

# **DS-K5032 Series Visitor Terminal**

**User Manual** 

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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 ( <a href="https://www.hikvision.com/">https://www.hikvision.com/</a>).

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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.

# **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



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

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.

# **Safety Instruction**

These instructions are intended to ensure that user can use the product correctly to avoid danger or property loss.

The precaution measure is divided into Dangers and Cautions:

**Dangers:** Neglecting any of the warnings may cause serious injury or death.

Cautions: Neglecting any of the cautions may cause injury or equipment damage.

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,	<b>Cautions:</b> Follow these precautions to prevent potential injury or material damage.

## ♠ Danger:

- In the use of the product, you must be in strict compliance with the electrical safety regulations of the nation and region.
- This equipment is not suitable for use in locations where children are likely to be present.
- To prevent possible hearing damage, do not listen at high volume levels for long periods.
- 1. Do not ingest battery. Chemical burn hazard!
  - 2. This product contains a coin/button cell battery. If the coin/button cell battery is swallowed, it can cause severe internal burns in just 2 hours and can lead to death.
  - 3. Keep new and used batteries away from children.
  - 4. If the battery compartment does not close securely, stop using the product and keep it away from children.
  - 5. If you think batteries might have been swallowed or placed inside any part of the body, seek immediate medical attention.
  - 6. Risk of explosion if the battery is replaced by an incorrect type.
  - 7. Improper replacement of the battery with an incorrect type may defeat a safeguard (for example, in the case of some lithium battery types).
  - 8. Do not dispose of the battery into fire or a hot oven, or mechanically crush or cut the battery, which may result in an explosion.
  - 9. Do not leave the battery in an extremely high temperature surrounding environment, which may result in an explosion or the leakage of flammable liquid or gas.
  - 10. Do not subject the battery to extremely low air pressure, which may result in an explosion or the leakage of flammable liquid or gas.
  - 11. Dispose of used batteries according to the instructions.
- 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.
- 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.)

## ♠ Cautions:

- No naked flame sources, such as lighted candles, should be placed on the equipment.
- The ventilation should not be impeded by covering the ventilation openings with items, such as newspapers, table-cloths, curtains, etc. The openings shall never be blocked by placing the equipment on a bed, sofa, rug or other similar surface.
- The serial port of the equipment is used for debugging only.
- 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.
- 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.
- Biometric recognition products are not completely applicable to anti-spoofing environments. If you require a higher security level, use multiple authentication modes.

# **Available Model**

Product Name	Model
Visitor Terminal	DS-K5032
	DS-K5032-D

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# **Chapter 1 Overview**

#### 1.1 Overview

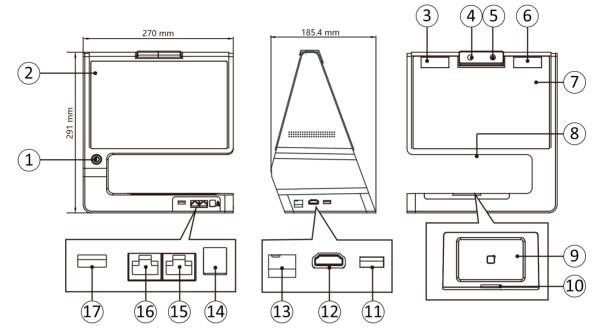
The visitor terminal is designed for visitor management, which is mainly applied to enterprises, stations, university campuses, factories, etc.

## 1.2 Main Features

- Android operation system with single or dual screen design.
- Single-screen models support self-service operations for visitors only. Dual-screen models support visitor screen and operator screen for staff operations.
- Paperless visitor enrollment.
- Supports both stand-alone and networking application. TCP/IP and Wi-Fi are available for networking application.
- Real-time visitors counting for the current day.
- Up to 150,000 visitor records can be stored on the device.

# **Chapter 2 Appearance**

Refer to the following contents for detailed information of the visitor terminal:



**Figure 2-1 Visitor Terminal Diagram** 

**Table 2-1 Description of Face Recognition Terminal** 

No.	Description	
1	Power Switch	
	Hold: Power On/Power Off/Reboot	
	Press: Sleep/Wake Up	
2	Operator Screen	
3	Supplement Light	
	Note	
	Both white light and IR light are supported.	
4	Camera	
5	Camera	
6	Supplement Light	

No.	Description	
	Note	
	Both white light and IR light are supported.	
7	Visitor Screen	
	Note	
	The models, which contains only one screen, do not support the visitor screen.	
8	Bottom Camera	
9	Card Presenting Area	
10	Indicator for Card Presenting	
11	USB 2.0 (Sub Interface)	
	Note	
	Supports the USB import function. You can use the interface to upload the event to the client software, etc.	
12	Reserved	
13	Reserved	
14	Power Interface	
15	Network Interface	
16	Reserved	
17	USB 2.0	
	Note	
	The interface can connect with an USB flash drive. You can import the allowlist to the device or export the events to the USB flash drive.	

# **Chapter 3 Installation**

#### 3.1 Installation Environment

- · Avoid backlight, direct sunlight, and indirect sunlight.
- For better recognition, there should be light source in or near the installation environment.
- The minimum bearing weight of the wall or other places should be 3 times heavier than the device weight.
- There shall be no strong reflective objects (such as glass doors/walls, stainless steel objects, acrylic and other glossy plastics, lacquer, ceramic tiles, etc.) within 1 m of the field of view of the device.
- · Avoid device reflection.
- · Face recognition distance shall be greater than 30 cm.
- · Keep the camera clean.

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For details about installation environment, see Tips for Installation Environment.

## 3.2 Installation

#### **Steps**

1. Put the device on the surface.



This equipment is suitable for mounting on concrete or other non-combustible surface only.

- 2. Plug the power supply in the power interface.
- 3. Press the power switch to power on the device.

The device will enter the main page after powering on.

4. Optional: Connect th device with the network.

# **Chapter 4 Wiring**

The suggested wiring diagram is as follows:

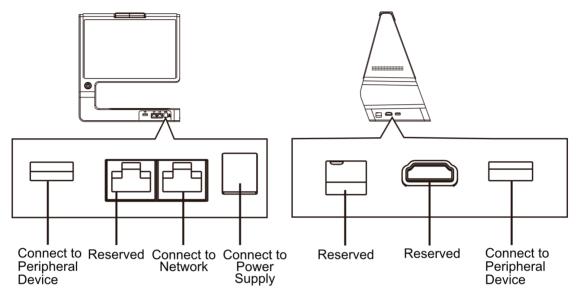


Figure 4-1 Wiring Diagram

# **Chapter 5 Activation**

You should activate the device before the first login. After powering on the device, the system will switch to Device Activation page.

Activation via the device, SADP tool and the client software are supported.

The default values of the device are as follows:

• The default IP address: 192.0.0.64

The default port No.: 8000The default user name: admin

## 5.1 Activate via Device

If the device is not activated, you can activate the device after it is powered on.

On the Activate Device page, create a password and confirm the password. Tap **Activate** and the device will activated.

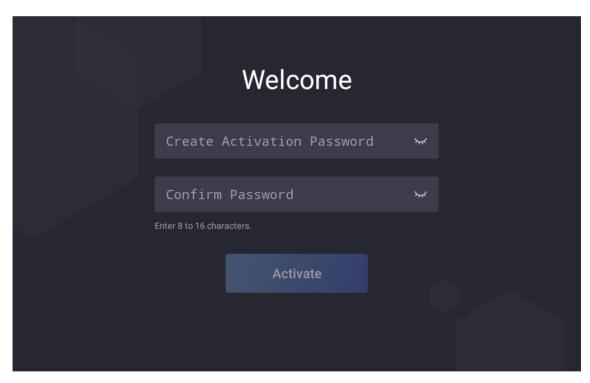


Figure 5-1 Activation Page



The password strength of the device can be automatically checked. We highly recommend you change the 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.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

After activation, you should follow the wizard for a quick start.

- Select a language. For details, see **Select Language** .
- Select a time zone. For details, see Set Time Zone.
- Set network. For details, see **Set Network Parameters** .

## 5.2 Activate via Web Browser

You can activate the device via the web browser.

#### **Steps**

**1.** Enter the device default IP address (192.0.0.64) in the address bar of the web browser, and press **Enter**.



Make sure the device IP address and the computer's should be in the same IP segment.

2. Create a new password (admin password) and confirm the password.



STRONG PASSWORD RECOMMENDED-We highly recommend you create a strong password of your own choosing (using a minimum of 8 characters, including upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.

## **i**Note

Characters containing admin and nimda are not supported to be set as activation password.

- Click Activate
- **4.** Edit the device IP address. You can edit the IP address via the SADP tool, the device, and the client software.

#### 5.3 Activate via SADP

SADP is a tool to detect, activate and modify the IP address of the device over the LAN.

#### **Before You Start**

- Get the SADP software from the supplied disk or the official website <a href="http://www.hikvision.com/en/">http://www.hikvision.com/en/</a>, and install the SADP according to the prompts.
- The device and the PC that runs the SADP tool should be within the same subnet.

The following steps show how to activate a device and modify its IP address. For batch activation and IP addresses modification, refer to *User Manual of SADP* for details.

#### **Steps**

- 1. Run the SADP software and search the online devices.
- 2. Find and select your device in online device list.
- 3. Input new password (admin password) and confirm the password.

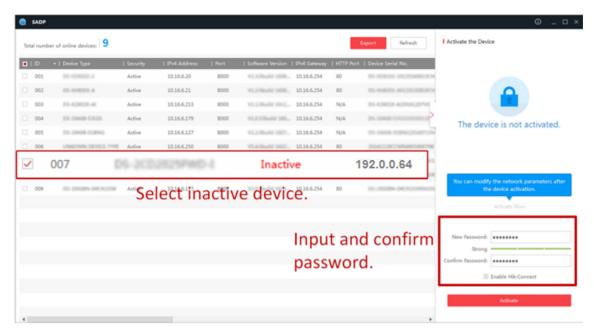


STRONG PASSWORD RECOMMENDED-We highly recommend you create a strong password of your own choosing (using a minimum of 8 characters, including upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.



Characters containing admin and nimda are not supported to be set as activation password.

4. Click Activate to start activation.



Status of the device becomes Active after successful activation.

- 5. Modify IP address of the device.
  - 1) Select the device.
  - 2) Change the device IP address to the same subnet as your computer by either modifying the IP address manually or checking **Enable DHCP**.
  - 3) Input the admin password and click **Modify** to activate your IP address modification.

# **Chapter 6 Quick Operation**

## 6.1 Select Language

You can select a language for the device system.

After the device activation, you can select a language for the device system.

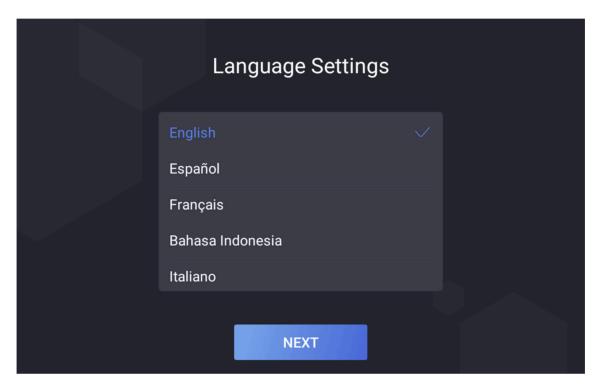


Figure 6-1 Select System Language

By default, the system language is English.



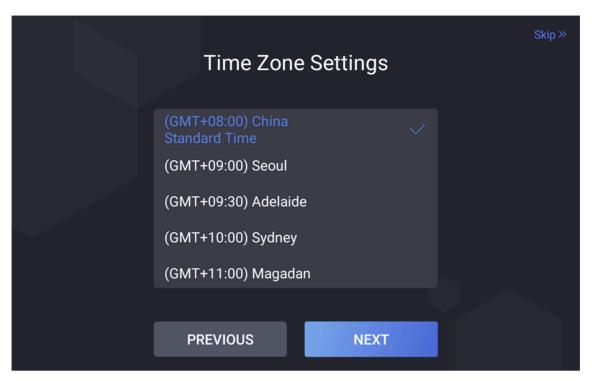
You will need to exit the APP and change the Android system language via Google Pinyin Input to the same language you choose for the APP system.

## 6.2 Set Time Zone

You can set a time zone for the device system.

#### **Steps**

1. Select a time zone according to your actual needs.



**Figure 6-2 Time Zone Settings** 

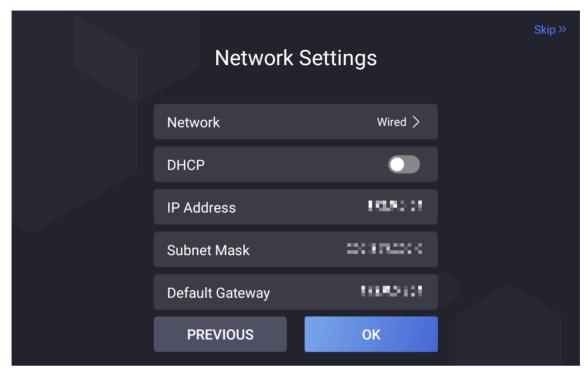
- **i**Note
- The time zone will affect the device time.
- 2. Tap Next.
- 3. Optional: Tap Skip to skip time zone settings.
- **4. Optional:** Tap **PREVIOUS** to back to the previous page.

## **6.3 Set Network Parameters**

You can set the network for the device.

## **Steps**

1. Tap Wired Network or Wi-Fi for your actual needs.



**Figure 6-3 Select Network** 

#### **Wired Network**



Make sure the device has connected to a network.

If enable **DHCP**, the system will assign the IP address and other parameters automatically. If disable **DHCP**, you should set the IP address, the subnet mask, and the gateway.

#### Wi-Fi

Select a Wi-Fi and enter the Wi-Fi's password to get connected.

Or tap Add Wi-Fi and enter the Wi-Fi's name and the password to get connected.



Disconnect the wired network before connecting a Wi-Fi.

- 2. Tap Next.
- 3. Optional: Tap Skip to skip network settings.
- **4. Optional:** Tap **PREVIOUS** to back to the previous page.

# **Chapter 7 Basic Operation**

## 7.1 Visitor Check In

#### 7.1.1 Reserved Visitor Check In

Visitors can make appointments on the platform in advance and check in by phone number or the visitor code generated for successful reservation.

#### **Before You Start**

Fill in the visitor information on the platform in advance.

#### **Steps**

**1.** Tap on the right side of the home page to enter the visitor code or the last 4 digits of the visitor's phone number.

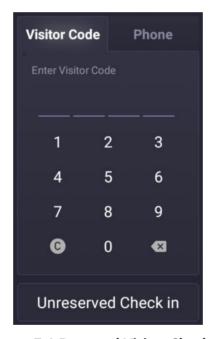


Figure 7-1 Reserved Visitor Check In



- The page and instructions are based on dual-screen devices and are referable for single-screen devices.
- Go to **Set Basic Parameters** and set the length of the visitor code.
- Visitor reservation is disabled by default. Go to <u>Set Basic Parameters</u> and enable Visitor Reservation.
- 2. Present the card on the card presenting area.

When authentication is completed, you will enter the visitor check-in information page.

**3. Optional:** If authentication fails, tap to retry authentication, or tap to capture face picture.

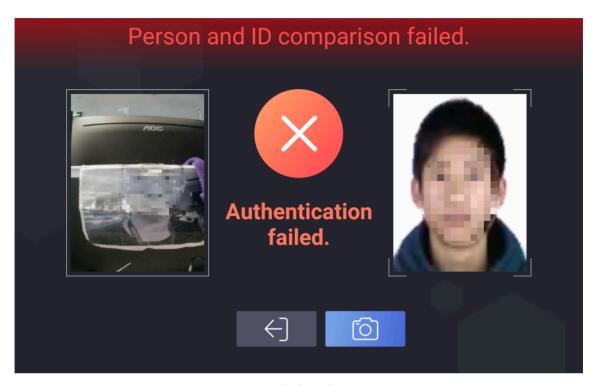


Figure 7-2 Failed Authentication

4. Fill in the rest of the visitor information.



Go to *Visitor Check In Settings* and set the visitor information to be filled in.

- 5. Click Check In on the visitor check-in information page.
- 6. Optional: Tap Live View to display part of the visitor information on the visitor screen.



Refer to **Printing Receipt Settings** for configuration details.

#### What to do next

Print visitor receipt and visitors can scan the QR code on the receipt to check out.

#### 7.1.2 Non-Reserved Visitor Check In

Check-in for unreserved visitors.

#### **Before You Start**

Complete the basic settings and visitor parameter settings. Refer to <u>Set Basic Parameters</u> and <u>Visitor Check In Settings</u> for details.

## **Steps**

- 1. Enroll visitor information.
  - 1) Tap **Unreserved Check In** in the lower right corner of the home page to enter the visitor check-in page.

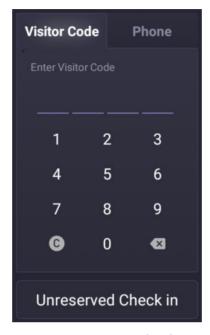


Figure 7-3 Visitor Check In

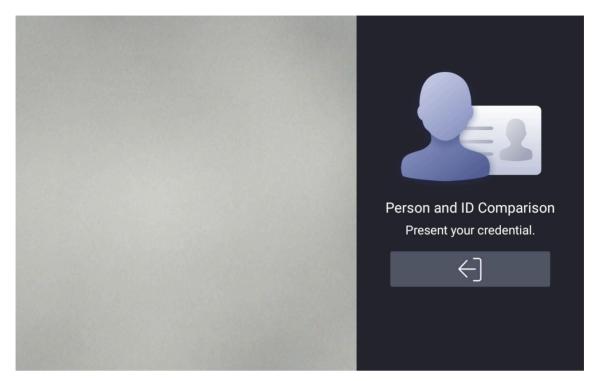
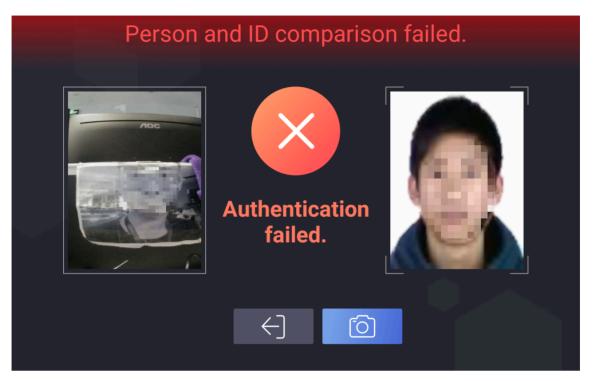


Figure 7-4 Visitor Check In

2) Present the card on the card presenting area for authentication.

When authentication is completed, you will enter the visitor check-in information page.





**Figure 7-5 Failed Authentication** 

3) Add face picture according to the instruction on the visitor screen.



- The system will perform recognition according to the configurations in Settings → Basic Settings . Refer to <u>Set Basic Parameters</u> for details.
- The page and instructions are based on dual-screen devices and are referable for singlescreen devices.
- Go to *Visitor Check In Settings* and set the visitor information to be displayed.
- 4) Fill in the visitor information.



Go to *Visitor Check In Settings* and set the visitor information to be filled in.

- 2. Tap Check In to check in the visitor.
- 3. Optional: Tap Live View to display part of the visitor information on the visitor screen.



Refer to **Printing Receipt Settings** for configuration details.

#### What to do next

Print visitor receipt and visitors can scan the QR code on the receipt to check out.

## 7.1.3 Offline Check In

Check-in for visitors when the device is unconnected to network.

#### **Before You Start**

Complete the basic settings and visitor parameter settings. Refer to <u>Set Basic Parameters</u> and *Visitor Check In Settings* for details.

#### **Steps**

- 1. Enroll visitor information.
  - 1) Tap Offline Check In in the right corner of the home page to enter the visitor check-in page.

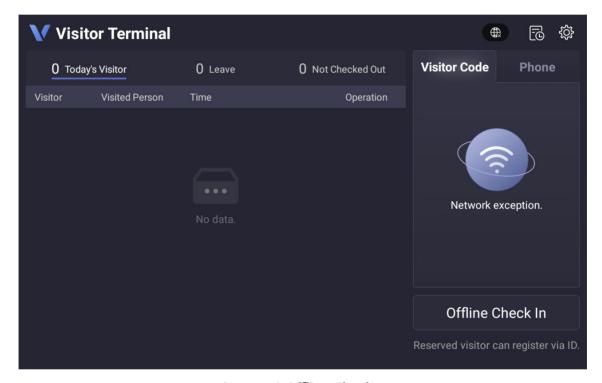


Figure 7-6 Offline Check In

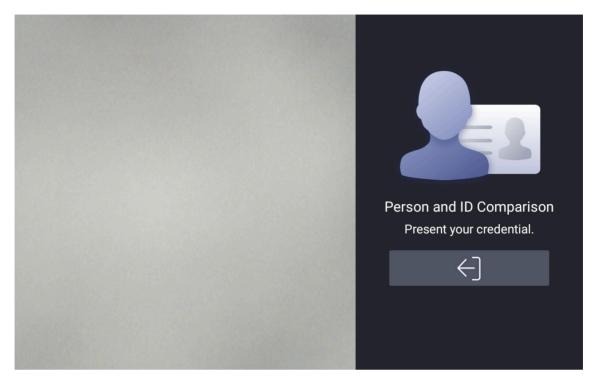
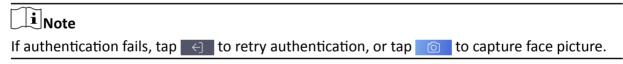
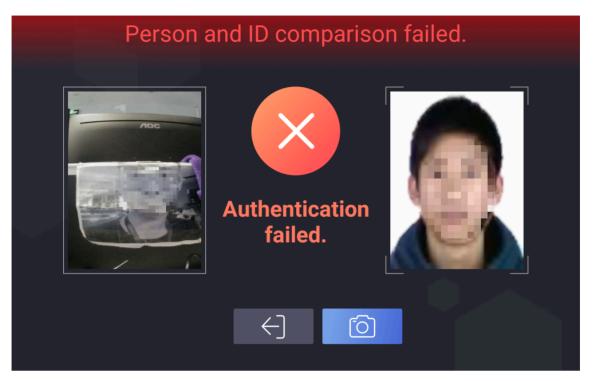


Figure 7-7 Person and ID Comparison

2) Present the card on the card presenting area for authentication.





**Figure 7-8 Failed Authentication** 

3) Add face picture according to the instruction on the visitor screen.



- The system will perform recognition according to the configurations in Settings → Basic Settings . Refer to <u>Set Basic Parameters</u> for details.
- The page and instructions are based on dual-screen devices and are referable for single-screen devices.
- Go to *Visitor Check In Settings* and set the visitor information to be displayed.
- 4) Fill in the visitor information.



Go to *Visitor Check In Settings* and set the visitor information to be filled in.

- 2. Tap Check In to check in the visitor.
- 3. Optional: Tap Live View to display part visitor information on the visitor screen.



Refer to **Printing Receipt Settings** for configuration details.

#### What to do next

Print visitor receipt and visitors can scan the QR code on the receipt to check out.

## 7.2 Visitor Check Out

## 7.2.1 Check Out via QR Code

Scan scan the QR code on the receipt to check out.

#### **Steps**

1. Scan the QR code on the visitor receipt.

 $\bigcap_{\mathbf{i}}_{\mathsf{Note}}$ 

Visitors should scan the QR code on the receipt. Refer to <u>Printing Receipt Settings</u> for receipt content details. Refer to <u>Visitor Check In Settings</u> for receipt print steps.

The check-out window will pop up on the operator screen.

2. Tap Check Out.

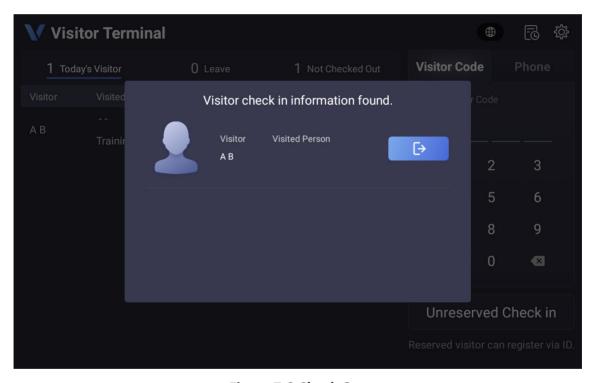


Figure 7-9 Check Out

**i**Note

The page and instructions are based on dual-screen devices and are referable for single-screen devices.

#### 7.2.2 Check Out via Card

Check out via card.

#### **Steps**

1. Present the card.

The check-out window will pop up on the operator screen.

2. Tap Check Out.

#### 7.2.3 Check Out via Search Record

You can search and view the visitor record and check out the visitors.

#### **Steps**

- 1. Tap in the top right corner to enter the visitor record page.
- 2. Optional: Filter visitors by conditions.
- 3. Tap on the selected visitor to enter the detailed information page.
- 4. Tap Check Out.

#### 7.2.4 Auto Check Out

System will check out all visitors at 24 o'clock every day.

## 7.3 Self-Service Visitor System

## 7.3.1 Login

#### **Steps**

- 1. Tap 🚳 in the top right corner of the home page. The login window will pop up.
- 2. Enter the activation password.
- **3. Optional:** Tap **\to display** to display the password.
- 4. Tap **OK** to enter the settings page.



5 failed attempts with incorrect password will lock the device for 30 minutes.

## 7.3.2 System Settings

## **Set Privacy Policy**

You can set privacy policy for the device.

#### **Before You Start**

Only single-screen devices support privacy policy settings.

#### **Steps**

- 1. Tap 🚳 in the top right corner of the home page. Tap Privacy Policy Settings.
- 2. Tap ADD to add the privacy policy file.



The supported file format is TXT or HTML, and shall be no larger than 120 kb.

#### **Set Network Parameters**

You can set wired network or Wi-Fi for the device.

#### **Steps**

- 1. Tap ☑ in the top right corner of the home page. Tap Communication Settings → Wired Network or Communication Settings → Wi-Fi according to your actual needs.
- 2. Set network.

#### **Wired Network**



Make sure the device has connected to a network.



Figure 7-10 Wired Network

If enable **DHCP**, the system will assign the IP address and other parameters automatically. If disable **DHCP**, you should set the IP address, the subnet mask, and the default gateway, DNS1 and DNS2.

Tap ✓ to save the settings.

Wi-Fi



Figure 7-11 Wi-Fi

Select a Wi-Fi and enter the Wi-Fi's password to get connected.

Or tap Add Wi-Fi and enter the Wi-Fi's name and the password to get connected.

## **Set Basic Parameters**

You can set basic parameters for the device.

Tap 
in the top right corner of the home page. Tap Settings → Basic Settings .

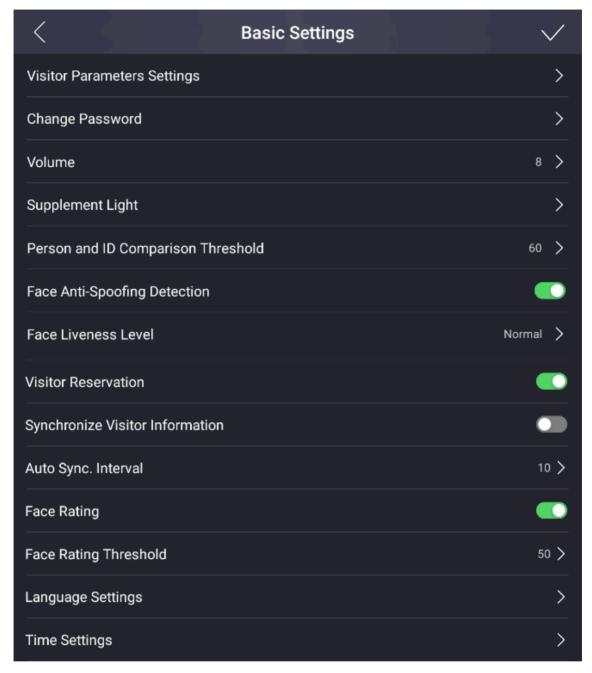


Figure 7-12 Basic Parameters

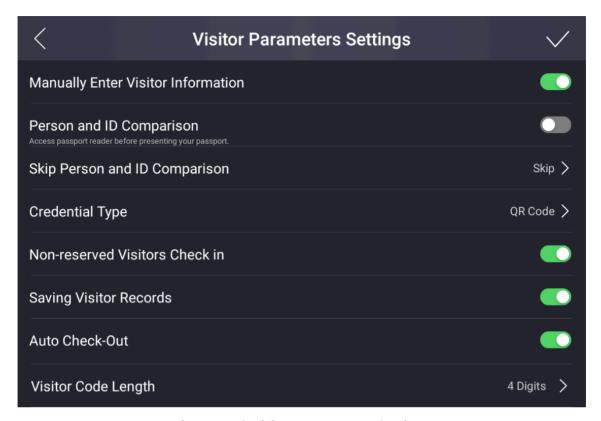
**Table 7-1 Basic Parameters** 

Parameter	Description
Visitor Parameters Settings	Set visitor parameters. Refer to <u>Set Visitor Parameters</u> for details.
Change Password	Enter old password and confirm new password.
	The password here is the activation password.
Volume	Adjust the voice volume ranging from 0 to 10. The larger the value, the louder the volume.
Supplement Light	Set the white or IR supplement light's brightness. The brightness ranges from 0 to 100.
Person and ID Comparison Threshold	Set the threshold for person and ID comparison. The larger the value is, the smaller the false accept rate and the larger the false rejection rate.
Face Anti-Spoofing Detection	If enabling the function, the device can recognize whether the person is a live one or not.
Face Liveliness Level	After enabling face anti-spoofing function, you can set the matching security level when performing live face authentication. note: Biometric recognition products are not completely applicable to anti-spoofing environments. If you require a higher security level, use multiple authentication modes.
Visitor Reservation	Enable the function to allow check-in via visitor code or the last 4 digits of the phone number.
Synchronize Visitor Information	Enable the function to synchronize visitor information of the devices and the information on the platform automatically.
Auto Sync. Interval	Set the interval for visitor information auto synchronizing ranging from 5 to 60.
Face Rating	Enable the function to rate the face recognition.
Face Rating Threshold	Set the threshold for face rating. The larger the value is, the better the face picture quality is.
Language Settings	Set the device language.
Time Settings	Set the device time.

# **Set Visitor Parameters**

You can enable the functions for visitor check-in.

Tap ☑ in the top right corner of the home page. Tap Basic Settings → Visitor Parameters Settings to enter the page.



**Figure 7-13 Visitor Parameters Settings** 

Tap to enable the functions.

# **Manually Enter Visitor Information**

When the function is enabled, the staff can input visitor information manually.

### **Person and ID Comparison**

When the function is enabled, the device will be able to process person and ID comparison.

### **Skip Person and ID Comparison**

 $\bigcap_{\mathbf{i}}$ Note

You need to enable **Person and ID Comparison** before you can skip the step.

When the function is enabled, you can choose to skip person and ID comparison.

### **Credential Type**

You can select QR code, card, QR code & card or none for credential.

### **Non-reserved Visitor Check In**

When the function is enabled, unreserved visitors can check in on the device.

### **Saving Visitor Records**

When the function is enabled, visitor information will be recorded for the first-time visit. When revisits, the visitor only need to present his/her credential for the device to read and the information will be displayed on screen.

### **Auto Check Out**

When the function is enabled, system will check out all visitors at 24 o'clock every day.

### **Visitor Code Length**

You can set the visitor code length of 4 or 6 digits.

# **Export Data**

You can export captured picture or visitor records to your USB flash drive.

### **Before You Start**

Plug in the USB flash drive.



The supported USB flash drive format is FAT32. Make sure the spare space is larger then 512 M.

### **Steps**

1. Tap 🔯 in the top right corner of the home page. Tap Data Management to enter the page.



Figure 7-14 Data Management

**2.** Tap **Export Captured Picture** or **Export Visitor Records** to export the picture captured or visitor information recorded on the device to your USB flash drive.

# **System Maintenance**

You can view the device system information, restore the system to factory settings or default settings, reboot the device, exit the system and start wizard.

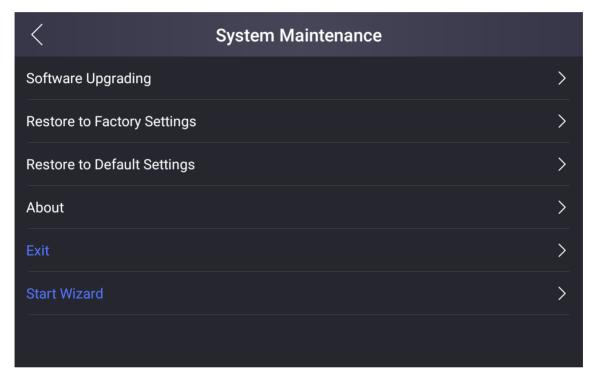


Figure 7-15 Maintenance Page

### **Software Upgrading**

Plug the USB flash drive in the device USB interface.

- Tap Upgrade → OK , and choose the file with the extension of zip in the USB flash drive for the device to read and start system upgrading.
- Tap Upgrade Component → OK, and choose the file with the extension of dav in the USB flash drive for the device to read and start component upgrading.

### **Restore to Factory Settings**

All parameters will be restored to the factory settings. The system will reboot to take effect.

### **Restore to Default Settings**

All parameters, except for the communication settings, remotely imported user information, will be restored to the default settings. The system will reboot to take effect.

### **About**

You can view the device information.

iNote

The page may vary according to different device models. Refer to the actual page for details.

### Exit

Tap **Exit** to exit the application.

### **Start Wizard**

Tap **Start Wizard** for language settings, time zone settings and network settings. Refer to **Quick Operation** for details.

# **Start Wizard**

If you do not set the wizard information after activation or you want to set the parameters again, you can open the wizard on the settings page.

Tap 
☐ in the top right corner of the home page. Tap System Maintenance → Start Wizard .

# **Select Language**

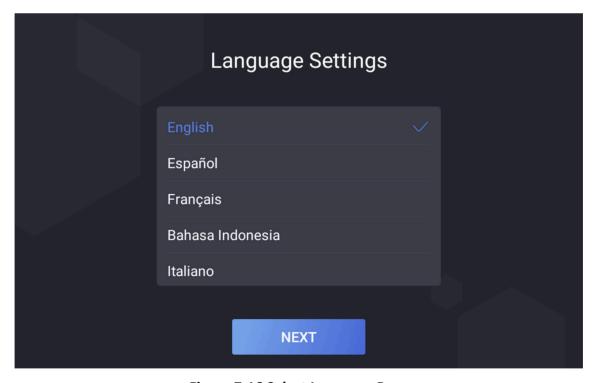


Figure 7-16 Select Language Page

Select a language according to your actual needs. By default, the language is English.

**i**Note

After you change the system language, the device will reboot automatically.

Tap Next.

# **Set Time Zone**

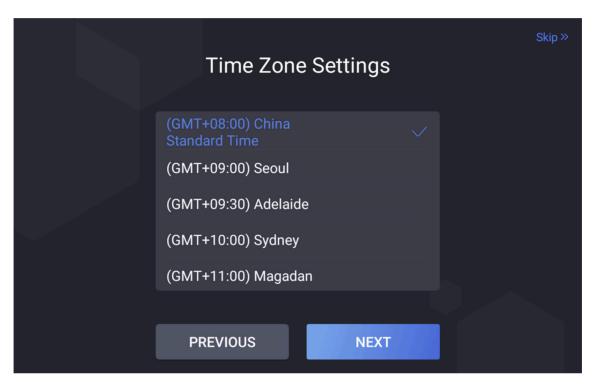


Figure 7-17 Set Time Zone

Select a time zone according to your actual needs.

**i**Note

The time zone will affect the device time.

Tap Next.

# **Set Network**

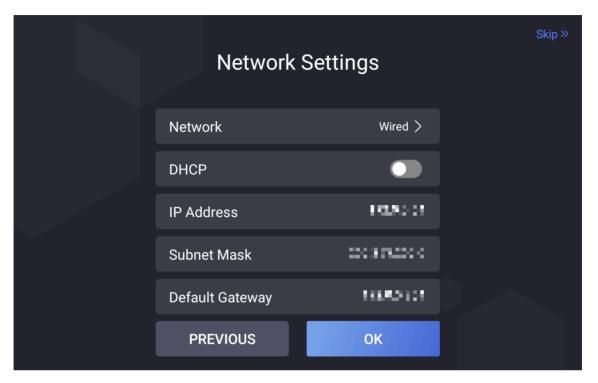


Figure 7-18 Set Network

### Select Wired or Wireless.



Disconnect the wired network before connecting a Wi-Fi.

# Wired

[]Note

Make sure the device has connected to a network.

If enable **DHCP**, the system will assign the IP address and other parameters automatically. If disable **DHCP**, you should set the IP address, the subnet mask, and the gateway.

### Wireless

Select a Wi-Fi and enter the Wi-Fi's password to get connected.

Tap **OK**. Or if you do not want to set the network parameters, tap **Skip** to skip network settings.

# **Visitor Check In Settings**

Set the items that need to be filled and whether they are required fields when checked in.

### **Steps**

- 1. Tap 
  in the top right corner of the home page. Tap Custom Settings → Visitor Check in Settings .
- 2. Set the target items as Required, Not Required or Hide.

#### **Visitor Name**

Visitor name that the visitor needs to fill in when checking in.

#### **Phone**

Visitor's phone No. that the visitor needs to fill in when checking in.

### **Credential Type**

Visitor's credential type that the visitor needs to fill in when checking in.

#### **Email**

Visitor's email address that the visitor needs to fill in when checking in.

#### Credential No.

Visitor's credential No. that the visitor needs to fill in when checking in.

### **Visitor Address**

Visitor's address that the visitor needs to fill in when checking in.

#### License Plate No.

Visitor's license plate No. that the visitor needs to fill in when checking in.

### **Visitor Company**

Visitor's company that the visitor needs to fill in when checking in.

# **Visiting Reason**

Visitor's company that the visitor needs to fill in when checking in.

### **Visiting Area**

Visiting area that the visitor needs to fill in when checking in.

### Reception Depart.

The reception department that the visitor needs to fill in when checking in.

#### Receptionist

The receptionist' name that the visitor needs to fill in when checking in.

### **Belongings**

The belongings that the visitor brings needs to fill in when checking in.

### **Visiting Time**

The visiting time that the visitor needs to fill in when checking in.

#### **Scheduled Leave Time**

The scheduled leave time that the visitor needs to fill in when checking in.

#### Remark

The remark content that the visitor needs to fill in when checking in.

# **Custom 1/2/3**

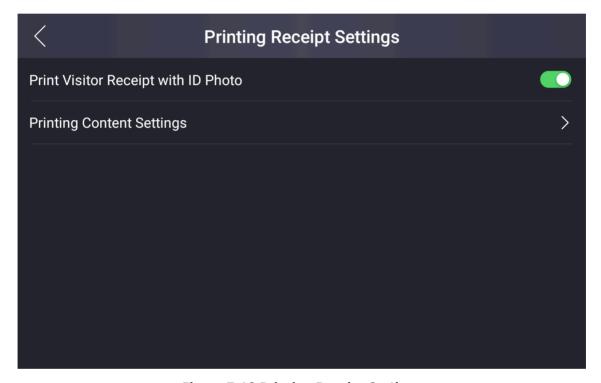
Customize visitor's check in information.

# **Printing Receipt Settings**

Set the printing contents on the receipt.

### Steps

1. Tap 
in the top right corner of the home page. Tap Custom Settings → Printing Receipt Settings .



**Figure 7-19 Printing Receipt Settings** 

- **2.** Enable/disable **Print Visitor Receipt with ID Photo**. If enabling the function, the visitor's ID photo will be printed on the receipt. Otherwise, not.
- **3.** Tap **Printing Content Settings**, and tap  $\uparrow \uparrow$  or  $\downarrow \downarrow$ , you can move the printing items on the receipt.
- **4. Optional:** Tap 

  ✓ on the upper left corner, you can exit the page.

# **Logo Management**

Set the logo displayed on the upper left corner of the main page.

### **Steps**

1. Tap 
in the top right corner of the home page. Tap Custom Settings → Logo Management.

You can view the current logo picture.

2. Plug in the USB flash drive.

**i**Note

The supported USB flash drive format is FAT32.

3. Tap Add and select a logo picture from the USB flash drive.

 $\square_{\mathbf{i}}$ Note

The supported file size is less than 100 KB. The added picture will be cropped to  $400 \times 400$ .

- 4. Optional: Tap Restore Default, the device will use the default logo.
- 5. Optional: Tap Add Again, you can select the logo picture again.
- **6. Optional:** Tap **<** on the upper left corner, you can exit the page.

# **Screen Saver Settings**

Manage the displayed picture on the visitor screen when the device is in screen saver mode.

# **Steps**

1. Tap 
in the top right corner of the home page. Tap Custom Settings → Screen Saver.

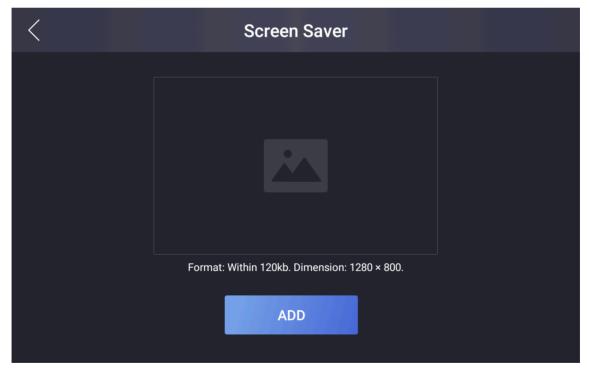


Figure 7-20 screen saver

2. Plug in the USB flash drive.

Note The supported USB flash drive format is FAT32. 3. Tap Add, select a picture to add. Note The supported file size is less than 120 kb. The added picture will be cropped to 1280 × 800. **4. Optional:** Tap **Restore Default**, the device will use the default picture for the screen saver. 5. Optional: Tap Add Again, you can select the picture again. **6. Optional:** Tap \( \bigcirc\) on the upper left corner, you can exit the page. 7.4 Staff-Service Visitor System 7.4.1 View and Search Visitor Information After the visitor is checked in, the administrator can view and search the visitor information. **View Visitor Information** Tap Today's Visitor, Leave, or Not Checked Out to view the visitor number of today's, already leaves, and not checked out. By default, it displays today's visitor information. Tap at the upper right corner of the page to enter the visitor records page. Select Name, ID No., or Last Digits of Phone Number, enter key words in the search box, the list below will display the search result.  $oxed{\mathbf{i}}$ Note The phone last No. is the last 4 digits of the phone No. Or tap at the upper right corner of the page. Filter the records according to the Visitor Status, **Visiting Reason**, or **Visiting Time**. Tap **v** to start filtering. **7.4.2 Login** Steps 1. Tap 🚳 in the top right corner of the home page. The login window will pop up. 2. Enter the activation password. **3. Optional:** Tap **Table** to display the password.

- 4. Tap **OK** to enter the settings page.

i Note

5 failed attempts with incorrect password will lock the device for 30 minutes.

# 7.4.3 System Settings

### **Set Network Parameters**

You can set wired network or Wi-Fi for the device.

#### Steps

- 1. Tap 
  in the top right corner of the home page. Tap Communication Settings → Wired Network or Communication Settings → Wi-Fi according to your actual needs.
- 2. Set network.

### **Wired Network**



Make sure the device has connected to a network.

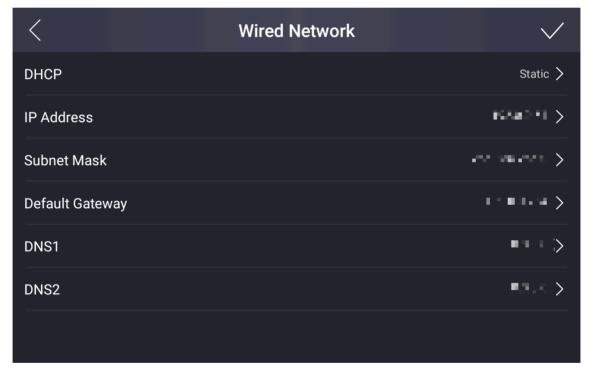


Figure 7-21 Wired Network

If enable **DHCP**, the system will assign the IP address and other parameters automatically. If disable **DHCP**, you should set the IP address, the subnet mask, and the default gateway, DNS1 and DNS2.

Tap ✓ to save the settings.

Wi-Fi



Figure 7-22 Wi-Fi

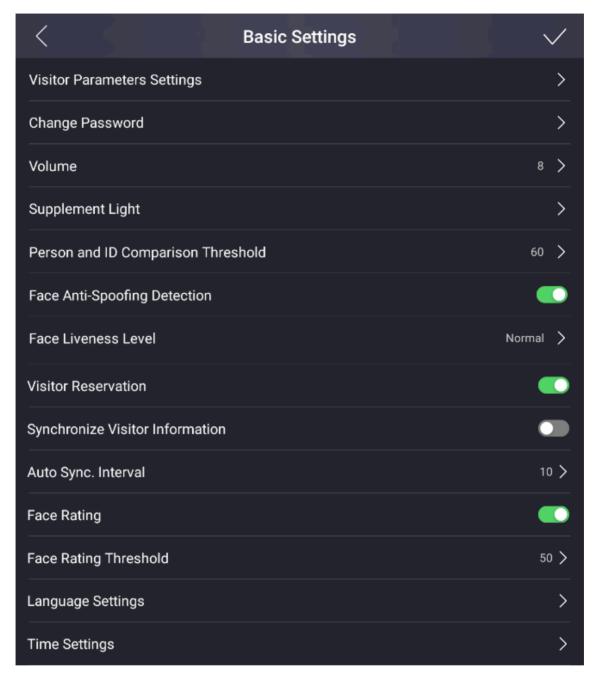
Select a Wi-Fi and enter the Wi-Fi's password to get connected.

Or tap Add Wi-Fi and enter the Wi-Fi's name and the password to get connected.

# **Set Basic Parameters**

You can set basic parameters for the device.

Tap 
in the top right corner of the home page. Tap Settings → Basic Settings.



**Figure 7-23 Basic Parameters** 

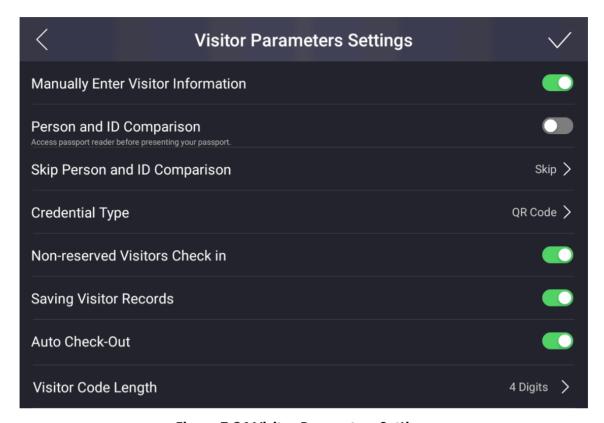
**Table 7-2 Basic Parameters** 

Parameter	Description
Visitor Parameters Settings	Set visitor parameters. Refer to <u>Set Visitor Parameters</u> for details.
Change Password	Enter old password and confirm new password.
	The password here is the activation password.
Volume	Adjust the voice volume ranging from 0 to 10. The larger the value, the louder the volume.
Supplement Light	Set the white or IR supplement light's brightness. The brightness ranges from 0 to 100.
Person and ID Comparison Threshold	Set the threshold for person and ID comparison. The larger the value is, the smaller the false accept rate and the larger the false rejection rate.
Face Anti-Spoofing Detection	If enabling the function, the device can recognize whether the person is a live one or not.
Face Liveliness Level	After enabling face anti-spoofing function, you can set the matching security level when performing live face authentication. note: Biometric recognition products are not completely applicable to anti-spoofing environments. If you require a higher security level, use multiple authentication modes.
Visitor Reservation	Enable the function to allow check-in via visitor code or the last 4 digits of the phone number.
Synchronize Visitor Information	Enable the function to synchronize visitor information of the devices and the information on the platform automatically.
Auto Sync. Interval	Set the interval for visitor information auto synchronizing ranging from 5 to 60.
Face Rating	Enable the function to rate the face recognition.
Face Rating Threshold	Set the threshold for face rating. The larger the value is, the better the face picture quality is.
Language Settings	Set the device language.
Time Settings	Set the device time.

# **Set Visitor Parameters**

You can enable the functions for visitor check-in.

Tap ∰ in the top right corner of the home page. Tap Basic Settings → Visitor Parameters Settings to enter the page.



**Figure 7-24 Visitor Parameters Settings** 

Tap to enable the functions.

# **Manually Enter Visitor Information**

When the function is enabled, the staff can input visitor information manually.

### **Person and ID Comparison**

When the function is enabled, the device will be able to process person and ID comparison.

### **Skip Person and ID Comparison**

 $\bigcap_{\mathbf{i}}$ Note

You need to enable **Person and ID Comparison** before you can skip the step.

When the function is enabled, you can choose to skip person and ID comparison.

### **Credential Type**

You can select QR code, card, QR code & card or none for credential.

### **Non-reserved Visitor Check In**

When the function is enabled, unreserved visitors can check in on the device.

### **Saving Visitor Records**

When the function is enabled, visitor information will be recorded for the first-time visit. When revisits, the visitor only need to present his/her credential for the device to read and the information will be displayed on screen.

### **Auto Check Out**

When the function is enabled, system will check out all visitors at 24 o'clock every day.

### **Visitor Code Length**

You can set the visitor code length of 4 or 6 digits.

# **Export Data**

You can export captured picture or visitor records to your USB flash drive.

### **Before You Start**

Plug in the USB flash drive.



The supported USB flash drive format is FAT32. Make sure the spare space is larger then 512 M.

### **Steps**

1. Tap 🔯 in the top right corner of the home page. Tap Data Management to enter the page.



Figure 7-25 Data Management

**2.** Tap **Export Captured Picture** or **Export Visitor Records** to export the picture captured or visitor information recorded on the device to your USB flash drive.

# **System Maintenance**

You can view the device system information, restore the system to factory settings or default settings, reboot the device, exit the system and start wizard.

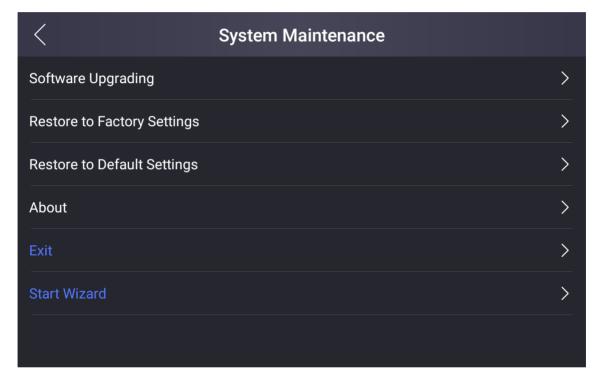


Figure 7-26 Maintenance Page

### **Software Upgrading**

Plug the USB flash drive in the device USB interface.

- Tap Upgrade → OK , and choose the file with the extension of zip in the USB flash drive for the device to read and start system upgrading.
- Tap Upgrade Component → OK, and choose the file with the extension of dav in the USB flash drive for the device to read and start component upgrading.

### **Restore to Factory Settings**

All parameters will be restored to the factory settings. The system will reboot to take effect.

### **Restore to Default Settings**

All parameters, except for the communication settings, remotely imported user information, will be restored to the default settings. The system will reboot to take effect.

### **About**

You can view the device information.

iNote

The page may vary according to different device models. Refer to the actual page for details.

### Exit

Tap **Exit** to exit the application.

### **Start Wizard**

Tap **Start Wizard** for language settings, time zone settings and network settings. Refer to **Quick Operation** for details.

### **Start Wizard**

If you do not set the wizard information after activation or you want to set the parameters again, you can open the wizard on the settings page.

Tap 
☐ in the top right corner of the home page. Tap System Maintenance → Start Wizard .

# **Select Language**

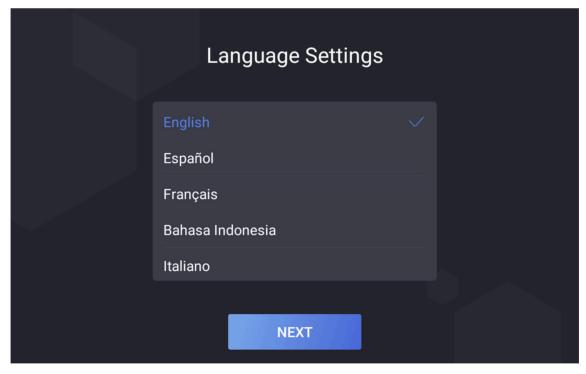


Figure 7-27 Select Language Page

Select a language according to your actual needs. By default, the language is English.

**i**Note

After you change the system language, the device will reboot automatically.

Tap Next.

# **Set Time Zone**

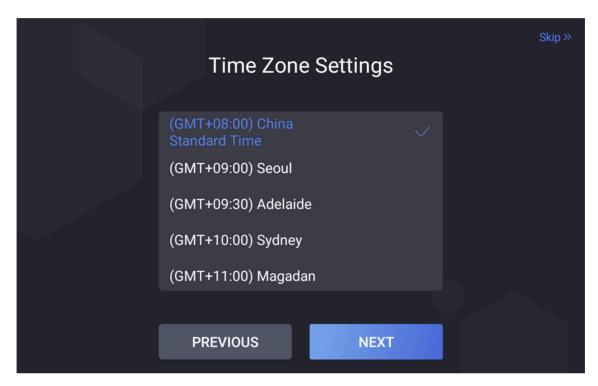


Figure 7-28 Set Time Zone

Select a time zone according to your actual needs.

**i**Note

The time zone will affect the device time.

Tap Next.

### **Set Network**

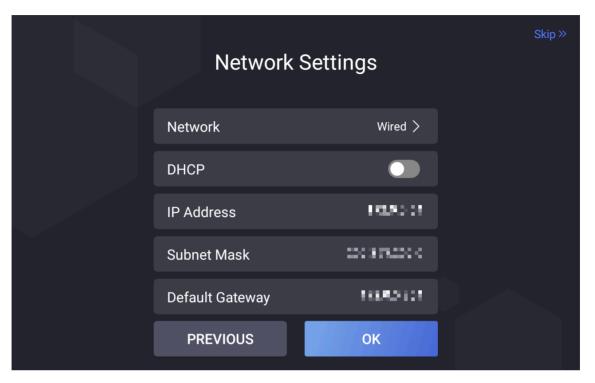


Figure 7-29 Set Network

### Select Wired or Wireless.

Note

Disconnect the wired network before connecting a Wi-Fi.

### Wired

 $\bigcap_{\mathbf{i}}$ Note

Make sure the device has connected to a network.

If enable **DHCP**, the system will assign the IP address and other parameters automatically. If disable **DHCP**, you should set the IP address, the subnet mask, and the gateway.

### Wireless

Select a Wi-Fi and enter the Wi-Fi's password to get connected.

Tap **OK**. Or if you do not want to set the network parameters, tap **Skip** to skip network settings.

# **Visitor Check In Settings**

Set the items that need to be filled and whether they are required fields when checked in.

### **Steps**

- 1. Tap 
  in the top right corner of the home page. Tap Custom Settings → Visitor Check in Settings .
- 2. Set the target items as Required, Not Required or Hide.

#### **Visitor Name**

Visitor name that the visitor needs to fill in when checking in.

#### **Phone**

Visitor's phone No. that the visitor needs to fill in when checking in.

### **Credential Type**

Visitor's credential type that the visitor needs to fill in when checking in.

#### **Email**

Visitor's email address that the visitor needs to fill in when checking in.

#### Credential No.

Visitor's credential No. that the visitor needs to fill in when checking in.

### **Visitor Address**

Visitor's address that the visitor needs to fill in when checking in.

#### License Plate No.

Visitor's license plate No. that the visitor needs to fill in when checking in.

### **Visitor Company**

Visitor's company that the visitor needs to fill in when checking in.

# **Visiting Reason**

Visitor's company that the visitor needs to fill in when checking in.

### **Visiting Area**

Visiting area that the visitor needs to fill in when checking in.

### Reception Depart.

The reception department that the visitor needs to fill in when checking in.

#### Receptionist

The receptionist' name that the visitor needs to fill in when checking in.

### **Belongings**

The belongings that the visitor brings needs to fill in when checking in.

### **Visiting Time**

The visiting time that the visitor needs to fill in when checking in.

#### **Scheduled Leave Time**

The scheduled leave time that the visitor needs to fill in when checking in.

#### Remark

The remark content that the visitor needs to fill in when checking in.

### **Custom 1/2/3**

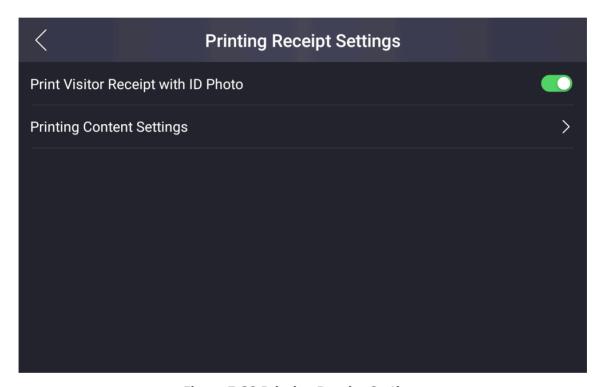
Customize visitor's check in information.

# **Printing Receipt Settings**

Set the printing contents on the receipt.

### Steps

1. Tap 
in the top right corner of the home page. Tap Custom Settings → Printing Receipt Settings .



**Figure 7-30 Printing Receipt Settings** 

- **2.** Enable/disable **Print Visitor Receipt with ID Photo**. If enabling the function, the visitor's ID photo will be printed on the receipt. Otherwise, not.
- **3.** Tap **Printing Content Settings**, and tap  $\uparrow \uparrow$  or  $\downarrow \downarrow$ , you can move the printing items on the receipt.
- **4. Optional:** Tap 

  ✓ on the upper left corner, you can exit the page.

# **Logo Management**

Set the logo displayed on the upper left corner of the main page.

### **Steps**

1. Tap ∰ in the top right corner of the home page. Tap Custom Settings → Logo Management.

You can view the current logo picture.

2. Plug in the USB flash drive.

**i**Note

The supported USB flash drive format is FAT32.

3. Tap Add and select a logo picture from the USB flash drive.

**i**Note

The supported file size is less than 100 KB. The added picture will be cropped to  $400 \times 400$ .

- 4. Optional: Tap Restore Default, the device will use the default logo.
- 5. Optional: Tap Add Again, you can select the logo picture again.
- **6. Optional:** Tap **<** on the upper left corner, you can exit the page.

# **Screen Saver Settings**

Manage the displayed picture on the visitor screen when the device is in screen saver mode.

# **Steps**

1. Tap 
in the top right corner of the home page. Tap Custom Settings → Screen Saver.

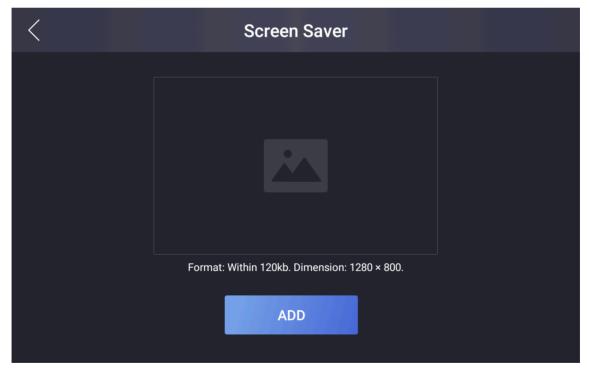


Figure 7-31 screen saver

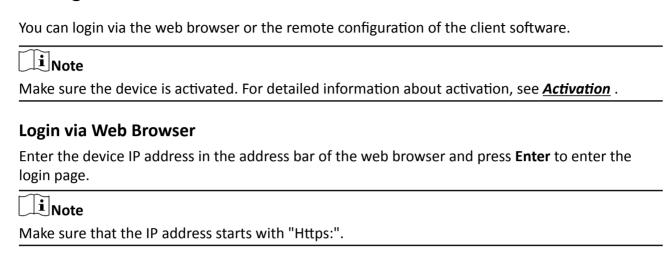
2. Plug in the USB flash drive.

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Note
The supported USB flash drive format is FAT32.
3. Tap Add, select a picture to add.
Note
The supported file size is less than 120 kb. The added picture will be cropped to $1280 \times 800$ .
4. Optional: Tap Restore Default, the device will use the default picture for the screen saver.
5. Optional: Tap Add Again, you can select the picture again.
6. Optional: Tap   on the upper left corner, you can exit the page.

# **Chapter 8 Operation via Web Browser**

# 8.1 Login



Enter the device user name and the password. Click **Login**.

# **Login via Remote Configuration of Client Software**

Download and open the client software. After adding the device, click to enter the Configuration page.

# 8.2 Person Management

Click and add the person's basic information.

Click **OK** to save the person.

### **Add Basic Information**

Click **User** → **Add** to enter the Add Person page.

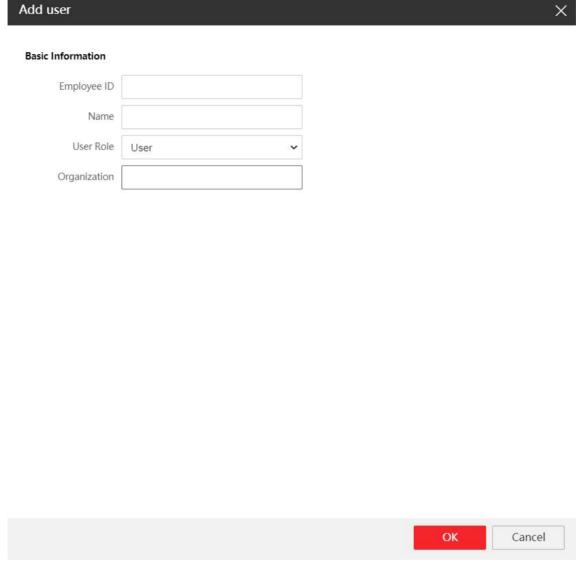


Figure 8-1 Add User

Add the person's basic information, including the employee ID, the person's name, the role, and the organization.

Click Save to save the settings.

# 8.3 Configuration

### 8.3.1 View Device Information

View the device name, language, model, serial No., firmware version, web version, plugin version, number of channels, number of alarm output, device capacity, etc.

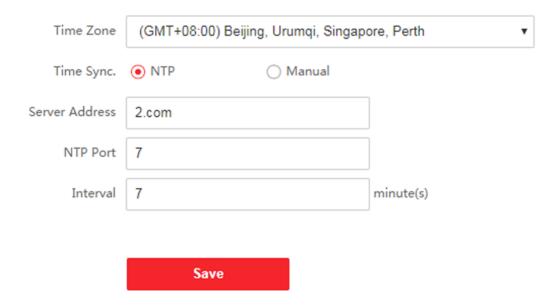
Click **Configuration** → **System** → **System Settings** → **Basic Information** to enter the configuration page.

You can view the device name, language, model, serial No., firmware version, web version, plugin version, number of channels, number of alarm output, device capacity, etc.

### 8.3.2 Set Time

Set the device's time zone, synchronization mode, and the device time.

Click Configuration → System → System Settings → Time Settings.



**Figure 8-2 Time Settings** 

Click **Save** to save the settings after the configuration.

#### **Time Zone**

Select the device located time zone from the drop-down list.

### Time Sync.

### NTP

You should set the NTP server's IP address, port No., and interval.

#### Manual

By default, the device time should be synchronized manually. You can set the device time manually or check **Sync. with Computer Time** to synchronize the device time with the computer's time.

# 8.3.3 Set DST

# Steps

1. Click Configuration → System → System Settings → DST.

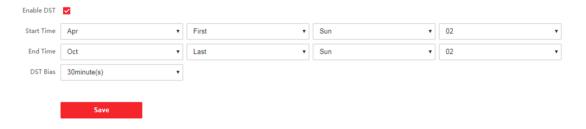


Figure 8-3 DST Page

- 2. Check Enable DST.
- 3. Set the DST start time, end time and bias time.
- **4.** Click **Save** to save the settings.

# 8.3.4 View Open Source Software License

Go to **Configuration** → **System** → **System Settings** → **About**, and click **View Licenses** to view the device license.

# 8.3.5 Upgrade and Maintenance

Reboot device, restore device parameters, set logo and upgrade device version.

# **Reboot Device**

Click Configuration → System → Maintenance → Upgrade & Maintenance .



Figure 8-4 Upgrade and Maintenance Page

Click **Reboot** to reboot the device.

#### **Restore Parameters**

Click Configuration → System → Maintenance → Upgrade & Maintenance .

### **Restore All**

All parameters will be restored to the factory settings. You should activate the device before usage.

### **Default**

The device will restore to the default settings, except for the device IP address and the user information.

### **Logo Management**

Click Configuration → System → Maintenance → Upgrade & Maintenance .

Click + to select a local image.

Click Import to import the logo image.

Click **Delete** to delete the logo image.



The logo image shall be no larger than 100 kb with a resolution of  $400 \times 400$ . Refer to **Logo Management** for details.

# **Upgrade**

Click Configuration → System → Maintenance → Upgrade & Maintenance .

Select an upgrade type from the drop-down list. Click and select the upgrade file from your local PC. Click **Upgrade** to start upgrading.



Do not power off during the upgrading.

# 8.3.6 Security Mode Settings

Set the security mode for logging in the client software.

On the Device for Management page, click **Configuration** → **System** → **Security** → **Security Service** .

Select a security mode from the drop-down list, and click Save.

### **Security Mode**

High security level for user information verification when logging in the client software.

### **Compatible Mode**

The user information verification is compatible with the old client software version when logging in.

### **Enable SSH**

To raise network security, disable SSH service. The configuration is only used to debug the device for the professionals.

#### **Enable HTTP**

In order to increase the network security level when visiting websites, you can enable HTTP to acquire a more secure and encrypted network communication environment. The communication should authenticated by identity and encryption password after enabling HTTP, which is save.

# 8.3.7 Change Administrator's Password

### **Steps**

- 1. Click Configuration → User Management .
- 2. Click 📝 .
- 3. Enter the old password and create a new password.
- 4. Confirm the new password.
- 5. Click OK.



The password strength of the device can be automatically checked. We highly recommend you change the 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.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

# 8.3.8 View Device Arming/Disarming Information

View device arming type and arming IP address.

Go to Configuration → User Management → Arming/Disarming Information .

You can view the device arming/disarming information. Click **Refresh** to refresh the page.

# 8.3.9 Network Settings

Set TCP/IP, port, Wi-Fi parameters, and platform access.

Note

Some device models do not support Wi-Fi settings. Refer to the actual products during configuration.

# **Set Basic Network Parameters**

Click Configuration  $\rightarrow$  Network  $\rightarrow$  Basic Settings  $\rightarrow$  TCP/IP.

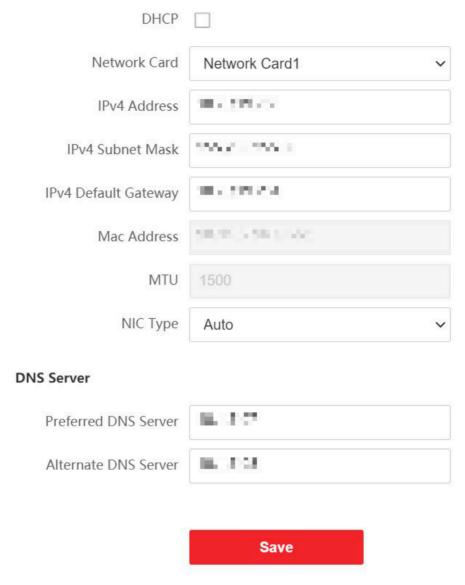


Figure 8-5 TCP/IP Settings Page

Set the parameters and click **Save** to save the settings.

# DHCP

If you disable the function, you should set the IPv4 address, IPv4 subnet mask, IPv4 default gateway, and DNS server.

If you enable the function, the system will allocate the IPv4 address, IPv4 subnet mask, the IPv4 default gateway and DNS server automatically.

### **Network Card**

Select network card from the drop-down list.

# **NIC Type**

Select a NIC type from the drop-down list. By default, it is **Auto**.

#### **DNS Server**

Set the preferred DNS server and the Alternate DNS server according to your actual need.

### **Set Port Parameters**

Set the HTTP, RTSP, HTTPS and Server port parmaeters.

Click Configuration → Network → Basic Settings → Port.

### **HTTP**

It refers to the port through which the browser accesses the device. For example, when the HTTP Port is modified to 81, you need to enter *http://192.0.0.65:81* in the browser for login.

### **RTSP**

It refers to the port of real-time streaming protocol.

### **HTTPS**

Set the HTTPS for accessing the browser. Certificate is required when accessing.

### Server

It refers to the port through which the client adds the device.

### **Set Wi-Fi Parameters**

Set the Wi-Fi parameters for device wireless connection.

### **Steps**

Note

The function should be supported by the device.

1. Click Configuration → Network → Basic Settings → Wi-Fi.



Figure 8-6 Wi-Fi Settings Page

- 2. Check Wi-Fi.
- 3. Select a Wi-Fi
  - Click % of a Wi-Fi in the list and enter the Wi-Fi password.
  - Click **Add** and enter a Wi-Fi's name, password, and encryption type. Click **Connect**. When the Wi-Fi is connected, click **OK**.
- 4. Optional: Set the WLAN parameters.
  - 1) Click Network Settings.

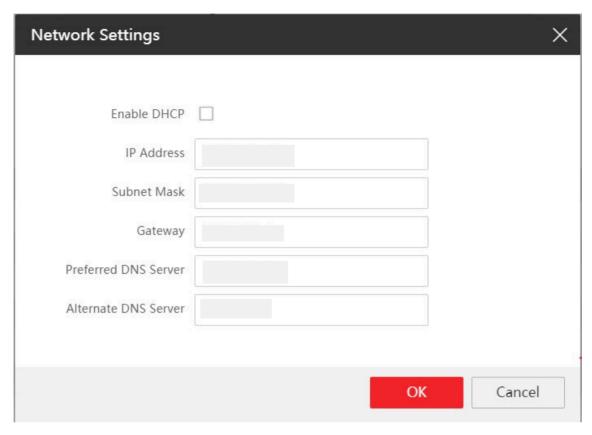


Figure 8-7 WLAN Settings

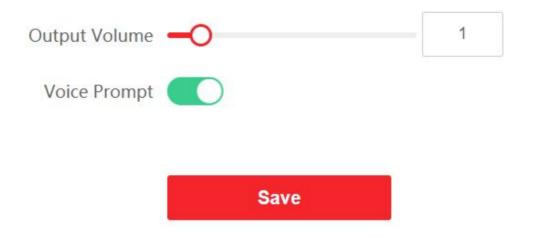
- 2) Set the IP address, subnet mask, and default gateway. Or check **Enable DHCP** and the system will allocate the IP address, subnet mask, and default gateway automatically.
- 5. Click Save.

# 8.3.10 Set Audio Parameters

Set the image quality, resolution, and the device volume.

# **Set Audio Parameters**

Click Configuration → Video/Audio → Audio .



**Figure 8-8 Set Audio Parameters** 

Drag the block to adjust the output volume.

Click **Save** to save the settings after the configuration.

You can also enable Voice Prompt.



The functions vary according to different models. Refers to the actual device for details.

# 8.3.11 Set Image Parameters

Set brightness, contrast, saturation and hue parameters.

# **Steps**

- 1. Click Configuration → Image .
- **2.** Configure the parameters to adjust the image.

# **Brightness**

Drag the block or enter the value to adjust the live video's brightness. The value of brightness is set 64 by default.

#### **Contrast**

Drag the block or enter the value to adjust the live video's contrast. The value of contrast is set 32 by default.

# Saturation

Drag the block or enter the value to adjust the live video's saturation. The value of saturation is set 64 by default.

#### Hue

Drag the block or enter the value to adjust the live video's hue. The value of hue is set 48 by default.

Start/end recording video.

Capture the image.

3. Click **Default** to restore the parameters to the default settings.

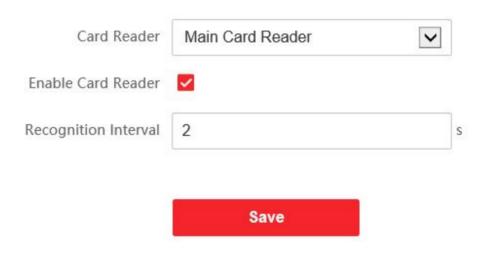
# **8.3.12 Set Authentication Parameters**

Click Configuration → General → Authentication Settings .

**i** Note

The functions vary according to different models. Refers to the actual device for details.

Click **Save** to save the settings after the configuration.



**Figure 8-9 Authentication Settings** 

# **Card Reader**

Select Main Card Reader.

Note

Main Card Reader: you can configure the device card reader's parameters.

#### **Enable Card Reader**

Enable the card reader's function.

# **Recognition Interval**

You can set the interval between 2 continuous recognition of a same person during the authentication. In the configured interval, Person A can only recognized once. If another person (Person B) has recognized during the interval, Person A can recognized again.

# 8.3.13 Privacy Policy Settings

You can set privacy policy for the device.

#### **Before You Start**

Only single-screen devices support privacy policy settings.

#### **Steps**

1. Click Configuration → General → Privacy.

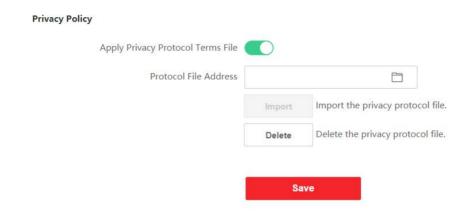


Figure 8-10 Privacy Policy

- 2. Click to Apply Privacy Protocol Terms File.
- 3. Click and select the privacy policy file.



The supported file format is TXT or HTML, and shall be no larger than 120 kb.

- 4. Optional: Click Import to import the privacy protocol file.
- 5. Optional: Click Delete to delete the privacy protocol file.
- 6. Click Save.

# 8.3.14 Set Biometric Parameters

#### **Set Basic Parameters**

Click Configuration → Smart → Smart .

Note

The functions vary according to different models. Refers to the actual device for details.

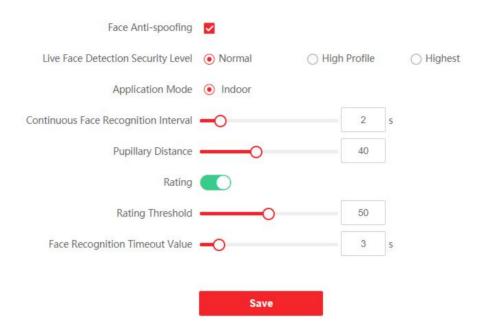


Figure 8-11 Smart Settings Page

Click **Save** to save the settings after the configuration.

#### **Face Anti-spoofing**

Enable or disable the live face detection function. If enabling the function, the device can recognize whether the person is a live one or not.

**i** Note

Biometric recognition products are not completely applicable to anti-spoofing environments. If you require a higher security level, use multiple authentication modes.

# **Live Face Detection Security Level**

After enabling the face anti-spoofing function, you can set the matching security level when performing live face authentication.

# **Application Mode**

Select either others or indoor according to actual environment.

#### **Continuous Face Recognition Interval**

Set the time interval between two continuous face recognitions when authenticating.

#### **Pupillary Distance**

Set the pupillary distance when starting face authentication.

# Rating

Enable rating to start rating for face authentication.

# **Rating Threshold**

Set the rating threshold when authenticating. The larger the value, the smaller the false accept rate and the larger the false rejection rate.

#### **Face Recognition Timeout Value**

Set the timeout value when face recognizing. If the face recognition time is longer than the configured value, the system will pop up a prompt.

# **Set Recognition Area**

Click Configuration → Smart → Area Configuration .

Drag the yellow frame in the live video to adjust the recognition area. Only the face within the area can be recognized by the system.

Click Save to save the settings.

Click or to record videos or capture pictures.

# 8.3.15 Visitor Settings

# Logo Management

Set a logo to show in the top left corner.

#### Steps

1. Click Configuration → System → Maintenance → Upgrade & Maintenance .



Figure 8-12 Logo Management

- **2.** Click + to add a local image.
- 3. Click Import to import the selected logo image.



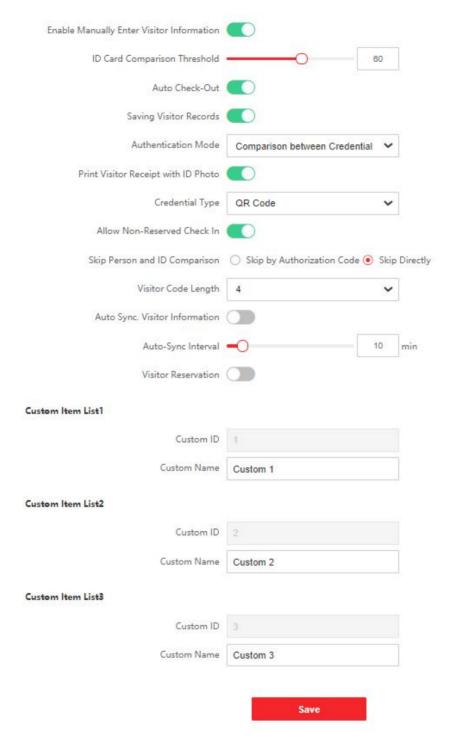
The logo image shall be no larger than 100 kb with a resolution of  $400 \times 400$ .

4. Optional: Click Delete to delete the selected logo image.

# **Set Visitor Basic Information**

Set visitor basic information.

Click Configuration → Visitor → Basic Parameter .



**Figure 8-13 Visitor Basic Parameters** 

Configure parameters and click Save.

**Manually Enter Visitor Information** 

You can enter visitor information manually when the function is enabled.

# **ID Card Comparison Threshold**

Drag the block or enter the value to adjust the card comparison threshold. The higher the value is, the more unlikely for device to mismatch.

#### **Auto Check-out**

The system will auto check out all visitors at 24 o'clock every day when the function is enabled.

# **Saving Visitor Records**

When saving visitor records is enabled, the visitor's information will be recorded. For revisits, the system will read from the card for information to displayed on the screen.

#### **Authentication Mode**

You can choose **Comparison between Credential Photo and Captured Face** or **Authentication Not Needed** from the drop-down list according to actual need.

# **Print Visitor Receipt with ID Photo**

When the function is enabled, the system will use the credential photo as the profile image on the visitor receipt. If the function is disabled, the captured image will be used.

#### **Credential Type**

Other than card comparison, you can choose **QR Code**, **Card**, **QR Code & Card** or **None** for visitor check-in.

#### Allow Non-Reserved Check In

When the function is enabled, visitors without appointment are allowed to check-in on site.

#### Skip Person and ID Comparison

You can check **Disable**, **Skip by Authorization Code** or **Skip Directly** to manage person and ID comparison.

# **Visitor Code Length**

Choose 4 or 6 character digits according to actual needs.

**i**Note

Visitors can fill out the information on APP to generate an authorization code and make an appointment.

# **Auto Sync. Visitor Information**

When the function is enabled, the visitor information of different devices added to the same APP account will synchronize automatically.

#### **Auto-Sync Interval**

Drag the block or enter an value to adjust auto-sync interval ranging from 5 to 60 minutes. The visitor information will be synchronized at the set intervals.

#### **Visitor Reservation**

Enable the function to allow visitor reservation via platform.

# Custom Item List 1/2/3

Set custom information for visitor check-in.

# **Set Check In Information**

Select items that will be displayed on the visitor check-in page.

Click Configuration → Visitor → Visitor Check In Settings .

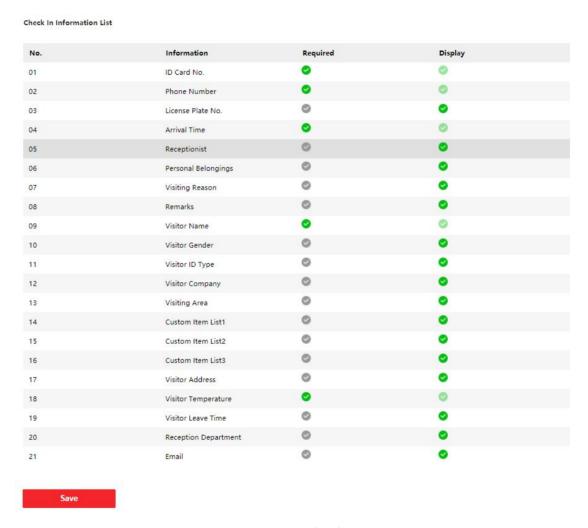


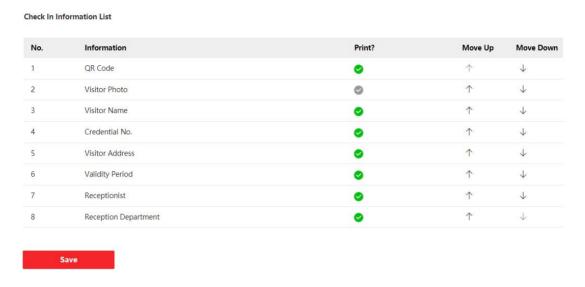
Figure 8-14 Visitor Check In Settings

Select the visitor information items as required at the **Required** column. Select the visitor information items as display at the **Display** column. Click **Save**.

# **Set Printing Receipt Information**

Select items to be printed on the receipt.

Click Configuration → Visitor → Printing Receipt Settings.



**Figure 8-15 Printing Receipt Settings** 

Select the information items to be printed at the **Print** column.

Click  $\uparrow$  or  $\downarrow$  to move the item position printed on the receipt.

# 8.3.16 Set Screen Saver Picture

You can set the screen saver and the sleep time for the device.

Click Configuration → Notice Publication .

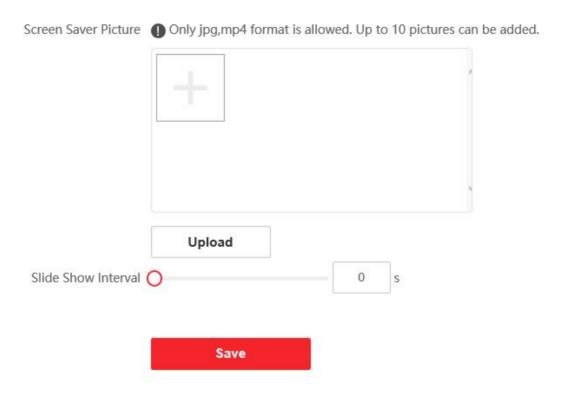


Figure 8-16 Notice Page

#### **Screen Saver Picture**

Click + to add a local picture.

 $\bigcap_{\mathbf{i}}$ Note

Only JPG and MP4 format are allowed. No more than 10 pictures can be added.

Click Upload.

# **Slide Show Interval**

Drag the block or enter the number to set the slide show interval. The picture will be changed according to the interval.

Click **Save** to save the configurations.

# Appendix A. Tips When Collecting/Comparing Face Picture

The position when collecting or comparing face picture is as below:

# **Expression**

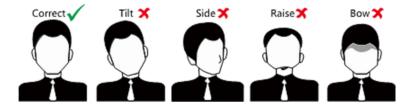
• Keep your expression naturally when collecting or comparing face pictures, just like the expression in the picture below.



- Do not wear hat, sunglasses, or other accessories that can affect the facial recognition function.
- Do not make your hair cover your eyes, ears, etc. and heavy makeup is not allowed.

#### **Posture**

In order to get a good quality and accurate face picture, position your face looking at the camera when collecting or comparing face pictures.



# Size

Make sure your face is in the middle of the collecting window.







# **Appendix B. Tips for Installation Environment**

1. Light Source Illumination Reference Value



Candle: 10Lux

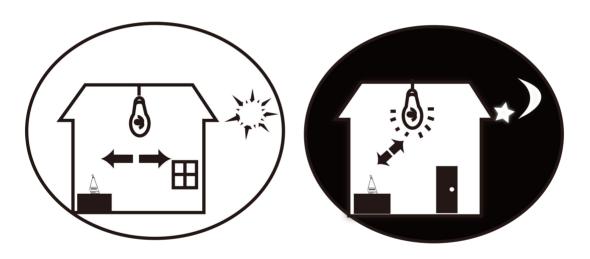


Bulb: 100~850Lux



Sunlight: More than 1200Lux

2. Install the device at least 2 meters away from the light, and at least 3 meters away from the window or door.



3. Avoid backlight, direct and indirect sunlight









Backlight

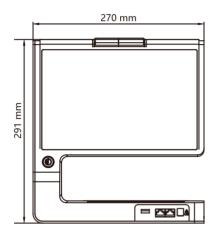
**Direct Sunlight** 

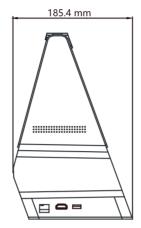
**Direct Sunlight** 

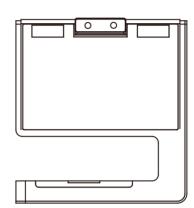
Indirect Sunlight through Window through Window

Close to Light

# **Appendix C. Dimension**







# Appendix D. 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 D-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 D-2 Device Command** 

