

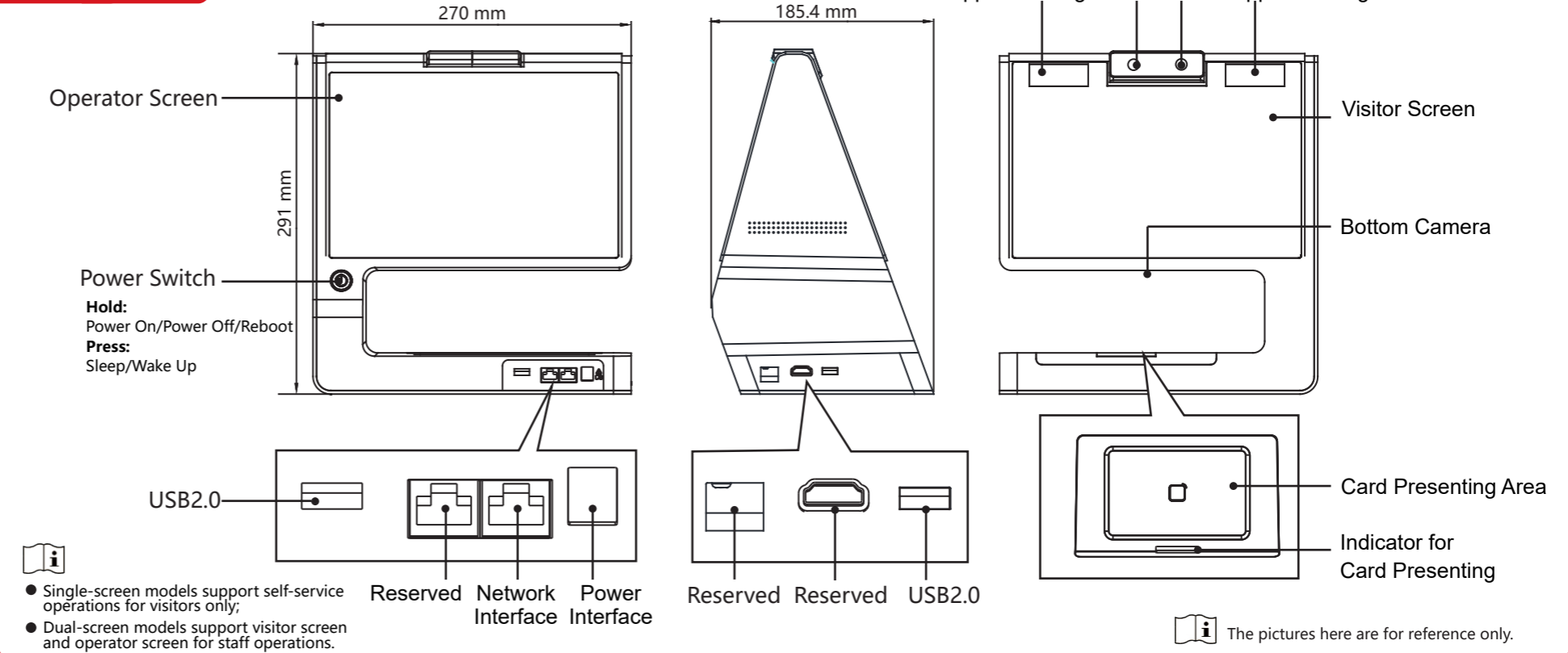
1 Appearance



DS-K5032 Series Visitor Terminal

Quick Start Guide

UD20583B-A



- Single-screen models support self-service operations for visitors only;
- Dual-screen models support visitor screen and operator screen for staff operations.

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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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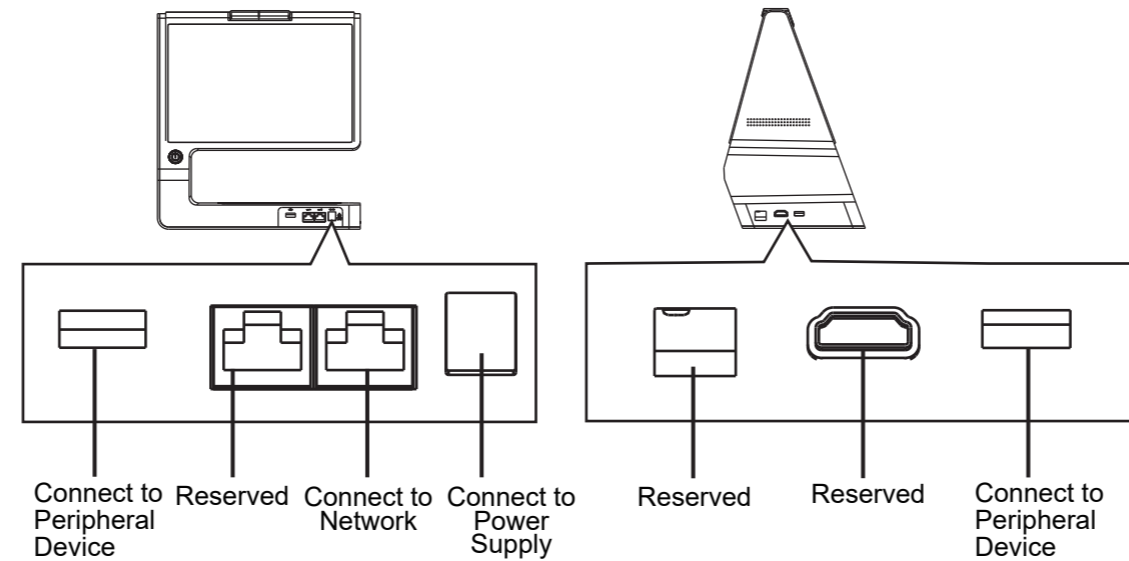
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Data Protection
During the use of device, personal data will be collected, stored and processed. To protect data, the development of Hikvision devices incorporates privacy by design principles. For example, for device with facial recognition features, 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.

Scan the QR code to get the user manual for detailed information.
Note that mobile data charges may apply if Wi-Fi is unavailable.



2 Wiring



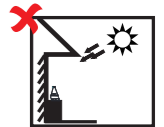
3 Installation

Installation Environment:

- Avoid backlight, direct sunlight, and indirect sunlight.
- For better recognition, there should be light source in or near the installation environment.

Steps:

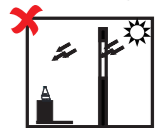
1. Put the device on the surface.
 2. Plug the power supply in the power interface.
 3. Press the power switch to power on the device. The device will enter the main page after powering on.
- If required, you can connect the device with the network.



Back Light



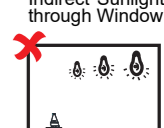
Direct Sunlight



Direct Sunlight through Window



Indirect Sunlight through Window



Close to Light

4 Activation

1 Activation Via Device

1. On the Activate Device page, create a password and confirm the password.
2. Tap **Activate**.

1 Activation Via Web Browser

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

1. Enter the device default IP address in the address bar of the web browser.
2. Create a new password and confirm the password.
3. Click **Activate**.

1 Activation Via SADP

Before You Begin:

- Get the SADP software from the supplied disk or the official website, and install the SADP.
- The device and the PC that runs the SADP tool should be within the same subnet.


1. Run the SADP software and search the online devices.
2. Find and select your device in online device list.
3. Input new password and confirm the password.
4. Click **Active**.

5 Quick Start

1 Set Language

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

Tap **NEXT** to set the time zone.

 The system language is English by default.

2 Set Time Zone

You can select the time zone according to actual needs.

Tap **Skip** to skip time zone settings.

Tap **PREVIOUS** to go back to language settings.

Tap **NEXT** to set network.

3 Set Network

Select the network type as **Wired** or **Wireless** from the drop-down list according to actual needs.

Tap **Skip** to skip network settings.

Tap **Next** to complete quick start settings.

Tap **PREVIOUS** to go back to time zone settings.

6 Visitor Registration/Check-Out

Check In

Online Check In

Reserved Visitor Check In

1. Visitors can make appointments on the platform in advance.
2. Enter the last 4 digits of the phone number or the visitor code generated on the platform.
3. Present the card on the card presenting area.
4. Fill in the rest of the visitor information.
4. Tap **Check In**.

Non-Reserved Visitor Check In

1. Tap **Unreserved Check In** on the home page if the device is connected to network.
2. Present the card on the card presenting area.
3. Collect visitor face picture.
4. Fill in the visitor information.
5. Tap **Check In**.

Offline Check In

1. Tap **Offline Check In** on the home page if the device is disconnected to network.
2. Present the card on the card presenting area.
3. Collect visitor face picture.
4. Fill in the visitor information.
5. Tap **Check In**.

 For details, refers to the user manual.

Check Out



Check Out Via QR Code

1. Scan the QR code on the visitor receipt and to display the visitor information.
2. Tap **Check Out**.

Check Out Via Card

1. Present the card on the card presenting area.
2. Tap **Check Out**.

Check Out Via Search Record

1. Tap  in the top right corner of the home page.
2. Filter visitor record and view the information of the selected visitors.
3. Tap  in the operation column to Check Out.

Auto Check Out

The system will check out all visitors automatically at 24 o'clock every day.

 For details, refers to the user manual.

Tips When Collecting/Comparing Face Picture

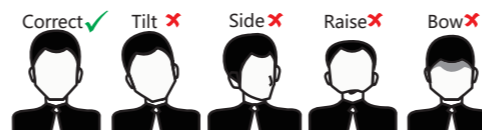
Expression

- Keep your expression naturally when collecting or comparing face pictures, just like the expression in the picture on the right.
- 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.



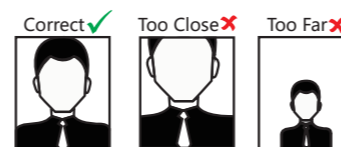
Posture

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



Size

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



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.



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 RE Directive 2014/53/EU, the EMC Directive 2014/30/EU, the RoHS Directive 2011/65/EU.



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



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



Warning

- 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. Battery:
 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. 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

- 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 electromagnetic 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 100% applicable to anti-spoofing environments. If you require a higher security level, use multiple authentication modes.