HIKVISION

Nametag Module

User Manual

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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.
- 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. If a power adapter is provided in the device package, use the provided adapter only.
- If no power adapter is provided, ensure the power adapter or other power supply complies with Limited Power Source. Refer to the product label for the power supply output parameters.

Regulatory Information

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, 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.

About this Manual

Get the manual and related software from or the official website (http://www.hikvision.com).

Product	Model
Module Door Station (Sub Module)	DS-KD-K12
Module Door Station (Sub Module)	DS-KD-K12/S

Contents

Chapter 1 Appearance

Nametag Module
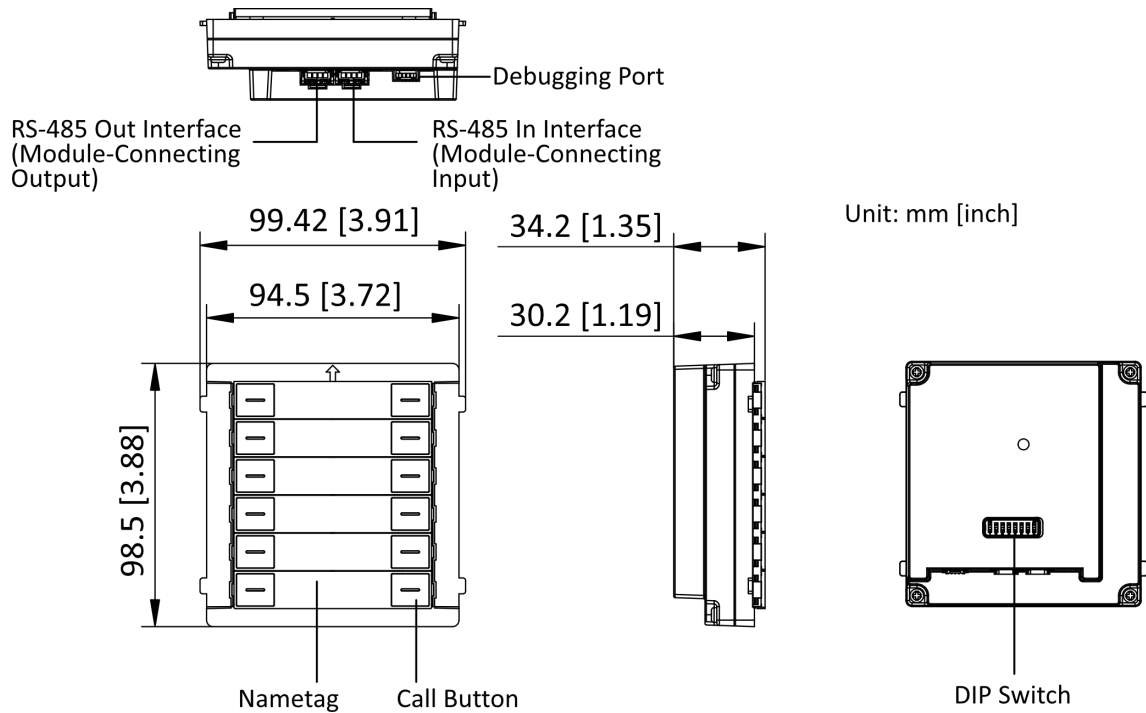
Figure 1-1 Nametag Module Appearance

ⓘNote

- The pictures here are for reference only.
- The nametag can be replaced.
- RS-485 interfaces are for module-connecting.
- The debugging port is for debugging use only.
- The device can be used for cascading. To avoid the risk of overload in the preceding power supply, it is necessary to use it in combination according to the output limit of the main unit.

Chapter 2 Configuration Flow of the Nametag Module

You can configure the nametag module through the following flow.

Table 2-1 Configuration Flow of the Nametag Module

Configuration Steps	Details
1. Set sub module address of K12 module	Please refer to: ***Configure Sub Module Address***
2. Wiring and Installation of the K12 Module	Please refer to: • ***Terminal and Wiring*** • ***Installation***
3. Configure the K12 Module via the Web Client of the Main Unit or iVMS-4200 Client Software	• Configure the K12 Module via the Web Client of 8003 Series Module Door Station: ***Configuration via Web 4.0*** • Configure the K12 Module via the PC and Mobile Web Client of 7003 Series Module Door Station: ***Configuration via PC Web 5.0 or Mobile Web*** • Configure the K12 Module via the iVMS-4200 Client Software: ***Configuration via Client Software of the Main Unit***
4. Call residents via the K12 Module	Please refer to: ***Call Resident***

Chapter 3 Configure Sub Module Address

You need to set the sub module address via DIP switch before installation.

Steps

1. Remove the rubber cover on the rear panel of the sub module to expose the DIP switch.
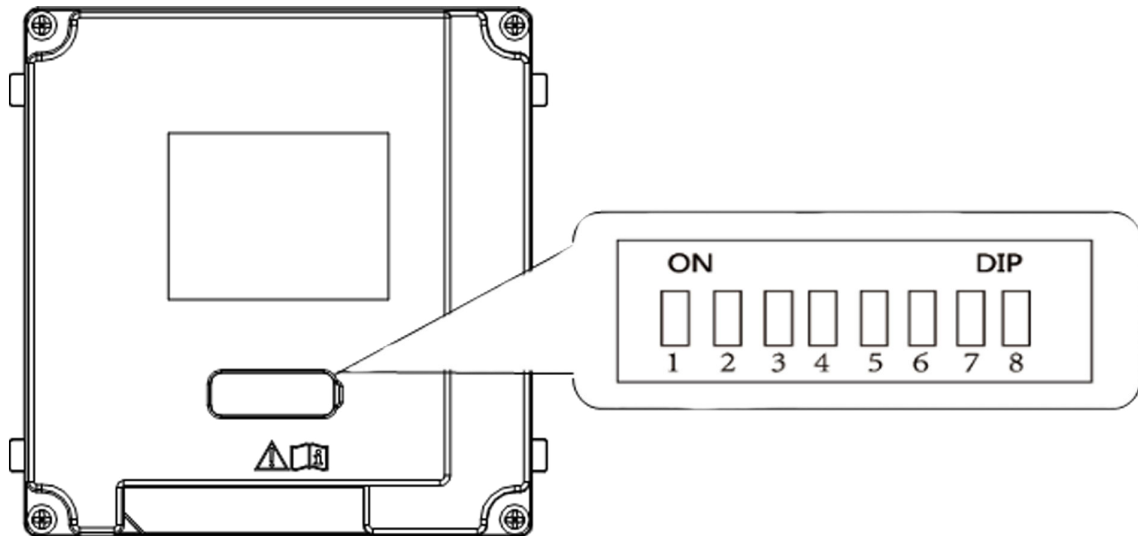
Figure 3-1 DIP Switch

2. Set the sub module address according to the DIP rules, and install the rubber cover back.

ⓘ**Note**

- DIP 1, 2, 3, 4 are used to coding the sub module address. DIP 5, 6, 7, 8 are reserved.
- Valid sub module address is from 1 to 8. The address should be unique for connecting to the main unit.
  The sub module address and its corresponding switch status are displayed as below.

Sub Module Address	DIP 1	DIP 2	DIP 3	DIP 4	DIP 5	DIP 6	DIP 7	DIP 8
Module 1	ON	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Module 2	OFF	ON	OFF	OFF	OFF	OFF	OFF	OFF
Module 3	ON	ON	OFF	OFF	OFF	OFF	OFF	OFF
Module 4	OFF	OFF	ON	OFF	OFF	OFF	OFF	OFF
Module 5	ON	OFF	ON	OFF	OFF	OFF	OFF	OFF

Sub Module Address	DIP 1	DIP 2	DIP 3	DIP 4	DIP 5	DIP 6	DIP 7	DIP 8
Module 6	OFF	ON	ON	OFF	OFF	OFF	OFF	OFF
Module 7	ON	ON	ON	OFF	OFF	OFF	OFF	OFF
Module 8	OFF	OFF	OFF	ON	OFF	OFF	OFF	OFF

Chapter 4 Terminal and Wiring

4.1 Terminals
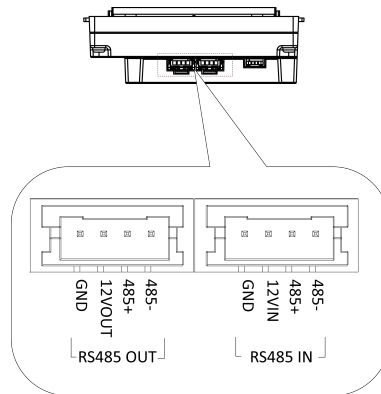
Figure 4-1 RS-485 Module-Connecting Interfaces

4.2 Module Door Station Wiring

4.2.1 Wiring with the Main Unit

The nametag module can connect to Two-Wire module door station and IP module door station via RS-485 module-connecting interfaces. After connecting with the door station and setting the call button of the module, you can press the call button of the sub module to call linked indoor station. For more information about setting call buttons, please refer to **Configuration and Operations** chapter.

Note

For more information about setting call buttons, please refer to **Configuration and Operations** chapter. ***Configuration and Operation***

Wiring with IP Module Door Station
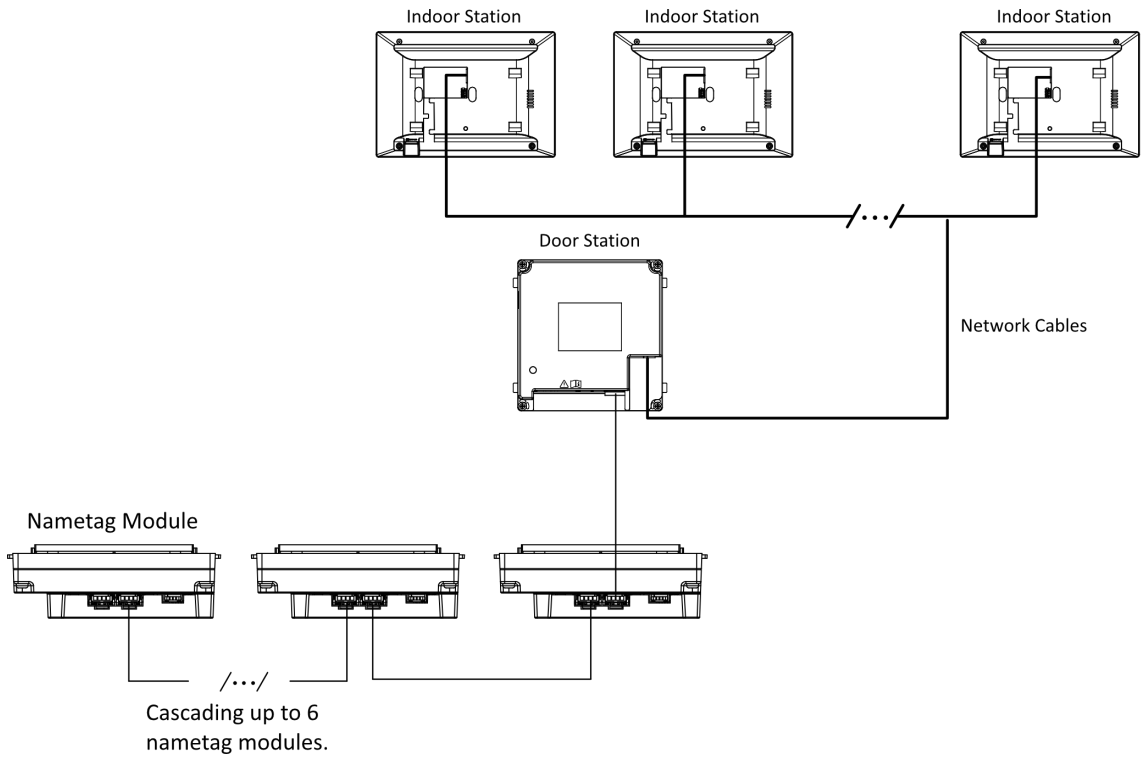
Figure 4-2 Wiring with IP Module Door Station

Wiring with Two-Wire Module Door Station
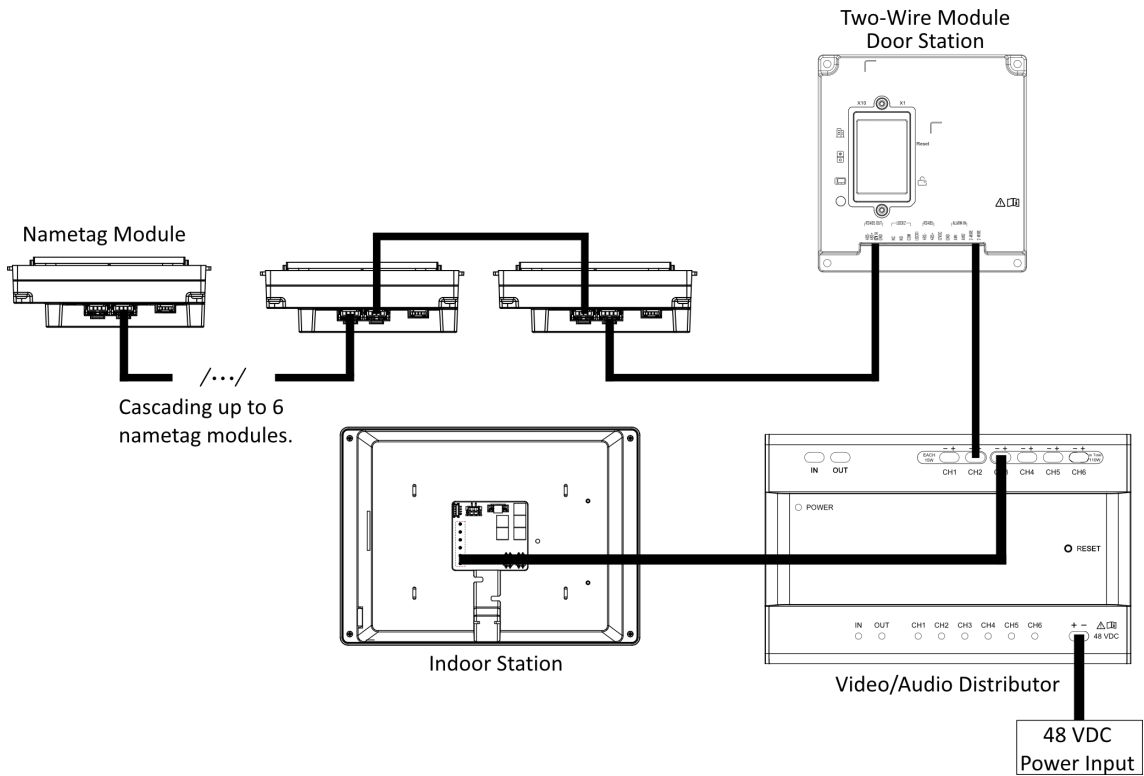
Figure 4-3 Wiring with Two-Wire Module Door Station

Chapter 5 Installation

ⓘNote

- Sub module must work along with the main unit.
- Sub modules share the same approach of the installation. The sub modules in installation images are for reference only.
- Make sure the device in the package is in good condition and all the assembly parts are included.
- Set the sub module address before start the installation steps.
- Make sure the place for surface mounting is flat.
- Make sure all the related equipment is power-off during the installation.
- Tools that you need to prepare for installation:
  Drill (ø6), cross screwdriver (PH1*150 mm), and gradienter.

5.1 Two-Module Installation

5.1.1 Two-Module Surface Mounting

Before You Start
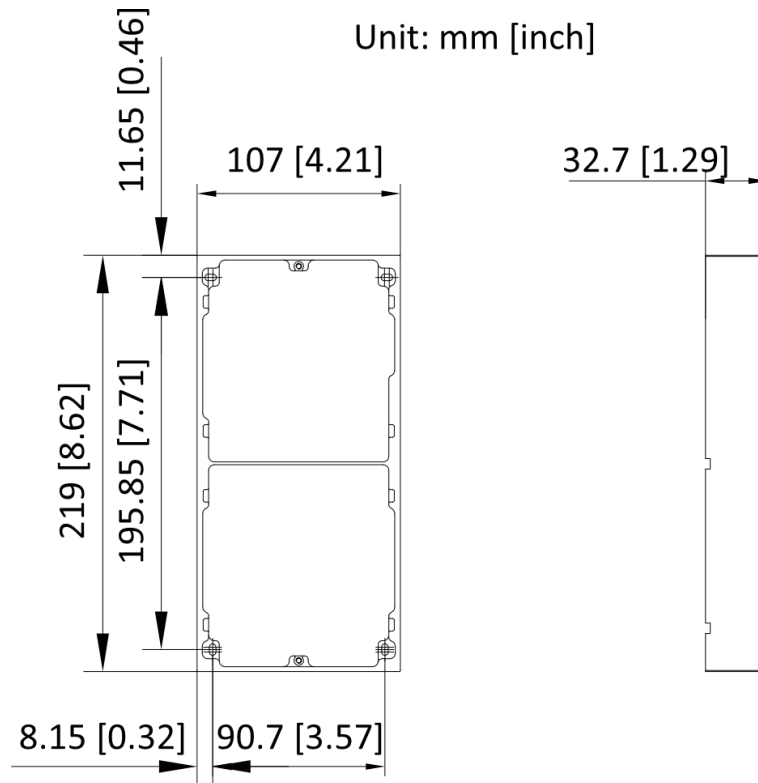
Figure 5-1 Mounting Frame

📖 **Note**
- The suggested depth of the installation hole is 33 mm.
- The dimensions above are for reference only. The actual size can be slightly different from the theoretical dimension.
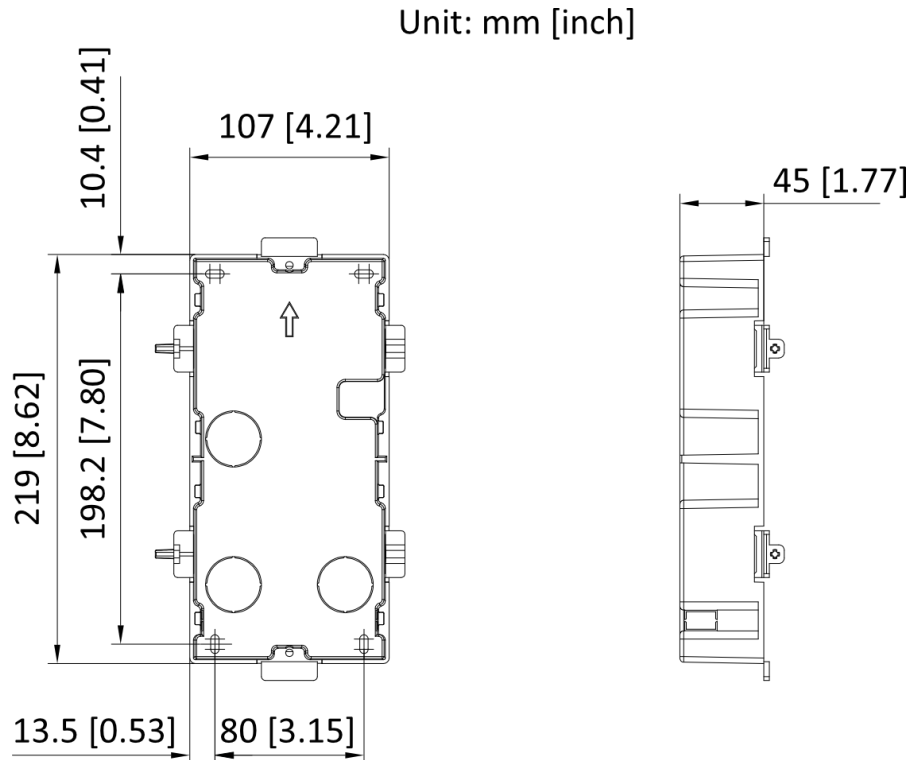
Steps
1. Stick the mounting sticker to the wall. The suggested length of cables left outside is 270 mm.
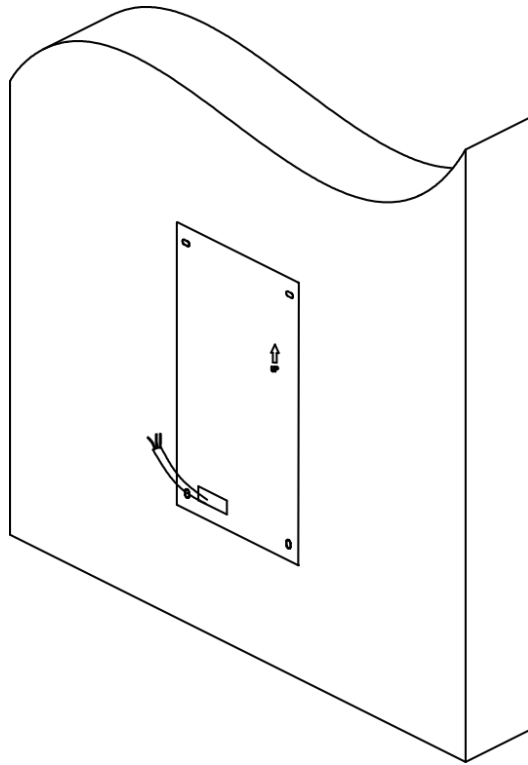
Figure 5-2 Stick the Sticker

2. Drill 4 holes of 25 mm deep according to the marks on the sticker and insert the expansion sleeves into the screw holes. Remove the mounting sticker and fix the mounting frame to the wall with 4 expansion bolts.
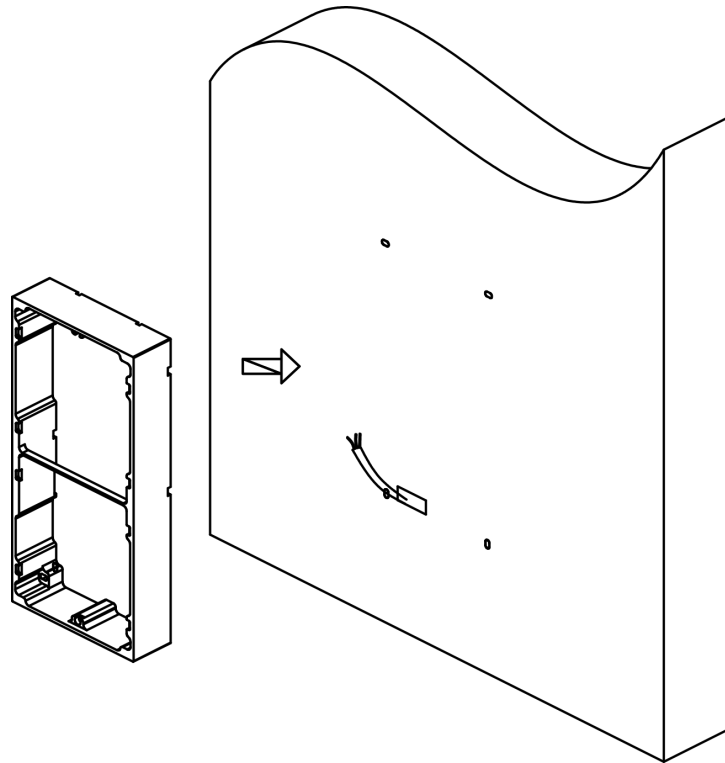
Figure 5-3 Fix the Mounting Frame

3. Thread the module-connecting line across the thread holes of the frame. Pass the main unit connecting line across the thread hole to the top grid and connect the cables. Insert the modules into the frame after wiring. The main unit must be placed in the top grid.
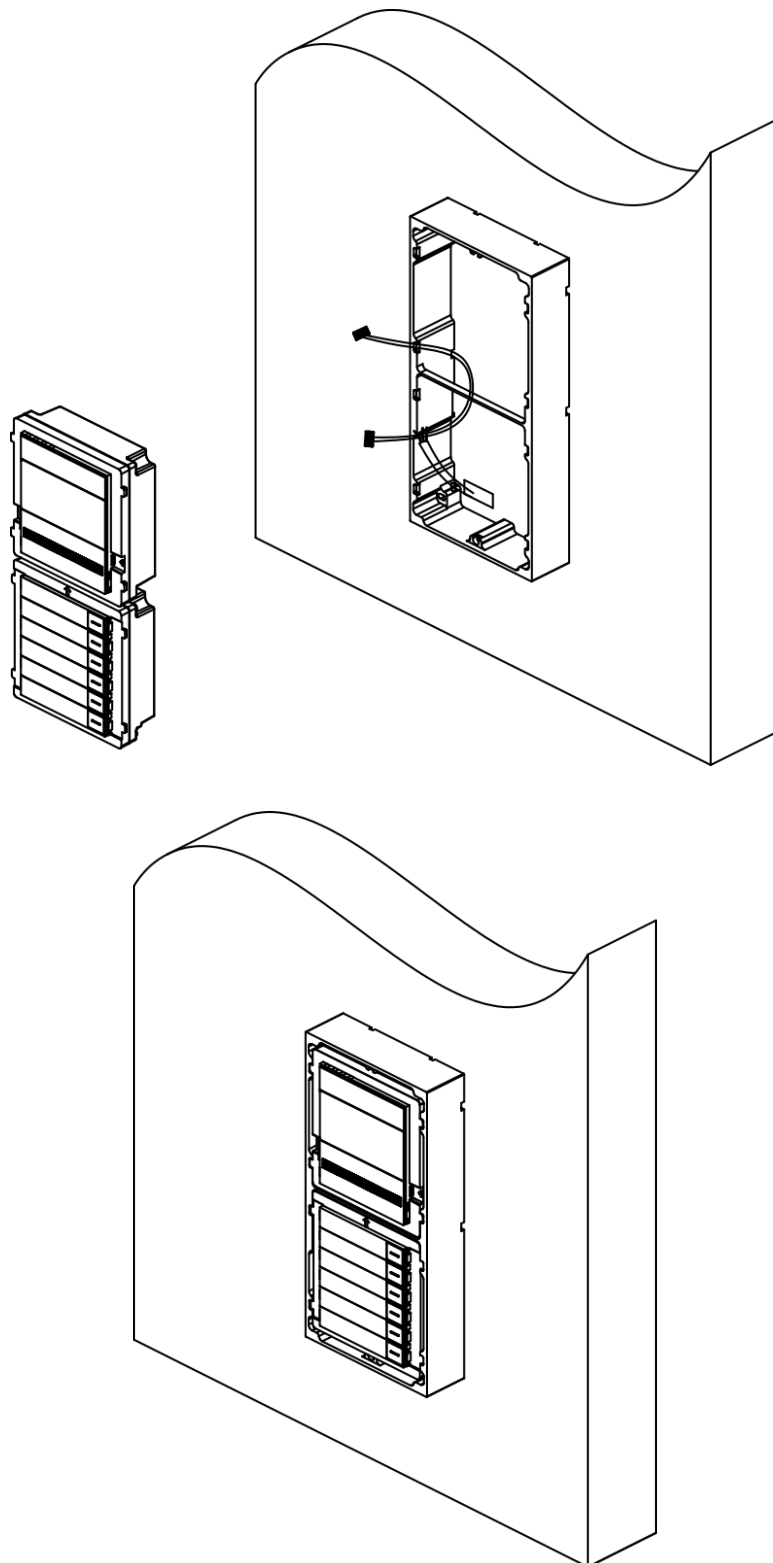
Figure 5-4 Fix Modules to the Frame

4. Apply silicone sealant among the cable wiring area to keep the raindrop from entering.

Apply silicone sealant among the cable wiring area to keep the raindrop from entering.
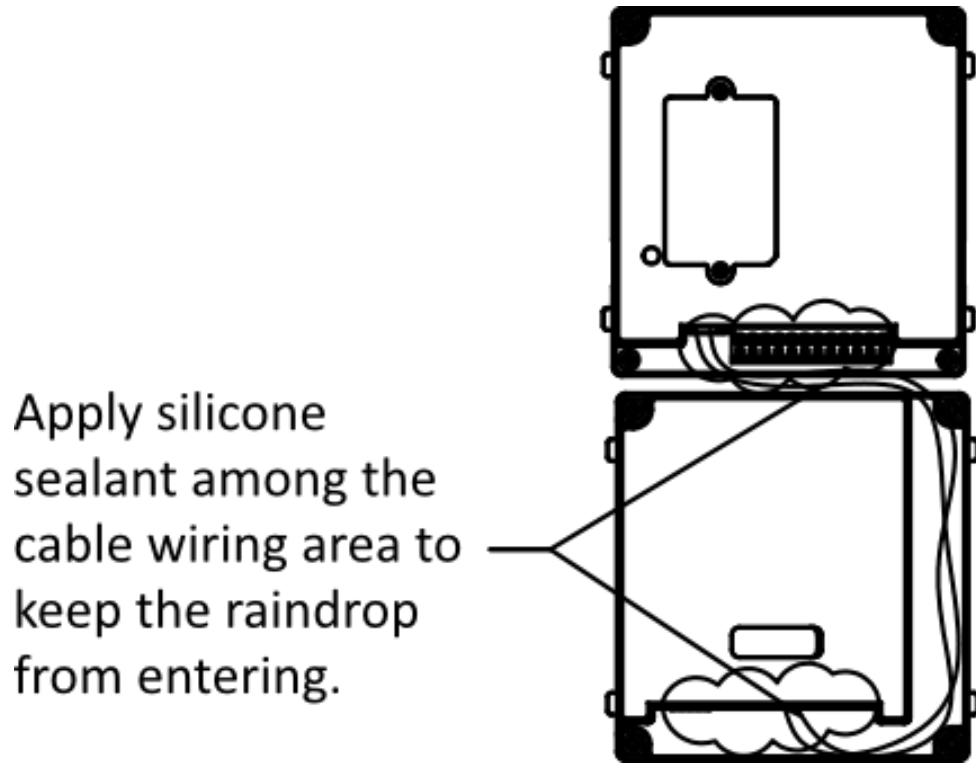
Figure 5-5 Apply Silicone Sealant

5. Use the hexagon wrench in the package to fix the cover onto the frame.
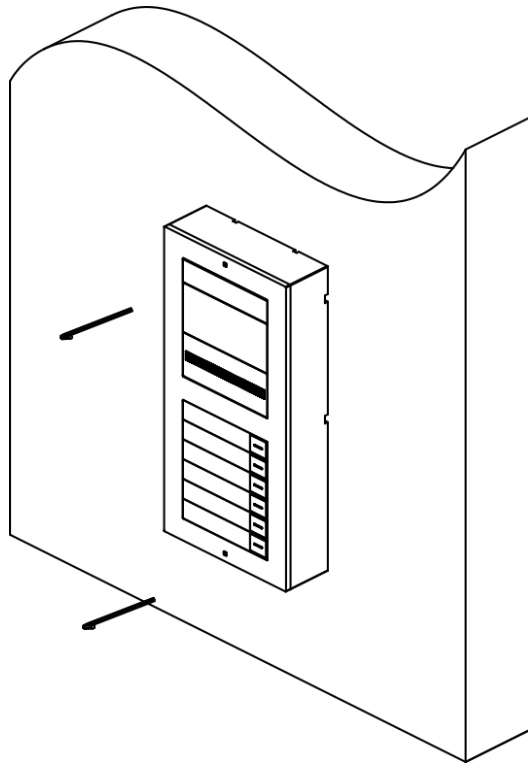
Figure 5-6 Fix the Cover

5.1.2 Two-Module Flush Mounting

Before You Start

Unit: mm [inch]

Figure 5-7 Mounting Box

ℹ️**Note**

The dimensions above are for reference only. The actual size can be slightly different from the theoretical dimension.

Steps

1. Stick the mounting sticker to the wall and cave the installation hole according to the sticker. Pull the cable out. Stick the mounting sticker to the installation hole and drill 4 holes of 25 mm deep according to the marks on the sticker and insert the expansion sleeves into the screw holes.

ℹ️**Note**

- The suggested depth of the hole is 44.5 mm.
- The suggested length of cables left outside is 270 mm.
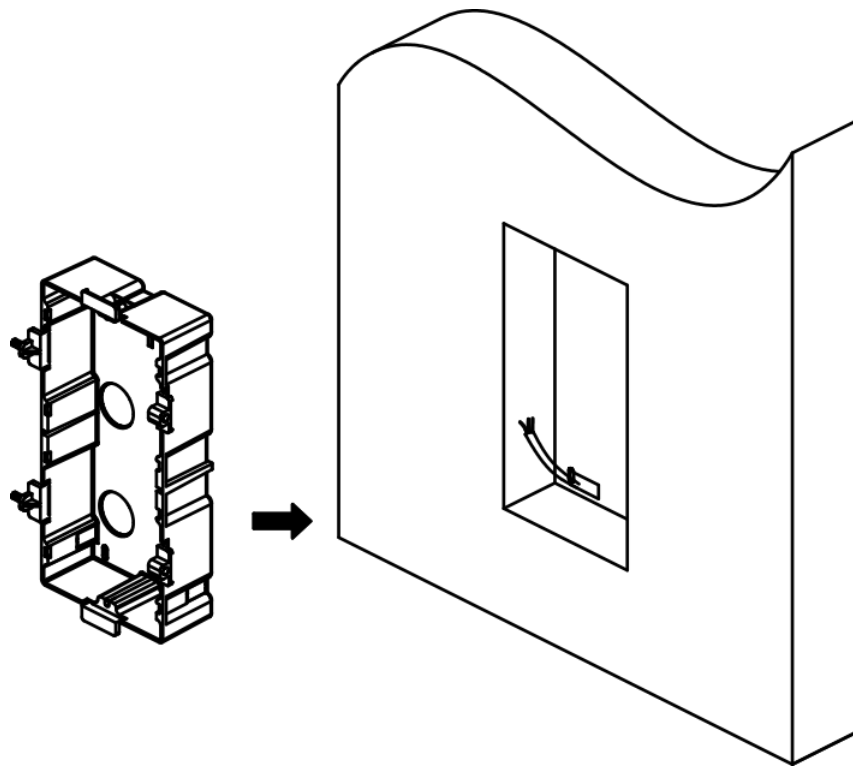
Figure 5-8 Drill the Installation Hole

2. Fix the mounting box to the installation with 4 expansion bolts. Remove the positioning piece of the mounting box.
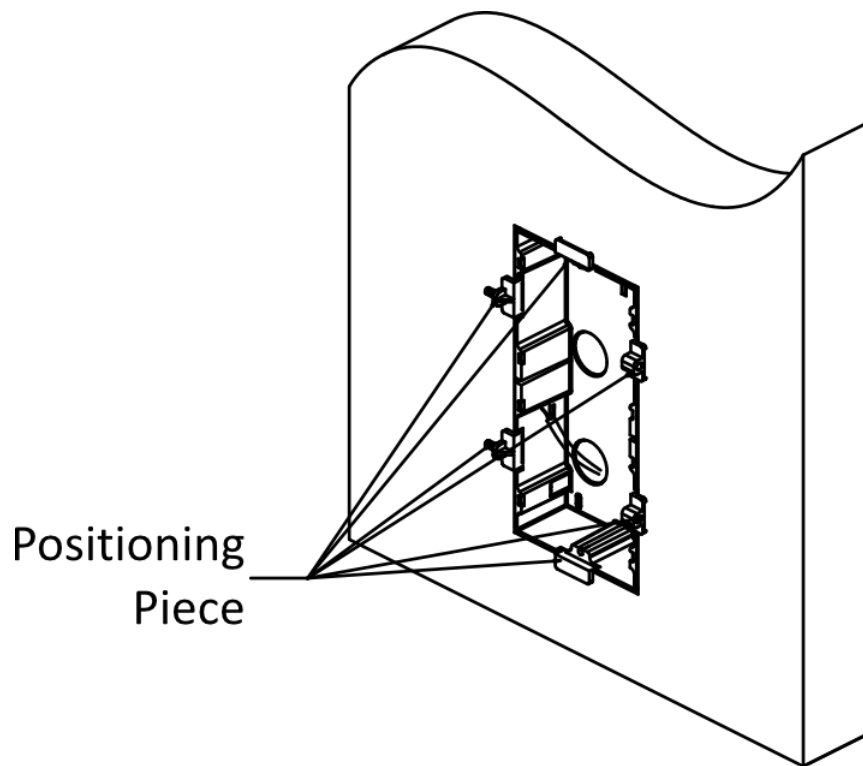
Figure 5-9 Fix the Mounting Box

3. Connect cables of the main unit and other modules and insert the modules to the mounting box.

⌷**i** **Note**

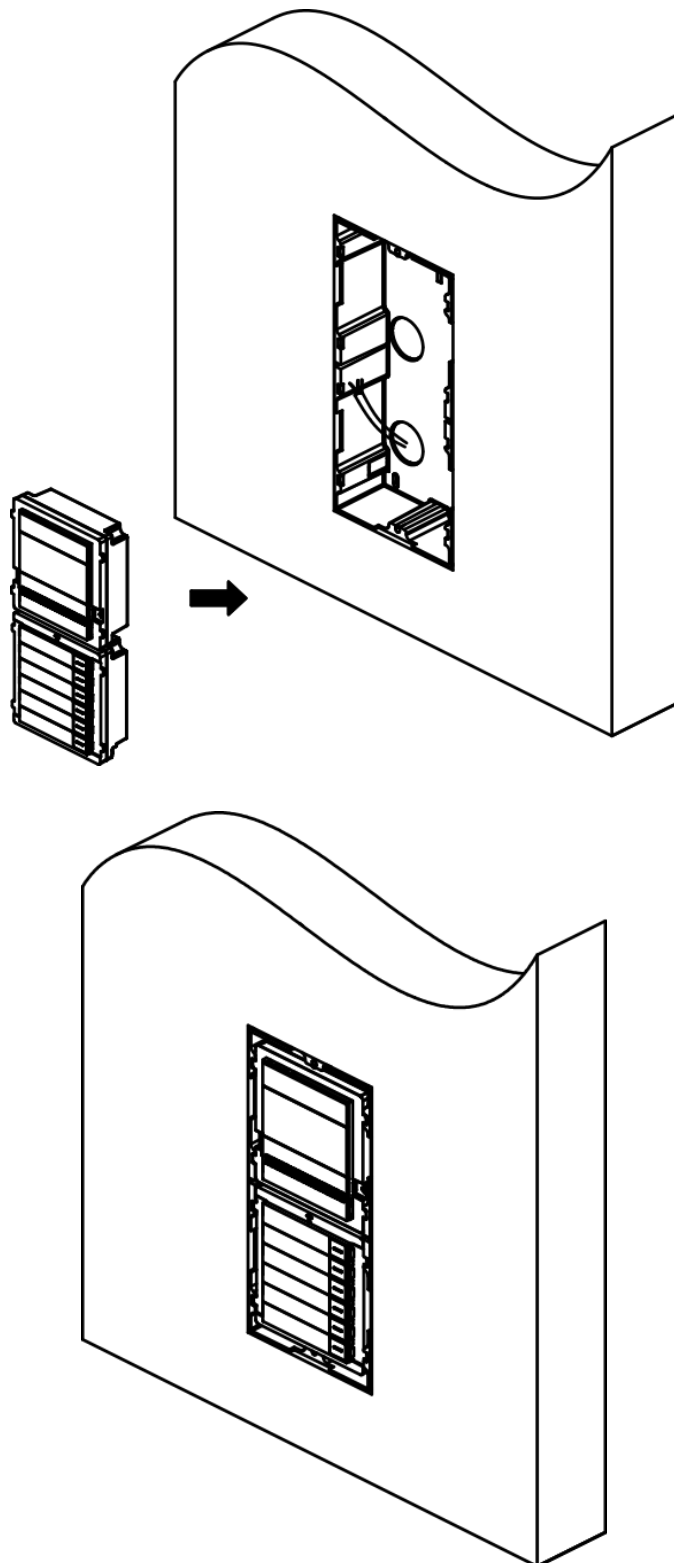Apply silicone sealant on the top and sides of the mounting box. Do not apply silicone sealant on the bottom of the box.

Figure 5-10 Fix Modules to the Mounting Box

4. Fix the cover with 2 socket head cap screws by using a hexagon wrench.
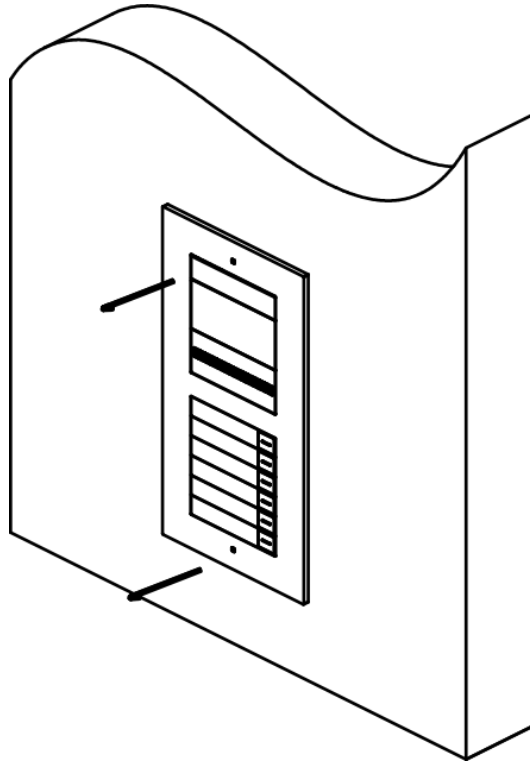

Figure 5-11 Fix the Cover

5.2 Three-Module Installation

5.2.1 Three-Module Surface Mounting
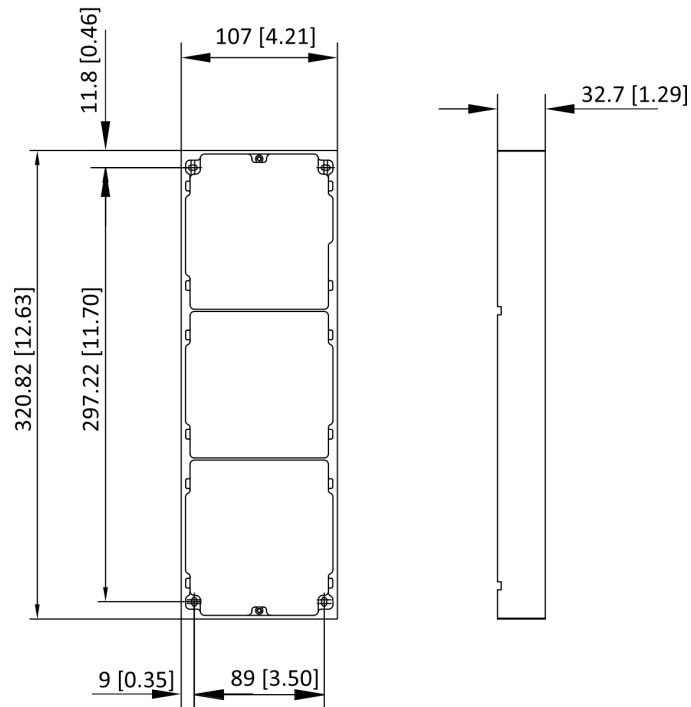
Before You Start

Unit: mm [inch]

Figure 5-12 Mounting Frame

ℹ️**Note**
- The suggested depth of the installation hole is 33 mm.
- The dimensions above are for reference only. The actual size can be slightly different from the theoretical dimension.

Steps
1. Stick the mounting sticker to the wall. The suggested length of cables left outside is 270 mm.
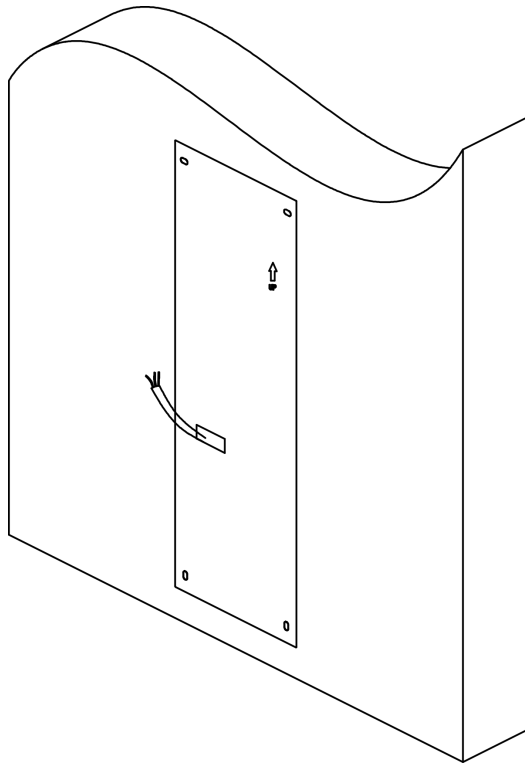
Figure 5-13 Stick the Sticker

2. Drill 4 holes of 25 mm deep according to the marks on the sticker and insert the expansion sleeves into the screw holes. Remove the mounting sticker and fix the mounting frame to the wall with 4 expansion bolts.
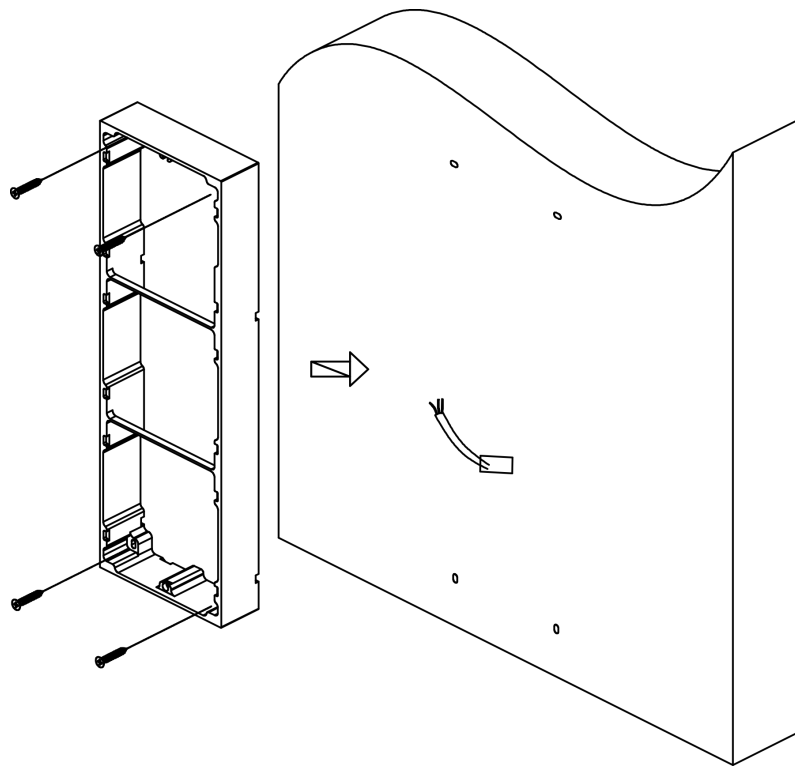
Figure 5-14 Fix the Mounting Frame

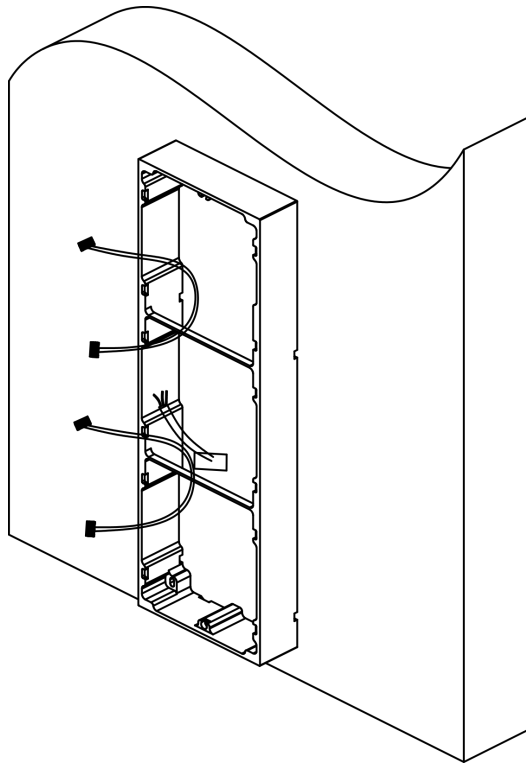**3.** Thread the module-connecting line across the thread holes of the frame.

Figure 5-15 Thread the Module-Connecting Line

4. Pass the main unit connecting line across the thread hole to the top grid and connect the cables. Insert the modules into the frame after wiring. The main unit must be placed in the top grid.
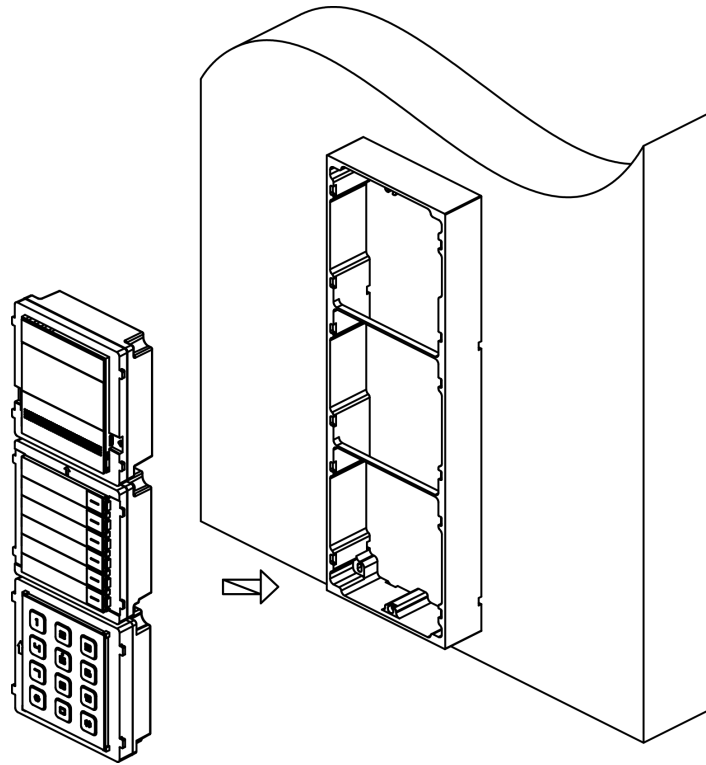
Figure 5-16 Fix Modules to the Frame

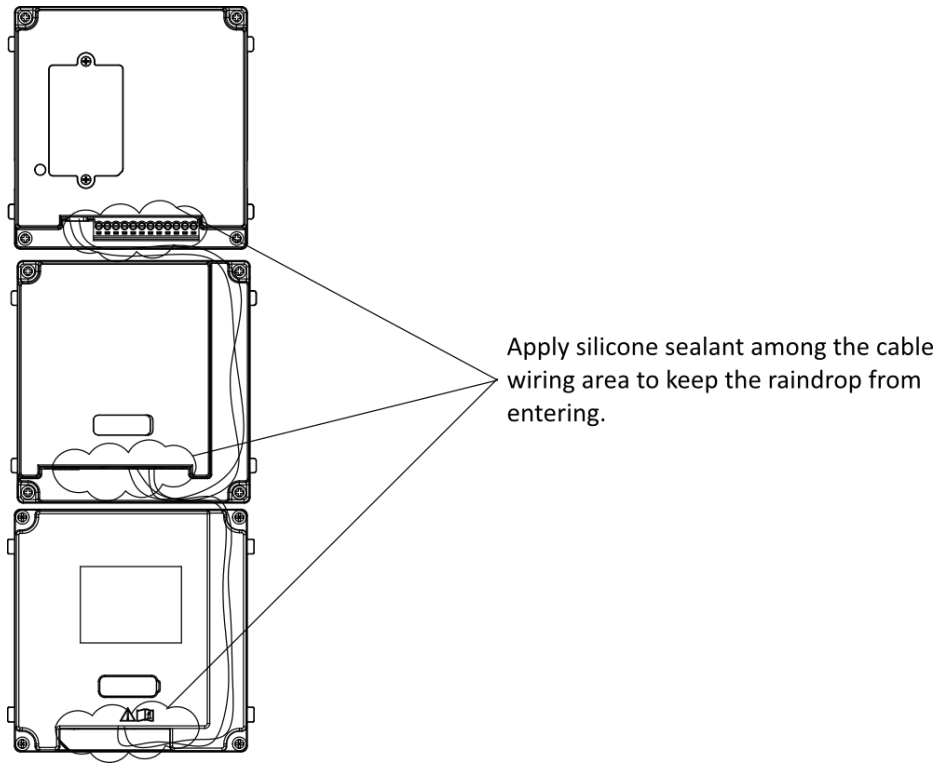**5.** Apply silicone sealant among the cable wiring area to keep the raindrop from entering.

Apply silicone sealant among the cable wiring area to keep the raindrop from entering.

Figure 5-17 Apply Silicone Sealant

6. Use the hexagon wrench in the package to fix the cover onto the frame.
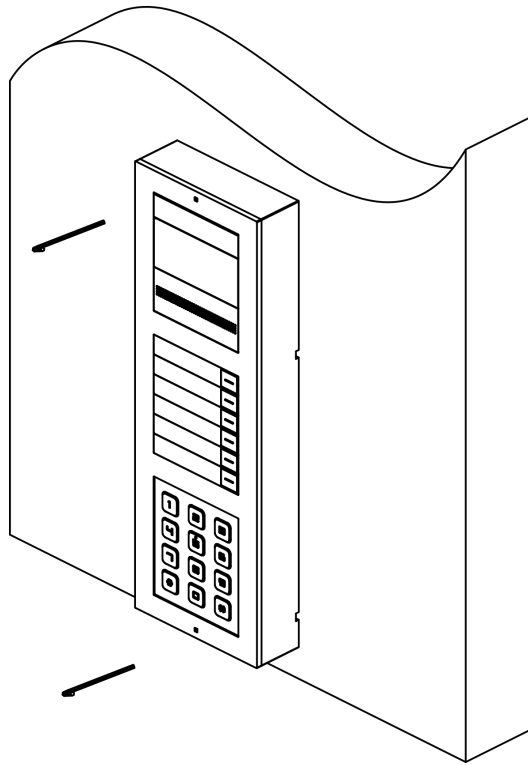
Figure 5-18 Fix the Cover

5.2.2 Three-Module Flush Mounting

Before You Start
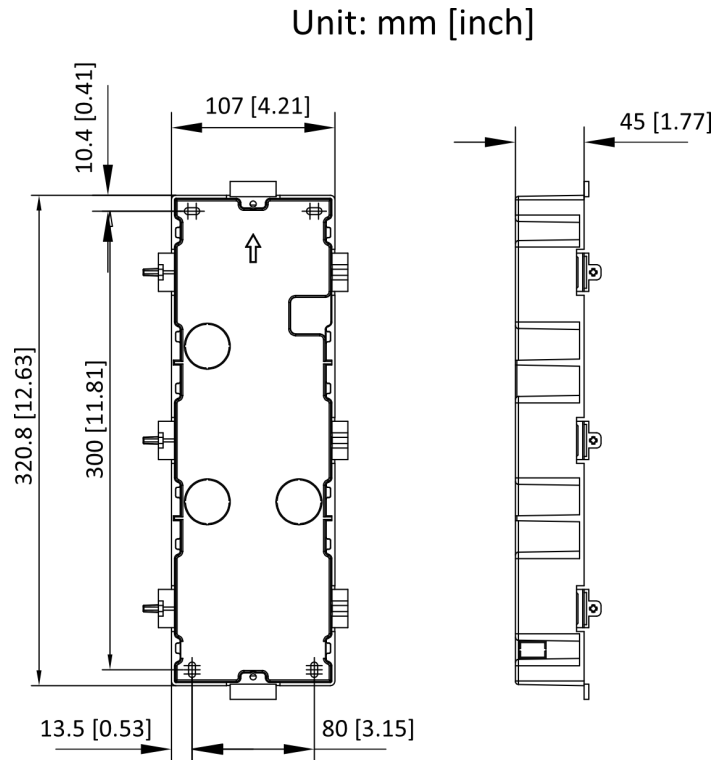
Unit: mm [inch]

Figure 5-19 Mounting Box

ℹ️**Note**

The dimensions above are for reference only. The actual size can be slightly different from the theoretical dimension.

Steps

1. Stick the mounting sticker to the wall and cave the installation hole according to the sticker. Pull the cable out. Stick the mounting sticker to the installation hole and drill 4 holes of 25 mm deep according to the marks on the sticker and insert the expansion sleeves into the screw holes.

ℹ️**Note**

- The suggested depth of the hole is 44.5 mm.
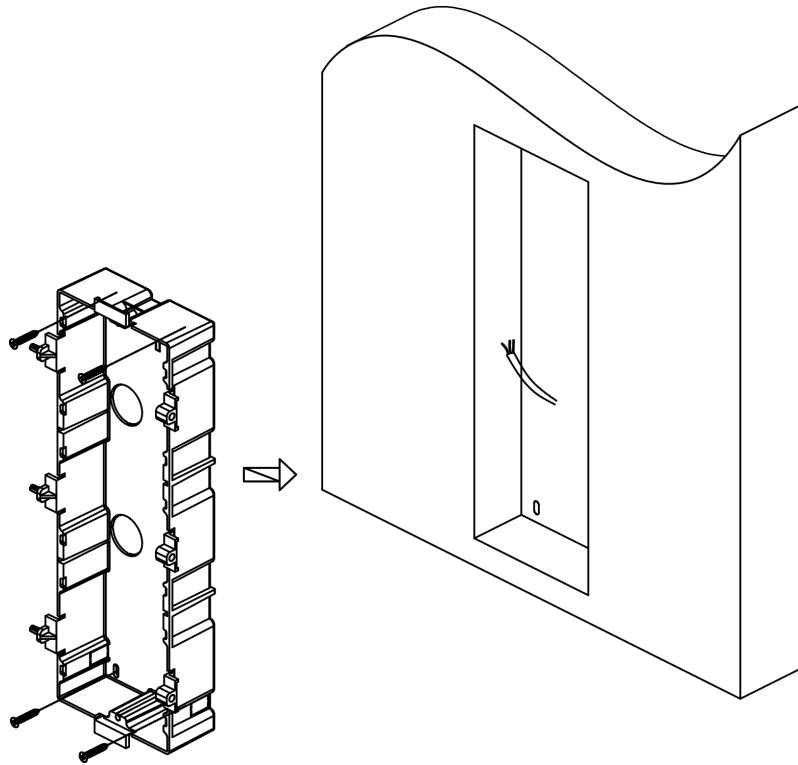- The suggested length of cables left outside is 270 mm.

Figure 5-20 Drill the Installation Hole

2. Fix the mounting box to the installation with 4 expansion bolts. Remove the positioning piece of the mounting box.

Positioning
Piece

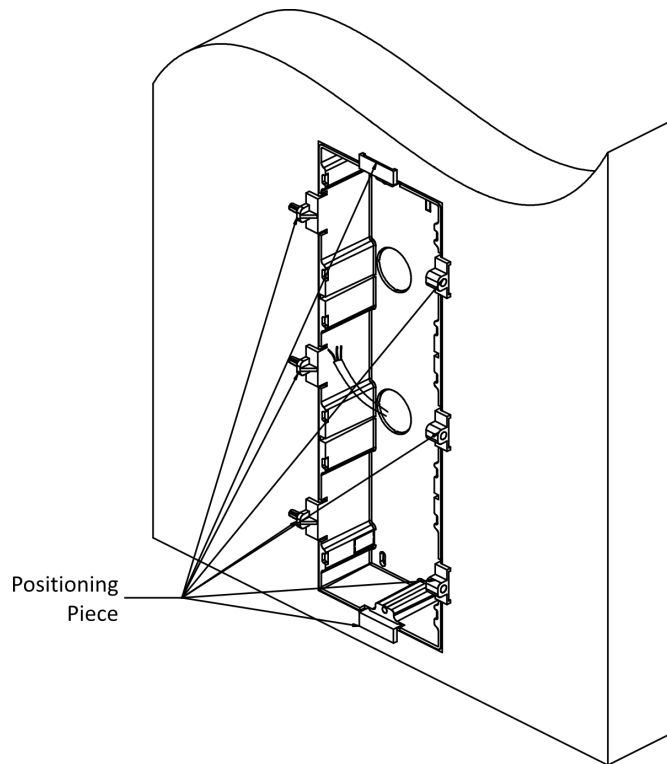**Figure 5-21 Fix the Mounting Box**

3. Connect cables of the main unit and other modules and insert the modules to the mounting box.

⎿**i**⌐**Note**

Apply silicone sealant on the top and sides of the mounting box. Do not apply silicone sealant on the bottom of the box.
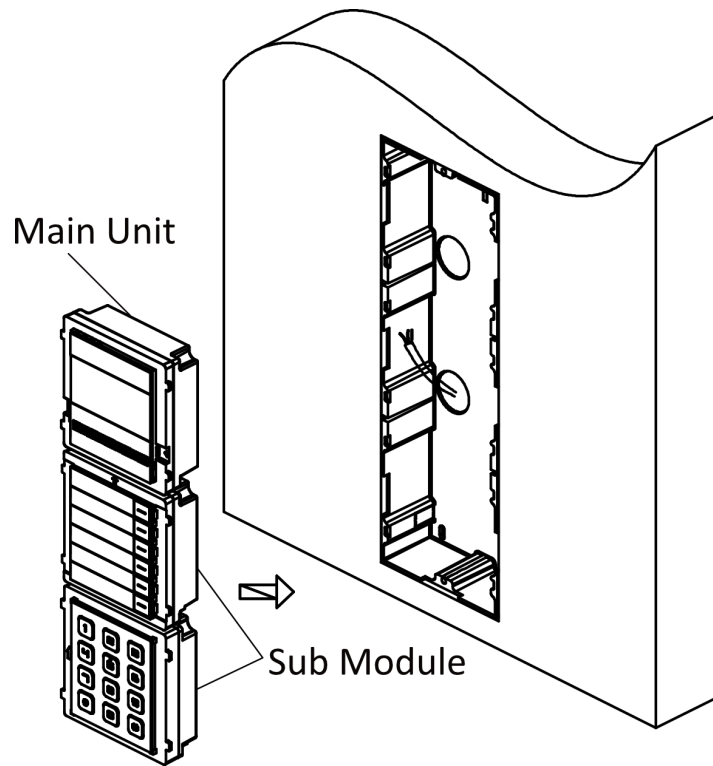
Figure 5-22 Fix Modules to the Mounting Box

4. Fix the cover with 2 socket head cap screws by using a hexagon wrench.
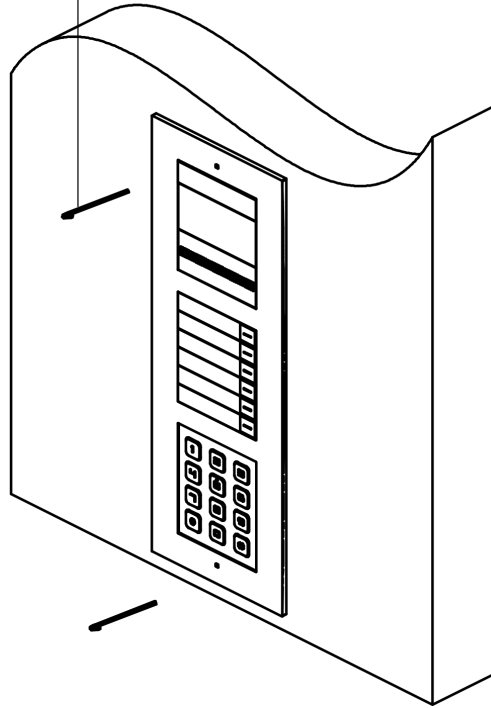
Hexagon Wrench

Figure 5-23 Fix the Cover

Chapter 6 Configuration and Operation

You can configure the nametag module via the Web Client and Client Software of the main unit.

6.1 Configuration via Web Client of the Main Unit

6.1.1 Configuration via Web 4.0

Login Web Browser

You can log into the Web browser for device configuration.

Before You Start
The sub module needs to be connected with the main unit before you can set the sub module via the web client of the main unit. For more details, please refer to ***Wiring with the Main Unit***

Steps
1. Enter the device IP address in the address bar of the web browser and press **Enter** to enter the login page.
2. Enter the device user name and the password. Click **Login** to login to the page.

View Button Image of Connected Sub Modules

You can view image of all connected sub modules and the No. of each button.

Steps
1. Click **Configuration → Intercom → Press Button to Call** to enter the page.
2. Click **View Button Image**, and you can check all connected sub modules and the No. of each button. The following image is shown as an example.
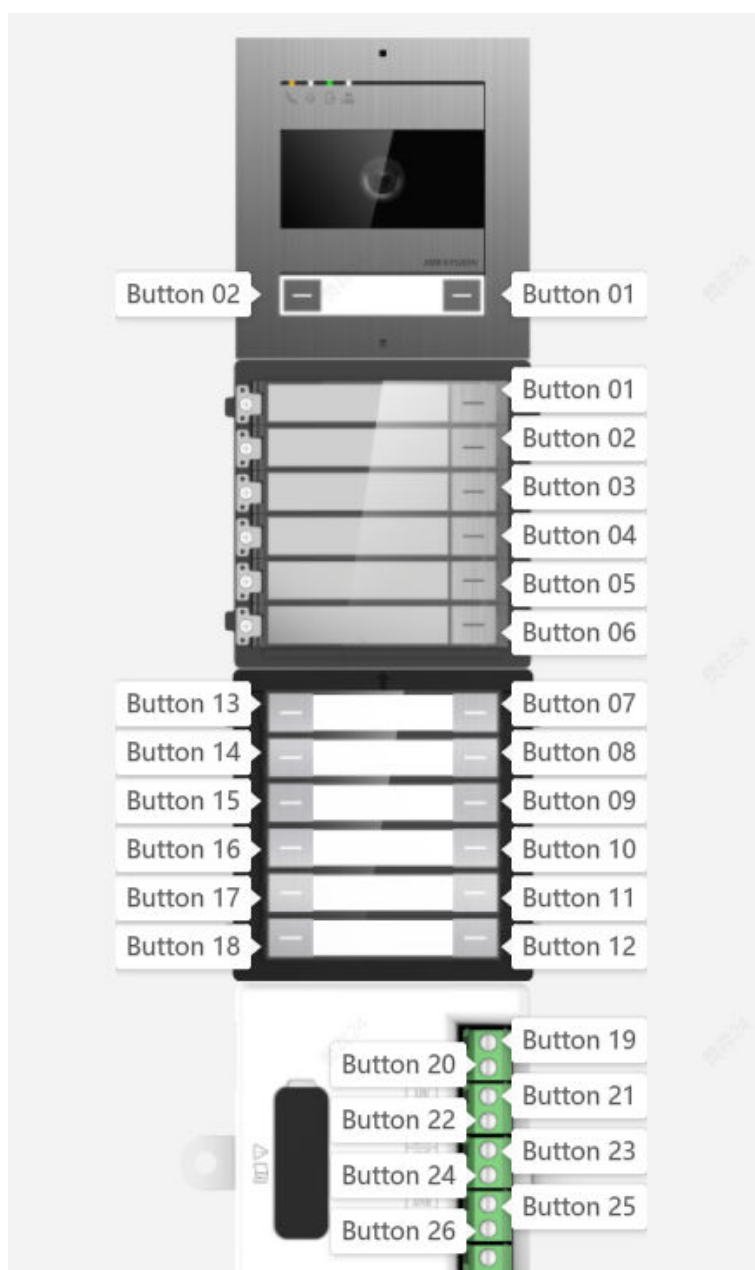
Figure 6-1 View Button Image

Schedule Settings

You can create call schedules for the nametag module. By default, you can call indoor stations via the nametag module at any time of the day.

Steps
1. Click **Configuration → Schedule → Video Intercom → Call Schedule** to enter the page.

2. Click the next row below **Enable Indoor Station All Day by Default**.

3. Enter **Schedule Name**.

4. Select **Call Type**.

5. Set **Weekly Schedule**.

1) Click **Weekly Schedule**.

Figure 6-2 Weekly Schedule

2) Drag mouse to set the schedule according to the actual needs.

3) **Optional:** Click the copy icon to copy the schedule to other days according to the actual needs.

4) Click **Save** to save the settings.

6. Set **Holiday Schedule**.

1) Click **Holiday Schedule**.

Schedule Name   TemplatePlan1

Call Type   ■ Indoor Station   ■ Center

Time Settings   Weekly Schedule   **Holiday Schedule**

＋ Add   🗑 Clear

No.	Start Time	End Time	Time Period	Operation

Figure 6-3 Holiday Schedule

2) Click **+Add**.

3) Set **Start Time** and **End Time**.

4) Select **Call Type**.

5) Drag mouse to set the schedule according to the actual needs.

6) Click **OK**.

7) **Optional:** You can edit or delete the schedule according to the actual needs.

8) Click **Save** to save the settings.

⌷ꭵNote

The holiday schedule has higher priority than weekly schedule when you set the two schedule at the same time.

Set Room No. and Call Schedule for Nametag Module

Steps

1. Click **Configuration → Intercom → Press Button to Call** to enter the page.

2. Select **Sub Module** from the drop-down list.

⌷ꭵNote

You can set **No.** of the nametag module via the DIP switch on the back of the module. For more information, please refer to: **_Configure Sub Module Address_**

3. Fill in the room No. of the indoor station in the blank of the **Button Setting** column.

4. Link Time Schedule: Select time schedule plan from the drop-down list. For more information about the time schedule plan, please refer to ***Schedule Settings*** .

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

   After configuration, you can press the button on the nametag module to call relative indoor station.

View Information of Nametag Module

You can view the sub module address, module type, status, and version of the nametag module.

Steps

1. Click **Configuration → Intercom → Sub Module Configuration** to enter the page.
2. View the sub module information, including No. (sub module address), module type, status, and version.

   [i]**Note**

   - The module address is used to differentiate the sub modules.
   - K12 module belongs to nametag modules.
   - The room No. for the main unit's call button is 1 by default; and the room No. for other call buttons will start with 2. The number will increase continuously. For example, the room No. of the first nametag module range from 2~7, the room No. of next nametag module will range from 8~13.

6.1.2 Configuration via PC Web 5.0 or Mobile Web

Login Web Browser

You can log into the Web browser for device configuration.

Before You Start
The sub module needs to be connected with the main unit before you can set the sub module via the web client of the main unit. For more details, please refer to ***Wiring with the Main Unit***

Steps

1. Connect your mobile devices or PCs to the main unit's hotspot.
2. Enter the user name and the activation password. Click **Login**.

   [i]**Note**

   The main unit will be activated automatically after powered on. You can check the activation password via the label on the surface of the main unit.

3. For the first-time login, you need to change the activation password: Click **admin → Modify Password** on the upper right of the Web browser page. Enter the old and new password and confirm the new password. Click **Save** to save the setting.

---

[i]**Note**

The hotspot password will be changed simultaneously after the activation password is changed.

View Button Image of Connected Sub Modules on Mobile Devices

You can view image of all connected sub modules and the No. of each button.

Steps
1. Tap [≡] **→ Intercom → Press Button to Call** to enter the page.
2. Tap **... → View Button Image** and you can check all connected sub modules and the No. of each button. The following image is shown as an example.
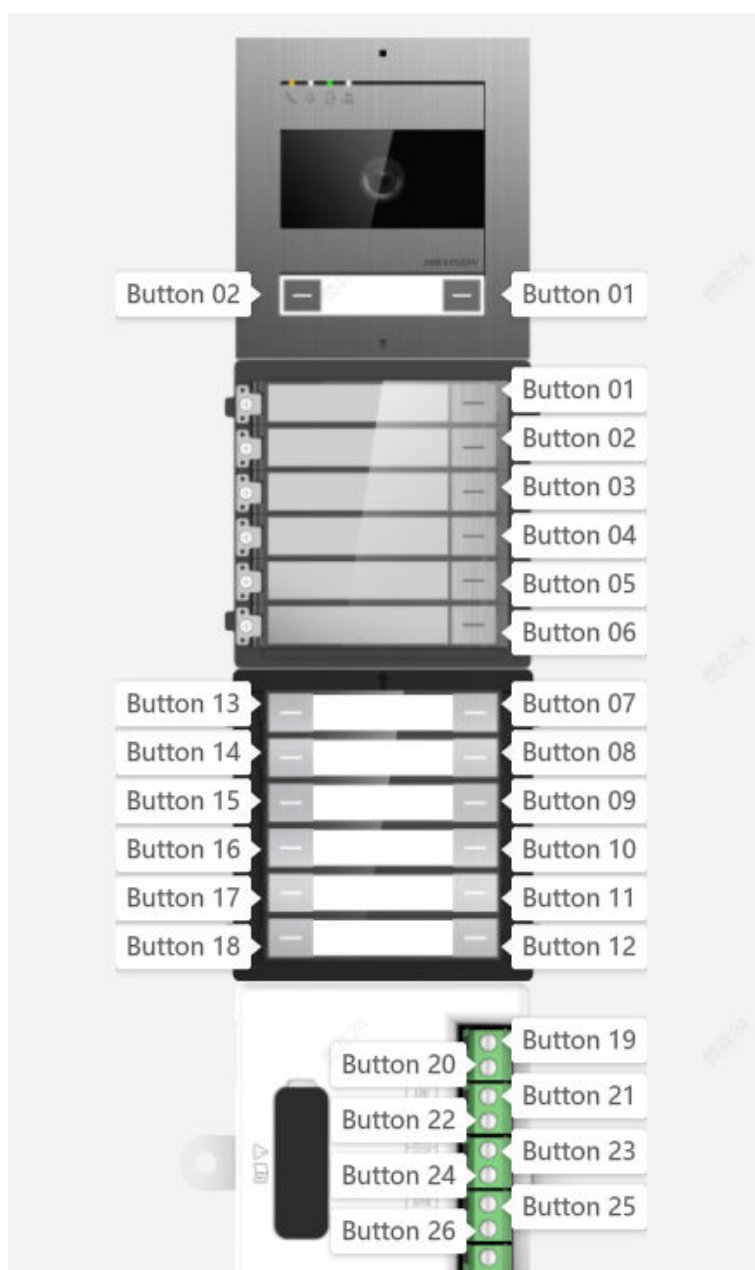
Figure 6-4 View Button Image

Set Room No. for Nametag Module via Mobile Web

You can set room No. for call buttons of nametag module via mobile Web Client of the main unit.

Steps
1. Tap 🖹 → **Intercom** → **Press Button to Call** to enter the page.
2. Tap to select a button to configure.

3. Enable the function of **Press Button to Call** and set **Room No.** for this button.

4. Tap **Save** to save the setting.

Result

After the setting, you can then press the correspondent call button on the nametag module to call the specific indoor station.

View Nametag Module Information via Mobile Web

You can view information of the nametag module on mobile Web of the main unit.

Steps

1. Tap 🔳 → **Intercom** → **Sub Module Configuration** to enter the page.

2. View the version and online status of connected nametag modules.

View Button Image of Connected Sub Modules on PC

You can view image of all connected sub modules and the No. of each button.

Steps

1. Click **Configuration** → **Intercom** → **Press Button to Call** to enter the page.

2. Click **View Button Image**, and you can check all connected sub modules and the No. of each button. The following image is shown as an example.
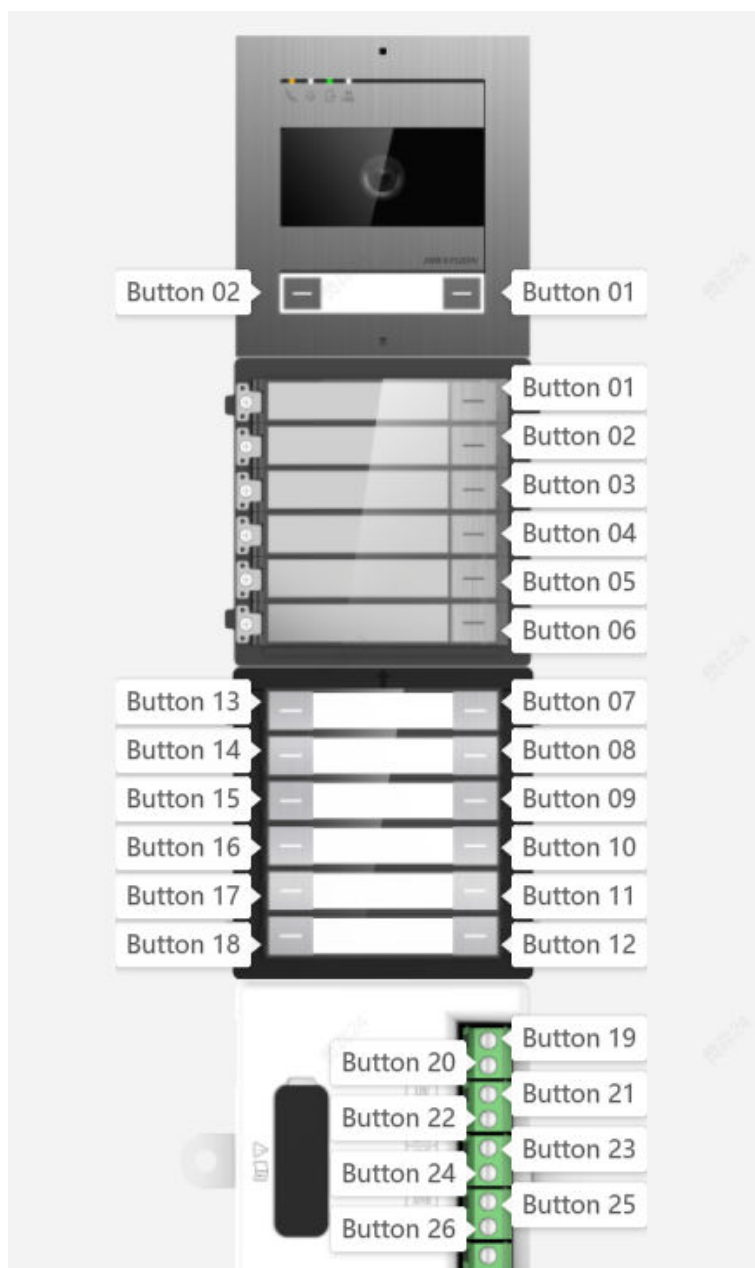
Figure 6-5 View Button Image

Set Room No. for Nametag Module via PC Web

You can set room No. for call buttons of nametag module via PC Web Client of the main unit.

Steps
1. Click **Configuration → Intercom → Press Button to Call** to enter the page.
2. Fill in the blank with room No. for each button and click to enable **Press Button to Call**.

$\boxed{i}$ **Note**

The room No. refers to the mapping room No. which you can custom the No. on your own.

3. Click **Save**.

Result

After the setting, you can then press the correspondent call button on the nametag module to call the specific indoor station.

View Nametag Module Information via PC Web

You can view the information of the nametag module via PC Web Client of the main unit.

Steps

1. Click **Configuration → Intercom → Sub Module Configuration** to enter the page.
2. View the sub module information, including No. (sub module address), module type, online status, and version.

6.2 Configuration via Client Software of the Main Unit

6.2.1 Device Management

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

After running the iVMS-4200, video intercom devices should be added to the client software for remote configuration and management.

Add Online Device

Before You Start
Make sure the device to be added is in the same subnet with your computer. Otherwise, please edit network parameters first.

Steps

1. Click **Online Device** to select an active online device.
2. Click **Add**.
3. Enter corresponding information, and click **Add**.

Add ✕

Adding Mode ⦿ IP/Domain ○ IP Segment ○ Cloud P2P
○ EHome ○ HiDDNS ○ Batch Import

Add Offline Device ☐

* Name [   ]

* Address [   ]

* Port [   ]

* User Name admin

* Password ●●●●●●●●

Synchronize Time ☑

Import to Group ☑

ⓘ Set the device name as the group name and add all the
channels connected to the device to the group.

[**Add and New**] [**Add**] [Cancel]

Figure 6-6 Add to the Client

Add Device by IP Address

Steps

1. Click **+Add** to pop up the adding devices dialog box.

2. Select **IP/Domain** as **Adding Mode**.

3. Enter corresponding information.

4. Click **Add**.

Add Device by IP Segment

You can add many devices at once whose IP addresses are among the IP segment.

Steps

1. Click **+Add** to pop up the dialog box.

2. Select **IP Segment** as **Adding Mode**.

3. Enter corresponding information, and click **Add**.

6.2.2 Remote Configuration

After login to the Client Software and add main units to the Client, you can click ⚙ to set the parameters of the device.

📖**Note**

It will automatically jump to the Web configuration page of the main unit. For more information of Web configuration, please refer to ***Configuration via Web Client of the Main Unit*** .
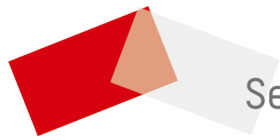
Run the browser, click ⚙ → **Internet Options** → **Security** to disable the Protected Mode.

6.3 Call Resident

Press the call button on the nametag module to call residents.

📖**Note**

- Make sure you have configured the room No. of the device. For more information, please refer to
  - ***Set Room No. and Call Schedule for Nametag Module***
  - ***Set Room No. for Nametag Module via PC Web***
  - ***Set Room No. for Nametag Module via Mobile Web***
- Make sure you have add contacts to the device via **iVMS-4200 Client Software** or Web Client of the main unit.

See Far, Go Further