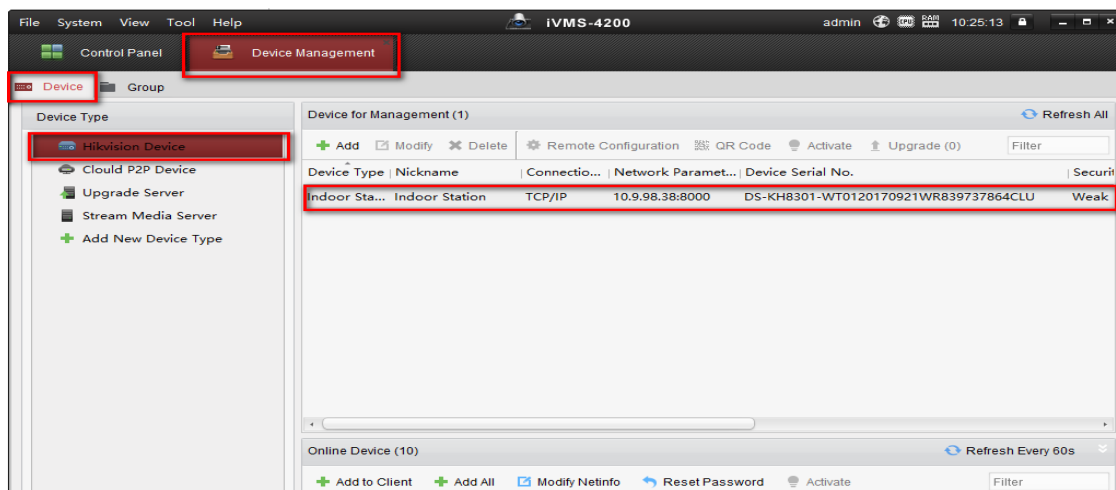# HIKVISION

Preparation

This guide takes DS-KH8301-WT as an example to introduce how to send notice to indoor station from iVMS-4200.

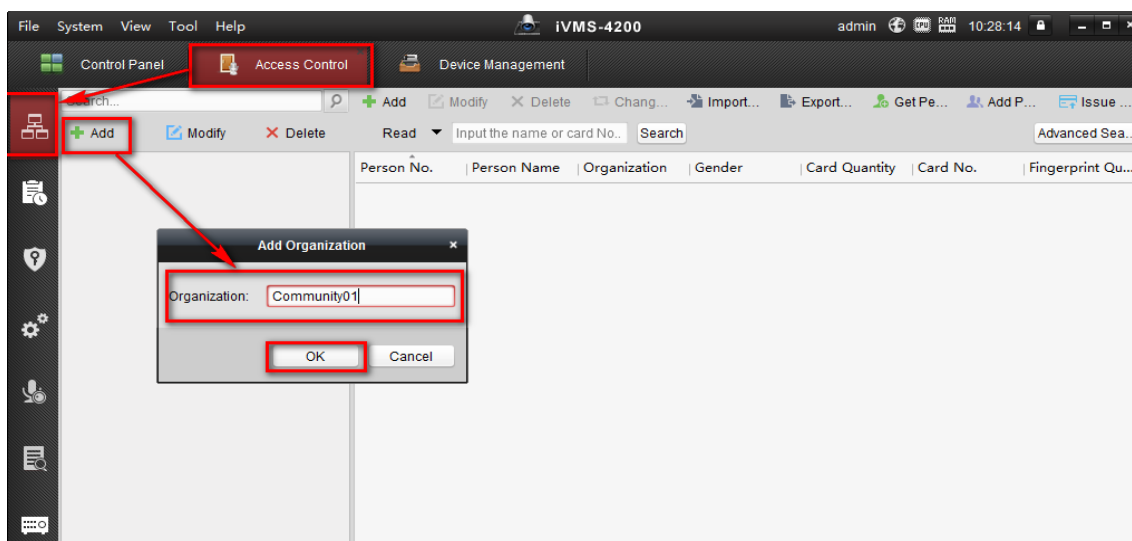## How to Send Notices to Indoor Station from iVMS-4200

Step1: Add Indoor Station

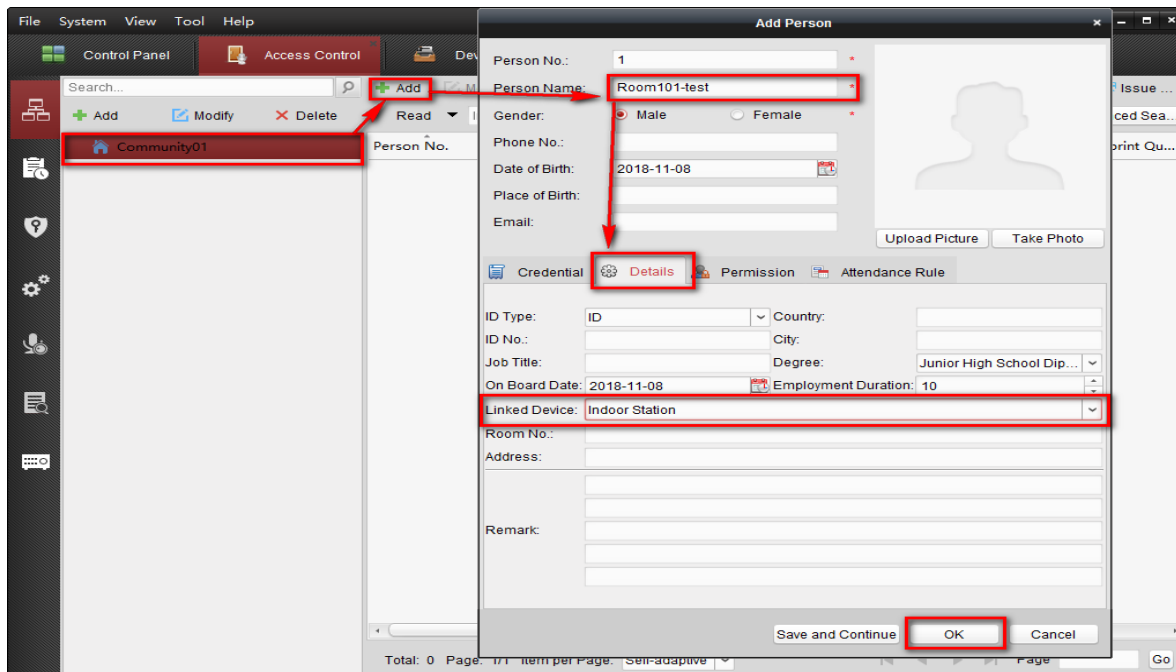Run iVMS-4200 software, add an indoor station to iVMS-4200.

Step2: Go to Control Panel –> Access Control, add a resident on Person and Card page.
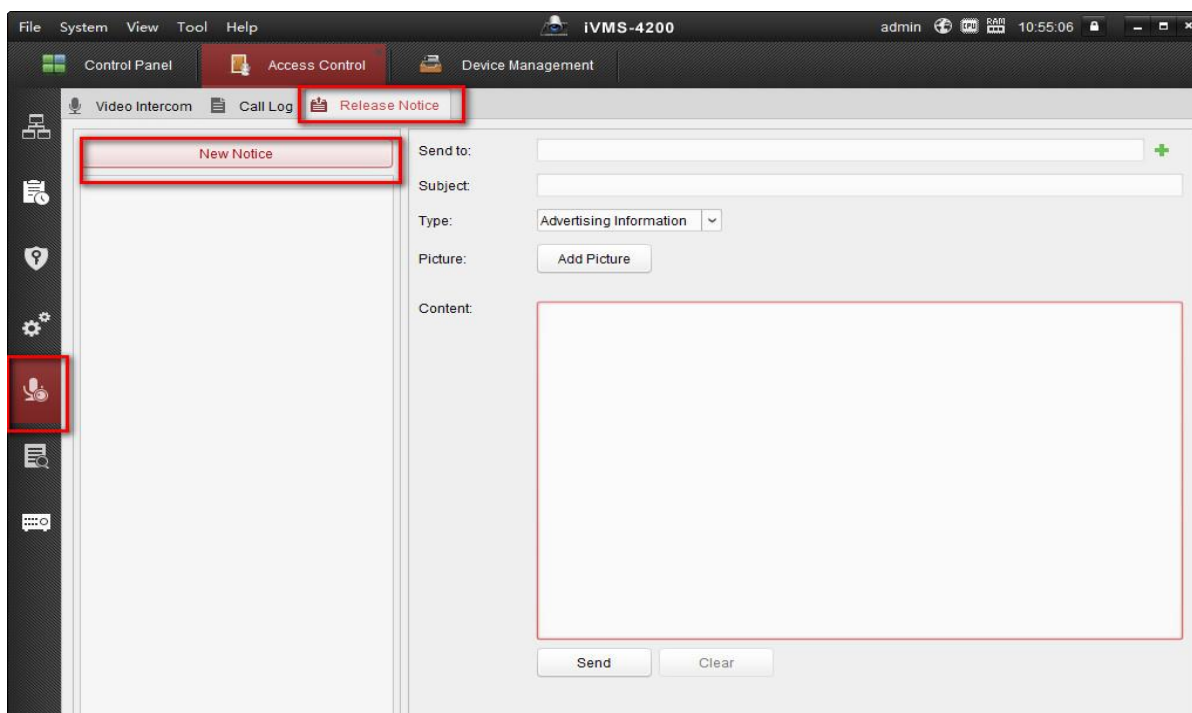
1）Add an Organization.

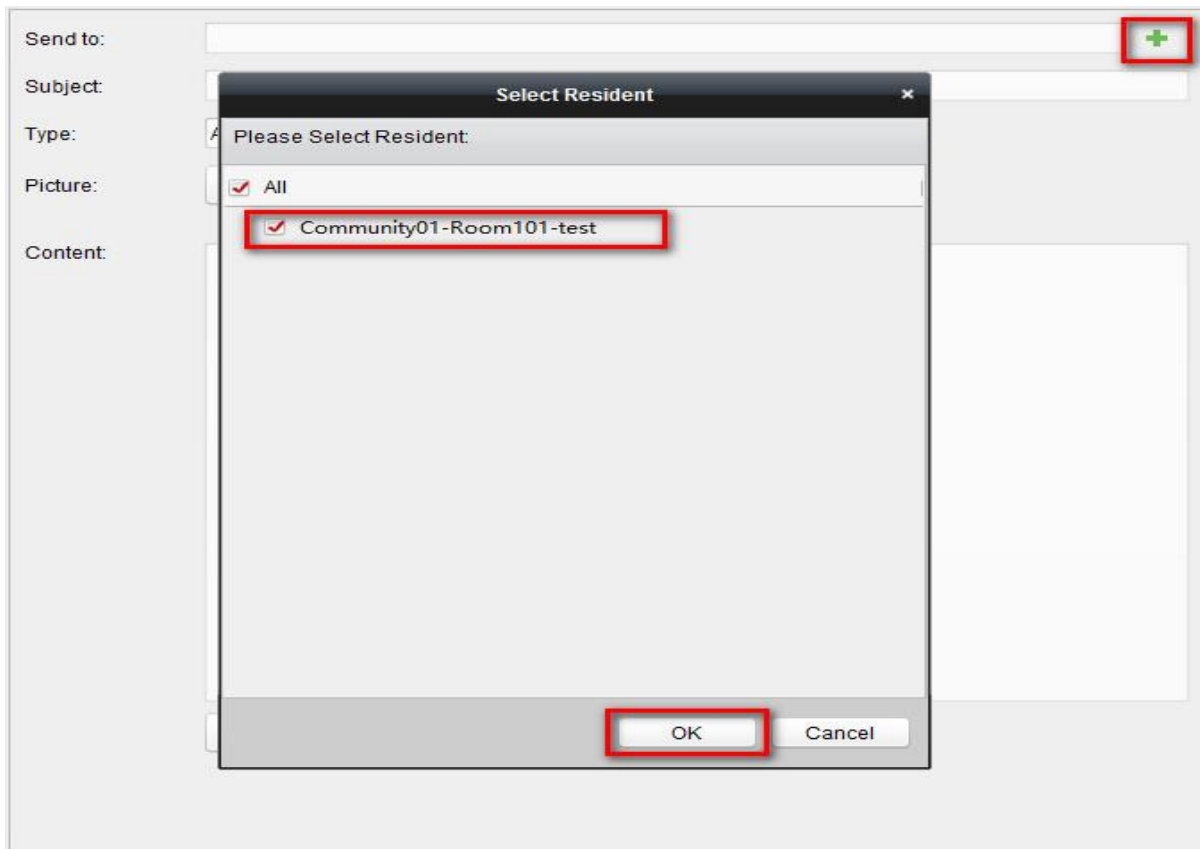2）Add person to the organization, and linked indoor station.

Step3: Create a New Notice.

Go to **Video Intercom** page, click **Release Notice** to enter the Release Notice page, click New Notice to create a new notice.
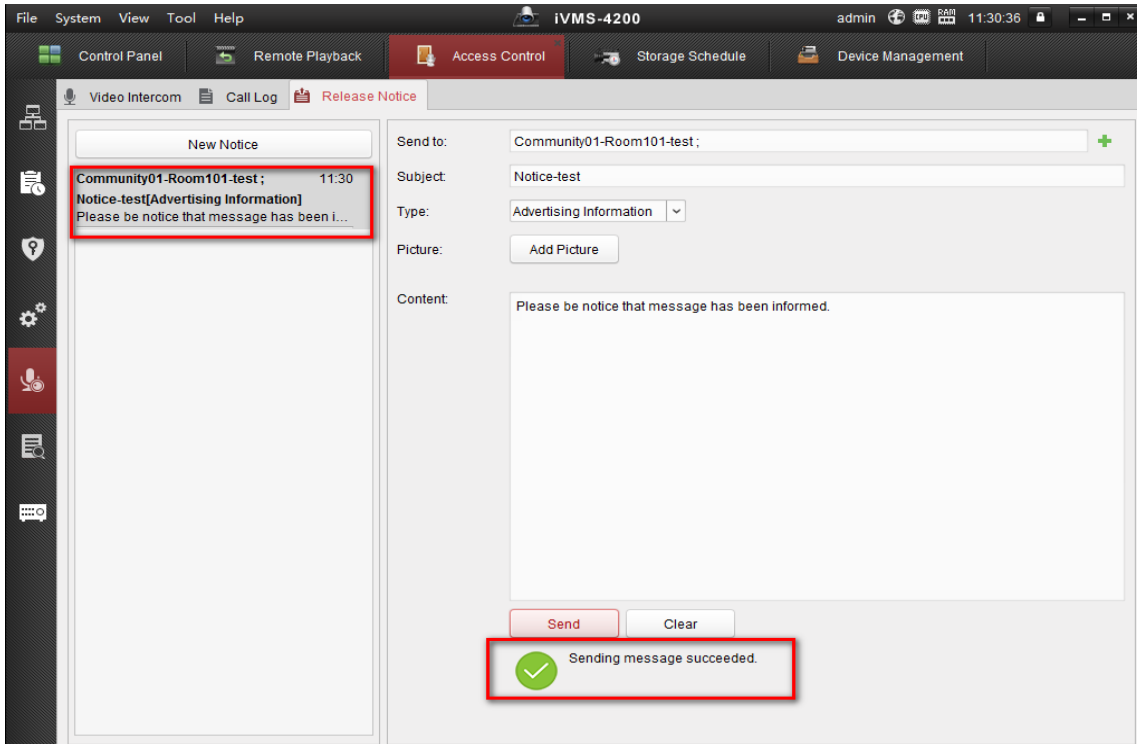
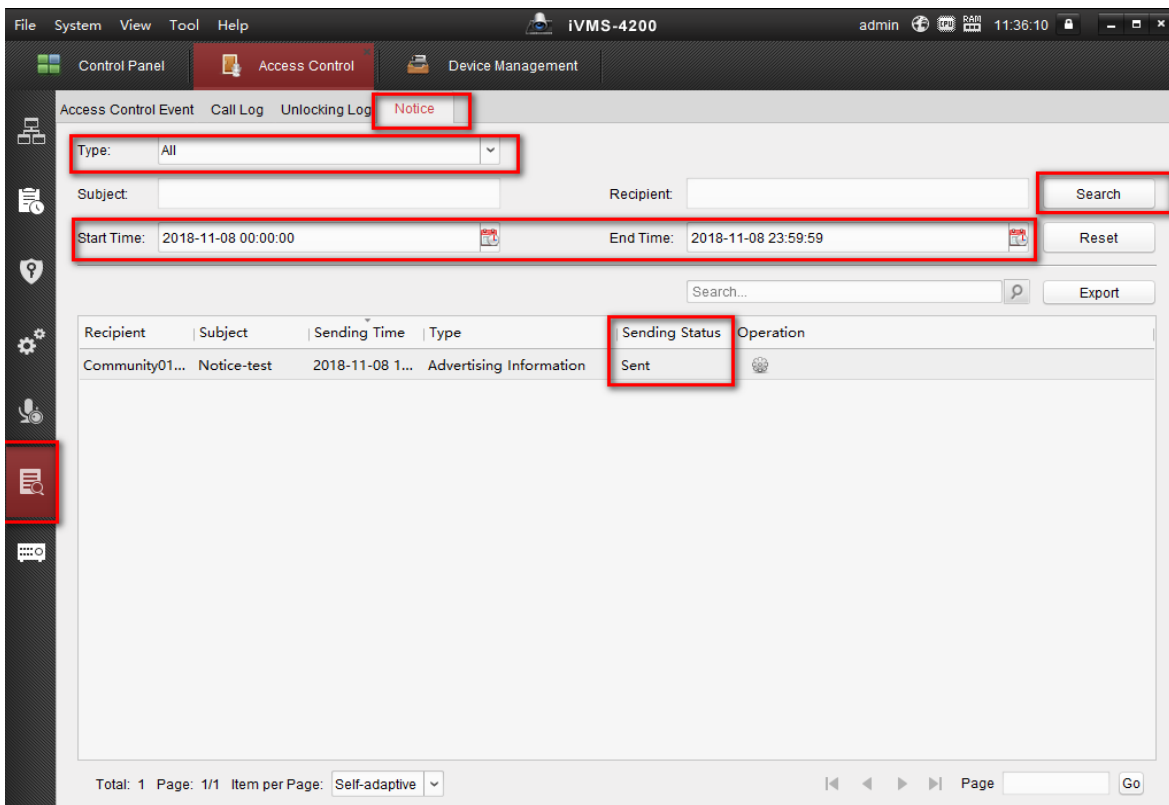# Step4: Edit the notice on the right panel.

1）Click ➕ icon, and select resident.

2）Enter the subject of Notice.
Up to 63 characters are allowed in the subject field.

3）Select notice type. Four notice types are available, including Advertising, Property, Alarm and Notice Information.

4）(Optional) Click Add Picture to add a local picture to the notice.
Up to 6 pictures in the JPEG format can be added to one notice. And the maximum size of one picture is 512kb.

5）Enter the notice content and click **Send** to send the edited notice to the selected resident.
Up to 1023 characters are allowed in the Content field.
The sent notice information will display on the left panel. You can click the notice to view the details on the right panel.
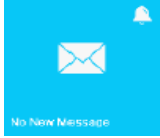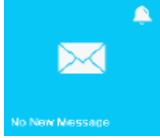
You can go to **Access Control**->**Search->Notice** to check the notice sending status.

Step 6: Reading notice on device local interface.

Press the tab or the tab to enter information management to read notice.

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