



## **How to add user and issue card on Villa Door Station**

<b>Title:</b>	How to add user and issue card on Villa Door Station	<b>Version:</b>	v1.0	<b>Date:</b>	2020/11/24
<b>Product:</b>	Video Intercom			<b>Page:</b>	1 of 3

## Preparation

1. This guide takes

Type	Model	Version
Door station*2	DS-KV8413-WME1(B)	V2.2.3_200805

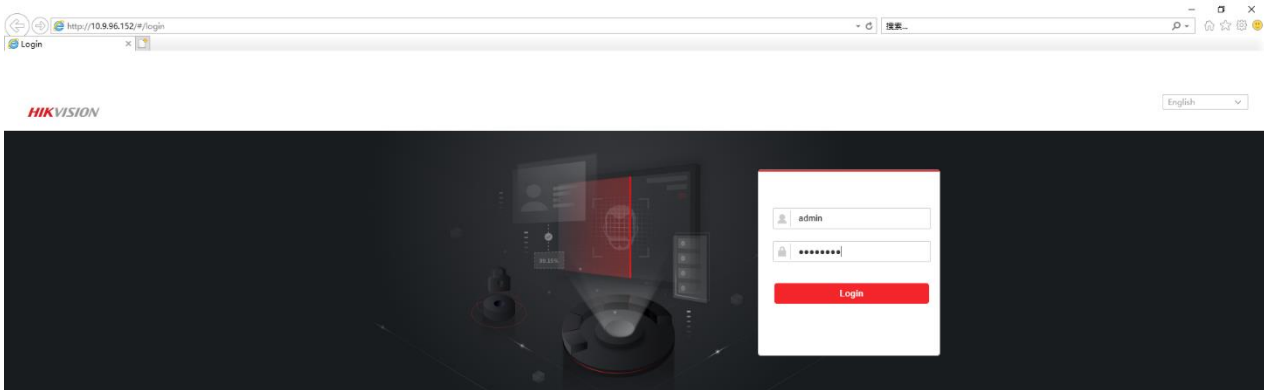
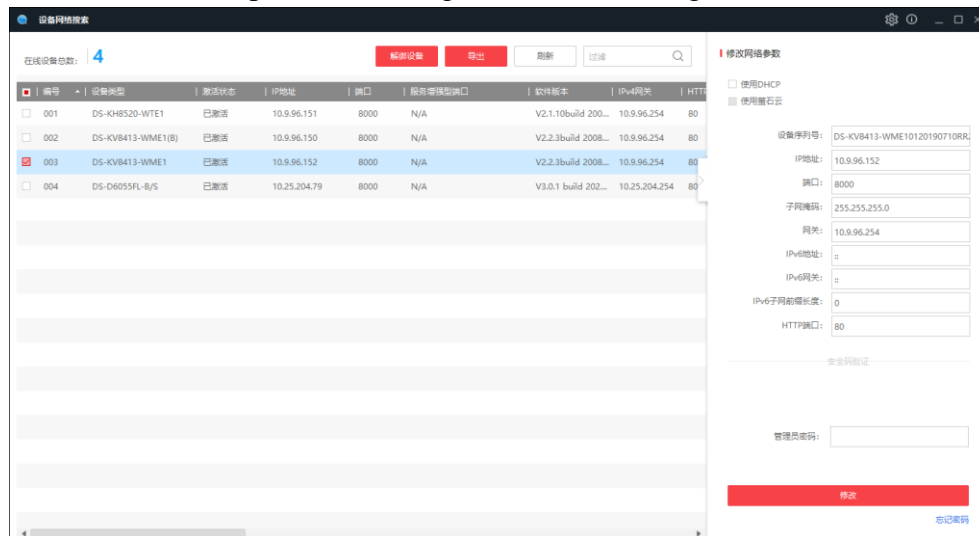
As examples to introduce add user and issue card on Villa Door Station.

2. SADP tool v3.0.4.2build20200808

## How to add user and issue card on Villa Door Station

### 1. 1. Enter the device web configuration by SADP tool

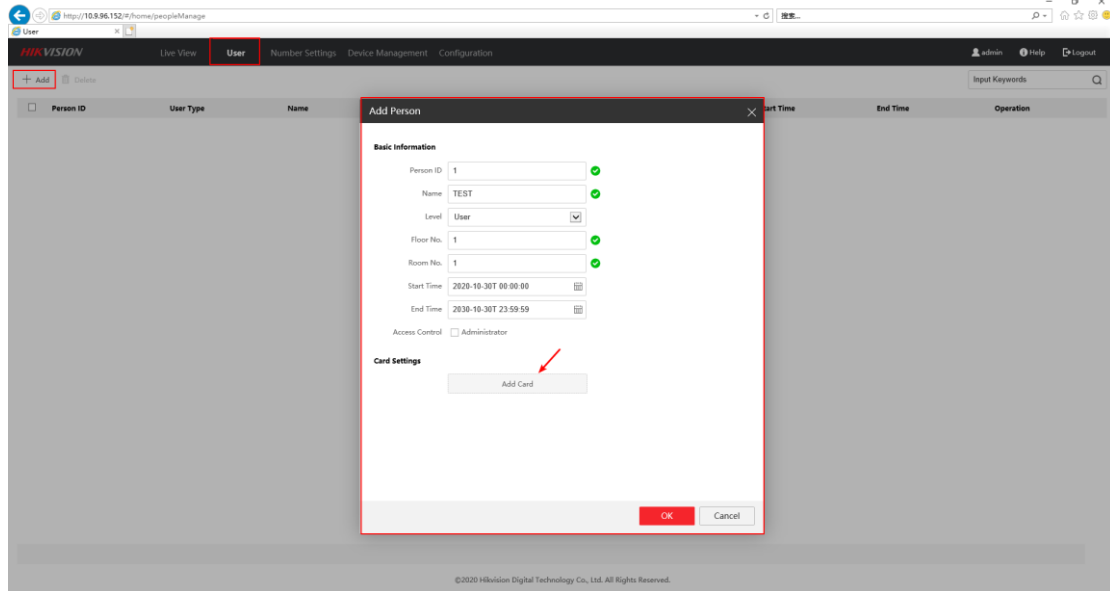
- 1) Search for online devices by SADP tool, and log into the door station, enter username and password, and go to the web configuration.



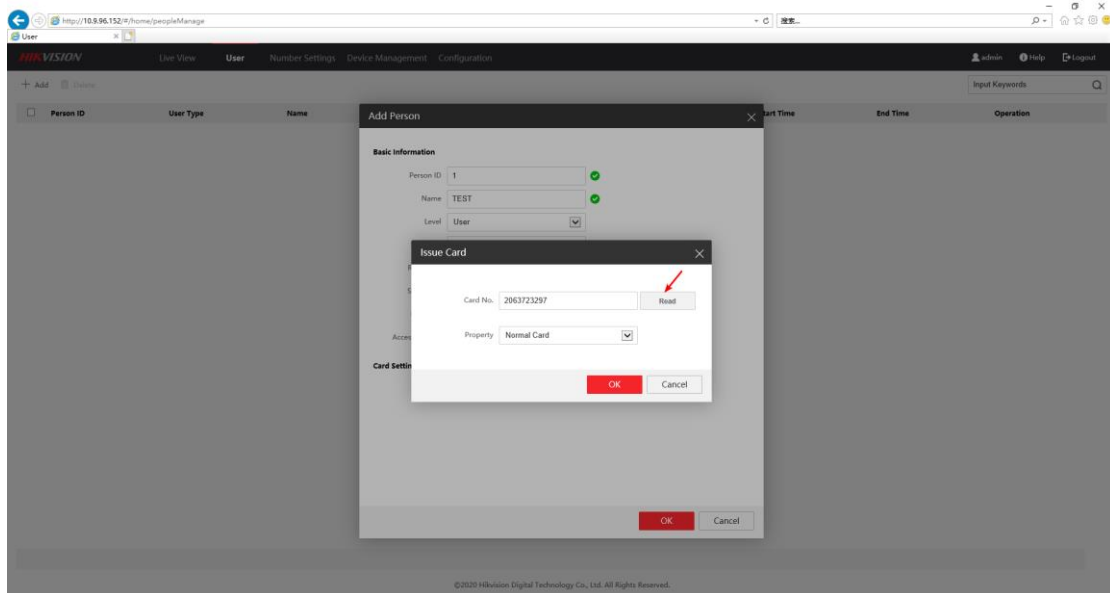
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## 2. Add users and issue cards on Villa Door Station

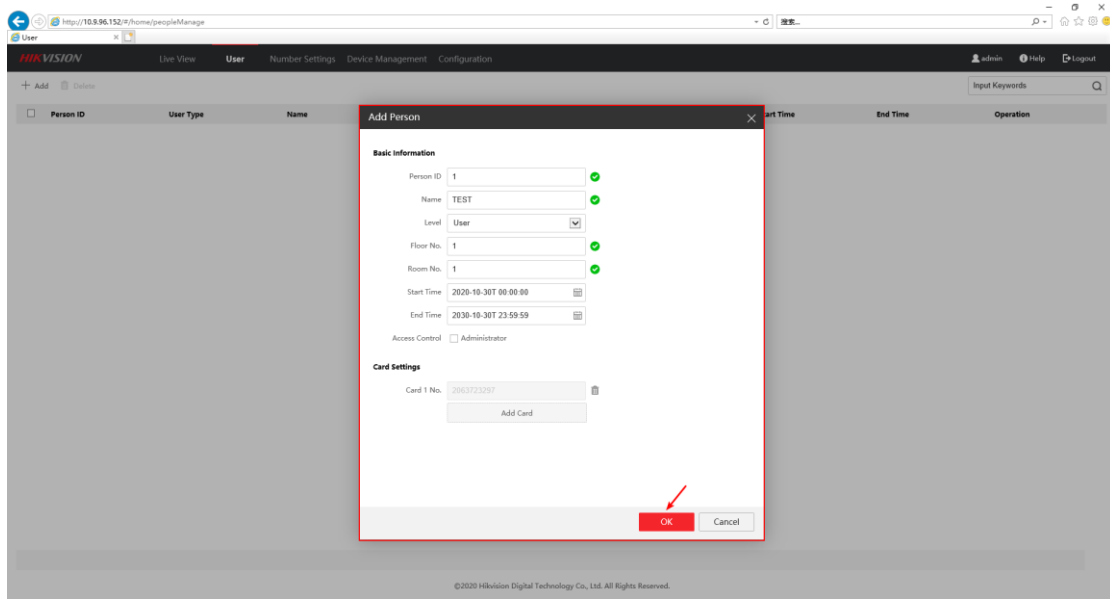
- 1) Choose the door station, go to configuration, choose the **User** → **Add**, and add persons and cards. Fill in the **Basic information** of the Person and choose the **Add Card** option.



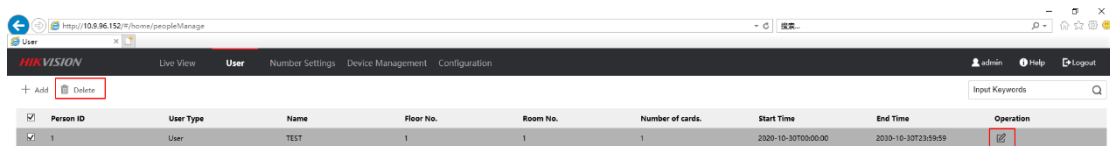
- 2) Choose the **Read** option, put your card on the villa door station card reader module, wait a second, the card number will be read. At last, choose OK.



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3) When we complete the info, you will see the results as shown below, you can delete person by **Delete** or do user management by the **Operation** option.





See Far, Go Further