#### 1. Operation Process

- 1) Add device to client software
- 2) User management(Organization management)
- 3) Apply permission to device

#### 2. Operation Steps:

1) Add device on client software



Adding, editing and deleting the devices and groups.

, enter Device Management module.

File System View Tool Help		• iVMS-4200	admin	🐨 🕮 🛗 13:4	8:16 🔒 🗕 🗖 🗙
Control Panel 🛛 🛃 Access	Control 🔂 Status Monito	r 🧵 Alarm Event 🚔 🛙	evice Manager	nent	
Device Group					
Device Type	Device for Management (0)				📀 Refresh All
📾 Hikvision Device	🕂 Add 🖾 Modify 🗶 Delete	Remote Configuration 🏼 🗱 QR Code	Activate	1 Upgrade (0)	Filter
🚪 Upgrade Server	Device Type   Nickname	Connectio   Network Paramet   Devi	ce Serial No.		Securit
	Dev	rice Management Area			
	Online Device (23)			😯 R	efresh Every 60s 👋
	+ Add to Client + Add All	Modify Netinfo 🥎 Reset Password	Activate		DS-K26 ×
	IP Device Type	Firmware Version Security	Server Port	Device Serial	Start Time
	10.9.98.159 DS-K2604	V2.0.4build 180913 Active	8000	DS-K2604201	2018-11-12 13:48:34
Hikvision Device: Encoding Device/Door Station/Decoder/Storage Server/Indoor Station/Master Station/Security Control Panel/Access Controller	Onlin	e Device Area			•

b) Select device from Online Device Area and Click Add to Client button. Input device IP address, user name and activation password

Online Device (2	3)				
+ Add to Clien	t 🕂 Add All	🗹 Modify Netinfo	🥎 Reset Password	Activate	
IP	Device Type	Firmware Version	Security	Server Port	Device Se
10.9.98.159	DS-K2604	V2.0.4build 180913	Active	8000	DS-K2604

		Add ×
Adding Mode:		
IP/Domain	🔿 IP Segment 💦 Clou	Ild P2P Do O EHome O Serial Port
O IP Server	O HIDDNS O Bate	th Import
Add Offline Device	e	
	Nickname:	K2604 Access Controller
	Address:	10.9.98.159
	Port:	8000
	User Name:	admin
	Password:	•••••
	Synchronize Device Time	
	Export to Group	
	Set the device name as the gr connected to the device to the	oup name and add all the channels group.
		3
		Add Cancel

c) Check whether all doors are added to access control point, if not please import manually(picture2)

I	File System View Tool Help	100	iVMS-4200	admin 🏵 📼 🛗 1
	Control Panel	Management		
	Device Group			
	Resource 🧔 🤿	Access Control Point of Group K2604 Ac	ccess Controller(4)	
	Search	🕂 Import 🛛 Modify 🗙 Delete	🌣 Remote Configuration	Filter
	🖃 😂 K2604 Access Controller 🛛 🗙	Nickname	IP	Device Serial N
	Encoding Channel	Door1_K2604 Access Controller	10.9.98.159	DS-K26042018
	Alarm Input	Door2_K2604 Access Controller	10.9.98.159	DS-K26042018
	Zone	Door3_K2604 Access Controller	10.9.98.159	DS-K26042018
	Access Control Point	Door4_K2604 Access Controller	10.9.98.159	DS-K26042018
	Lane Controller			
	Alarm Output			

File System View Tool Help		💩 iVMS-4200	admin 💮 📼 🛗 14:33.
Control Panel	ice Management		
📼 Device 📄 Group			
Resource 😋 😋			
Search	🕂 Import 🖾 Modify 🗙	Delete 🛛 🌞 Remote Configuration	Filter
	Nickname	* IP	Device Serial No.
		Add Group	×
	Group Name:		
	Create Group by Device	Name	
	Search	ρ	
	Nickname	Device Type	
	🗹 👢 K2604 Access Cor	ntroller Access Controller	
			OK Cancel

#### 2) User management(Organization management)

a)	Enter	Ŀ	Access Control Managing persons, cards, permissions for access control application; Providing video inte

ding video intercom module person management, click add on the left side to

add organization, after input name click ok.

File System View Tool Help	p			
Control Panel	Access Control	Device Management		
Search + Add Modify	P + Add X Delete Real	<ul> <li>☑ Modify × Delete</li> <li>d ▼ Input the name or car</li> </ul>	t⊐ Change Organizatio rd No Search	n 📲 Import P
Ê.	Person	Person Name	C	Organization
0		Add Organiz	ation ×	
¢°		Organization: Hikvision		
<b>S</b>		OK	Cancel	
B				

b) Select the organization on the left then click Add on the right, after input related information, click OK to save. Person Name is required fields, click add button in the middle to add card number.

Add Person ×
Person No 1 *
Person Name: Morgen *
Conder Male Famale *
Bhone No :
Date of Birth. 2018-11-12
Email: Upload Picture Take Photo
Credential 🛞 Details 🐣 Permission 🖻 Attendance Rule
🕇 Add 🗹 Modify 🗙 Delete 🚳 Link 🎇 QR 🧘 Link 🖉 Rep
Index   Card No.   Link Fingerprint   Link Face Picture  Card Effective   C
,
Save and Continue OK Cancel

c) There are 3 methods to add card: add from access control device, add from USB card enroller and input manually. After add card, click OK to save it.

	-	Add (	Card	-	-		-	×
General Card Smar	t Card							
Card Type:	Norma	al Card						~
Remark:								
Card Password:	Passv	vord					č	2
Effective Period:	From	2018-11-12 1	4:58:47 📆	To 2	028-11-1	12 14	4:58:47	2
	<ul> <li>Acc</li> </ul>	ess Contro				~		
Card Reader Mode:	🔘 Ca	rd Enrollme	Set Card E	Inrollm	ent Stati	on	Read	
	🔘 Ma	nually Input					Enter	
Index I C	ard No	Card	Type	Card	Class		Card Ef	fec
	ara reo.	ourd	1)00	oara	01000		ouru Er	
4								
			ļ	O	<	C	Cancel	

- 3) Apply permission to device
  - a) Enter permission menu and click add, input permission name, add device and user to right side, click ok.



b) After that, it will prompt automatically to synchronize, click Apply Now and it will prompt applied.

File Sy	stem View Tool	Help		
	Control Panel	Access Control	🚔 Device Management	
명	🕂 Add 🛛 🖾 Modify	🗙 Delete 🛛 Apply All	Apply Changes	
	Permission Na  Ten	nplate Person	Door Details	Status
Ê.	Main Gate Wh	ole Week Morgen	Door1_K2604 Details	Not Applied
9		D	ata Synchronization	×
		Data is changed.	Click Apply Now to apply the updated	
		Permission interfa	ace.	
*		Apply Nov	Apply Later	

	Appli	cation Result		×
Applying Permission Settings Prog	ress:		Applied (100%)	
				100%
Filter				
Name	Progress	Result	Remark	
Main Gate				
K2604 Access Controller	100%	Applied		

### Suitable Models:

Model		
DS-K2601	Single Door Access Controller	
DS-K2602	Two Door Access Controller	
DS-K2604	Four Door Access Controler	