|------------|----------|-------------|-----------|
|-----|------------|----------|-------------|-----------|

Figure 5-19 Holiday Schedule

- 2) Click **Add**.
- 3) Set **Start Time** and **End Time**.
- 4) Select **Call Type**.
- 5) Drag mouse to set the schedule according to the actual needs.
- 6) Click **OK**.
- 7) You can edit or delete the schedule according to the actual needs.
- 8) Click **Save**.

**Note**

The holiday schedule have higher priority than weekly schedule when you set the two schedule at the same time.

5.4.8 Intercom Settings

Device No. Configuration

Set the No. of the device, and linked devices can build a communication.

Steps

- 1. Click **Intercom** → **Device No.** to enter the settings page.

|                                  |              |   |
|----------------------------------|--------------|---|
| Device Type                      | Door Station | ▼ |
| Floor No.                        | 1            | ▼ |
| Door Station No.                 | 0            |   |
| <b>Advanced Settings</b> ————— ^ |              |   |
| Community No.                    | 1            |   |
| Building No.                     | 1            |   |
| Unit No.                         | 1            |   |

Save

**Figure 5-20 Device No. Settings**

2. Select the device type from the drop-down list, and set the corresponding information.
3. Click **Save** to enable the device number configuration.



### Note

- For main door station (D series or V series), the serial No. is 0.
  - For sub door station (D series or V series), the serial No. cannot be 0. Serial No. ranges from 1 to 99.
  - For each villa or building, at least one main door station (D series or V series) should be configured, and one sub door stations (D series or V series) can be customized.
  - For one main door station (D series or V series), up to 8 sub door stations can be configured.
- 

## Linked Network Settings

### Steps

1. Go to **Intercom** → **Session Settings** to enter the settings page.
2. Set **Register Number** and **Registration Password**.
3. Set **Main Station IP** and **VideoIntercom Server IP**.
4. Enable Protocol 1.0.
5. Click **Save** to enable the settings.

## Time Parameters

Go to **Intercom** → **Time Parameters** to enter the page.

Configure **Max. Call Duration**, **Max. Message Duration**, **Max. Ring Duration**, and click **Save**.



### Note

- Max. call duration between the module indoor station and client ranges from 90 s to 120 s. The call will end automatically when the actual calling duration is longer than the configured one.
- Max. message duration ranges from 30 s to 60 s. The message will end automatically when the actual message duration is longer than the configured one.
- Max. ring duration refers to the maximum duration of the module indoor station when it is called without being accepted. Max. ring duration ranges from 65 s to 255 s.

## Ring-Back Tone Settings

Click **Intercom** → **Ringbacktone Settings** to enter the settings page.

Click **Add** to select the ring tone from PC.



### Note

Available Audio Format: WAV、AAC, Size: Less than 600 KB, Sample Rate: 8000Hz, Mono.

## Press Button to Call

### Steps

1. Go to **Intercom** → **Press Button to Call** to enter the settings page.

Press Button to Call

| No. | Button Settings | Link Time Schedule                                                     |
|-----|-----------------|------------------------------------------------------------------------|
| 01  | 1               | Enable Indoor Station All Day by T <input checked="" type="checkbox"/> |

Save

**Figure 5-21 Press Button to Call**

2. Edit room No. in the button settings and select **Link Time Schedule**.



### Note

- The number of buttons may vary with different models. Please refer to the actual product.
- The schedule settings refers to **Schedule Settings** for details.

3. Click **Save** to enable the settings.

## I/O Settings

### Steps

1. Click **Intercom** → **I/O Settings** to enter the I/O input and output settings page.
2. Select **I/O input No.**, **input mode**, **output No.**, and **output mode**.
3. Click **Save** to enable the settings.

---

### Note

- For door station, there are 4 I/O input terminals. By default, Terminal 1 and 2 correspond to Door Status. Terminal 3 and 4 correspond to interfaces of Door Switch.
  - For door station, there are 2 I/O Output Terminals. Terminal 1 and 2 correspond to Door interfaces (NO1/COM/NC1; NO2/COM/NC2) of door station. Door 1 is enabled by default. You can enable/disable IO Out according to needs.
- 

## Number Settings

Link the room No. and SIP numbers.

Click **Number Settings** to enter the page.



|                          |     |          |            |
|--------------------------|-----|----------|------------|
| + Add - Delete           |     |          |            |
| <input type="checkbox"/> | No. | Room No. | SIP Number |
| Operation                |     |          |            |

**Figure 5-22 Number Settings**

Click **Add**, set the **Room No.** and SIP numbers in the pop-up dialog box.

## 5.4.9 Access Control Settings

### Door Parameters

Set the parameters of the door which is linked to the device.

#### Steps

1. Click **Access Control** → **Door Parameters** to enter the settings page.

Door No. Door1 ▼

Name Door1

Open Duration 2 s

Relay reverse ☐ ON ☒ Disable

**Save**

**Figure 5-23 Door Parameters**

2. Select **Door No.**, and edit the **Name**.
3. Set **Open Duration**. When the time to open over the open duration you set, the door will be locked again.
4. Select **Relay Reverse** as **ON** or **Disable**.
5. Click **Save** to enable the settings.

### Card Security

Click **Access Control** → **Card Security** to enter the settings page.

Slide to enable card encryption parameters. Click **Save** to enable the settings.

### Elevator Control

#### Before You Start

- Make sure your door station is in the mode of main door station. Only the main door station support elevator control function.
- Make sure your door station has been connected to the elevator controller via RS-485 wire if you want to use RS-485 interface.

#### Steps

1. Click **Access Control** → **Elevator Control** to enter the corresponding configuration page.

☐ Enable elevator control

|                          |                   |   |
|--------------------------|-------------------|---|
| Elevator No.             | Elevator No.1     | ▼ |
| Elevator Controller Type |                   | ▼ |
| Interface Type           | Network Interface | ▼ |
| Negative Floor Capacity  | 0                 |   |
| Alarm Receiver Type      | IP                | ▼ |
| Server IP Address        |                   |   |
| Port                     | 0                 |   |
| User Name                |                   |   |
| Password                 |                   |   |

Save

Figure 5-24 Elevator Control

2. Check to enable elevator control function.
3. Select an Elevator No., and select an elevator controller type for the elevator.
4. Set the Negative Floor.
5. Select the Interface Type as RS-485 or Network Interface. And enable the elevator control.
  - If you select RS-485, make sure you have connected the door station to the elevator controller with RS-485 wire.
  - If you select Network interface, enter the elevator controller's IP address, port No., user name, and password.
6. Click **Save** to enable the settings.



### Note

- Up to 4 elevator controllers can be connected to one door station.
  - Up to 10 negative floors can be added.
  - Make sure the interface types of elevator controllers, which are connected to the same door station are consistent.
-

## Chapter 6 Configuration via Client Software

### 6.1 Device Management

Device management includes device activation, adding device, editing device, and deleting device, and so on.

After running the iVMS-4200, video intercom devices should be added to the client software for remote configuration and management.

#### 6.1.1 Add Online Device

##### Before You Start

Make sure the device to be added is in the same subnet with your computer. Otherwise, please edit network parameters first.

##### Steps

1. Click **Online Device** to select an active online device.
2. Click **Add**.
3. Enter corresponding information, and click **Add**.

**Add** ✕

Adding Mode

☒ IP/Domain ☐ IP Segment ☐ Cloud P2P  
☐ EHome ☐ HiDDNS ☐ Batch Import

Add Offline Device

☐

\* Name

10.6.112.48

\* Address

10.6.112.48

\* Port

8000

\* User Name

admin

\* Password

●●●●●●●●

Synchronize Time

☒

Import to Group

☒

ⓘ Set the device name as the group name and add all the channels connected to the device to the group.

Add and New

Add

Cancel

Figure 6-1 Add to the Client

### 6.1.2 Add Device by IP Address

#### Steps

1. Click **+Add** to pop up the adding devices dialog box.
2. Select **IP/Domain** as **Adding Mode**.
3. Enter corresponding information.
4. Click **Add**.

### 6.1.3 Add Device by IP Segment

You can add many devices at once whose IP addresses are among the IP segment.

#### Steps

1. Click **+Add** to pop up the dialog box.
2. Select **IP Segment** as **Adding Mode**.
3. Enter corresponding information, and click **Add**.

## 6.2 Live View via Door Station

#### Steps

1. On the main page of the client software, click **Main View** to enter the Live View page.
2. In the left list of the window, double-click the device IP or click the play icon to live view.
3. **Optional:** On the Live View page, control-click and select **Capture** to get the picture of the live view.

## 6.3 Organization Management

On the main page of the Client Software, click  **Personal Management** to enter the configuration page.

### 6.3.1 Add Organization

#### Steps

1. In the organization list on the left, click **+Add**.
2. Enter the **Organization Name** as desired.
3. Click **OK** to save the adding.
4. **Optional:** You can add multiple levels of organizations according to the actual needs.
  - 1) You can add multiple levels of organizations according to the actual needs.
  - 2) Then the added organization will be the sub-organization of the upper-level organization.



### Note

Up to 10 levels of organizations can be created.

---

### 6.3.2 Modify and Delete Organization

You can select the added organization and click  to modify its name.

You can select an organization, and click **X** button to delete it.

---



### Note

- The lower-level organizations will be deleted as well if you delete an organization.
  - Make sure there is no person added under the organization, or the organization cannot be deleted.
- 

## 6.4 Person Management

After adding the organization, you can add person to the organization and manage the added person such as issuing cards in batch, importing and exporting person's information in batch, etc.

---



### Note

- Up to 2,000 persons can be added.
  - Up to 5 cards can be added to each person.
- 

### 6.4.1 Add Person

Person information is necessary for the video intercom system. And when you set linked device for the person, the intercom between intercom devices can be realized.

#### Steps

1. Select an organization in the organization list and click **Add** on the Person panel to pop up the adding person dialog.
- 



### Note

The Person No. will be generated automatically and is editable.

---

2. Set basic person information.
    - 1) Enter basic information: name, gender, tel, birthday details, effective period and email address.
- 



### Note

The length of person name should be less than 15 characters.

---

- 2) Click **Add** face to upload the photo.
-



### Note

The picture should be in \*.jpg format.

---

#### Click Upload

Select the person picture from the local PC to upload it to the client.

#### Click Take Phone

Take the person's photo with the PC camera.

#### Click Remote Collection

Take the person's photo with the collection device.

### 3. Issue the card for the person.

- 1) Click **Credential** → **Card**.
- 2) Click **+** to pop up the Add Card dialog.
- 3) Select **Normal Card** as **Card Type**.
- 4) Enter the **Card No.**
- 5) Click **Read** and the card(s) will be issued to the person.

### 4. Link the device to the person.

- 1) Set the linked devices.

#### Linked Device

You can bind the indoor station to the person.

---



### Note

If you select **Analog Indoor Station** in the Linked Device, the **Door Station** field will display and you are required to select the door station to communicate with the analog indoor station.

---

#### Room No.

You can enter the room No. of the person.

- 2) Click **OK** to save the settings.

### 5. Click **Add** to save the settings.

## 6.4.2 Modify and Delete Person

Select the person and click **Edit** to open the editing person dialog.

To delete the person, select a person and click **Delete** to delete it.

---



### Note

If a card is issued to the current person, the linkage will be invalid after the person is deleted.

---

## 6.4.3 Change Person to Other Organization

You can move the person to another organization if needed.

---

### Steps

1. Select the person in the list and click **Change Organization**.
2. Select the organization to move the person to.
3. Click **OK** to save the settings.

### 6.4.4 Import and Export Person Information

The person information can be imported and exported in batch.

#### Steps

1. Exporting Person: You can export the added persons' information in Excel format to the local PC.
  - 1) After adding the person, you can click **Export Person** to pop up the following dialog.
  - 2) Click ... to select the path of saving the exported Excel file.
  - 3) Check the checkboxes to select the person information to export.
  - 4) Click **OK** to start exporting.
2. Importing Person: You can import the Excel file with persons information in batch from the local PC.
  - 1) Click **Import Person**.
  - 2) You can click **Download Template for Importing Person** to download the template first.
  - 3) Input the person information to the downloaded template.
  - 4) Click ... to select the Excel file with person information.
  - 5) Click **OK** to start importing.

### 6.4.5 Get Person Information from Device

If the added device has been configured with person information (including person details, fingerprint, issued card information), you can get the person information from the device and import to the client for further operation.

#### Steps



#### Note

This function is only supported by the device the connection method of which is TCP/IP when adding the device.

---

1. In the organization list on the left, click to select an organization to import the persons.
2. Click **Get from Device** to pop up the dialog box.
3. The added device will be displayed.
4. Click to select the device and then click **Get** to start getting the person information from the device.



### Note

- The person information, including person details, person's fingerprint information (if configured), and the linked card (if configured), will be imported to the selected organization.
  - If the person name stored in the device is empty, the person name will be filled with the issued card No. after importing to the client.
  - The gender of the persons will be **Male** by default.
- 

### 6.4.6 Issue Card in Batch

You can issue multiple cards for the person with no card issued in batch.

#### Steps

1. Click **Batch Issue Cards** to enter the dialog page. All the added person with no card issued will display in the Person(s) with No Card Issued list.

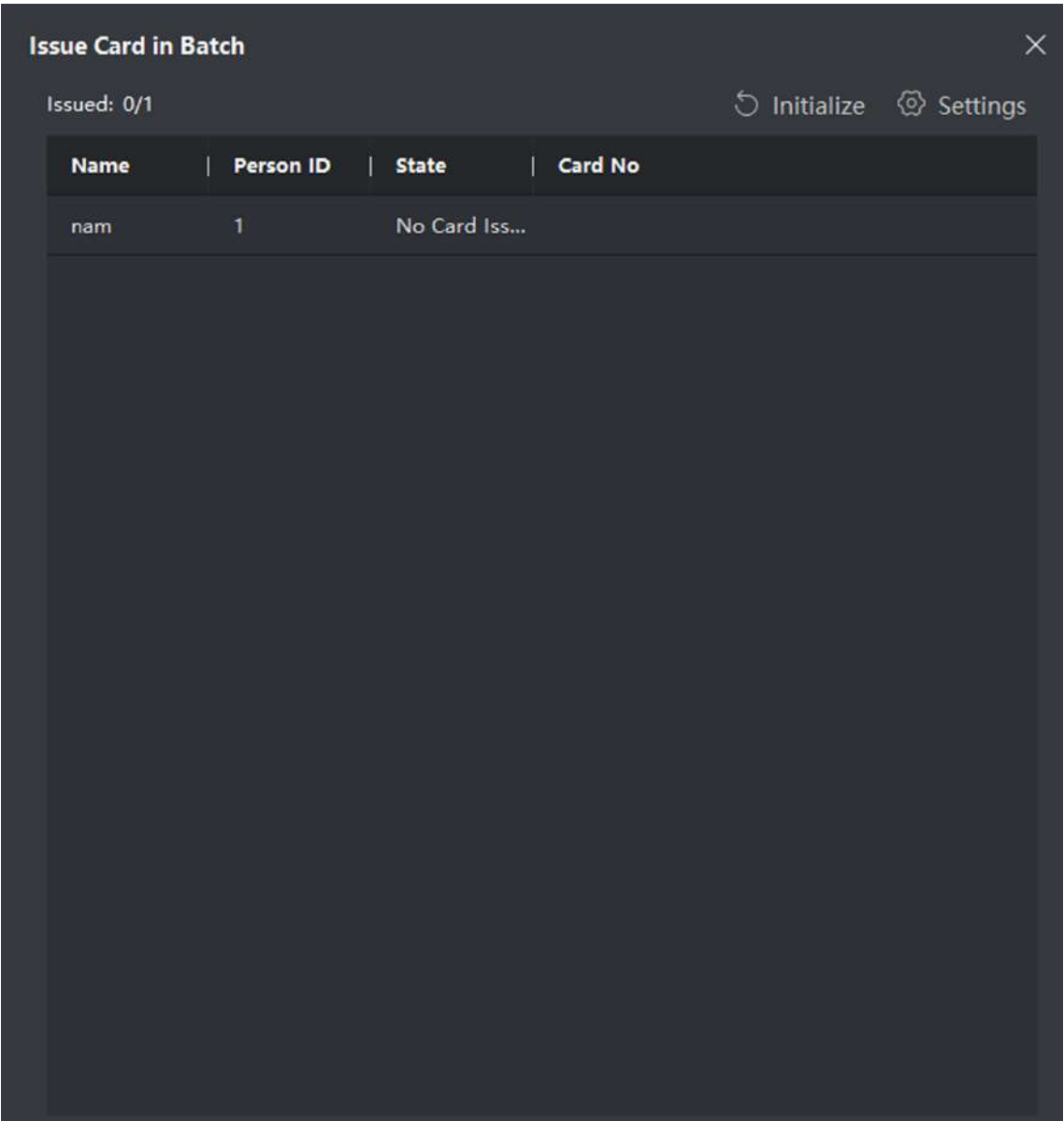


Figure 6-2 Issue Card in Batch

2. Click **Settings**.

The screenshot shows a 'Settings' dialog box with a dark background. At the top left is the title 'Settings' and at the top right is a close button 'X'. Below the title, there are two radio buttons for 'Mode': 'Local' (selected with a red dot) and 'Remote'. Underneath, there are two dropdown menus: 'Card Enrollment Station' set to 'DS\_K1F100\_D8E' and 'Card Type' set to 'Mifare Card'. Below these is a 'Buzzing' checkbox which is checked with a red checkmark. Then there is another dropdown menu for 'Card No. Type' set to 'RS-485/Wiegand 34'. At the bottom left is a toggle switch for 'M1 Card Encryption' which is currently turned off. At the bottom right are two buttons: a red 'OK' button and a white 'Cancel' button with a grey border.

Figure 6-3 Card Settings

3. Select **Card Type** and **Card No. Type**.
4. Click **OK** to save the settings.

**Result**

After issuing the card to the person, the person and card information will display in the Person(s) with Card Issued list.

### 6.4.7 Permission Settings

#### Add Permissions

##### Steps

1. On the main page, click  **AccessControlInfo** → **Access Group** to enter the page.
2. Click **+Add** to pop up the adding dialog box.
3. Configure the parameters.
  - 1) Enter the **Name** of the permission.
  - 2) Select the **Template** of the schedule.
  - 3) Check the person to **Selected** according to your needs.
  - 4) Check the device to **Selected** according to your needs.
4. Click **Save**.
5. Check the permission and click **Apply All to Device**.

The status of the permission displays as **Applied**.
6. **Optional:** Click **Applying Status** to check the details.

#### Modify/Delete Permissions

On the page of the permission settings, click  to edit the parameters of the permission.  
Select one or more permissions, click **Delete** to remove the permissions.

### 6.5 Video Intercom Settings

The Video Intercom Management module provides the function of video intercom, checking call logs and managing notice via the iVMS-4200 Client Software.



#### Note

For the user with access control module permissions, the user can enter the Access Control module and manage video intercom and search information.

---

You should add the device to the software and configure the person to link the device in Access Control module before your configuration remotely.

On the main page, click  **AccessControlInfo** → **Video Intercom** → **Video Intercom** on the left bar to enter the Video Intercom page.

### 6.5.1 Receive Call from Door Station

#### Steps

1. Select the client software in the page to start calling the client and an incoming call dialog will pop up in the client software.
2. Click **Answer** to answer the call. Or click **Hang Up** to decline the call.
3. After you answer the call, you will enter the In Call page.

#### Adjust the Volume of Loudspeaker

Click  to adjust the volume of loudspeaker.

#### Hang Up

Click **Hang Up** to hang up.

#### Adjust the Volume of Microphone

Click  to adjust the volume of microphone.

#### Unlock Remotely

For door station, you can click  to open the door remotely.



#### Note

- One video intercom device can only connect with one client software.
  - The maximum ring duration can be set from 15s to 60s via the Remote Configuration of the video intercom device.
  - The maximum speaking duration between indoor station and iVMS-4200 can be set from 120s to 600s via the Remote Configuration of indoor station.
  - The maximum speaking duration between door station and iVMS-4200 can be set from 90s to 120s via the Remote Configuration of door station.
- 

### 6.5.2 Release Notice

You can create different types of notices and send them to the residents. Four notice types are available, including Advertising, Property, Alarm and Notice Information.

#### Before You Start

Make sure the person has been added to the client.

#### Steps

1. On the video intercom settings page, click **Notice** to enter the page.
2. Click **+Add** to pop up the adding dialog box.
3. Select the person according to your needs.
4. Edit the **Subject**, **Type** and **Information**.
5. Click **View** to select the picture.
6. Click **Send**.



**Note**

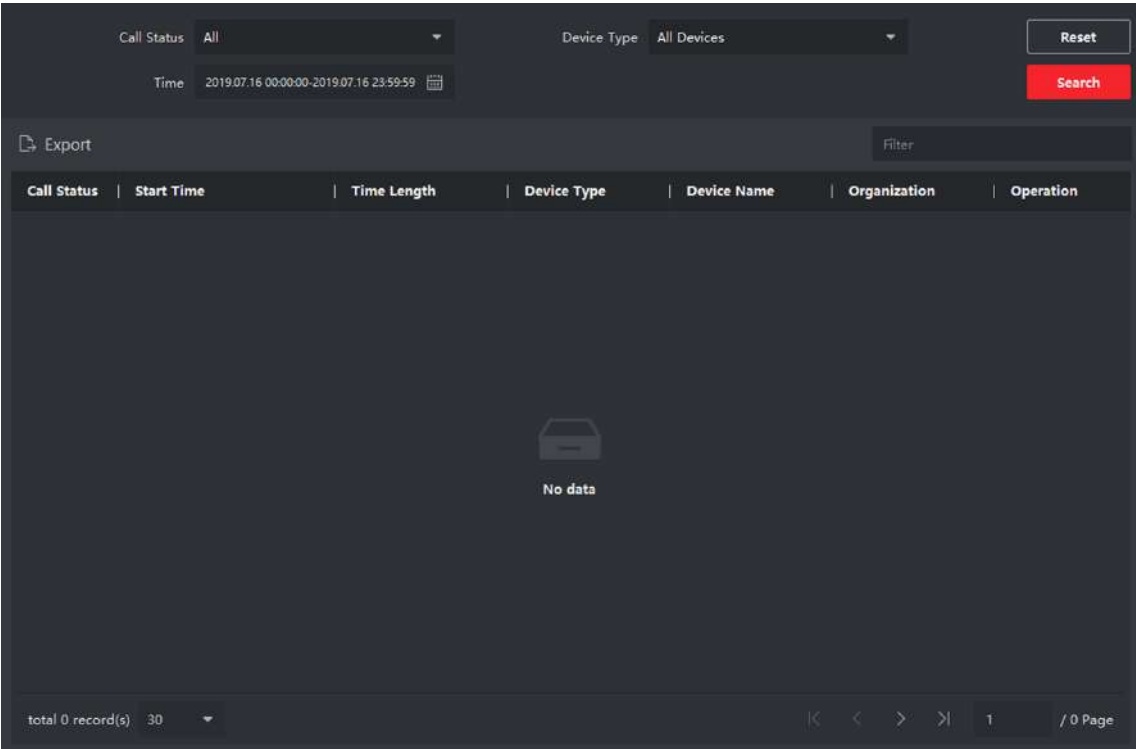
- Up to 63 characters are allowed in the Subject field.
- Up to 6 pictures in the JPGE format can be added to one notice. And the maximum size of one picture is 512KB.
- Up to 1023 characters are allowed in the Information field.

### 6.5.3 Search Video Intercom Information

#### Search Call Logs

**Steps**

1. On the Video Intercom page, click **Call Log** to enter the page.



**Figure 6-4 Search Call Logs**

2. Set the search conditions, including call status, device type, start time and end time.

**Call Status**

Click ▼ to unfold the drop-down list and select the call status as **Dialed**, **Received** or **Missed**.  
Or select **All** to search logs with all statuses.

**Device Type**

Click ▼ to unfold the drop-down list and select the device type as **Indoor Station**, **Door Station**, **Outer Door Station** or **Analog Indoor Station**. Or select **All Devices** to search logs with all device types.

### Start Time/End Time

Click the time icon to specify the start time and end time of a time period to search the logs.

**Reset the Settings** Click **Reset** to reset all the configured search conditions.

3. Click **Search** and all the matched call logs will display on this page.
4. **Optional:** Check the detailed information of searched call logs, such as call status, ring/speaking duration, device name, resident organization, etc.
5. **Optional:** Input keywords in the Search field to filter the desired log.
6. **Optional:** Click **Export** to export the call logs to your PC.

## Search Notice

### Steps

1. On the Video Intercom page, click **Notice** to enter the page.
2. Set the search conditions, including notice type, start time and end time.

### Type

Select **Advertising Information**, **Property Information**, **Alarm Information** or **Notice Information** as **Type** according to your needs.

### Start Time/End Time

Click the time icon to specify the start time and end time of a time period to search the logs.

**Reset the Settings** Click **Reset** to reset all the configured search conditions.

3. Click **Search** and the matched notice will display on this page.
4. **Optional:** Click **Export** to export the notices to your PC.

## 6.5.4 Upload Armed Information

### Steps

1. On the main page, click upper right  → **Tool** → **DeviceGuard** to enter the page.
2. Enable to arm or disarm the device.



### Note

- While device has been added to the client software, the device armed by default.
- When the device is armed, the alarm logs upload to the client software automatically.
- Click **Alarm Application** → **Event Search** to search the alarm logs.

3. **Optional:** Click **Arm All** or **Disarm All** to arm or disarm all the device.

## Appendix A. Communication Matrix and Device Command

### Communication Matrix

Scan the following QR code to get the device communication matrix.

Note that the matrix contains all communication ports of Hikvision access control and video intercom devices.



Figure A-1 QR Code of Communication Matrix

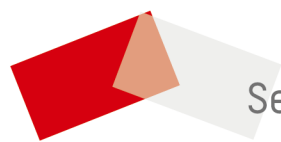
### Device Command

Scan the following QR code to get the device common serial port commands.

Note that the command list contains all commonly used serial ports commands for all Hikvision access control and video intercom devices.



Figure A-2 Device Command



See Far, Go Further