



## **Video Intercom Bundle**

## 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 adapter, and do not change the adaptor randomly.

<b>Model</b>	<b>Manufacturer</b>	<b>Standard</b>
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

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

#### 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, RE Directive 2014/53/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.



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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 About this Manual

Get the manual and related software from or the official website (<http://www.hikvision.com>).

Product	Model
Network Indoor Station	DS-KH6320-WTDE1
Doorphone	DS-KB2411T-IM

## Chapter 2 Introduction

Features of the hybrid video intercom products:

- User-friendly control with a convenient touch screen.
- Convenient management via the Hik-Connect mobile client.
- More cost-effective options with analog doorbells.
- Easy installation as the doorbell requires no exclusive power supply.

## Chapter 3 Appearance

### Network Indoor Station

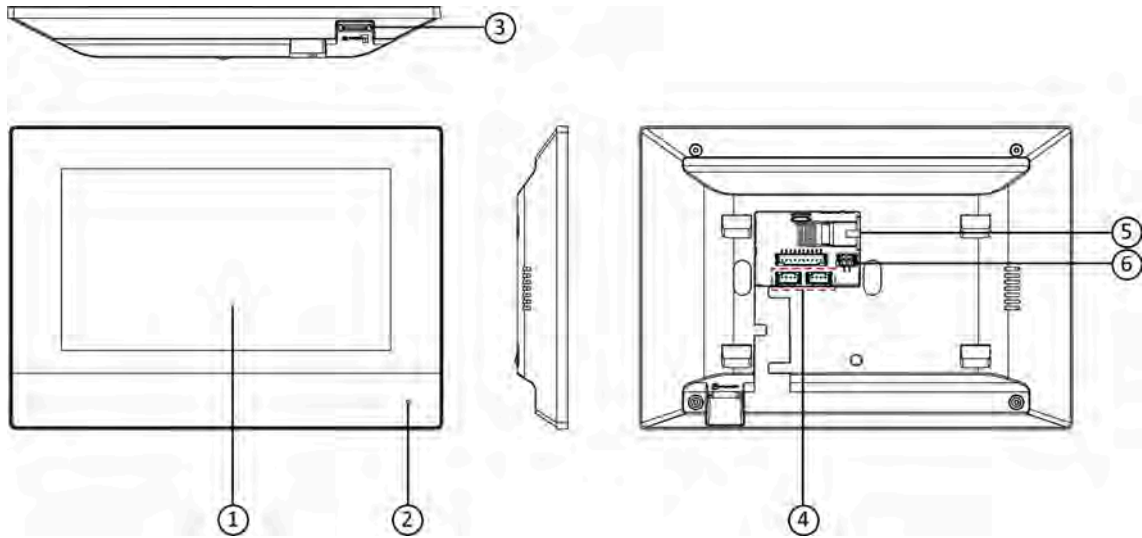


Figure 3-1 Appearance of Indoor Station

Table 3-1 Description

No.	Description
1	Screen
2	Microphone
3	SD Card Slot
4	Four-Wire Terminals
5	Network Interface
6	Power Supply Interface

Doorphone

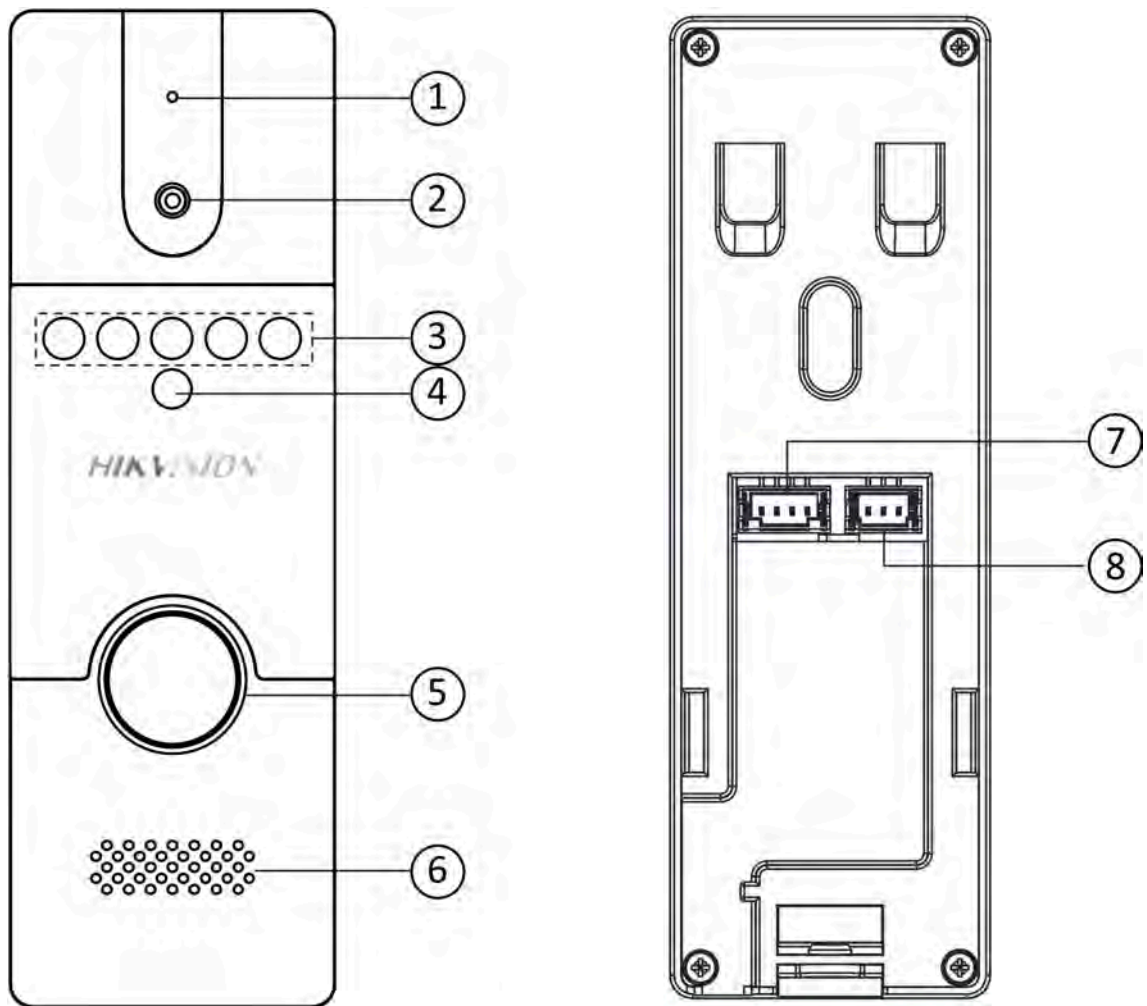


Figure 3-2 Appearance of Doorphone

Table 3-2 Description

No.	Description
1	Microphone
2	Built-in Camera
3	IR Supplement Light
4	Photoresistor
5	Call Button
6	Loud Speaker

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No.	Description
7	Four-Wire Interface
8	Lock Interface



## Chapter 4 Terminal and Wiring Description

### 4.1 Terminal Description

#### Network Indoor Station Wiring

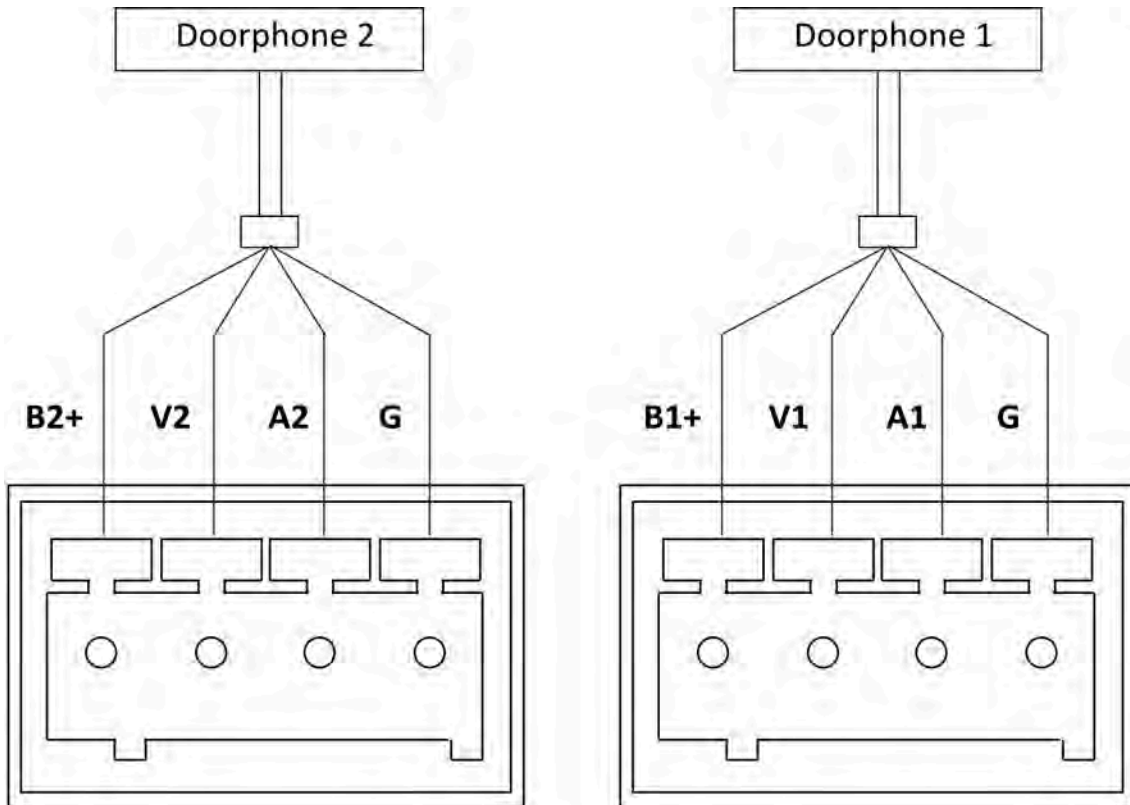


Figure 4-1 Terminal of Indoor Station

Table 4-1 Descriptions of Terminal and Interfaces

Interface	Description	Function
B1+	12 VDC Power supply for doorphone 1	For the access of doorphone 1
V1	Video input	
A1	Audio input/output	
G	Grounding	

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<b>Interface</b>	<b>Description</b>	<b>Function</b>
B2+	Power supply for doorphone 2	For the access of doorphone 2
V2	Video data interface for doorphone 2	
A2	Audio data interface for doorphone 2	
G	Grounding	

Doorphone Wiring

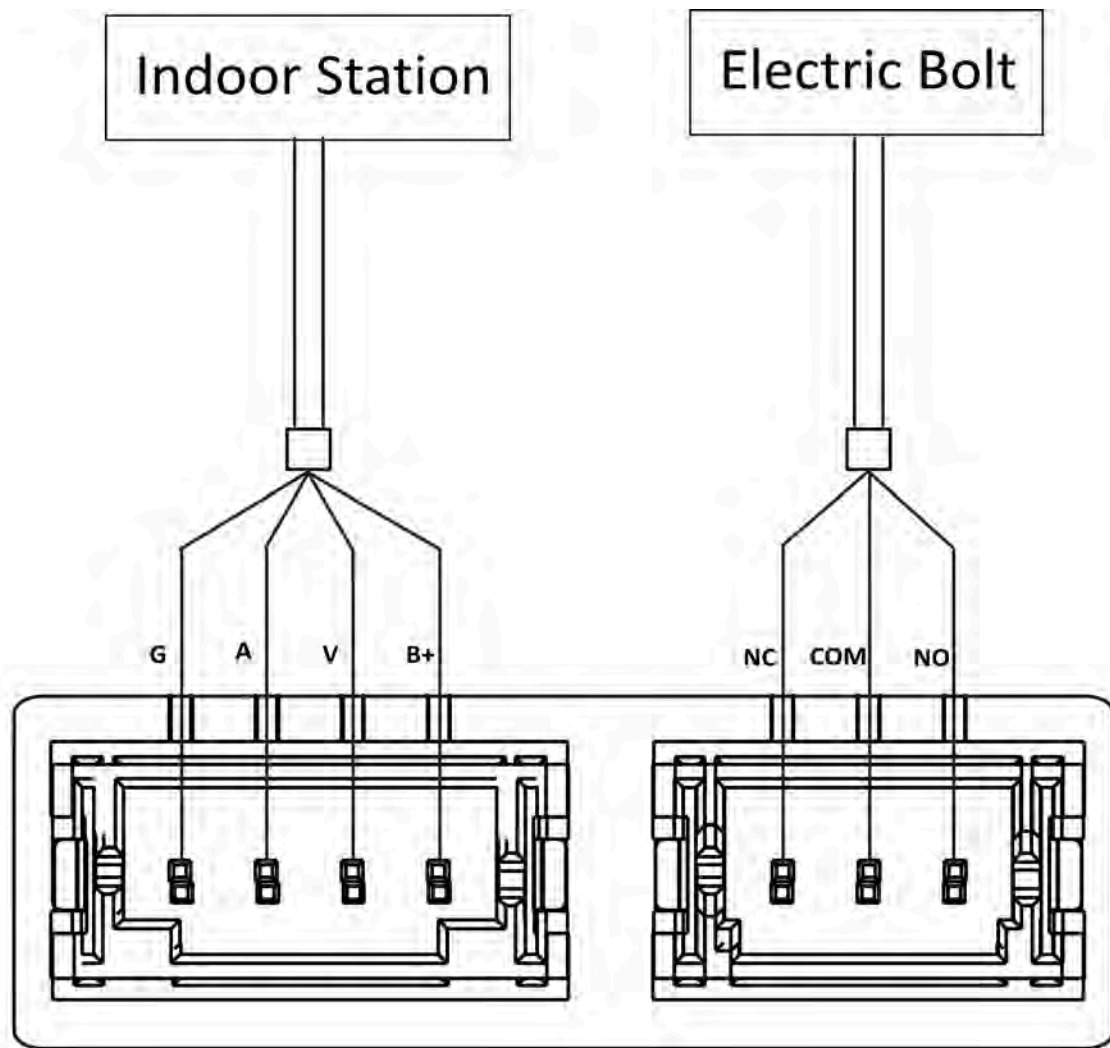


Figure 4-2 Terminal of Doorphone

Table 4-2 Descriptions of Terminal and Interfaces

Interface	Description	Function
B+	Power supply from indoor station	For the access of indoor station
V	Video output	
A	Audio input/output	

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Interface	Description	Function
G	Grounding	
NC	Door lock relay output/normally closed	Connect to door lock
COM	Door lock relay output/common	
NO	Door lock relay output/normally open	

## 4.2 Wiring Description

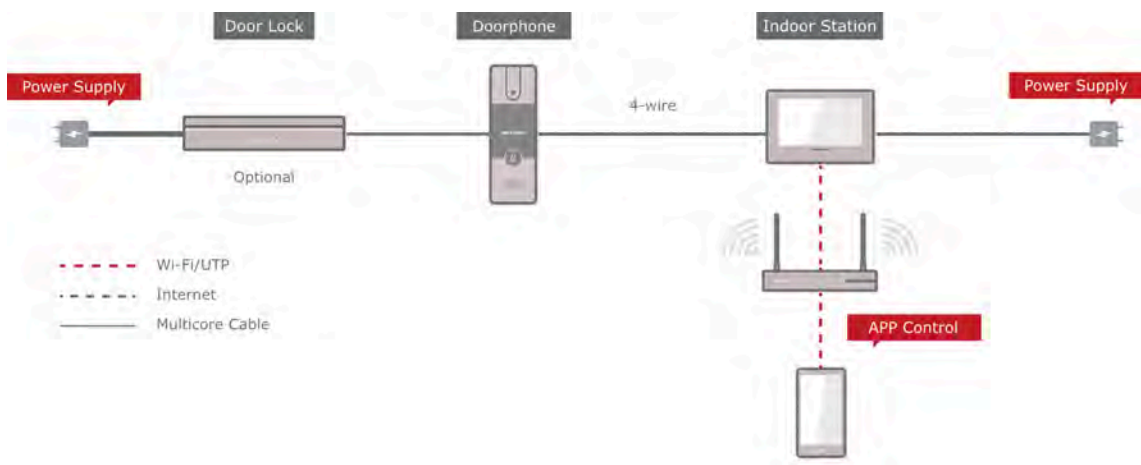
The Typical application is shown as below.



### Caution

Make sure all the related equipment is power-off during the wiring and installation.

### Typical Application



**Figure 4-3 Topology**



### Note

- Network indoor station can be connected to LAN(PoE) with Network Cable.

## Chapter 5 Installation

### 5.1 Install Indoor Station

#### 5.1.1 Wall Mounting with Junction Box

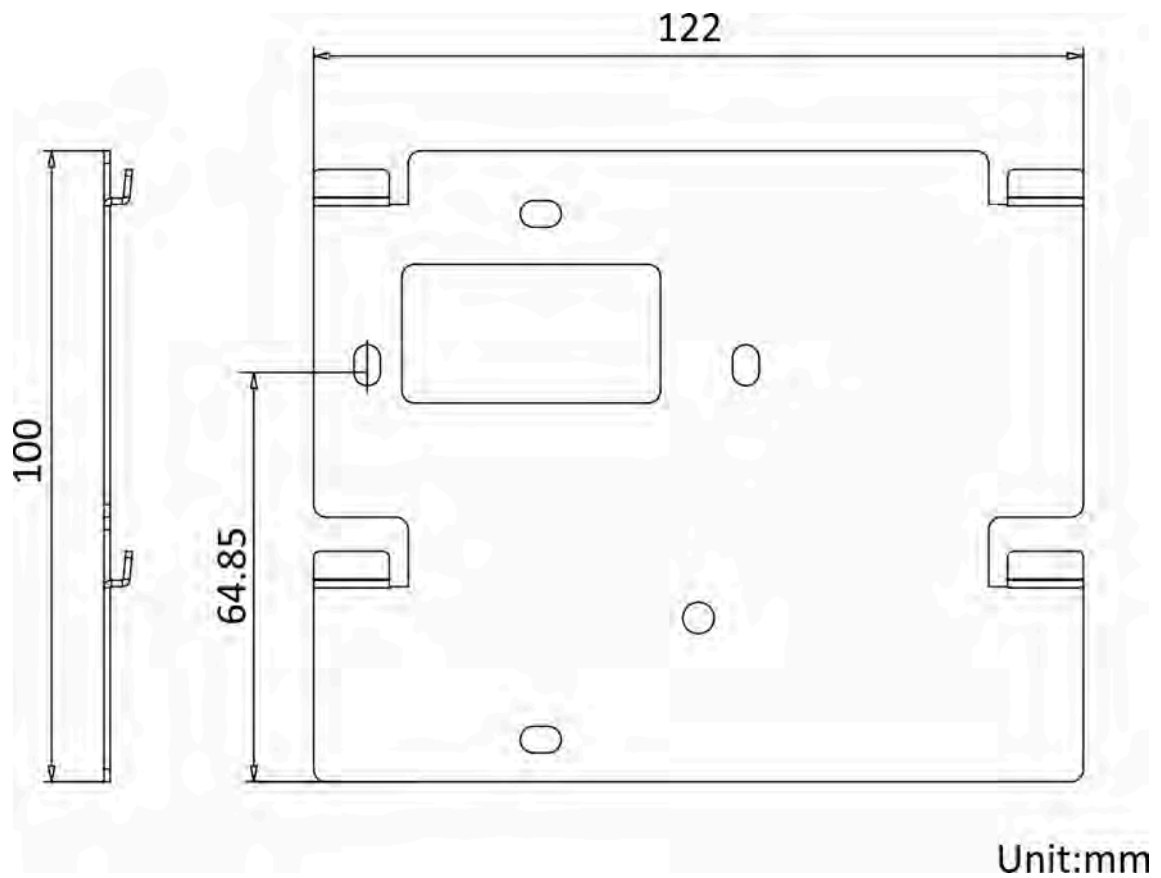
##### Before You Start

---



- Make sure the device in the package is in good condition and all the assembly parts are included.
  - The power supply the indoor station supports is 12 VDC. Please make sure your power supply matches your indoor station.
  - Make sure all the related equipment is power-off during the installation.
  - Check the product specification for the installation environment.
- 

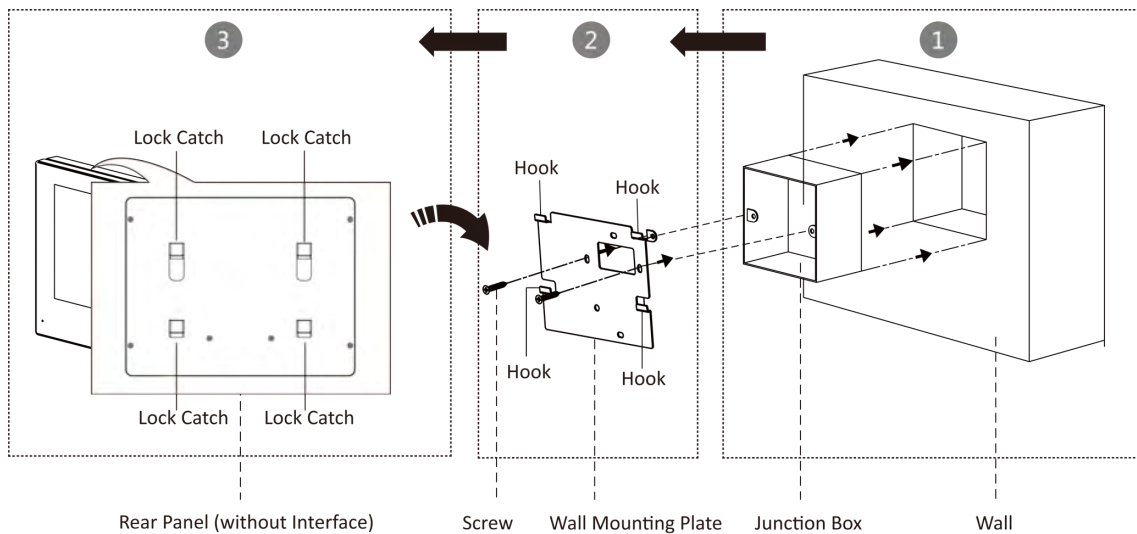
The dimension of junction box should be 75 mm (width) × 75 mm (length) × 50 mm (depth). The dimension of wall mounting plate is shown.



**Figure 5-1 Wall Mounting Plate**

**Steps**

1. Chisel a hole in the wall. The size of the hole should be 76 mm (width) × 76 mm (length) × 50 mm (depth).
2. Insert the junction box to the hole chiseled on the wall.
3. Fix the wall mounting plate to the junction box with 2 screws.
4. Hook the indoor station to the wall mounting plate tightly by inserting the plate hooks into the slots on the rear panel of the indoor station, during which the lock catch will be locked automatically.



**Figure 5-2 Wall Mounting with Junction Box**

## 5.1.2 Mounting Indoor Station without Junction Box

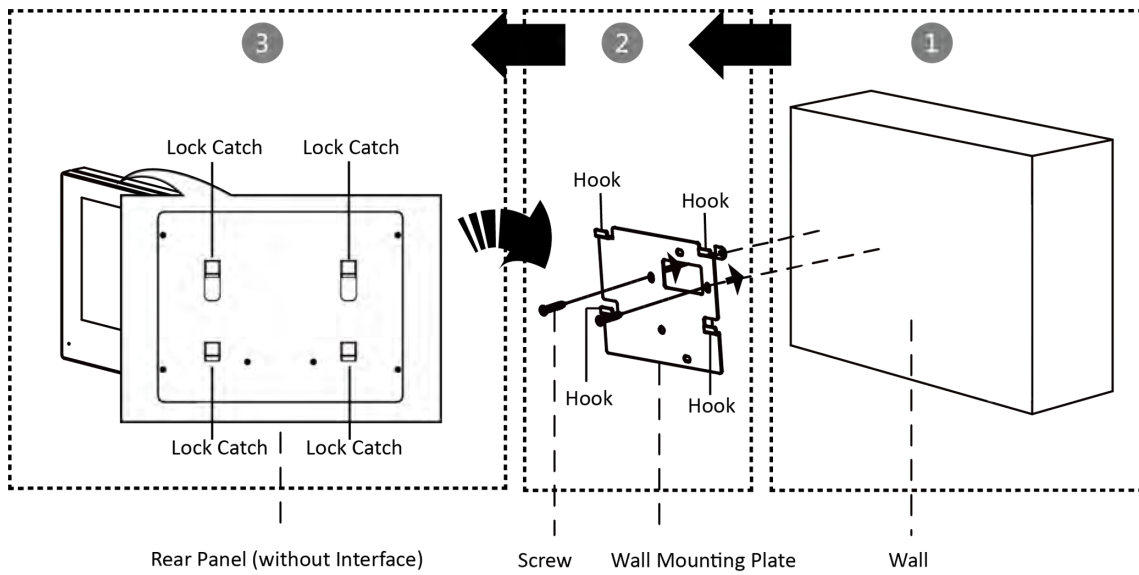
### Before You Start

#### Note

- Make sure the device in the package is in good condition and all the assembly parts are included.
- The power supply the indoor station supports is 12 VDC. Please make sure your power supply matches your indoor station.
- Make sure all the related equipment is power-off during the installation.
- Check the product specification for the installation environment.

### Steps

1. Insert 2 expansion tubes into the wall.
2. Fix the wall mounting plate to the junction box with 2 screws.
3. Hook the indoor station to the wall mounting plate tightly by inserting the plate hooks into the slots on the rear panel of the indoor station, during which the lock catch will be locked automatically.



**Figure 5-3 Wall Mounting without Junction Box**

## 5.2 Install Doorbell

### Before You Start

- Make sure you have powered off the main power switch of your home.
- Make sure you have connected power cables of the doorbell.

The Dimension of the wall mounting shield is shown below.



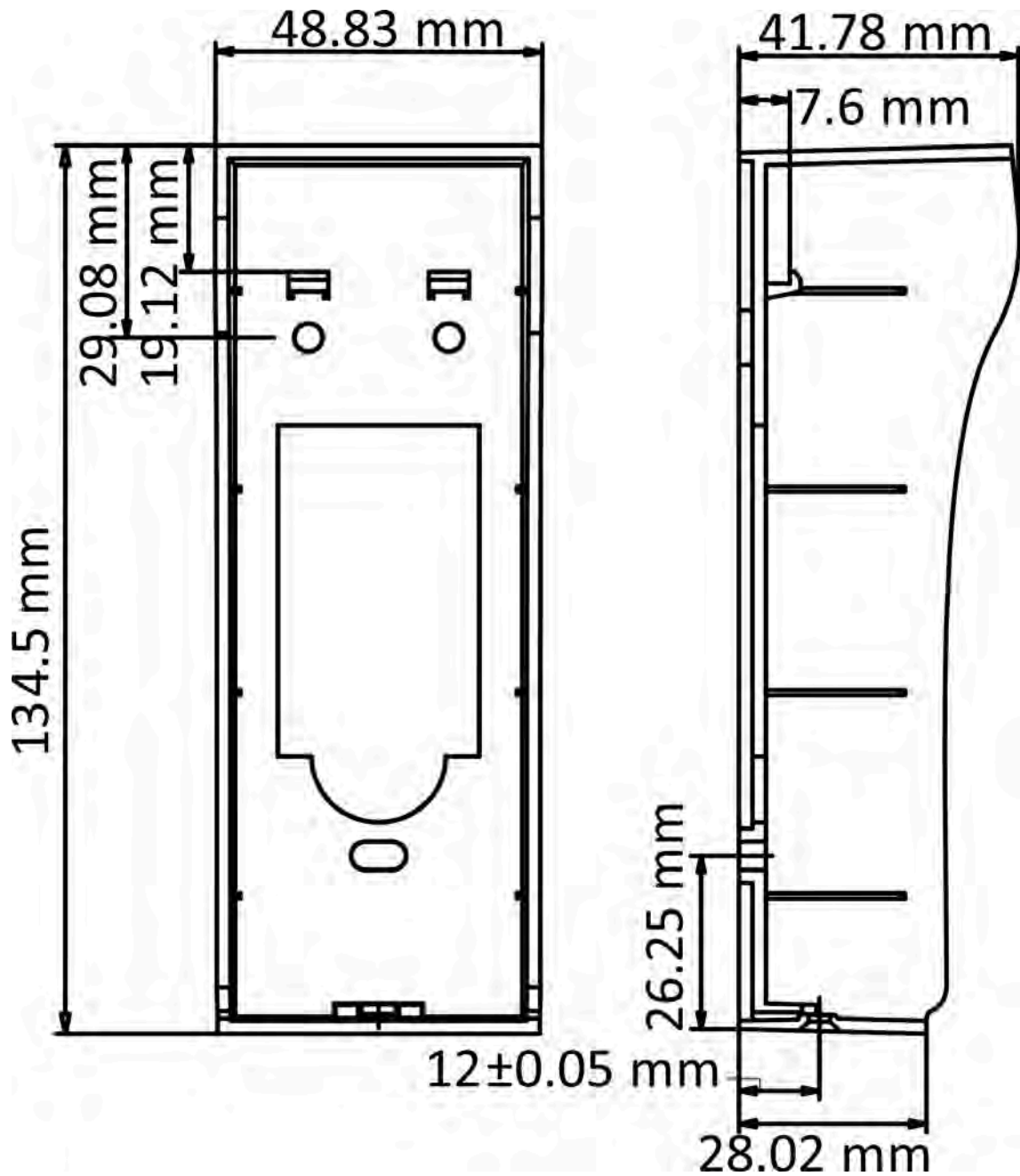
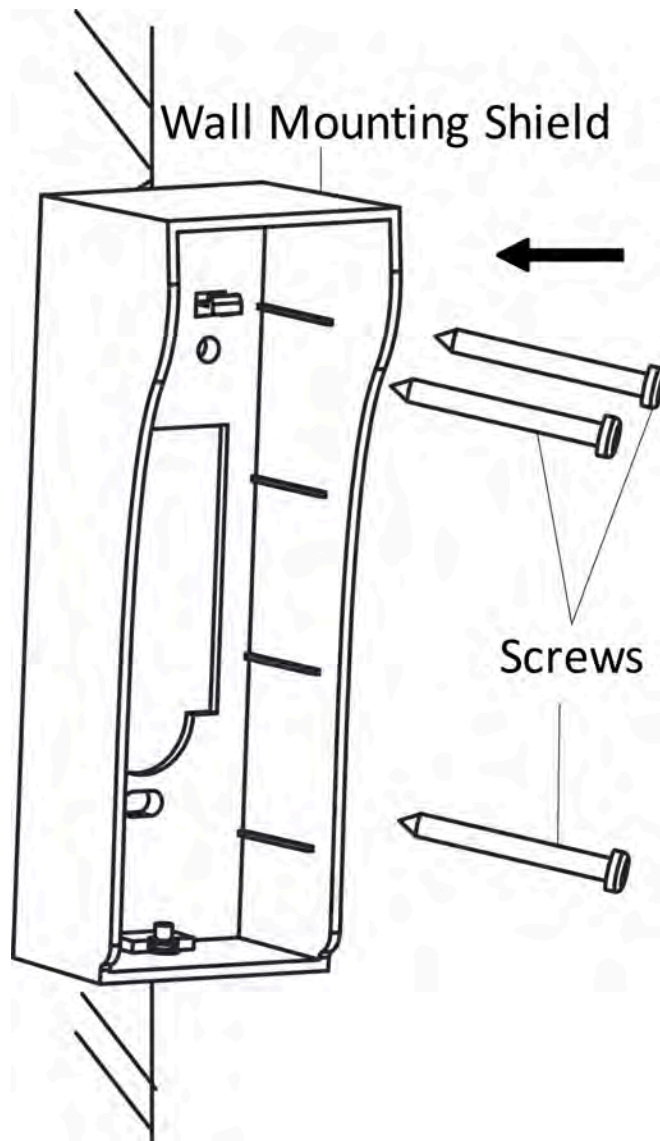


Figure 5-4 Wall Mounting Shield

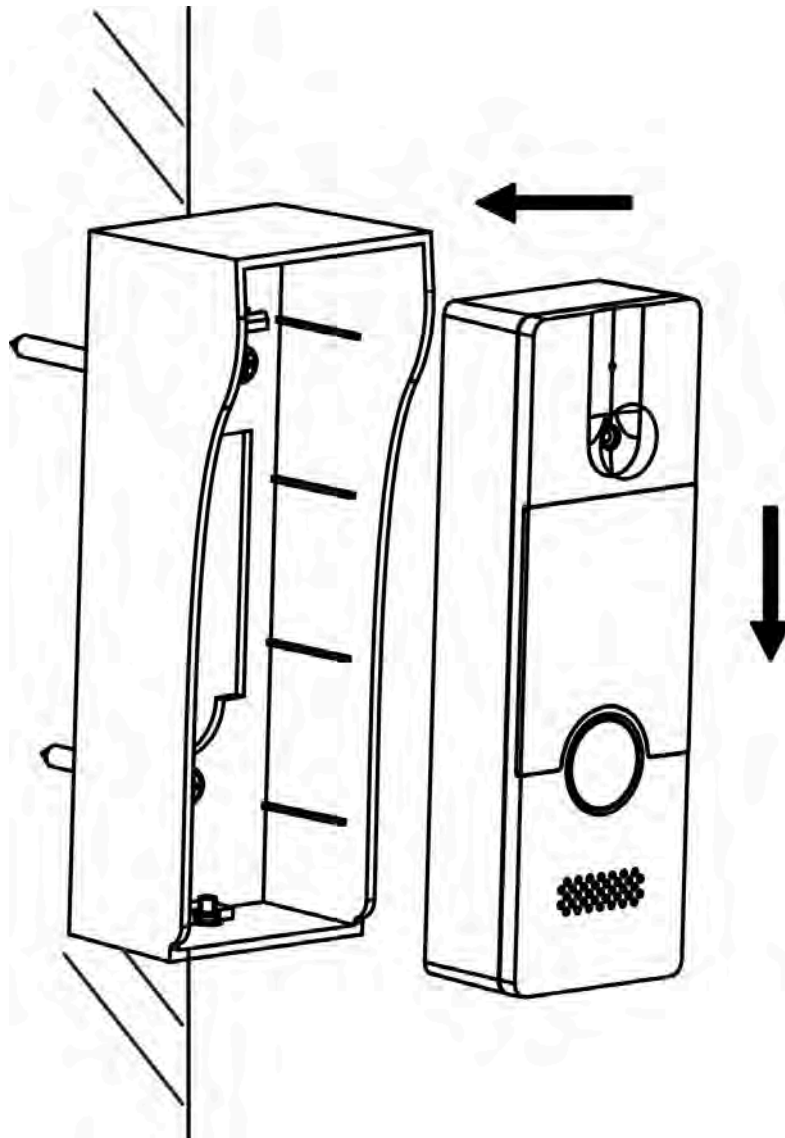
**Steps**

1. Fix the wall mounting shield to the wall with 3 screws.



**Figure 5-5 Fix Shield to Wall**

2. Hook the door station to the shield tightly by inserting the hooks of shield panel into the slots on the rear panel of the door station.



**Figure 5-6 Install Doorphone to Shield**

3. Secure the door station with the mounting shield with the set screw.

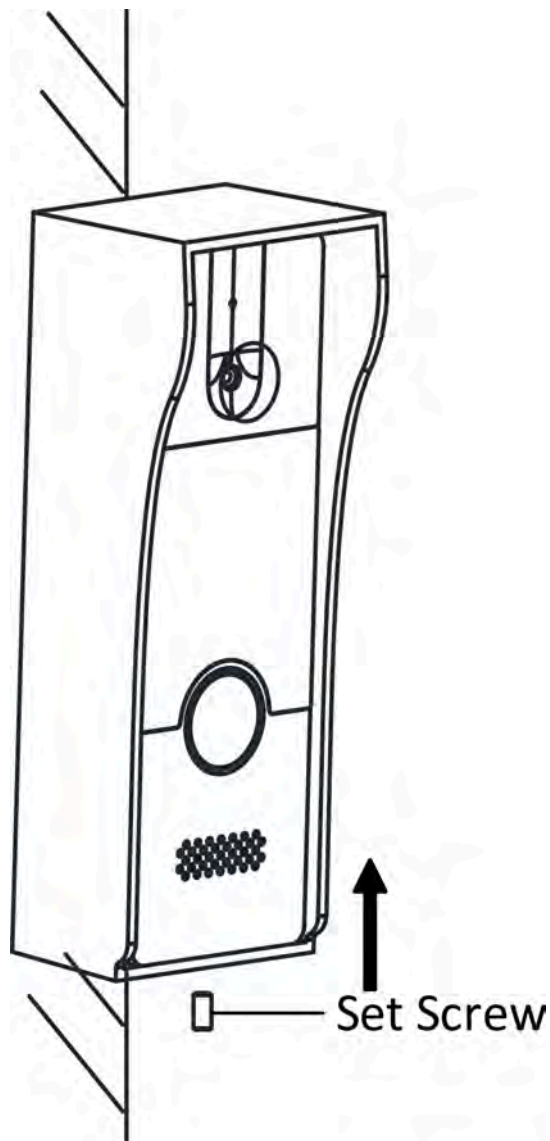


Figure 5-7 Fix Doorbell

## Chapter 6 Activation

### 6.1 Connect to Wired Network

You can connect the device to the network via connecting network cables.

#### Steps

1. Use the network cable to connect your computer to distributor.
2. Enter the default IP address of the device in the address bar of web browser.

#### What to do next

Activate the device and login to configure parameters remotely.

### 6.2 Activate Indoor Station

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

#### Steps

1. Power on the device. It will enter the activation page.

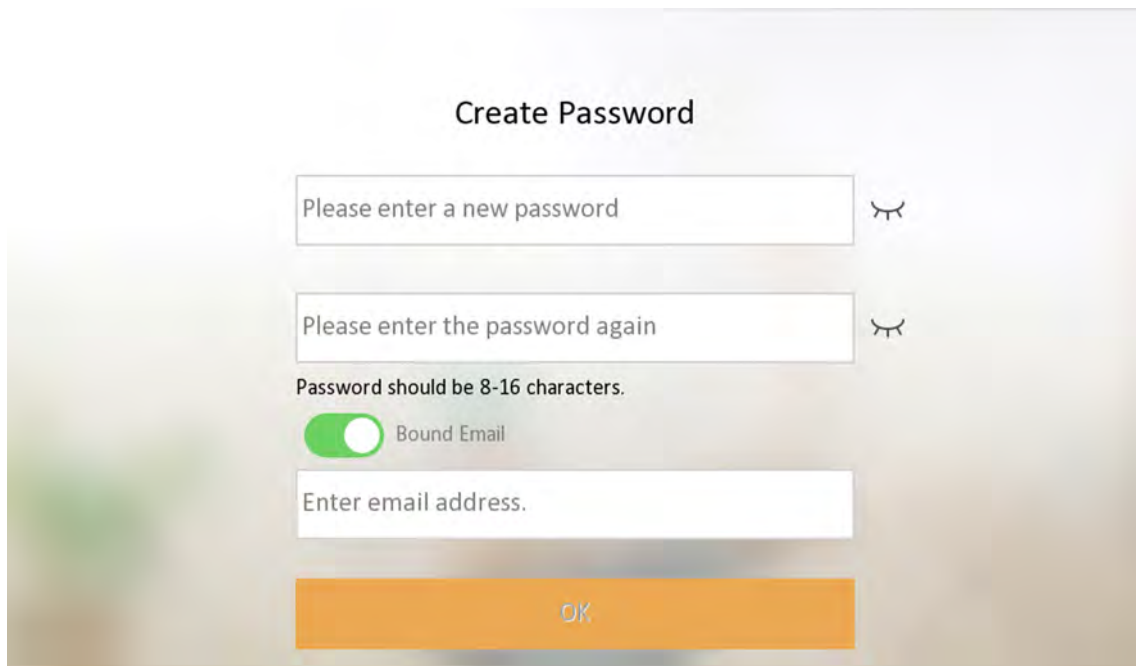



Figure 6-1 Activation Page

2. Create a password and confirm it.

---

### Note

You can click  to enable or disable password reveal.

3. Tap **OK** to activate the indoor station.

---

### 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.

---

## 6.3 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.
-

## 6.4 Basic Operation

### 6.4.1 Set Linked Device IP

Linked network parameters refers to the network parameters of devices (like door station, doorphone, main station, center, etc.), to which the indoor station is linked. Linked devices for the indoor station refers to door station, center, main station, and doorphone.



With the private SIP protocol, intercom can be realized only when all these devices are in the same network segment with the indoor station.

With the standard SIP protocol, intercom can be realized when all these devices support the standard SIP protocol.

#### Steps

##### Note

- The doorphone does not support adding with the standard SIP protocol.
- Here take door station network settings as example.

1. Tap **Settings** →  → **Configuration** , and enter admin (activation) password.
2. Tap  to enter the device management page.
3. Tap **Indoor Extension** and select a connect indoor extension.
4. Tap **Main Door Station** to pop up the device information dialog.

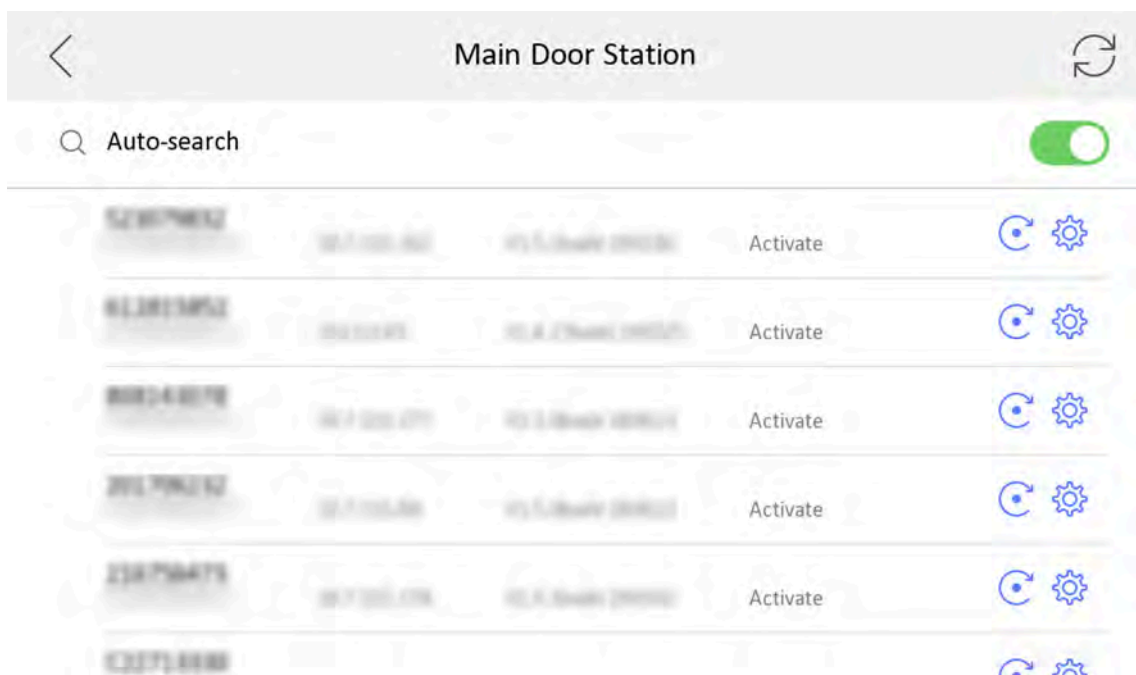


Figure 6-2 Device Information

- ◁ Restore the door station via indoor station.  
Tap ◁ to restore the parameters of the door station.
- ⚙️ Modify the IP address of the linked door station.  
Tap ⚙️ to edit the IP address of door station.

5. Select the device to link. Edit the network parameters.

6. Set the IP address for **SIP Server**, **Platform IP**, **Main Station** and **Main Doorphone**.

### 6.4.2 Call Settings

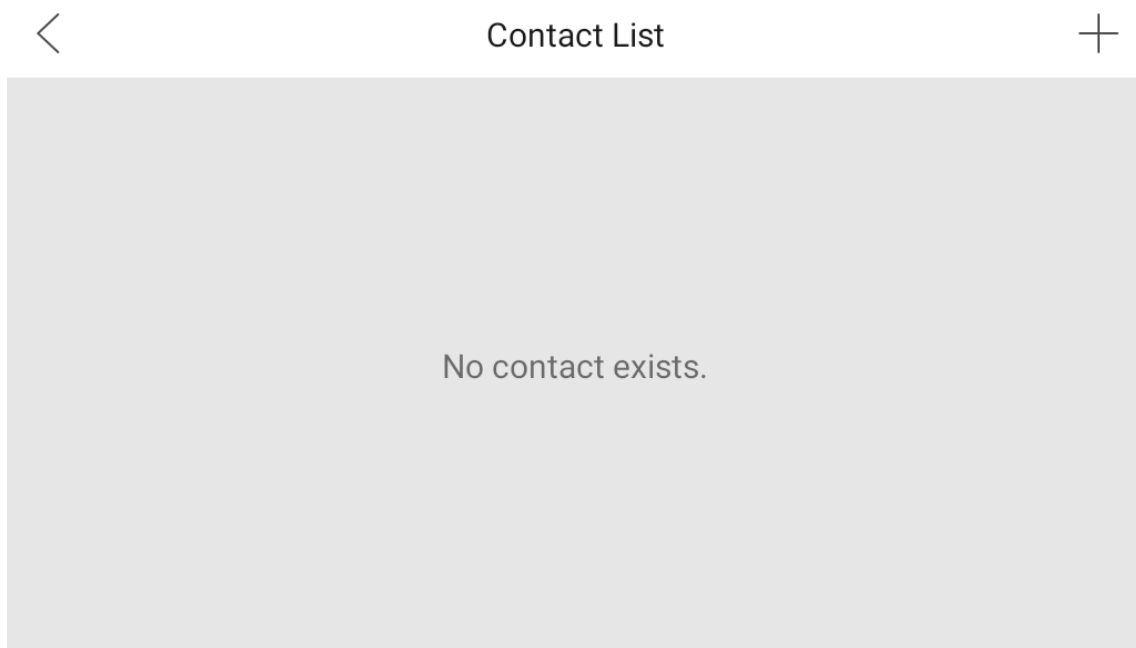
#### Add Contact

##### Before You Start

Wake up the device. Refers to for details.

##### Steps

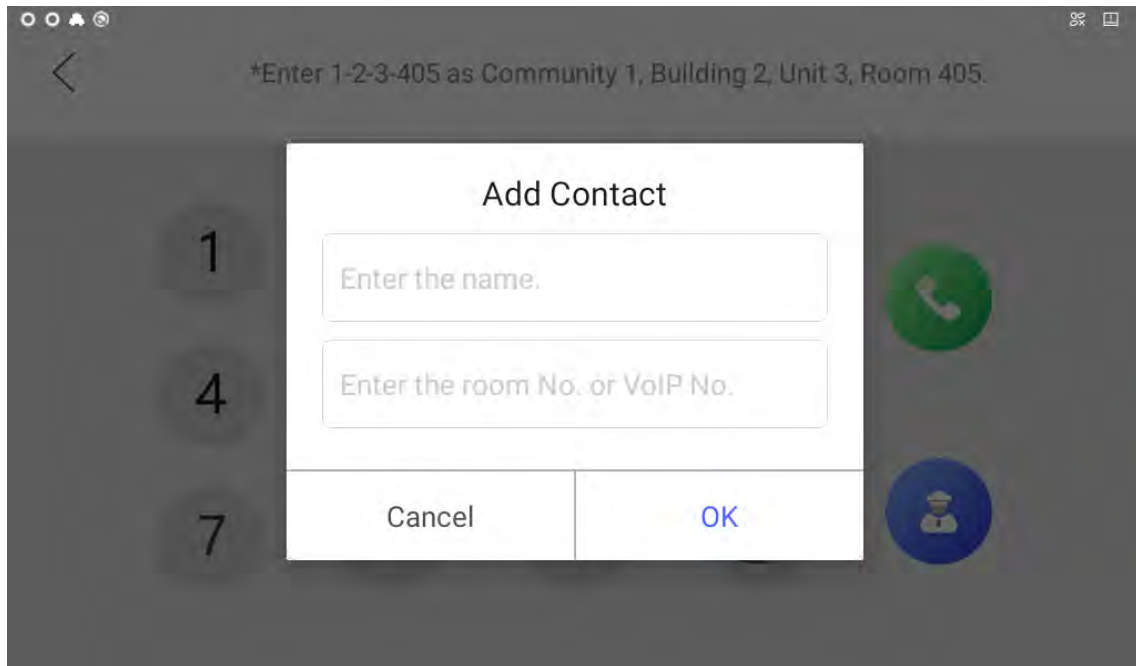
1. On the main page of the device, tap **Contact List** to enter the contact list page.



**Figure 6-3 Contact List**

2. Tap + to pop up the contact adding dialog.





**Figure 6-4 Add Contact**

3. Enter the contact name and room No.

---

 **Note**

If you enable the VoIP account functions, you should enter the contact name and the phone number of VOIP account for the standard SIP protocol.

4. Tap **OK** to save the settings.

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 **Note**

Up to 200 contacts can be added.

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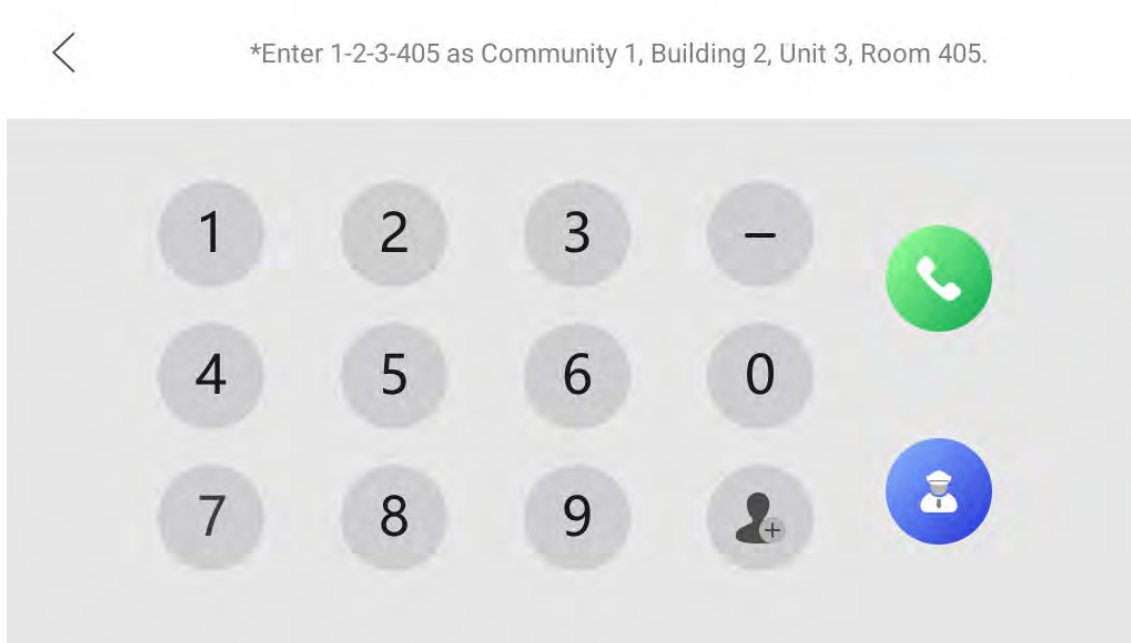
## Call Resident

### Before You Start

Wake up the device. Refers to for details.

### Steps

1. On the main page of the device, tap **Call** to enter the residents calling page.



**Figure 6-5 Call Resident**

2. Enter the calling number to call.
  - If you want to call room, the calling number format should be x-x-x-xxx. For example, the calling number of Community 1, Building 2, Unit 3, and Room 405 is 1-2-3-405. Tap the call button to start an audiovisual call.

---

 **Note**

The community No. can be omitted.

- If you want to call VoIP contact, the calling number should be the phone number of VoIP account.

### **Call Indoor Extension/Indoor Station**

If you install indoor station and indoor extensions at home, you can call the indoor extension via your indoor station, and vice versa. If you have installed more than 2 indoor extensions, you can also call the indoor extension from the indoor extension.

#### **Call Indoor Extension from Indoor Station**

Enter **【0-indoor extension No.】** on the indoor station to start calling the target indoor extension.

#### **Call Indoor Station from Indoor Extension**

Enter **【0-0】** on the indoor extension to call the indoor station from the indoor extension.

### Call Indoor Extension from Indoor Extension

Enter **[0-indoor extension No.]** on the indoor extension to start calling the target indoor extension.

### Receive Call

The indoor station and indoor extension can receive calls from the door station, the main station or iVMS-4200 Client.

On the call from door station interface, there are 2 unlock buttons: Unlock 1, and Unlock 2. When you tap **Unlock 1**, the building gate will open by default, and when you tap **Unlock 2**, the door connected to the door station with the secure control door unit will open.

Tap the capture button to capture the live view picture when speaking with the door station. And prompts "Captured" will display on the screen.

Indoor extension can receive calls from the door station and the main station only.

### View Call Logs

#### Before You Start

Wake up the device. Refers to for details.

#### Steps

1. On the main page of the device, tap → **Call Log** to enter the call log page.

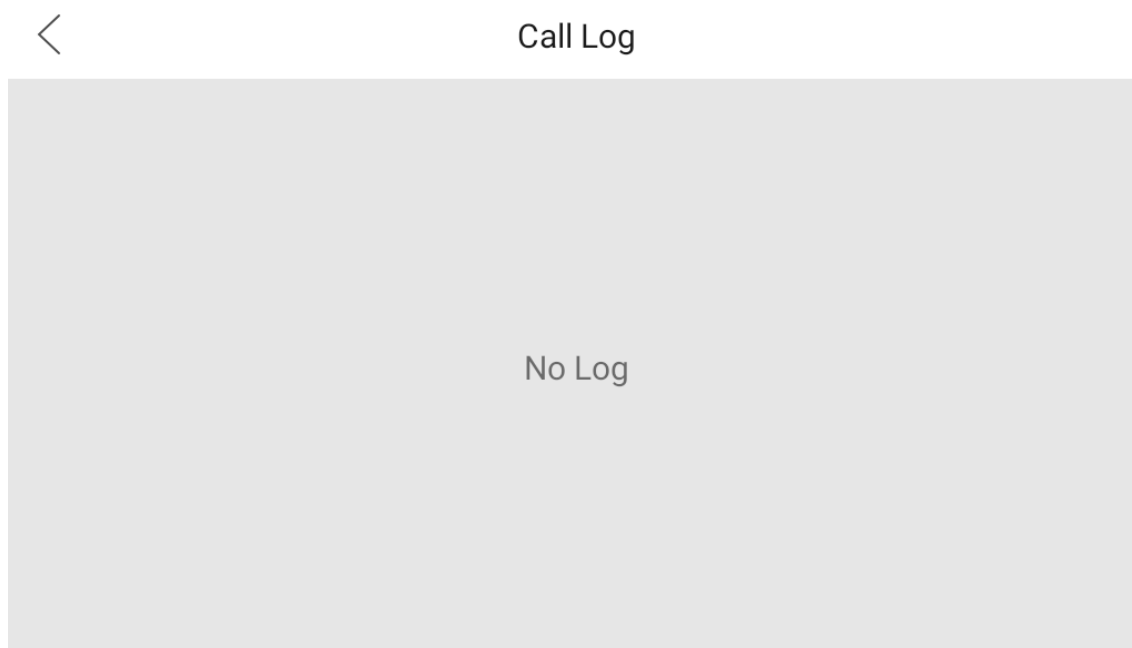


Figure 6-6 Call Logs

2. Tap a piece of call logs in the list to call back.

### Note

- Indoor extension does not support this function.
  - The indoor station saves call logs from door station, outer door station, management center and other indoor stations.
  - Hold a piece of call logs, and tap **Delete Logs** to delete.
  - Tap **Clear** to delete all pieces of call logs.
- 

### 6.4.3 Live View

On the live view page, you can view the live video of added door station and network camera.

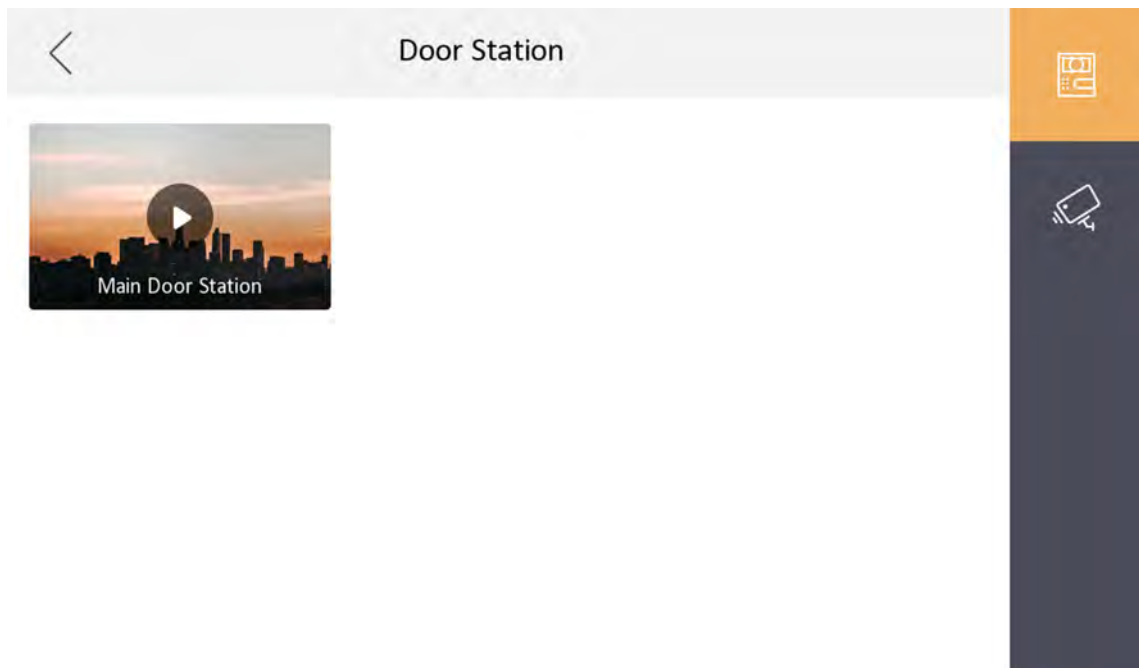
#### Steps

---


### Note

- Make sure the network camera or door station is well-connected.
  - Make sure the indoor extension and the indoor station are well-connected.
- 

1. Tap **Live View** to enter the live view page.




**Figure 6-7 Live View**

2. Tap  to enter the live view page of door station.



### Note

- On the Call from Door Station page, there are 2 unlock buttons: Unlock 1, and Unlock 2. When you tap **Unlock 1**, the building gate will open by default. When you tap **Unlock 2**, the door station connected door will open.
  - On the Call from Door Station page, there are 1 capture button. You can tap the button to capture the picture via door station.
  - On the Call from Bell or Call from Analog Doorphone page, there 1 unlock button and 1 capture button. You can tap the buttons to unlock the connected door or capture pictures.
- 
3. Tap  to enter the live view page of network cameras.

# Chapter 7 Door Station Configuration via Client Software

## 7.1 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.

### 7.1.1 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

\* Address

\* Port

\* User Name

\* 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.

Figure 7-1 Add to the Client

### 7.1.2 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**.

### 7.1.3 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**.

## 7.2 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.

## 7.3 Organization Management

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

### 7.3.1 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.

---

### 7.3.2 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.
- 

## 7.4 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.
- 

### 7.4.1 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.

## 7.4.2 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.

---

## 7.4.3 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.

### 7.4.4 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.

### 7.4.5 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.
- 

### 7.4.6 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.

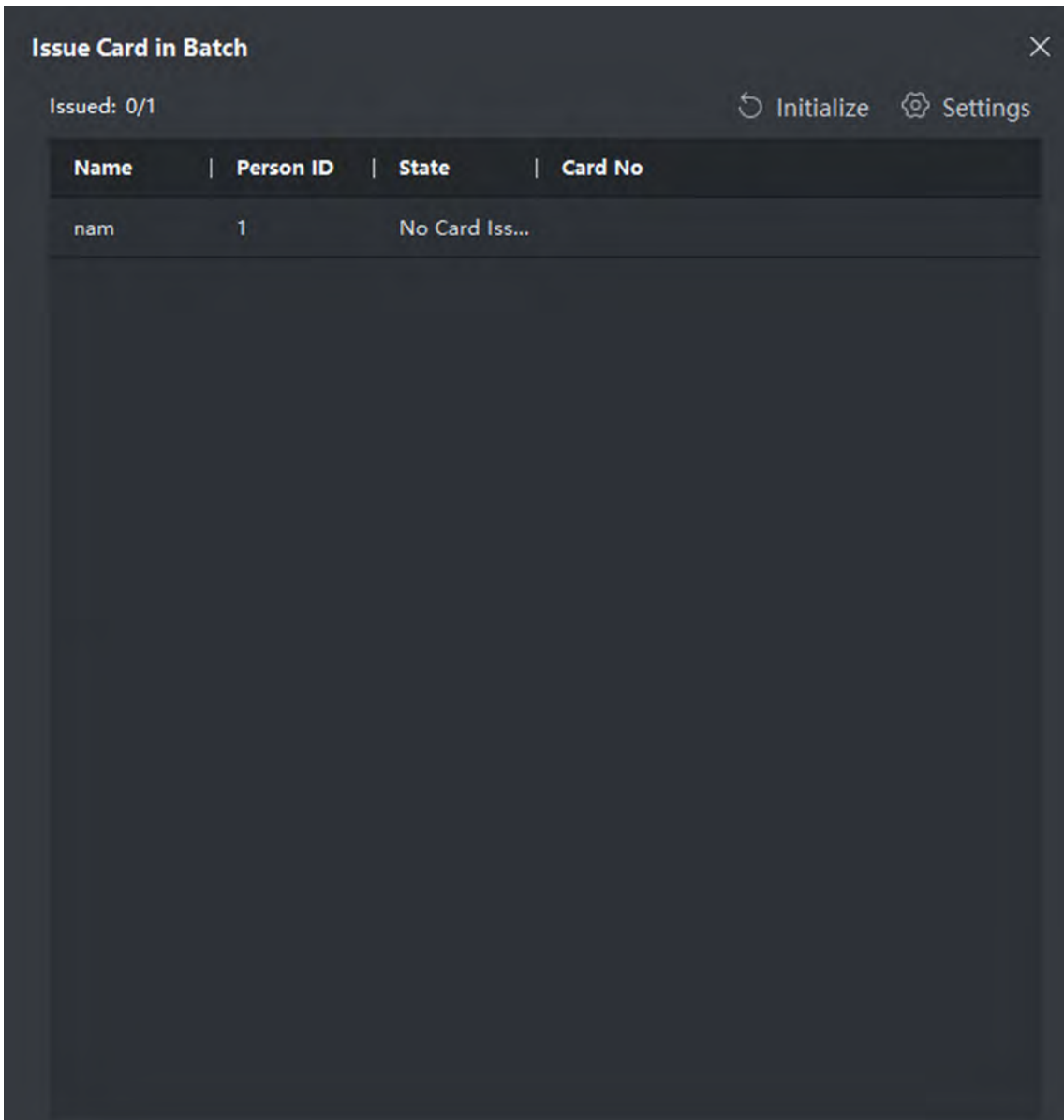


Figure 7-2 Issue Card in Batch

2. Click **Settings**.

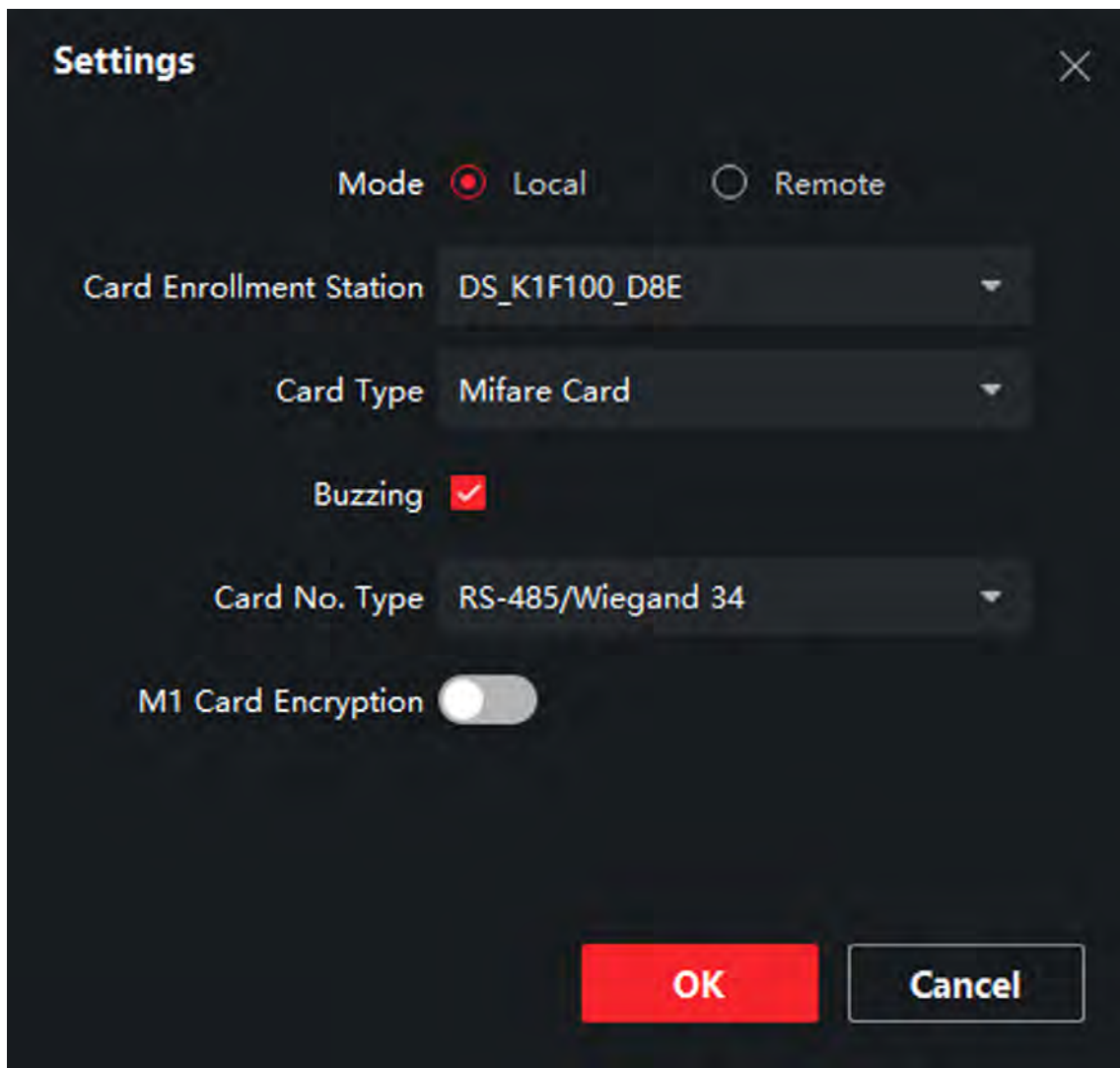


Figure 7-3 Card Settings

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.

### 7.4.7 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.

### 7.5 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.

### 7.5.1 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.
- 

### 7.5.2 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.
- 

### 7.5.3 Search Video Intercom Information

#### Search Call Logs

##### Steps

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

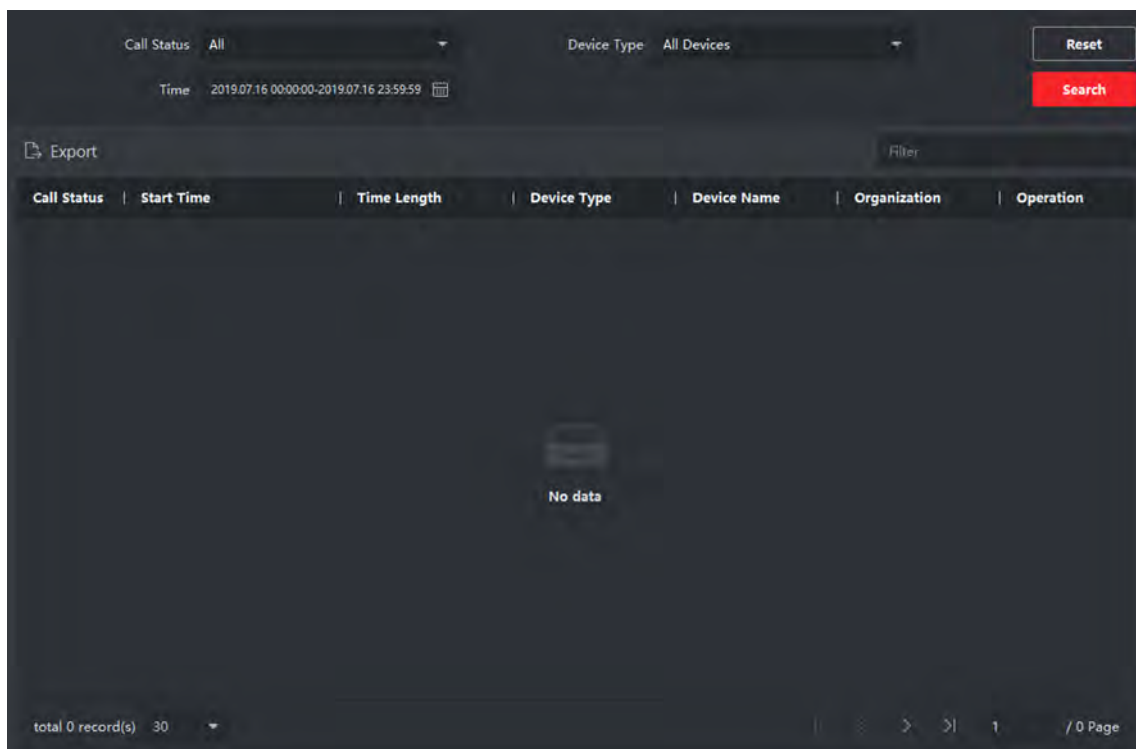


Figure 7-4 Search Call Logs

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.

## 7.5.4 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

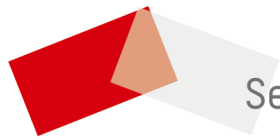
### Device Command

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