

Title:	How to Send Notices to Indoor Station from iVMS-4200	Version:	v1.0	Date:	11/8/2018
Product:	Video Intercom		Page:	1 of 6	

#### 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.

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Control Panel 💆 Device I	Management			
Device Group				
Device Type	Device for Management (1)			📀 Refresh All
Hikvision Device	🕂 Add 🖾 Modify 💥 Delete	🗢 Remote Configuration 🛛 🕮 QR Co	de 🔮 Activate 🏦 Upgrade (0)	Filter
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🔚 Upgrade Server	Indoor Sta Indoor Station	TCP/IP 10.9.98.38:8000 D	S-KH8301-WT0120170921WR83	9737864CLU Weak
Stream Media Server				
Add New Device Type				
	+	)		۱.
	Online Device (10)		0	Refresh Every 60s
	+ Add to Client + Add All	🗹 Modify Netinfo 🛛 🥱 Reset Passwor	d 🔮 Activate	Filter

Step2: Go to Control Panel -> Access Control, add a resident on Person and Card page.

1) Add an Organization.



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Title:	How to Send Notices to Indoor Station from iVMS-4200	Version:	v1.0	Date:	11/8/2018
Product:	Video Intercom		Page:	2 of 6	

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.



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Title:	How to Send Notices to Indoor Station from iVMS-4200	Version:	v1.0	Date:	11/8/2018
Product:	Video Intercom			Page:	3 of 6

### Step4: Edit the notice on the right panel.

1) Click 💻 icon, and select resident.

Send to:		+
Subject:	Select Resident ×	
Type:	Please Select Resident:	
Picture:	All	
Content:	Community01-Room101-test	
	ОК Сапсе	

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.



Title:	How to Send Notices to In	door Statio	n from iVMS-4200	Version:	v1.0	Date:	11/8/2018
Product:			Video Intercom			Page:	4 of 6
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Co	ntrol Panel 🛅 Remote Playback	Reces	ss Control 💦 📷 Storage Sche	dule 🗧 Device Mana	igement		
<u>P</u> v	ïdeo Intercom 🖹 Call Log 🖆 Release	Notice					
	New Notice	Send to:	Community01-Room101-test;			+	
	mmunity01-Room101-test; 11:30	Subject:	Notice-test				
Ple	ase be notice that message has been i	Type:	Advertising Information				
Ŷ		Picture:	Add Picture				
- <del>0</del>		Content:	Please be notice that message h	as been informed.			
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			Send Clear				
			Sending message succ	eeded.			

You can go to Access Control->Search->Notice to check the notice sending status.

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	Control Panel 🖳 Access Control 🚄	Device Management			
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62	Type: All	× 1			
1	Subject.	Recipi	ent		Search
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Title:	How to Send Notices to Indoor Station from iVMS-4200	Version:	v1.0	Date:	11/8/2018
Product:	Video Intercom		Page:	5 of 6	

# Step 6: Reading notice on device local interface.





Title:	How to Send Notices to Indoor Station from iVMS-4200	Version:	v1.0	Date:	11/8/2018
Product:	Video Intercom			Page:	6 of 6

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