Video Intercom 9 Series Indoor Station

Configuration Guide

Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
Danger	Indicates a hazardous situation which, if not avoided, will or could result in death or serious injury.
Caution	Indicates a potentially hazardous situation which, if not avoided, could result in equipment damage, data loss, performance degradation, or unexpected results.
Note	Provides additional information to emphasize or supplement important points of the main text.

Safety Instruction

⚠ Warning

- 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

- Do not drop the device or subject it to physical shock, and do not expose it to high electromagnetism 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.
- Input voltage should meet both the SELV and the Limited Power Source according to 60950-1 standard.
- The power supply must conform to LPS. The recommended adaptor models and manufacturers are shown as below. Use the attached adapter, and do not change the adaptor randomly.

Model	Current	Manufacturer	Standard
MSA-C1500IC12.0-18P-US	1.5 A	MOSO POWER SUPPLY TECHNOLOGY CO., LTD	PG
TS-A018-120015AD	1.5 A	SHENZHEN TRANSIN TECHNOLOGIES CO., LTD	PG

- 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.
- Improper replacement of the battery with an incorrect type may defeat a safeguard (for example, in case of some lithium battery types).
- 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.
- Do not leave the battery in an extremely high temperature surrounding environment, which may result in an explosion or leakage of flammable liquid or gas.
- Do not subject the battery to extremely low air pressure, which may result in an explosion or the leakage of flammable liquid or gas.
- CAUTION: Risk of explosion if the battery is replaced by an incorrect type.

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.

EU Conformity Statement

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



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



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

Industry Canada ICES-003 Compliance

This device meets the CAN ICES-3 (B)/NMB-3(B) standards requirements.

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions:

1. this device may not cause interference, and
2. this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radioexempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

1. l'appareil ne doit pas produire de brouillage, et
2. l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio peut fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.

This equipment should be installed and operated with a minimum distance 20cm between the radiator and your body.

Cet équipement doit être installé et utilisé à une distance minimale de 20 cm entre le radiateur et votre corps.

Contents

1 About this Manual 1

2 Local Operation 2

2.1 Activate Indoor Station 2

2.2 Quick Operation 3

2.3 Wake Up the Device 7

2.4 Basic Settings 8

2.4.1 Set Indoor Station Network Parameters 8

2.4.2 Set Linked Device IP 9

2.4.3 Link to the Mobile Client 11

2.4.4 Set Indoor Station No. 11

2.4.5 Add Camera 12

2.4.6 Zone and Alarm Settings 13

2.5 Password Settings 16

2.5.1 Forget Admin Password 17

2.5.2 Edit Operation Password 18

2.5.3 Modify Registration Password 20

2.5.4 Create and Change Gesture Password 21

2.6 Synchronize Time 22

2.7 Sound Settings 23

2.8 The Third-Party App Settings 24

2.8.1 Install the App 24

2.8.2 Uninstall the App 25

2.9 Relay Settings 26
2.10 Shortcut Settings 27
2.11 Restore Indoor Station 27
2.12 Upgrade Indoor Station 28
2.13 Reboot 28
2.14 Security Settings 29
2.15 System Settings 30
3 Remote Operation via the client software 34
3.1 Activate Device Remotely 34
3.2 Device Management 34
3.2.1 Add Video Intercom Devices 35
3.2.2 Modify Network Information 37
3.3 System Configuration 38
3.4 Remote Configuration 38
3.4.1 System 38
3.4.2 Video Intercom 43
3.4.3 Network 51
3.5 Person Management 54
3.5.1 Organization Management 55
3.5.2 Person Management 56
A. Communication Matrix and Device Command 60

1 About this Manual

Product	Model
Network Indoor Station	SF-VIDISP05-10WIP-A SF-VIDISP08-7WIP-A

2 Local Operation

2.1 Activate Indoor Station

You can configure and operate the indoor station after creating a password for the device activation.

Steps

1. Power on the device. It will enter the activation page.

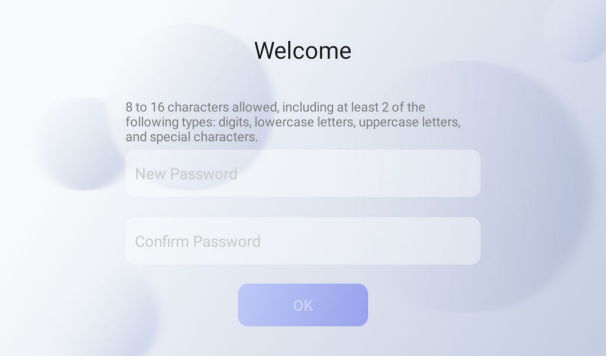


Figure 2-1 Activate Indoor Station

2. Create a password and confirm it.

Note

You can tap to enable or disable password reveal.

3. Tap **OK** to activate the indoor station.

Note

We highly recommend you to create a strong password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

2.2 Quick Operation

After device activation, the wizard page will pop up.

Steps

1. Choose Language and tap **NEXT**. Or tap **Skip** to skip language settings.

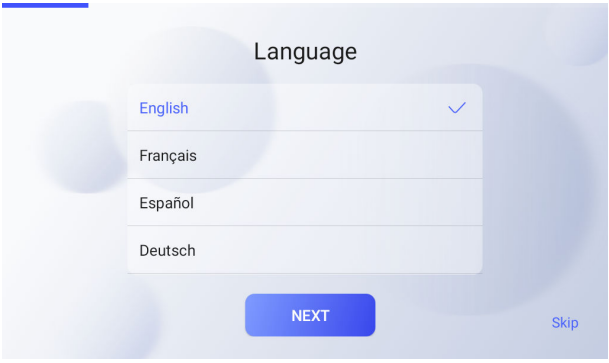


Figure 2-2 Language Settings

2. Set password reset method. Or you can tap **Skip** to skip password reset method settings.

- If you need to change password via reserved email, you can enter an email address and tap **NEXT**.

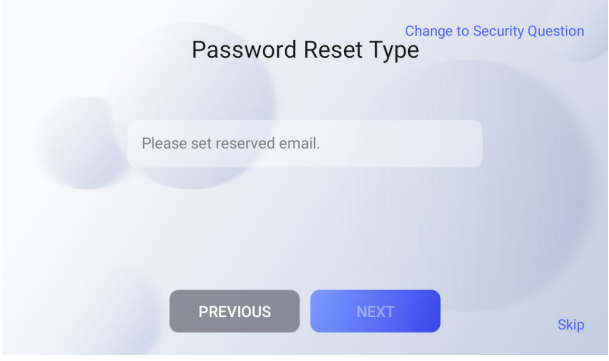


Figure 2-3 Select Password Reset Method

If you need to change password via security questions you can tap **Change to Security Questions** on the right corner. Select the security questions and enter the answers. Tap **NEXT**.

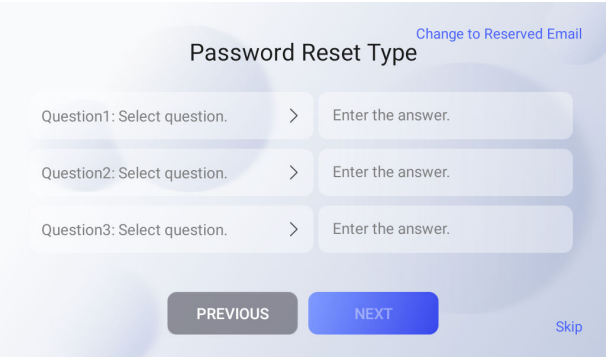


Figure 2-4 Reset by Security Questions

3. Set gesture password and confirm it. Or you can tap **Skip** to skip gesture password settings.

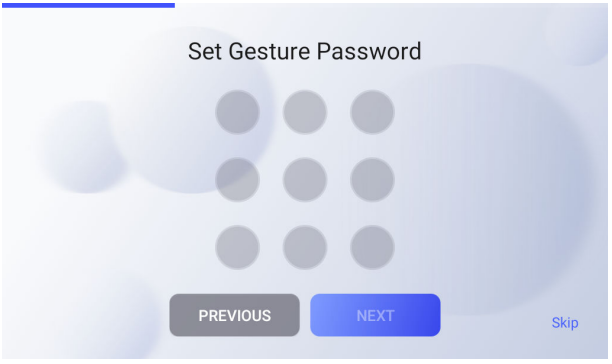


Figure 2-5 Set Gesture Password

Note

Connect at least 4 dots as gesture password.

4. Set network parameters and tap **NEXT**. Or you can tap **Skip** to skip network settings.

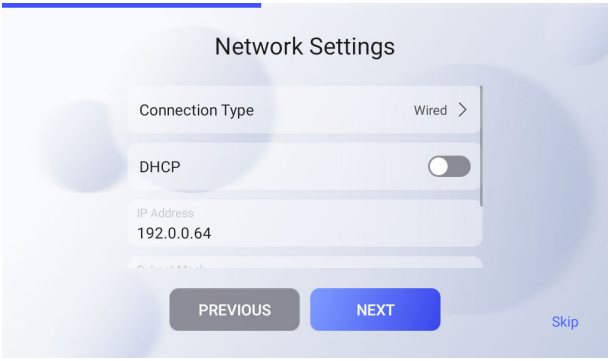


Figure 2-6 Network Settings

- When you select **Connection Type** as **Wired**, you can edit network parameters manually or automatically.

  Set Network Parameters Automatically

  Enable **DHCP**, the device will get network parameters automatically.

  Set Network Parameters Manually

  Edit **Local IP**, **Subnet Mask** and **Gateway** parameters.
- When you select **Connection Type** as **Wireless**, and select an Wi-Fi from the drop list to connect.

5. Configure the indoor station parameters and tap **NEXT**. Or you can tap **Skip** to skip the indoor station parameters settings.

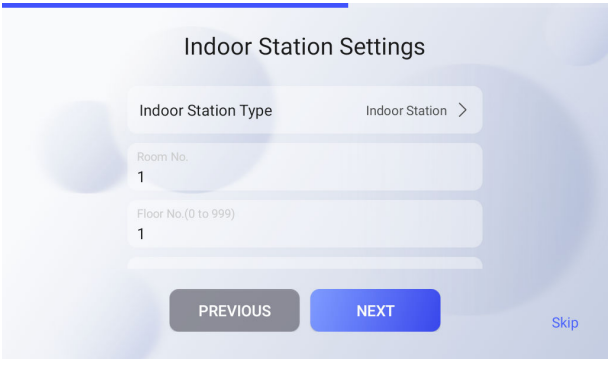


Figure 2-7 Indoor Station Settings

1) Select **Indoor Station Type** as **Indoor Station**.

Note

When you select indoor station type as indoor extension, you can select the indoor station from the drop list to link.

2) Edit **Floor No.** and **Room No.**

3) Enable **Custom SIP Registration Password** function and set the **Registration Password**.

4) **Optional:** Enable **Link Indoor Extension** and select device to link.

5) **Optional:** Tap **Advanced Options** to edit **Community No.**, **Building No.** and **Unit No.**

6. Slide to enable the mobile client service function. Configure the **Safire Connect** service settings.

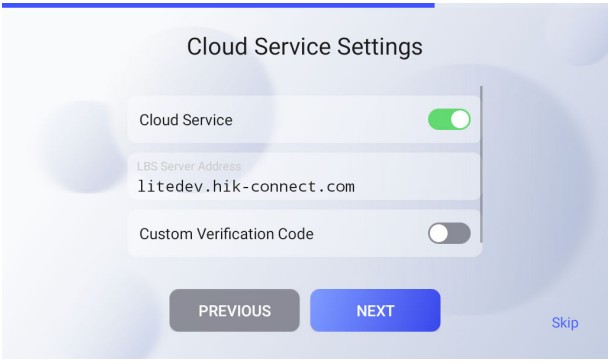


Figure 2-8 Cloud Service Settings

1) Set **LBS Server**.

2) Slide the slider to edit verification code or use the activation password by default.

3) Tap **NEXT**.

7. Link related devices and tap **NEXT**. If the device and the indoor station are in the same LAN, the device will be displayed in the list. Tap the device or enter the serial No. to link.

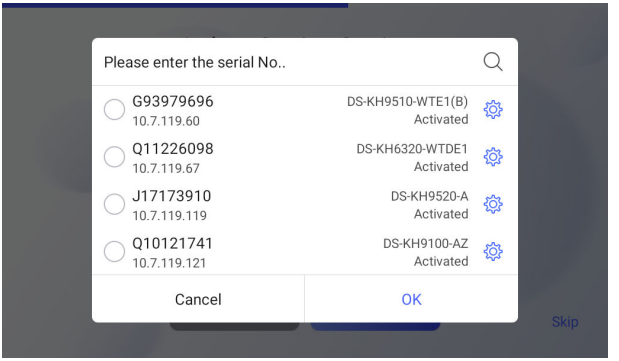


Figure 2-9 Related Device

1) Tap the door station in the list to link.

Note

If the door station is inactive, the system will pop up the dialog to activate the door station.

2) Tap ⚙ to pop up the Network Settings page.

3) Edit the network parameters of the door station manually or enable **DHCP** to get the network parameters automatically.

4) Tap **OK** to save the settings.

8. Tap **FINISH** to save the settings.

2.3 Wake Up the Device

You should wake up the device from the standby mode to enter the main page.

When you enable the gesture password function, you should enter the gesture password to unlock the device.

Steps

1. Touch the screen to wake up the deivce.

2. Enter the gesture password to unlock the device.

Note

- When you forget the gesture password, you can tap **Forgot Gesture Password** or **Use admin password** to enter admin password to unlock.
- When you tap **Settings → Advanced Settings** to disable **Unlock by Gesture**, you can skip the step.

2.4 Basic Settings

Basic settings is required before starting using the indoor station. It is necessary to set the indoor station network, room No., linked devices, device time display, and so on.

2.4.1 Set Indoor Station Network Parameters

Network connection is mandatory for the use of the indoor station. Set the network parameters after activating the indoor station. Only when the IP address of the indoor station is in the same network segment as other devices, it can work properly in the same system.

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

Note

The default IP address of the indoor station is 192.0.0.64.

Two ways are available for you to set IP address: DHCP, and set IP address manually.

1. On the main page of the device, tap **Settings → Advanced Settings → Network Settings** to enter the network settings page.

   Note

   Admin password is required to enter the advanced settings page.

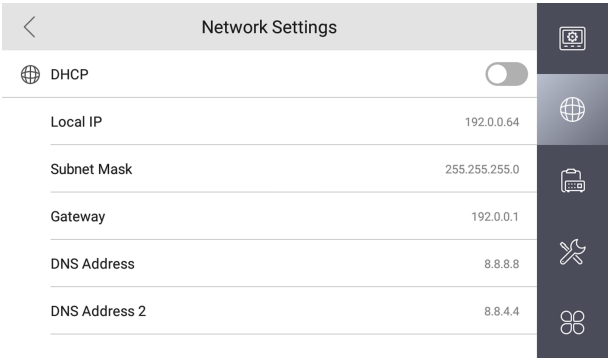


Figure 2-10 Network Settings

2. Enable **DHCP**, then the indoor station can search and get an IP address automatically.

Note

Skip the following steps if you have enabled DHCP.

3. Set the **Local IP**, **Subnet Mask** and **Gateway** manually.
4. Configure the DNS address according to your needs.

2.4.2 Set Linked Device IP

Linked network parameters refers to the network parameters of devices (like door station, doorphone, main station, center, etc.), to which the indoor station is linked. Linked devices for the indoor station refers to door station, center, main station, and doorphone.

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

Note

Here take door station network settings as example.

1. On the main page of the device, tap **Settings → Advanced Settings → Device Management** to enter the device management page.

Note

Admin password is required to enter the advanced settings page.

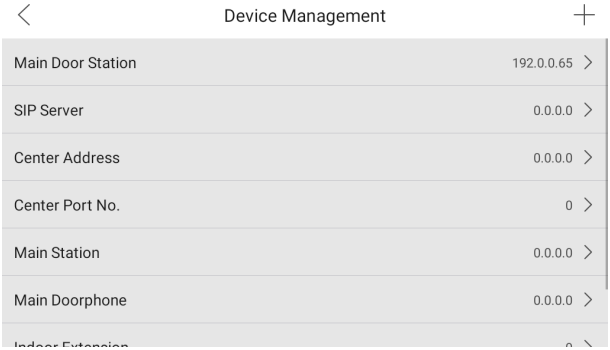


Figure 2-11 Device Management

2. Tap **Main Door Station** to pop up the device information dialog.

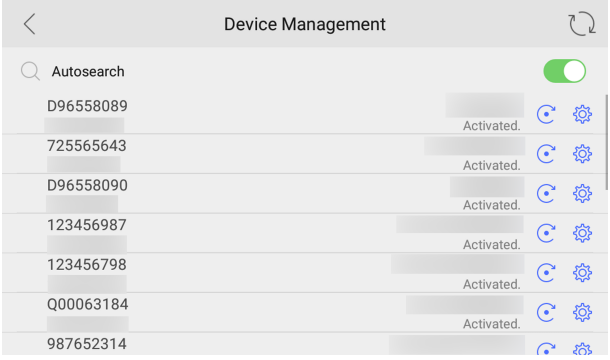


Figure 2-12 Device Information

Restore the door station via indoor station.	Tap to restore the parameters of the door station.
Modify the IP address of the linked door station.	Tap to modify the IP address of door station.

3. Select the device to link. Edit the network parameters.

2.4.3 Link to the Mobile Client

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings → Cloud Service** to enter the settings page.

   Note

   Admin password is required to enter the advanced settings page.

2. Enable **Cloud Service**.
3. **Optional:** Scan QR code on the screen to add the device to the mobile client.

2.4.4 Set Indoor Station No.

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Indoor station No. and the indoor extension No. are numbers, which can be dialed by other devices to call the indoor station and the indoor extension in an intercom system. The indoor station No., is composed of the floor No. and the room No.

The indoor extension No. should be a numeric from 1 to 5.

Up to 5 indoor extensions can be set for 1 indoor station.

Steps

1. On the home page of device, tap **Settings → Advanced Settings → Indoor Station Settings** to enter the indoor station No. settings page.

   Note

   Admin password is required to enter the advanced settings page.

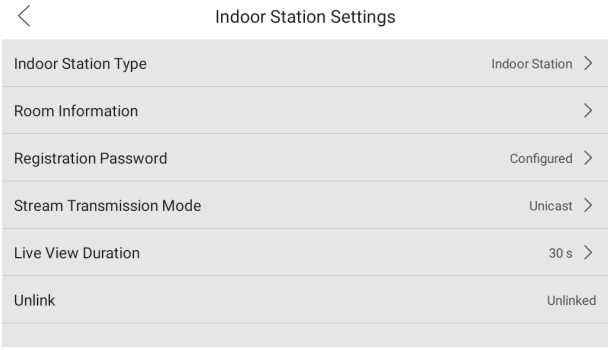


Figure 2-13 Indoor Station Settings

2. Configure the indoor station and indoor extension information.
- Select **Indoor Station** as **Indoor Station Type**. Tap **Room Information** to edit the **Room Name**, **Community No.**, **Building No.**, **Unit No.**, **Floor No.** and **Room No.**
- Select **Indoor Extension** as **Indoor Station Type**. Tap **Room Information** to edit the **Room Name** and **Extension No.**

2.4.5 Add Camera

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings → Device Management** to enter the device management page.

Note

Admin password is required to enter the advanced settings page.



Figure 2-14 Device Management

2. Enter the Add Camera settings page.

- Tap **+** and select **Camera** to pop up the dialog box.
- Tap **Camera** and tap **+** to enter the settings page.

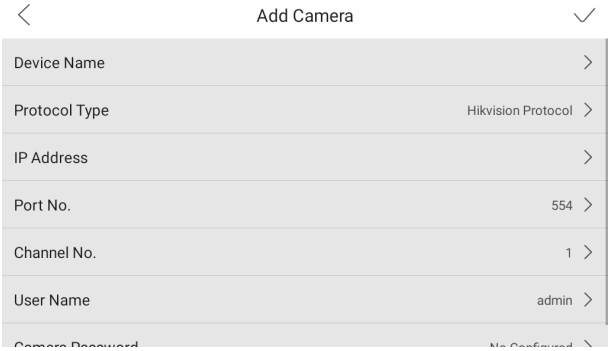


Figure 2-15 Add Camera

3. Enter the device name and IP address.

4. Enter the port No. and channel No.

5. Enter the user name and password of the camera.

6. Tap **√** to add the camera.

2.4.6 Zone and Alarm Settings

Zone Settings

You can set the zone type, alarm type and delay time and other parameters of 8 zones.

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.
Tap **Settings → Advanced Settings** to enable **Zone Alarm** functions.

Steps

Note

Arming status page and zone settings page are hidden by default. You should enable alarm function first.

1. On the main page of the device, tap **Settings → Preference → Zone Settings** to enter the zone settings page.

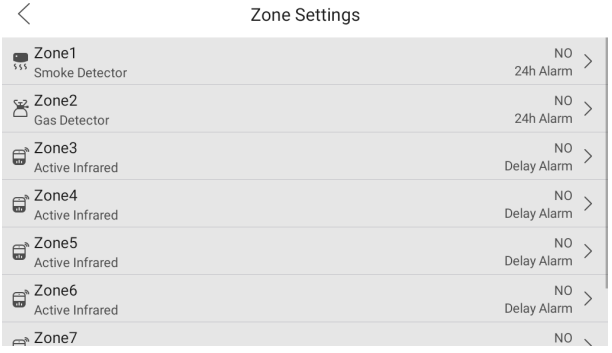


Figure 2-16 Zone Settings

2. Press a zone to pop up the zone editing dialogue box.

3. Set the zone type, alarm type, status of arming status, enter delay, and exit delay.

4. Tap **OK** to save the settings.

Note

- 7 zone types are selectable: Panic Button, Door Magnetic, Smoke Detector, Active Infrared, Passive Infrared, Gas Detector, and Doorbell.
- 3 alarm types are selectable: 24h Alarm, Instant Alarm, and Delay Alarm.
  Set the alarm type as 24h alarm, and the zone will be armed for 24h.
  Set the alarm type as instant alarm, and the zone will alarm once it's triggered.

Set the alarm type as delay alarm, and you should set the enter delay duration and exit delay duration.

- Both the enter delay duration and the exit delay duration are from 30s to 60s.
- For Gas Detector and Smoke Detector, the alarm type is set as default 24h alarm. The alarm type of them can not be changed.

Arming Mode Settings

4 arming modes can be configured: stay mode, away mode, sleeping mode and custom mode.

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Tap **Settings → Advanced Settings** to enable **Zone Alarm** functions.

Note

Admin password is required to enter the advanced settings page.

Steps

Note

Arming status page and zone settings page are hidden by default. You should enable alarm function first.

1. On the main page of the device, tap **Settings → Preference → Scene Settings** to enter the arming mode settings page.

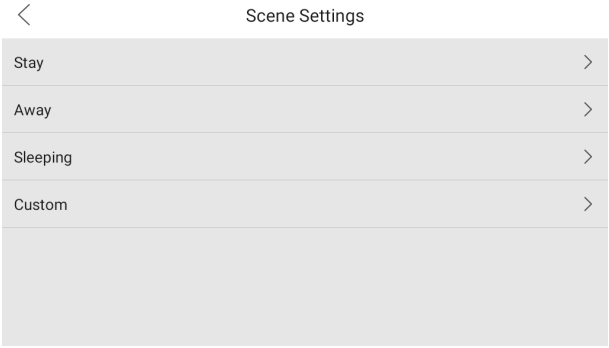


Figure 2-17 Scene Settings

2. Tap **Stay**, **Away**, **Sleeping**, or **Custom** to enter the page.

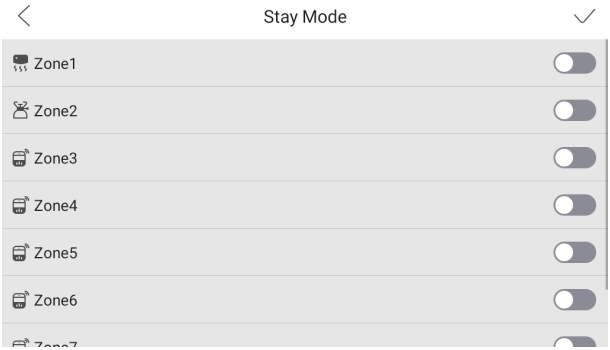


Figure 2-18 Arming Mode Settings

3. Arm the selected zone.

Note

- Zones are configurable on the arming mode page.
- 24H alarm zone including smoke detector zone, gas detector zone and doorbell zone will be triggered even if they are disabled.
- When the doorbell zone is triggered, the device will ring but not upload the alarm signal.
- Arming mode settings should be configured with the settings of arming status on the user page of the device.

Tamper Alarm

On the main page of the device, tap **Settings → Advanced Settings** to enable **Tamper Alarm** function.

Note

Admin password is required to enter the advanced settings page.

When tamper button is loosen, the alarm will be triggered.

2.5 Password Settings

You can create and edit admin password, operation password and gesture password.

2.5.1 Forget Admin Password

You can reset admin password via reserved email or security questions.

Change by Email

You can change admin password via email.

Before You Start

- The function of the device varies according to different models. Refers to the actual device for detailed information.
- Wake up the device. Refers to ***Wake Up the Device*** for details.
  You need to set a reserved email address at the wizard or tap **Settings → Advanced Settings → Security Settings → Email Address** to set or change the reserved email address.

Note

Admin password is required to enter the configuration page.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings** .

2. Tap **Forgot Password** at the pop up window.

3. Change your admin password via reserved email address.

Note

Make sure the device has added to the Safire Connect account.

1) Download Safire Connect app.

2) Go to **More → Reset Device Password** .

3) Scan the QR code on the device and a verification code will be popped up.

4) Enter the verification code on the device page.

5) Tap **OK**.

4. Create a new password and confirm it.

Note

Admin password can not contain "admin" or "nimda".

5. Tap **OK**.

Change by Security Question

You can change admin password via security questions.

Before You Start
You need to set security questions at the wizard or tap **Settings → Advanced Settings → Security Settings → Security Question** to set or change the answers to the questions.

Note

Admin password is required to enter the advanced settings page.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings** .
2. Tap **Forgot Password** at the pop up window.
3. Answer the security questions.
4. Create a new password and confirm it.

   Note

   Admin password can not contain "admin" or "nimda".

5. Tap **OK**.

2.5.2 Edit Operation Password

Before You Start
Wake up the device. Refers to ***Wake Up the Device*** for details.

You can edit the duress code, unlock password and arm/disarm password of the indoor station.

You can edit the arm/disarm password of the indoor extension.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings → Password Settings** to enter the operation password settings page.

   Note

   Admin password is required to enter the advanced settings page.

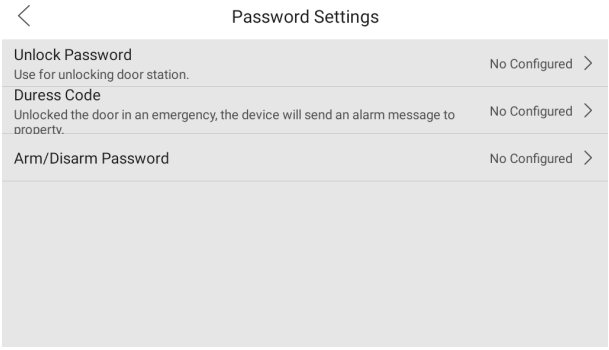


Figure 2-19 Password Settings

2. Tap **Unlock Password**, **Arm/Disarm Password**, or **Duress Code** to pop up the password settings dialog box.

Unlock Password

Enter the unlock password and room No. on the door station to open the door.

Arm/Disarm Password

Create an arm/disarm password before configuring alarm parameters.

Arm or disarm the zone for the indoor station by entering the arm/disarm password.

Note

Arm/Disarm settings page is hidden by default. Tap **Settings → Advanced Settings** to enable **Zone Alarm** functions, and you can edit the alarm parameters.

Duress Code

When you are hijacked and forced to open the door, you can enter the duress code. An alarm will be triggered to notify the management center secretly.

Note

The duress code and the unlock password cannot be the same.

3. Create a new password and confirm it.

4. Tap **OK** to save the settings.

Note

Indoor Extension only supports admin password and arm/disarm password.

5. Tap **Settings → Basic Settings** to enable **Scene Mode Switching without Password** and enter the arm/disarm password. There is no need to enter the password during scene mode switching.

2.5.3 Modify Registration Password

You can change the SIP registration password.

Before You Start
Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings → Indoor Station Settings** to enter the settings page.

Note

Admin password is required to enter the advanced settings page.

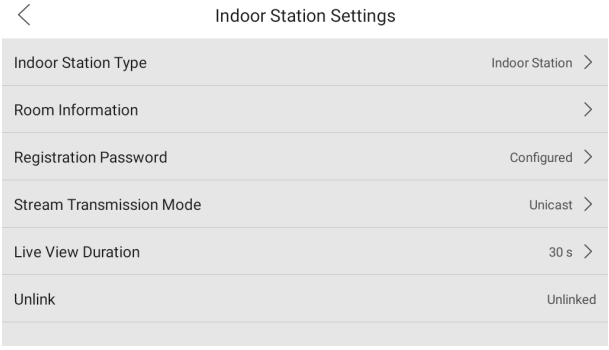


Figure 2-20 Indoor Station Settings

2. Tap **Registration Password** to pop up the SIP registration password settings dialog box.
3. Create a new password and confirm it.

Note

Admin password can not contain "admin" or "nimda".

4. Tap **OK** to save the settings.

2.5.4 Create and Change Gesture Password

Set the gesture password to unlock the device from standby mode.

Before You Start
Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings** to enter the settings page.

Note

Admin password is required to enter the advanced settings page.

2. Enable **Unlock by Gesture** and set the gesture password.
3. You can change your gesture password according to your needs.

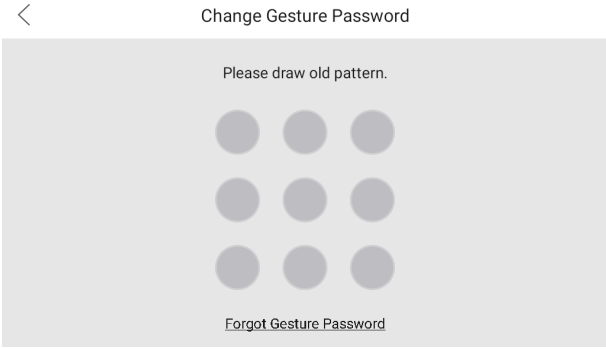


Figure 2-21 Change Gesture Password

Note

When you forgot the gesture password, you can change it by entering admin password.

2.6 Synchronize Time

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Basic Settings → Time Settings** to enter the time settings page.

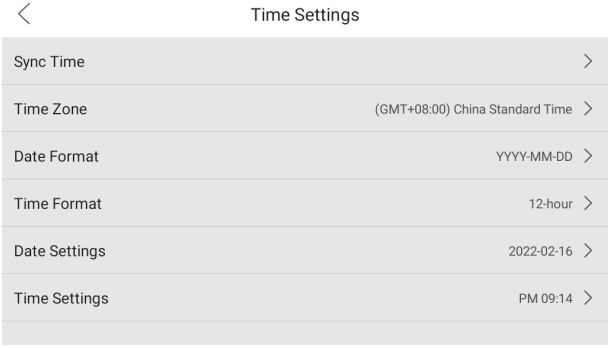


Figure 2-22 Time Settings

2. Synchronize the system time.

- Configure the **Date Format**, **Time Format**, **Date Settings** and **Time Settings** manually.
- Tap **Sync Time** to enable NTP.

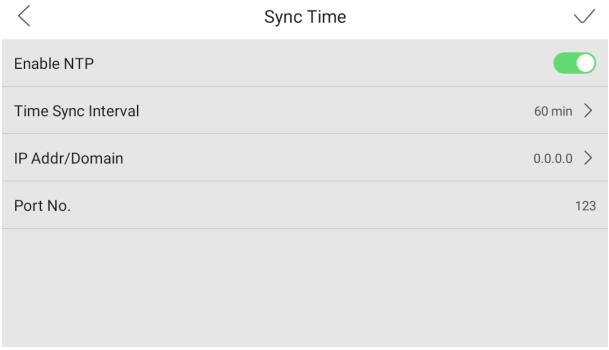


Figure 2-23 Sync Time

Set the synchronizing interval, enter the IP address/domain of NTP server and port No., and select the time zone.

Note

The default unit of synchronizing interval is minute.

2.7 Sound Settings

You can set the ringtone, ring duration, call forwarding time, volume of microphone and loudspeaker and enable/disable touch sound on call settings page.

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Call Settings** to enter the call settings page.

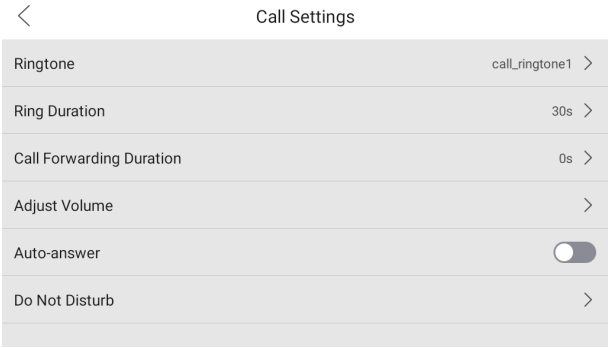


Figure 2-24 Call Settings

2. Set corresponding parameters.

Ringtone

There are 3 ringtones by default, and you can custom and import at most 4 ringtones via Batch Configuration Tool or Safire Control Center Client Software.

Ringtone Duration: The maximum duration of indoor station when it is called without being accepted. Ringtone duration ranges from 30 s to 60 s.

Call Forwarding

The ring duration limit beyond which the call is automatically forwarded to the mobile phone designated by the resident. Call forwarding ranges from 0 s to 20 s.

Adjust Volume

Adjust the notification volume, call volume and touch-sound.

Note

Indoor Extension does not support the ring duration settings, or call forwarding settings.

2.8 The Third-Party App Settings

2.8.1 Install the App

Install the third-party App to your client.

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings → The Third-Party App Settings** to enter the adding page.

Note

Admin password is required to enter the advanced settings page.

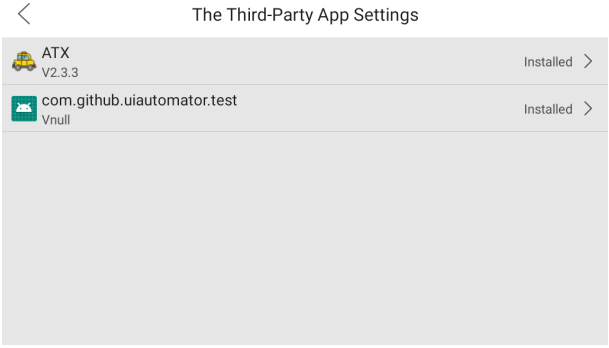


Figure 2-25 The Third-Party Apps

2. Tap **New APP** to add.
3. Edit the **Download Address** and select the **Installation Type**.
   - When you select **Manual** as installation type, you should tap **Download and Install** to add the App.
   - When you select **Auto** as installation type and set the **Download Time**, the device will add the App at the set time.

Note

- Up to 2 Apps can be added to the device.
- On the main page of the device, tap **Settings → Basic Settings → Fit to Screen** to force the device into horizontal mode or view.

2.8.2 Uninstall the App

Before You Start
Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings → The Third-Party App Settings** to enter the settings page.

   Note

   Admin password is required to enter the advanced settings page.

2. Select the App and tap **Uninstall**.

   Note

   You can also uninstall the Apps via client software remotely.

2.9 Relay Settings

You can set and control the connected output devices via the output settings page. You can change the relay' name, and open duration. You can also set to display the relay button on the main page or not.

Before You Start
Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Adanced Settings → Preference → Shortcut Settings** to enable the **Relay** function.

   Note

   - Supports up to 2 relays.
   - If no relays displayed on the page, the device may not support the function.

2. Tap **Relay Settings** to enter the settings page.
3. Select a relay and set the parameters.
   Name

   You can change the relay's name.

   Note

   1 to 32 characters are allowed. Supports uppercase letters, lowercase letters, numerics, and special characters.

NO

Enable the function, the relay remains open.

Disabled the function, and you can set the remain open duration.

Note

- By default, the function is disabled.
- 1 to 180 s are available to set.

Hide on Main Page

Enable the function and the relay button will be displayed on the main page. You can control the relay status manually on the main page.

Disabled the function and the relay button will no be displayed on the main page.

2.10 Shortcut Settings

On the main page of the device, tap **Settings → Preference → Shortcut Settings** to enter the settings page.

You can enable the Call Elevator, Call Management Center, SOS, Arm/Disarm, and Relay shortcut.

2.11 Restore Indoor Station

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings → System Maintenance** to enter the restore default settings page.

Note

Admin password is required to enter the advanced settings page.

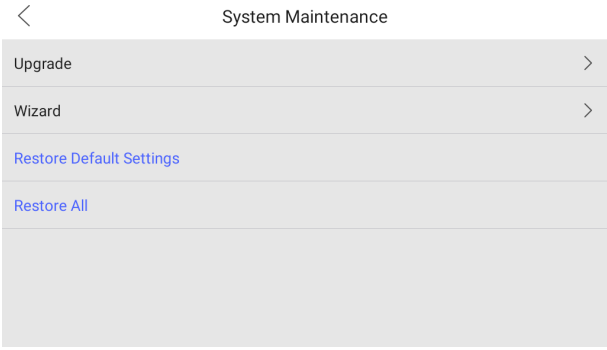


Figure 2-27 Restore Default Settings

2. Tap **Restore Default Settings** to restore the default settings and reboot the system.

3. Tap **Restore All** to restore all parameters and reboot the system.

2.12 Upgrade Indoor Station

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings → System Maintenance** to enter the maintenance page.

2. Tap **Upgrade** to checking for updates.

3. Tap **Upgrade** to update the system to the lastest version.

2.13 Reboot

Enter a short description of your task here (optional).

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → About** to enter the settings page.



Figure 2-28 About

2. You can reboot the device manually or automatically.

Reboot Automatically

Enable **Auto Reboot** and set the **Reboot Cycle** according to your needs.

Reboot Manually

Tap **Reboot Device** to reboot the system right now.

2.14 Security Settings

Create security questions and email to reset the admin password.

Before You Start

Wake up the device. Refers to ***Wake Up the Device*** for details.

Steps

1. On the main page of the device, tap **Settings → Advanced Settings → Security Settings** to enter the settings page.

Note

Admin password is required to enter the advanced settings page.

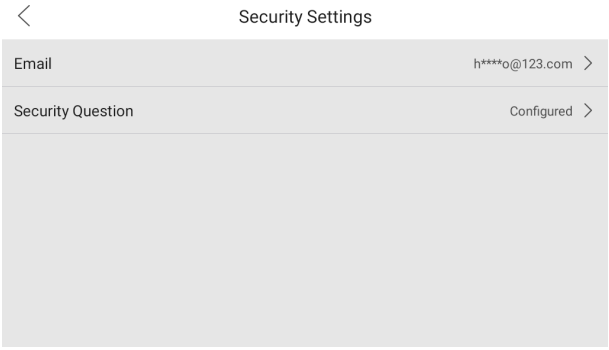


Figure 2-29 Security Settings

2. Tap **Email** and **Security Question** to set.

- Tap **Email** to enter the email address.
- Tap **Security Question** to select 3 different questions and enter the answer. Tap **FINISH** to save the settings.

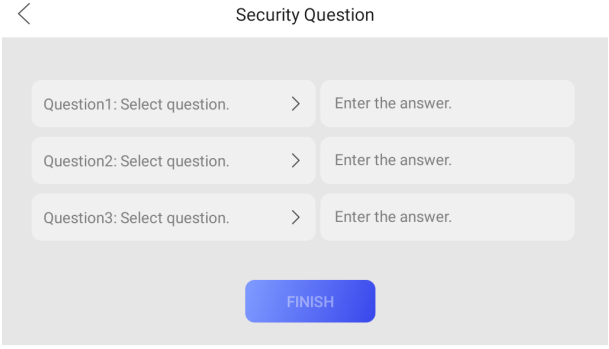


Figure 2-30 Security Questions

2.15 System Settings

Language

Tap **Settings → Basic Settings → Select Language** to change the system language.

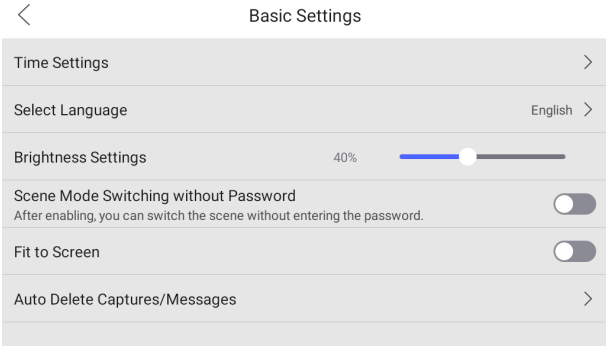


Figure 2-31 Basic Settings

Brightness Adjustment

Tap **Settings → Basic Settings** to adjust the brightness.

View Device Information

Tap **Settings → About → Device Information** to enter the page.

You can view the Version, System Version, Model, Serial No., Playing Library Version, Two-Way Audio Library Version and OSS Statement.

View Open Source Disclaimer

Tap **Settings → About → Open Source Disclaimer** to view the detail informations.

Do Not Disturb

Tap **Settings → Call Settings → Do Not Disturb** to enter the settings page.

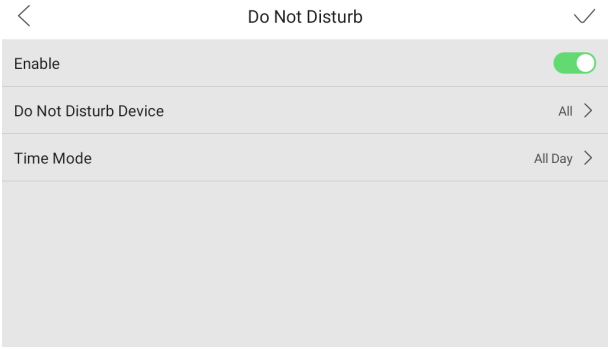


Figure 2-32 Do No Disturb

Slide to enable the function and select **Do Not Disturb Device** and **Time Mode**.

Note

If you select the **Custom**, you should set the start time and end time.

Fit to Screen

Tap **Settings → Basic Settings** , and enable **Fit to Screen** to force the device into horizontal mode or view.

Mood Light

Tap **Settings → Basic Settings → Mood Light** to enable the mood light.

Select **Time Mode** as **All Day** or **Custom**.

Note

If you select the **Custom**, you should set the start time and end time.

System Switch

Tap **Settings → Advanced Settings** to enable **System Switch**.

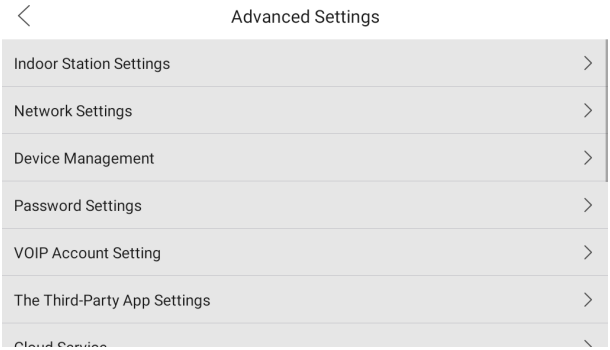


Figure 2-33 Advanced Settings

Note

Admin password is required to enter the advanced settings page.

3 Remote Operation via the client software

The Video Intercom module provides remote control and configuration on video intercom products via the Safire Control Center client software.

3.1 Activate Device Remotely

You can only configure and operate the indoor station after creating a password for the device activation.

Before You Start

Default parameters of indoor station are as follows:

- Default IP Address: 192.0.0.64.
- Default Port No.: 8000.
- Default User Name: admin.

Steps

1. Run the client software, enter **Device Management**, check the **Online Device** area.
2. Select an inactivated device and click the **Activate**.
3. Create a password, and confirm the password.

   Note

   We highly recommend you to create a strong password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

4. Click **OK** to activate the device.

3.2 Device Management

Device management includes device activation, adding device, editing device, and deleting device, and so on.

After running the Safire Control Center, video intercom devices should be added to the client software for remote configuration and management.

3.2.1 Add Video Intercom Devices

Steps

Note

- You can add at most 512 indoor stations and main stations in total to the client, and add at most 16 door stations to the client.
- For video intercom devices, you are required to create the password to activate them before they can be added to the software and work properly.
- You can add online video intercom devices, and add them manually. Here take adding online video intercom devices as example.

1. Click **Maintenance and Management → Device Management** to enter the device management page.
2. Click the **Device** tap.
3. Click **Add** to add the device to the client.

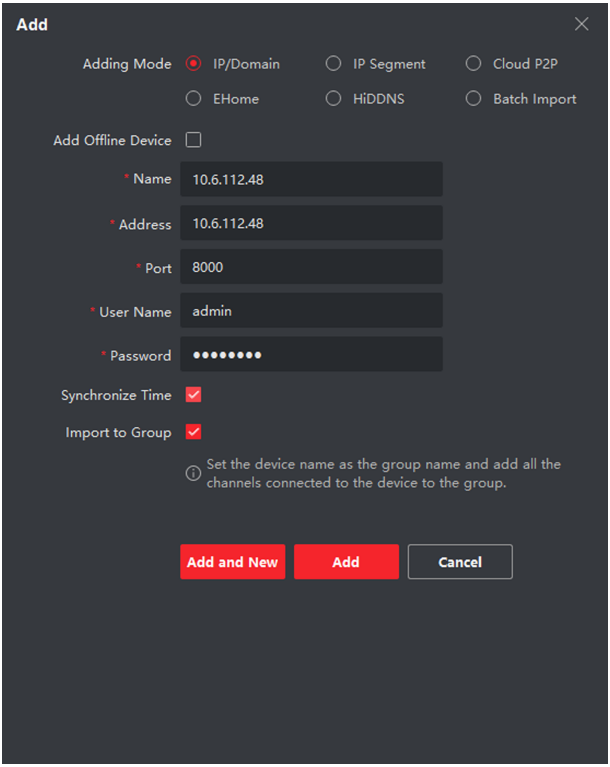


Figure 3-1 Add the Device

4. **Optional:** Click **Online Device**, the active online devices in the same local subnet with the client software will be displayed on the **Online Device** area.

Note

To add online devices to the software, you are required to change the device IP address to the same subnet with your computer first.

1) You can click **Refresh Every 60s** to refresh the information of the online devices.

2) Select the devices to be added from the list.

3) Click **Add to Client** to add the device to the client.

5. Input the required information.
Nickname

Edit a name for the device as you want.

Address

Input the device's IP address. The IP address of the device is obtained automatically in this adding mode.

Port

Input the device port No. The default value is 8000.

User Name

Input the device user name. By default, the user name is admin.

Password

Input the device password.

6. **Optional:** You can check the checkbox **Export to Group** to create a group by the device name. All the channels of the device will be imported to the corresponding group by default.

   The client also provides a method to add the offline devices. Check the checkbox **Add Offline Device**, input the required information and the device channel number and alarm input number, and then click **Add**. When the offline device comes online, the software will connect it automatically.

   Note

   - Add Multiple Online Devices: If you want to add multiple online devices to the client software, click and hold **Ctrl** key to select multiple devices, and click **Add to Client** to open the device adding dialog box. In the pop-up message box, enter the user name and password for the devices to be added.
   - Add All the Online Devices: If you want to add all the online devices to the client software, click **Add All** and click **OK** in the pop-up message box. Then enter the user name and password for the devices to be added.

3.2.2 Modify Network Information

Select the device from the device list, click , and then you can modify the network information of the selected device.

Note

You should enter the admin password of the device in the **Password** field of the pop-up window to modify the parameters.

3.3 System Configuration

You can configure the video intercom parameters accordingly.

Steps

1. Click **Maintenance and Management → System Configuration → Acs and videoIntercom** to enter the system configuration page.
2. Enter the required information.

   Ringtone

   Click **...** and select the audio file from the local path for the ringtone of indoor station. Optionally, you can click for a testing of the audio file.

   Max. Ring Duration

   Input the maximum duration of the ringtone, ranging from 15 seconds to 60 seconds.

   Max. Speaking Duration with Indoor Station

   Input the maximum duration of speaking with the indoor station, ranging from 120 seconds to 600 seconds.

   Max. Speaking Duration with Door Station

   Input the maximum duration of speaking with the door station, ranging from 90 seconds to 120 seconds.
3. Click **Save** to save the settings.

3.4 Remote Configuration

In the device list area, select a device and click to enter the remote configuration page.

3.4.1 System

Click **System** on the remote configuration page to display the device information: Device Information, General, Time, System Maintenance, User, and RS-485.

Device Information

Click Device Information to enter device basic information page. You can view basic information (the device type, and serial No.), and version information of the device.

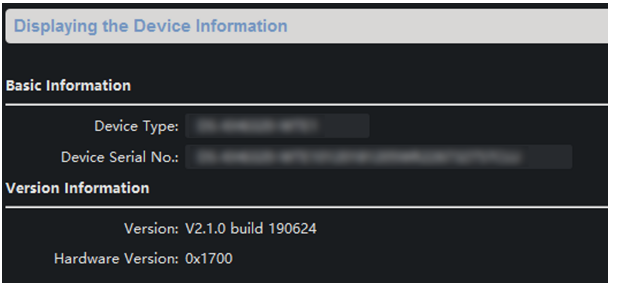


Figure 3-2 Device Information

General

Click **General** to enter device general parameters settings page. You can view and edit the device name and device ID.

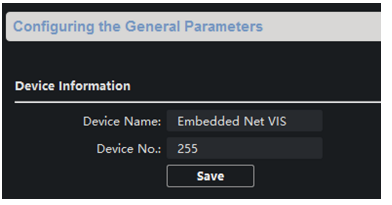


Figure 3-3 General

Time

Click **Time** to enter the device time settings page.

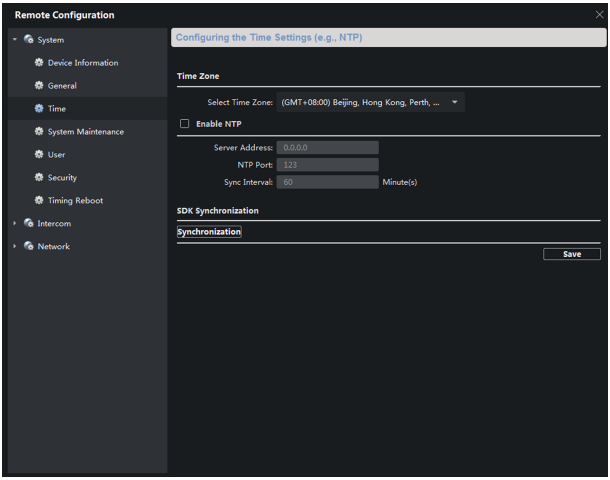


Figure 3-4 Synchronize Time

Select **Time Zone** or **Enable NTP**. Click **Save** to save the time settings.

- Time Zone
  - Select a time zone from the drop-down list menu.
  - Click **Synchronization**.
- NTP
  - Check the checkbox of Enable NTP to enable NTP.
  - Enter the server address, NTP port, and synchronization interval.

Note

The default port No. is 123.

System Maintenance

Click **System Maintenance** to enter the page.

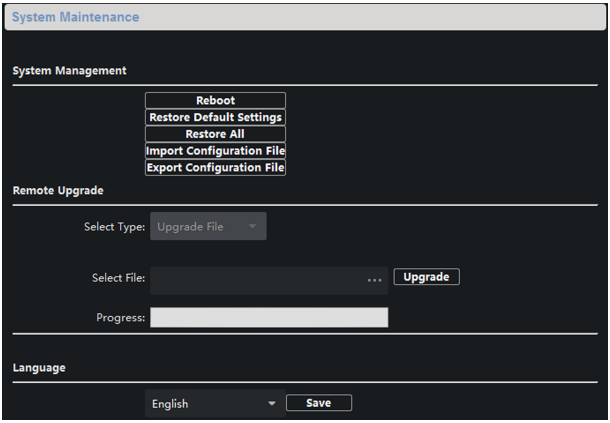


Figure 3-5 System Maintenance

- Click **Reboot** and the system reboot dialog box pops up. Click **Yes** to reboot the system.
- Click **Restore Default Settings** to restore the default parameters.
- Click **Restore All** to restore all parameters of device and reset the device to inactive status.

Note

- Click **Restore Default Settings**, all default settings, excluding network parameters, will be restored.
- Click **Restore All**, all default settings, including network parameters, will be restored. The device will be reset to inactivated status.

- Click **Import Configuration File** and the import file window pops up. Select the path of remote configuration files. Click **Open** to import the remote configuration file. The configuration file is imported and the device will reboot automatically.
- Click **Export Configuration File** and the export file window pops up. Select the saving path of remote configuration files and click **Save** to export the configuration file.

- Click **...** to select the upgrade file and click **Upgrade** to remote upgrade the device. The process of remote upgrade will be displayed in the process bar.
- Select a language, and click **Save** to change the device system language.

Note

- The device supports 11 languages: English, Russian, German, Italian, French, Portuguese, Spanish, Turkish, Arabic, Polish, and Vietnamese.
- Rebooting the device is required after you change the system language.

User

Click **User** to enter the user information editing page.

Select the user to edit and click **Modify** to enter the user parameter page.

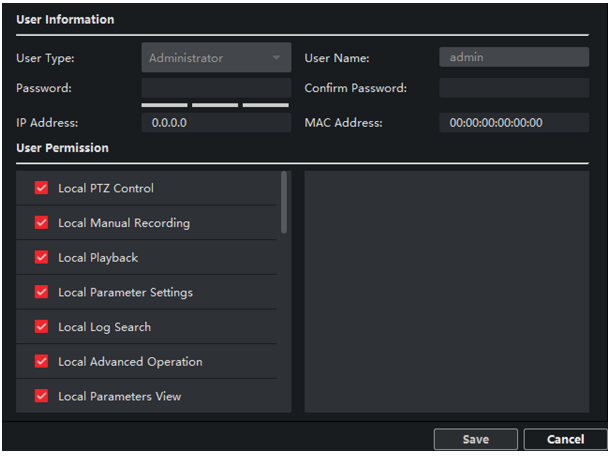


Figure 3-6 User Page

Note

- The new password and confirm password should be identical.
- After editing the password of device, click refresh button from the device list, the added device will not be there. You should add the device again with new password to operate the remote configuration.

RS-485

Click **RS485** to enter the RS-485 settings page. You can view and edit the RS-485 parameters of the device.

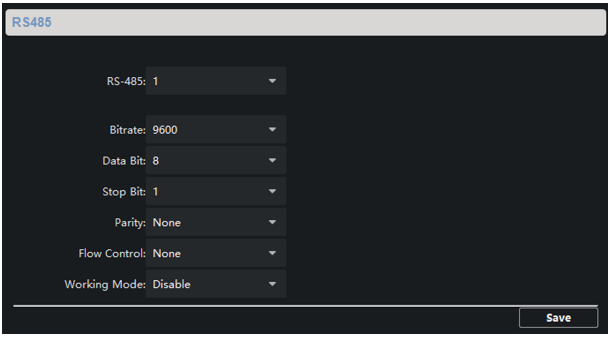


Figure 3-7 RS-485 Settings

Note

For indoor station and main station, there are 3 choices for the working mode: transparent channel, disable, and custom.

3.4.2 Video Intercom

Click **Video Intercom** on the remote configuration page to enter the video intercom parameters settings: Device Number Configuration, Time Parameters, Password, Zone Configuration, IP Camera Information, and Volume Input and Output Configuration, and so on.

Time Parameters

Steps

1. Click **Time Parameters** to enter time parameters settings page.

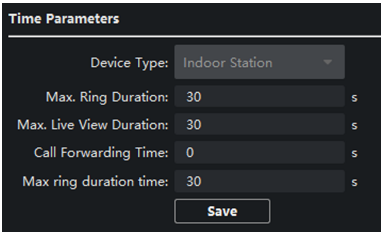


Figure 3-8 Time Parameters

2. Configure the maximum ring duration, maximum live view time, and call forwarding time.
3. Click **Save**.

Note

- Maximum ring duration is the maximum duration of indoor station when it is called without being received. The range of maximum ring duration varies from 30s to 60s.
- Maximum live view time is the maximum time of playing live view of the indoor station. The range of maximum live view time varies from 10s to 60s.
- Call forwarding time refers to the ring duration limit beyond which the call is automatically forwarded to the mobile phone designated by the resident. The range of call forwarding time varies from 0s to 20s.
- For indoor extension, it only requires setting the maximum live view time.

Permission Password

Click **Permission Password** to enter password changing page.

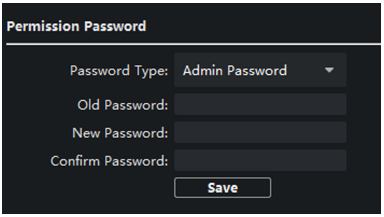


Figure 3-9 Permission Password

For indoor station, you can change the admin password, arm/disarm password, unlock password and duress code.

For indoor extension, only admin password and arm/disarm password need to be configured.

Zone Alarm

Steps

1. Click **Zone Alarm** to enter the zone settings page.

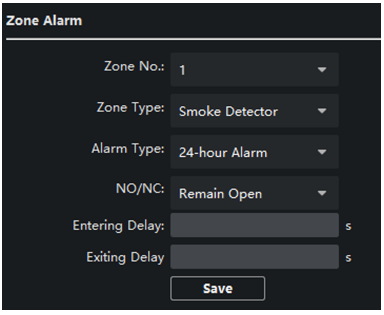


Figure 3-10 Zone Alarm

2. Select a zone type from the drop-down list menu.

3. Select an alarm mode from the drop-down list menu.

4. Set the zone status: NO or NC.

5. Set the entering delay, and exiting delay.

6. Select triggers.

7. Click **Save** to enable zone settings.

Note

- 7 zone types are supported: Emergency Switch, Door Magnetic Switch, Smoke Detector, Active IR Detector, Passive IR Detector, Combustible Gas Detector, and DoorBell Switch.
- 3 types of alarm mode are supported: Instant Alarm, 24H Alarm, and Delay Alarm.
- When the zone type is set to be Instant Alarm, only under arming mode, the indoor station will receive alarm message when the detector is triggered. Under disarming mode, it will not receive alarm message when the detector is triggered.
- When the zone type is set to be 24H Alarm, the indoor station will receive alarm message when the detector is triggered no matter it is under arming mode or disarming mode.
- When the zone type is set to be Delay Alarm, only under arming mode, the indoor station will receive alarm message when the detector is triggered. Under disarming mode, it will not receive alarm message when the detector is triggered.
- After setting enter delay time, if OK is pressed within the enter delay time after the alarm, the alarm event will not be uploaded to the management center; if OK is not pressed within the enter delay time after the alarm, the alarm event will be uploaded to the management center.
- The exit delay is the time between you enable the arming mode and the arming takes effect.

IP Camera Information

You can add, delete and modify cameras that can be added to the video intercom products, with two ways of getting stream: direct or URL. By exporting and importing the added device information, you can edit added devices parameters in batch.

Add Camera

Steps

1. Click **IP Camera Information** to enter IP camera information page.

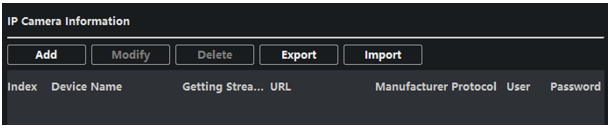


Figure 3-11 IP Camera Information

2. Click **Add** to pop up the device adding dialog box.
3. Enter corresponding information (device name, IP address, port No., user name, password, etc.), and click **OK**.

Note

Indoor extension does not support this function.

Export and Import Added Device Information

Steps

1. Click **Export** to export the added device information file.
2. Edit parameters of added devices in batch in the exported file.
3. Click **Import** to pop up importing box, and open the edited added device information file.

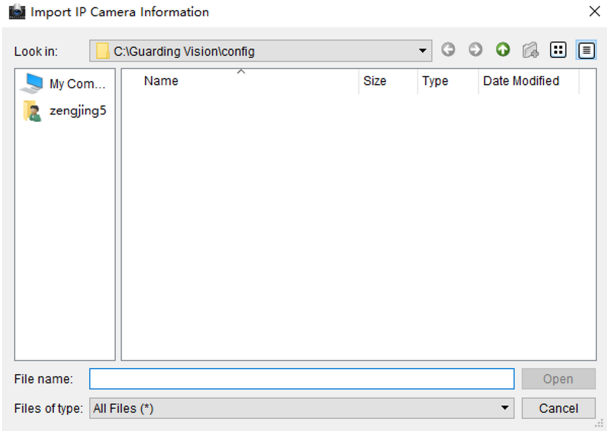


Figure 3-12 Import Added Device Information

Volume Input and Output

Steps

1. Click **Volume Input/Output** to enter the volume input and output page.

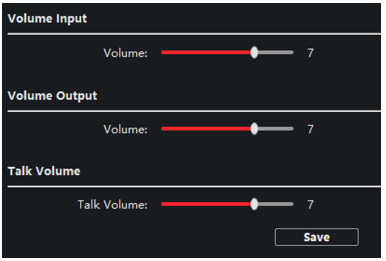


Figure 3-13 Volume Input and Output

2. Slide the slider to adjust the volume input, volume output and talk volume.

3. Click **Save** to enable the settings.

Ring Import

Steps

1. Click **Ring Import** to enter the ring configuration page.

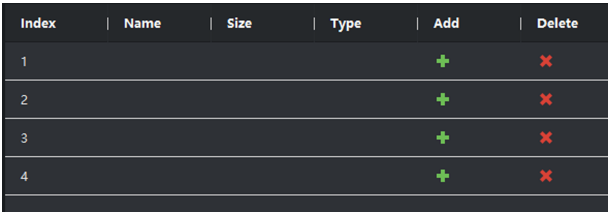


Figure 3-14 Ring Import

2. Click **+** to add the ring, and click **x** to delete the imported ring.

Note

- The ring to be imported should be in the wav format, and the size of the ring cannot be larger than 300k.
- Up to 4 rings can be added.

Deploy Info

Click **Deploy Info**, you can get the deploy informations.

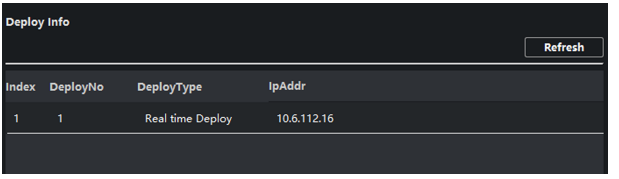


Figure 3-15 Deploy Info

Incoming Call Linkage

Steps

1. Click **Incoming Call Linkage** to enter configuration the page.

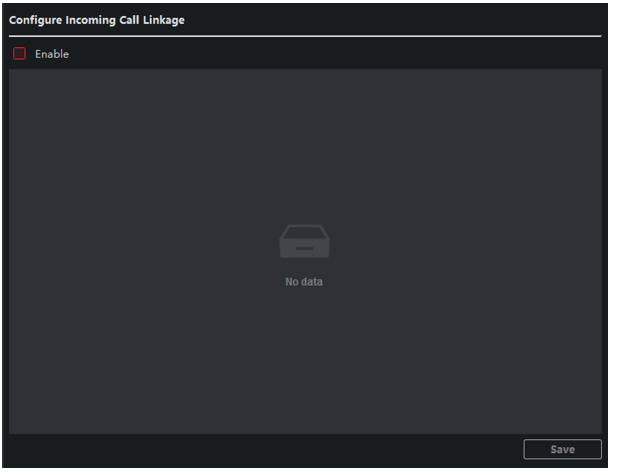


Figure 3-16 Incoming Call Linkage

2. Enable and select triggers.

When the calling incoming, the alarm you linked will be triggered.

Relay

Click **Relay**. Select a relay and click "  " and set the relay name and output delay time. Click **Save** to save the settings.

The Third-Party APP Settings

View the App information in the list and add/delete the App remotely.

Steps

1. Click **App Information List** to enter the settings page.
2. Click **Add**, enter the URL to get the package.
3. **Optional:** Select the App, click **Delete** to uninstall the App.

SIP No. Settings

You can view and edit the SIP informations in SIP No. Settings page.

Steps

1. Click **SIP No. Settings** to enter the settings page.
2. Click **Add** to add the SIP No. to the device.
3. Select an item, and click **Configure** to edit the parameters.
4. **Optional:** Select SIP numbers in the list, and click **Delete** to delete the selected informations.
5. **Optional:** Click **Clear** to clear the informations in the list.

Debugging Settings

Click **Debugging Settings** to enter the settings page.

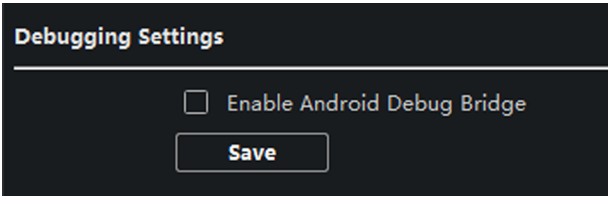


Figure 3-17 Debugging Settings

Check the checkbox to enable android debug bridge. Click **Save** to enable settings.

3.4.3 Network

Local Network Configuration

Steps

1. Click **Local Network Configuration** to enter local network configuration page.

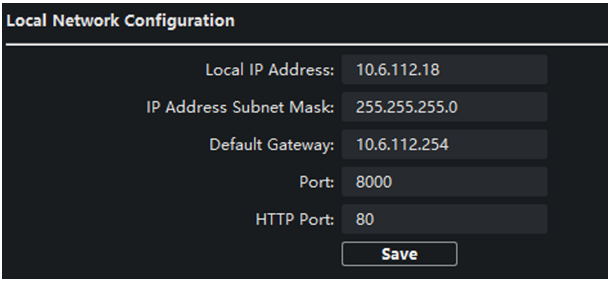


Figure 3-18 Local Network Configuration

2. Enter the local IP address, subnet mask, gateway address, and port No.

3. Click **Save** to enable the settings.

Note

- The default port No. is 8000.
- After editing the local network parameters of device, you should add the devices to the device list again.

SIP Settings

Steps

1. Click **SIP Settings** to enter the settings page.

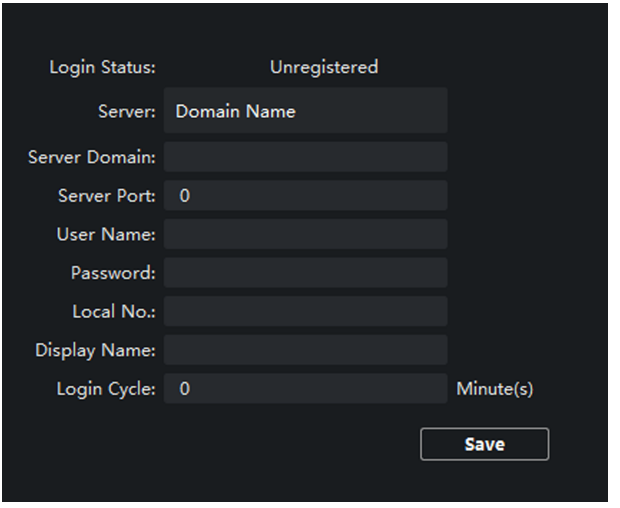


Figure 3-19 SIP Settings

2. Set the parameters according to your needs.

3. Click **Save** to enable the settings.

DNS Settings

The indoor station supports 2 DNS address.

Click **Advanced Settings** to enter DNS address settings page.

Edit the IP address and click **Save**.

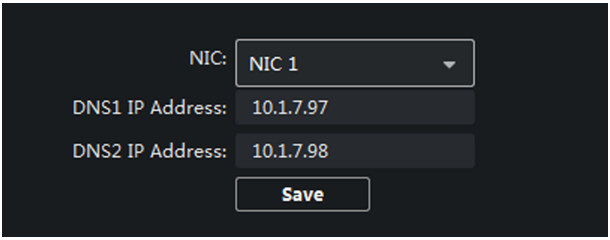


Figure 3-20 DNS Settings

Configure Mobile Client Connection

Configure **Safire Connect** server parameters before viewing videos via mobile client.

Before You Start
Make sure the indoor station connects to the network.

Steps

1. Click **Safire Connect** to enter configuration page.

2. Enable **Enable Safire Connect Access**.

3. Enable **Custom** and edit **Service Address**

4. Enter the **Verification Code**.

5. Click **Save**.

Device Network Configure

In the devices network configuration page, you can configure the network parameters of main stations, SIP servers and management centers of the same LAN. The devices can be linked to the door station and realize the linkage between these devices.

Steps

1. Click **Device Network Config** to enter the settings page.

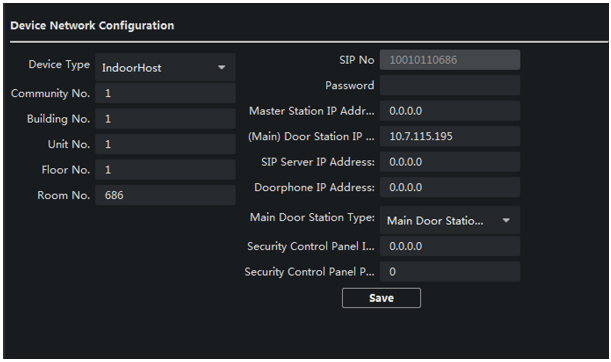


Figure 3-21 Device Network Configure

2. Select the **Device Type** according to your need.
3. Set the **Community No.**, **Building No.**, **Unit No.**, **Floor No.** and **Room No.**
4. Enter the main station IP address, (main) door station IP address, SIP server IP address, management center IP address, and doorphone IP address.
5. Select the main door station type from the drop-down list.
6. Click **Save** to enable the settings.

Note

- After adding main station IP Address, the linkage between indoor station and main station can be realized.
- After adding the door station IP Address, the video intercom between indoor stations of same building can be realized.
- After adding SIP Server Address IP, the video intercom of same community: video intercom between indoor stations of different building, calling indoor station from outer door station and video intercom between management center and indoors.
- After adding management center IP Address, the events can be uploaded to the management center.
- For indoor extension, only parameter about the main indoor station should be configured.

3.5 Person Management

You can add, edit, and delete the organization and person in Person Management module. Organization and person management is necessary for the video intercom function.

On the main page, click **Person** to enter the page.

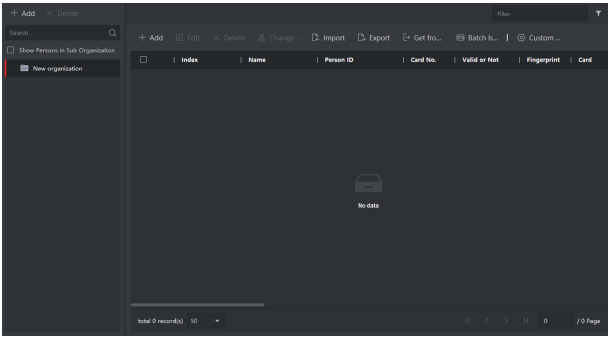


Figure 3-22 Personal Management Application

The page is divided into two parts: Organization Management and Person Management.

Organization Management	You can add, edit, or delete the organization as desired.
Person Management	After adding the organization, you can add the person to the organization and issue card to persons for further management.

3.5.1 Organization Management

On the main page of the Client Software, click **Person** to enter the configuration page.

Add Organization

Steps

1. In the organization list on the left, click **+Add**.

2. Input the organization name as desired.

3. You can add multiple levels of organizations according to the actual needs.

1) You can add multiple levels of organizations according to the actual needs.

2) Then the added organization will be the sub-organization of the upper-level organization.

Note

Up to 10 levels of organizations can be created.

Modify and Delete Organization

You can select the added organization and click to modify its name.

You can select an organization, and click **X** button to delete it.

Note

- The lower-level organizations will be deleted as well if you delete an organization.
- Make sure there is no person added under the organization, or the organization cannot be deleted.

3.5.2 Person Management

After adding the organization, you can add person to the organization and manage the added person such as issuing cards in batch, importing and exporting person's information in batch, etc.

Note

Up to 10,000 persons or cards can be added.

Add Person

Person information is necessary for the video intercom system. And when you set linked device for the person, the intercom between intercom devices can be realized.

Steps

1. Select an organization in the organization list and click **+Add** on the person panel to pop up the adding person dialog.

Note

The Person ID will be generated automatically and is editable.

2. Set basic person information.

1) Enter basic information: name, gender, tel, birthday details, effective period and email address.

2) **Optional:** Click **Add Face** to upload the photo.

Note

The picture should be in *.jpg format.

Click Upload	Select the person picture from the local PC to upload it to the client.
Click Take Phone	Take the person's photo with the PC camera.
Click Remote Collection	Take the person's photo with the collection device.

3. Issue the card for the person.

1) Click **Credential → Card** .

2) Click **+** to pop up the Add Card dialog.

3) Select **Normal Card** as **Card Type**.

4) Enter the **Card No.**

5) Click **Read** and the card(s) will be issued to the person.

4. Add fingerprints to the person.

1) Click **Credential → Fingerprint** .

2) Click **+** to pop up the Add Fingerprint dialog.

3) Select **Collection Mode**.

4) Select **Fingerprint Recorder** or **Device**.

5) Click **Start** to collect the fingerprint.

6) Click **Add**.

Import and Export Person Information

The person information can be imported and exported in batch.

Steps

1. Exporting Person: You can export the added persons' information in Excel format to the local PC.
   1) After adding the person, you can click **Export Person** to pop up the following dialog.
   2) Click **...** to select the path of saving the exported Excel file.
   3) Check the checkboxes to select the person information to export.
   4) Click **OK** to start exporting.
2. Importing Person: You can import the Excel file with persons information in batch from the local PC.
   1) Click **Import Person**.
   2) You can click **Download Template for Importing Person** to download the template first.
   3) Input the person information to the downloaded template.
   4) Click **...** to select the Excel file with person information.
   5) Click **OK** to start importing.

Get Person Information from Device

If the added device has been configured with person information (including person details, fingerprint, issued card information), you can get the person information from the device and import to the client for further operation.

Steps

Note

This function is only supported by the device the connection mothod of which is TCP/IP when adding the device.

1. In the organization list on the left, select an organization to import the persons.
2. Click **Get from Device** to pop up the dialog box.
3. The added device will be displayed.
4. Click to select the device and then click **Get** to start getting the person information from the device.

Note

- The person information, including person details, person's fingerprint information (if configured), and the linked card (if configured), will be imported to the selected organization.
- If the person name stored in the device is empty, the person name will be filled with the issued card No. after importing to the client.
- The gender of the persons will be **Male** by default.

Modify and Delete Person

Select the person and click **Edit** to open the editing person dialog.

To delete the person, select a person and click **Delete** to delete it.

Note

If a card is issued to the current person, the linkage will be invalid after the person is deleted.

Change Person to Other Organization

You can move the person to another organization if needed.

Steps

1. Select the person in the list and click **Change Organization**.

2. Select the organization to move the person to.

3. Click **OK** to save the settings.


See Far, Go Further