



Installation & Operating Instruction

Cloud cSafe Smart Community Client

Thank you for purchasing this Panasonic product.

Please read this manual carefully before using this product and save this manual for future use.

Document Description

This document provides a comprehensive description of the typical usage of the [Cloud cSafe Smart Community Client] software. It serves as a guide for users during the installation process of the Panasonic Video Intercom System. By following the instructions outlined in this document, users can effectively accomplish the setup and configuration of the products.

This document primarily targets engineering personnel involved in system configuration, collaborative debugging, after-sales maintenance, and actual system management. During the [Cloud cSafe Smart Community Client] software installation process, relevant personnel should carefully read this manual before proceeding with equipment configuration.

Simultaneously, system administrators and after-sales maintenance personnel should also carefully read this guide to effectively solve problems encountered in real-life scenarios and ensure the stable operation of the system.

Version Update List

Version	Date & Time	Description
V1.0	18-JUL-2024	Published the first version.
V1.1	03-Oct-2024	Spelling, Grammar, & Clarity.

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Section 1

Product Overview

The [[Cloud cSafe Smart Community Client](#)] Software encompasses a range of functions, including system configuration, home management, resident management, message management, record management, security alarm, device management, and more. Through this software, users gain the ability to oversee community device information, manage residents, and utilize features such as cloud intercom.

Section 2

Preparation Before Use

In this section, the document shows the preparations before using the 「[Cloud cSafe Smart Community Client](#)」 software.

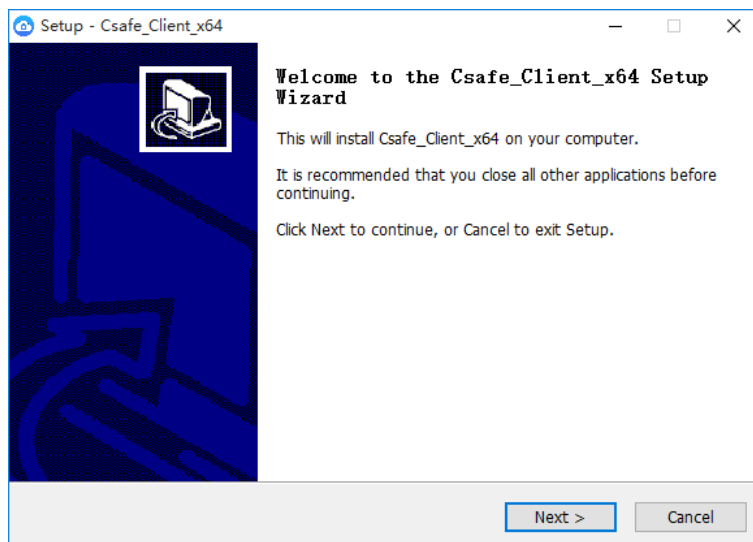
2.1 System Requirement

The following preparations are required before using the system:

Name	Description
PC	The PC with Windows system (Win 7 or later), connected to the Internet.
Web Browser	Chrome or Edge
Client Software	The installation file of the [Cloud cSafe Smart Community Client] , provided by the product supplier.
Cloud community URL & login info	The product supplier provides the cloud community URL & login username/passwords info, please save these data carefully.
USB Camera	The USB camera that connected to the PC for the face recognition.
USB Card Reader	The USB card reader that connected to the PC for card register.

2.2 Client Software Installation

After double click on the installation file icon, the installation package will start and show the installation wizard. The user can follow the instructions in the installation wizard to complete the installation step by step.



P2-1

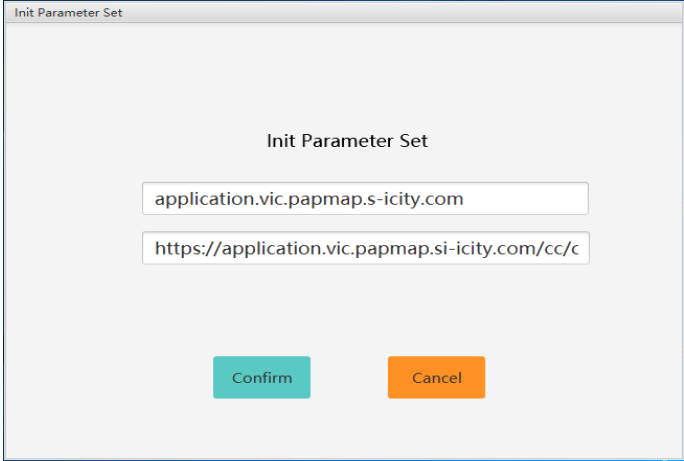
2.3 Login the System

The user can log in to the system using either the client software or the web browser. Both options

provide similar functions, but only the client software allows face registration and data export. Therefore, if face registration or data export is required, the client software must be used. For other functions, either the client software or the web browser can be used.

2.3.1 Client Software Login

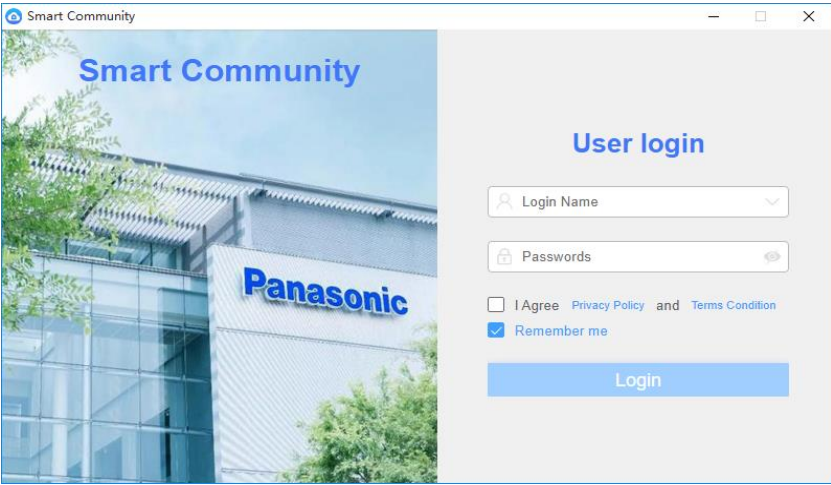
Click the [Cloud cSafe Smart Community Client] client software icon to start the client software, then the parameter set page will be displayed as the follows:

A screenshot of a software window titled "Init Parameter Set". The window has a light gray background. In the center, there is a title "Init Parameter Set". Below the title, there are two text input fields. The first field contains the text "application.vic.papmap.s-icity.com". The second field contains the text "https://application.vic.papmap.s-icity.com/cc/c". At the bottom of the window, there are two buttons: a green "Confirm" button on the left and an orange "Cancel" button on the right.

P2-2

Input the "application.vic.papmap.s-icity.com" data into the service address input box and input the URL data (provided by the product supplier) into the URL input box, then press [Confirm] button.

If the parameters are input correctly and the PC can connect to the server through the internet, the login page will be displayed as the follows:

A screenshot of a web browser window titled "Smart Community". The page is split into two main sections. On the left, there is a large image of a modern building with a glass facade and a "Panasonic" logo. On the right, there is a "User login" form. The form has a title "User login" in blue. Below the title, there are two input fields: "Login Name" and "Passwords". Below these fields, there are two checkboxes: "I Agree Privacy Policy and Terms Condition" (unchecked) and "Remember me" (checked). At the bottom of the form, there is a blue "Login" button.

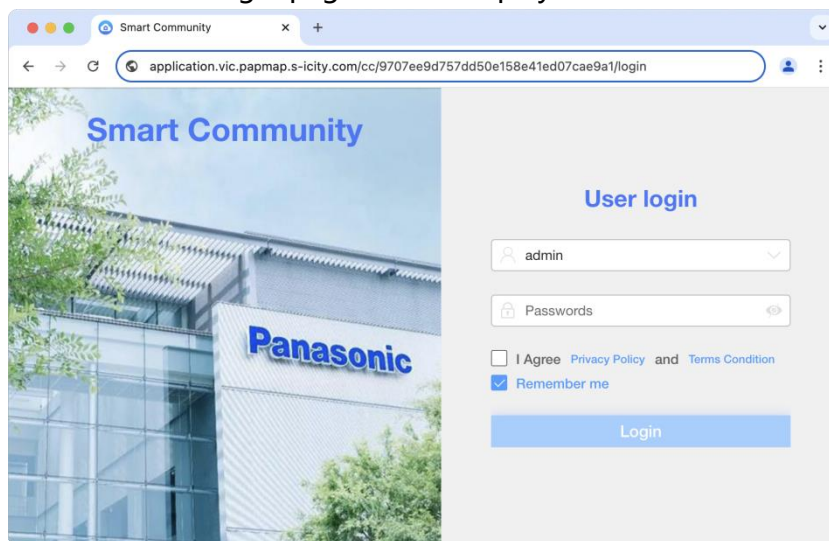
P2-3

Input the [Login Name] and [Passwords] that provided by the product supplier, click on the

[[I Agree Privacy Policy and Terms Condition](#)] checkbox, then press the [[Login](#)] button to log in the system.

2.3.2 Web Browser Login

After starting the web browser (Chrome or Edge), input the URL data of the system (provided by the product supplier) into the URL address bar and press Enter. If the PC can connect to the server through the internet, the login page will be displayed as follows:

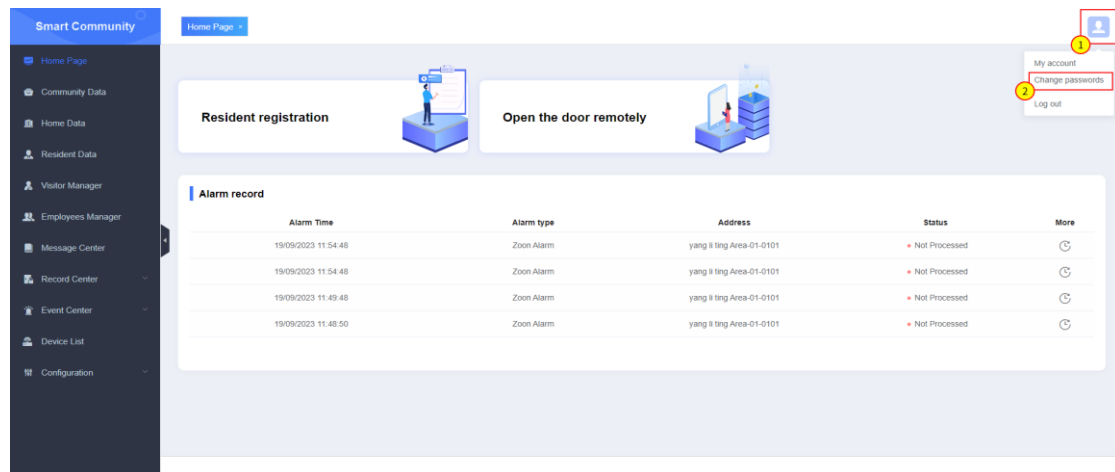


P2-4


Input the [[Login Name](#)] and [[Passwords](#)] that provided by the product supplier, click on the [[I Agree Privacy Policy and Terms Condition](#)] check box, then press the [[Login](#)] button to log in the system.

2.4 Change the Passwords

After first log in, the main page will be shown, and the user should change the initial passwords using the following steps:



P2-5

- Step 1 Click the [] Icon on the top right of the main page, then the pop menu item will be showed.
- Step 2 Click the [[Change Passwords](#)] menu item to enter the Change Passwords function.

The 'Change passwords' dialog box has a light blue header. It contains three input fields with red asterisks indicating required fields. The first field is 'Current password' with the placeholder 'Please input the current passwords'. The second field is 'New password' with the placeholder 'Please input a new passwords'. The third field is 'Confirm password' with the placeholder 'Please re-input the new passwords'. At the bottom right, there are two buttons: 'Save' (blue) and 'Cancel' (white).

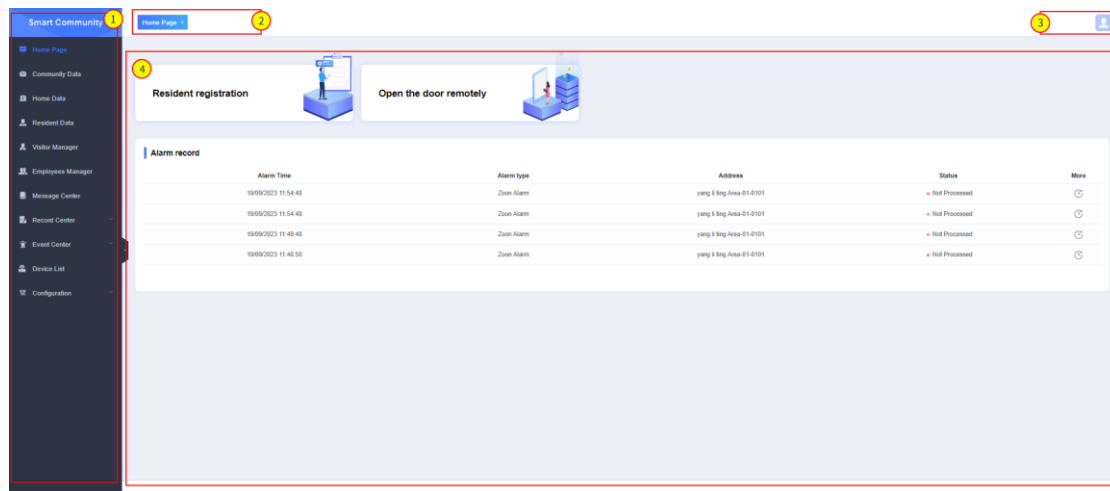
P2-6

- Step 3 Enter the Current password, New password and Confirm password.
- Step 4 Click [Save] button to save the passwords.
- Note: If the user forgot the passwords of the [admin] , the user should ask the product supplier to reset the passwords to be default.

2.5 Manager the User of the System

The user can manage the users of this system in the [[Configuration](#) → [System Set](#) → [Account Management](#)] function to add a few user accounts, so that the users can log in with those accounts to use the system. For more information, please see the Section 4, part 4.7.2.

2.6 Interface Architecture Description



P2-7

The main page includes four parts:

- Part 1 In the "Function Menu" section, users can click on a menu item to open a function.
- Part 2 In the "Function Tab" section, the function tab that the user has opened is displayed. The user can click on the tab to switch to a different function.
- Part 3 In the "User Function" menu, users can click on this icon to view user information, change their password, or log out.
- Part 4 The "Function Area" displays data related to the functions.

Section 3

Basic Data Configuration

In this section, the document explains functions of community set, home data define, device data define, alarm zones define, IP camera data define, manage the home cards, upgrade the device, manager the account etc.

3.1 Data Define Overview

Overview

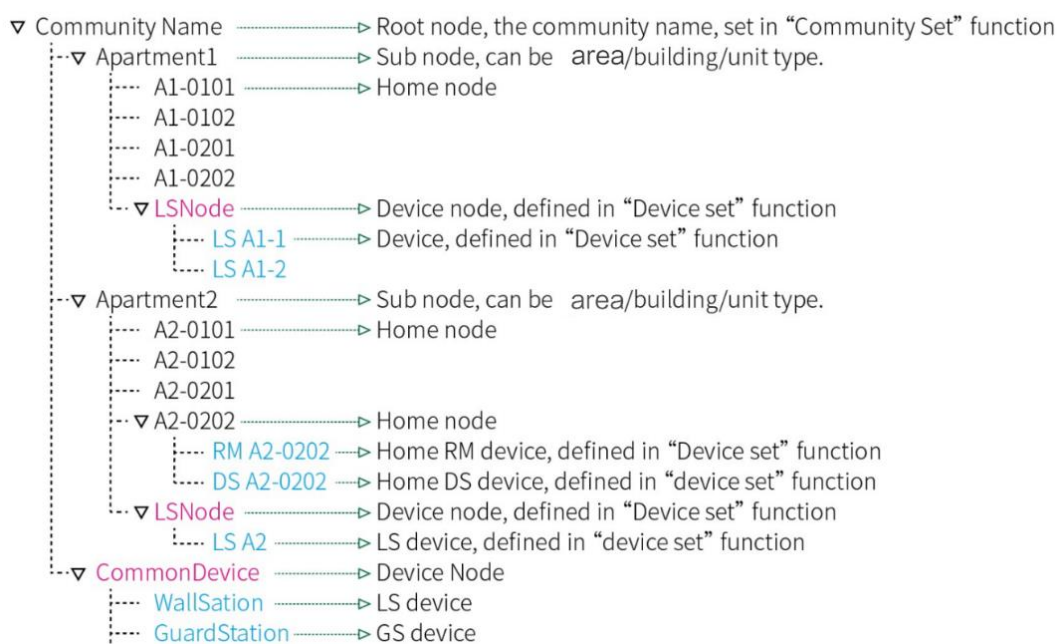
The data definition process includes the community parameters set, home data definition, device data definition, alarm zone template data definition, IP camera data definition.

The user should set the community parameters first, and then define the home data. After the home data defined, the user should define the device data, define the alarm zone template data, and associate the template to the device, define the IP camera device and associate to the device.

The data definition process also includes the device upgrade and user manager functions.

Community Tree

The system data is based on the community Tree, just like the followings:



P3-1

The root node represents the community's name and cannot be changed. Users can add child nodes under the root node and create sub-nodes under each child node. Users can also add homes node under a node, set the home parameters, then the basic community tree data define is completed.

Once the basic community tree is defined, users can add home devices such as room monitors and door stations. Additionally, users can add a device node under a tree node and include devices such as lobby stations, guard stations, and IP cameras.

The system will add the lobby station and the door station to the video monitor list of the room monitor automatically by the tree structure. For example, the Lobby station/Door station of "LS A2", "DS A2-0202", "WallStation" will be add to the "RM A2-0202" in the picture P3-1.

3.2 Community Information Set

Community information configuration defines the basic information of the community and the pictures of the community. Users can click the [[Configuration --> Basic Configuration --> Community Set](#)] item to enter this function.

P3-2

The user can set the community information with the following steps:

- Step 1 Click [[Edit](#)] button to start edit the data.
- Step 2 Click [[Import Picture](#)] button to set the picture of the community.
- Step 3 The user can set the basic information of the community, include the no. of repeated entries (the max times of the visitor entries can be set during the visitor register process) and the visitor require verification data (if set to be yes, the visitors that reserved by the residents should be secondary verified by the reception or security).
- Step 4 Click [[Save](#)] button to save the data.

Note:

1. The product supplier sets the community' s name. The user can not change this data

manually.

2. Only after press the [\[Save\]](#) button, the NTP Server data, Time Zone data and the DST data will be send to the devices that connected to the system, So if a new device in the community is connected to the system, the user should re-edit the communication data and click the [\[Save\]](#) button again to send the NTP, Time zone and the DST data to the new device.

3.3 Home Define

The community home tree serves as foundational data utilized throughout the entire system. Users are required to define the community tree within this function. Only once the tree has been established can users proceed to add devices to the system, as well as residents, and configure details such as the resident's cloud intercom account and other pertinent information.

The user can click on [\[Configuration --> Basic Configuration --> Home Define\]](#) item to enter this function. In the community tree, users can define the community data by add area, building, unit, and home node according to the specific requirements of the project.

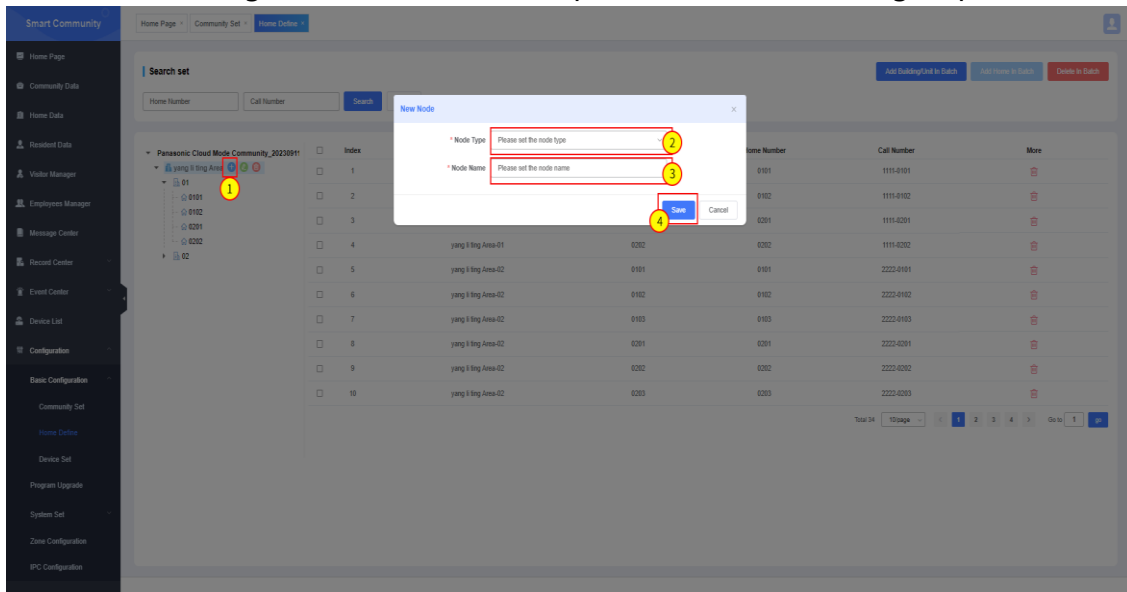
Node Types	Description
Root Node	The "Root Node" represents the community node, displaying the community' s name and cannot be changed. The product supplier defines the name of root node. Afterwards, users have the option to add area nodes, building nodes, or unit nodes under the root node according to the specific requirements of the current project.
Area Node	The "Area Node" is a sub node in the community tree. This node represents an area, and the user can define sub-nodes (Building nodes or unit nodes) under this node.
Building Node	The "Building Node" is a sub-node in the community tree, and it can be added under the root node or under an area node. This node represents a building, under which users can add unit nodes and home nodes.
Unit Node	The "Unit Node" is a sub-node in the community tree, it can be added under the root node, or under the area node or building node. This node represents a unit, and the user can add a home node under this node.
Home Node	The "Home Node" is a sub-node in the community tree, which represents a home. This node can be added under the building node or under the unit node. Only when the home node is defined, can the occupants be managed, the home alarm information can be checked, and the home equipment can be managed.

3.3.1 Create Node Manually

The user can add a sub-node on the tree manually by click on 「+」 icon on the tree node which one you want to add.

Create Area/Building/Unit Node

To add the Area/Building/Unit node, users can operate with the following steps:

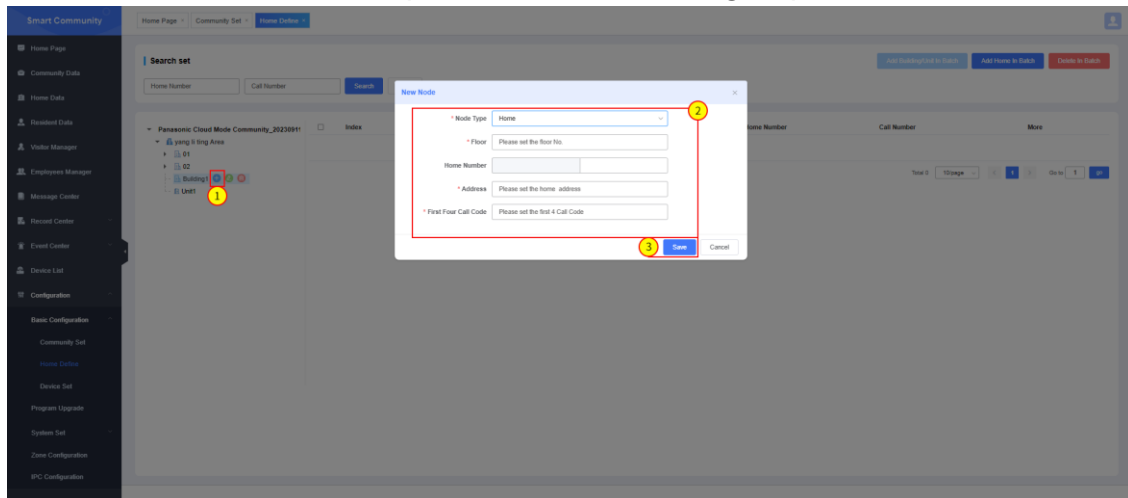


P3-3

- Step 1 Select the node where the sub-node needs to be added, then click on the 「+」 icon shown on this node.
- Step 2 In the pop-up window, select the node type (Area, Building or Unit) for the "Node Type" combo box.
- Step 3 Set the node name for the "Node Name" input box.
- Step 4 Click 「Save」 button to save the data.

Create Home Node

To add the Home node, users can operate with the following steps:



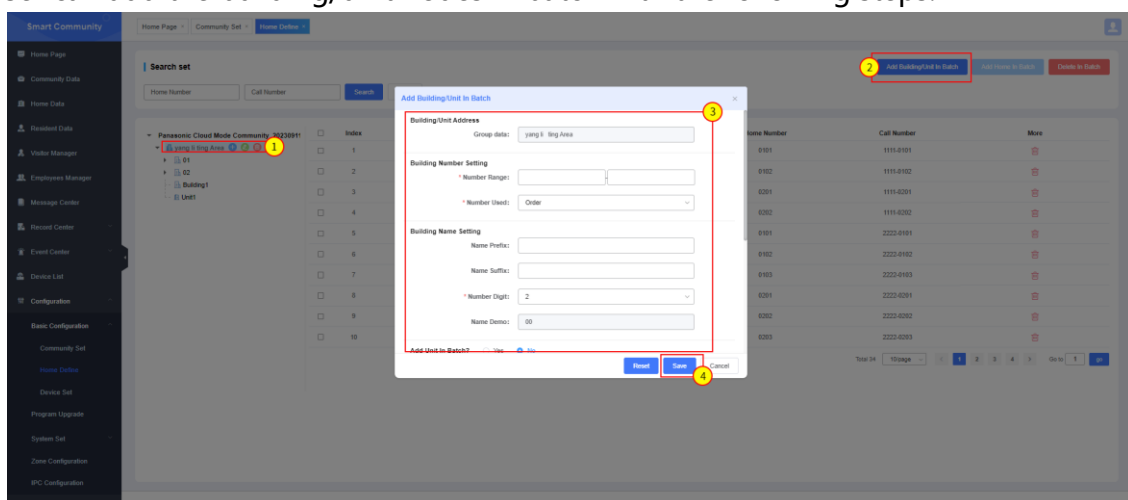
P3-4

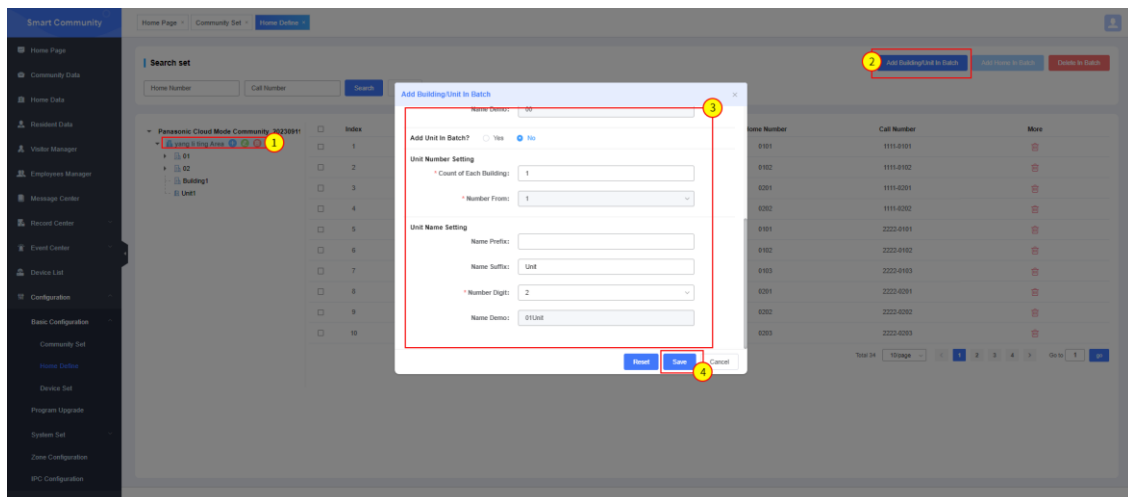
- Step 1 Click the node where the home needs to be added, then click on the 「+」 icon shown on this node.
- Step 2 In the pop-up window, select the node type to be home for the "Node Type" combo box, and input the floor, home number, address and first call code data.
- Step 3 Click 「Save」 button to save the data.

3.3.2 Create in Batch

Add Building/Unit in Batch

The user can add the building/unit nodes in batch with the following steps:



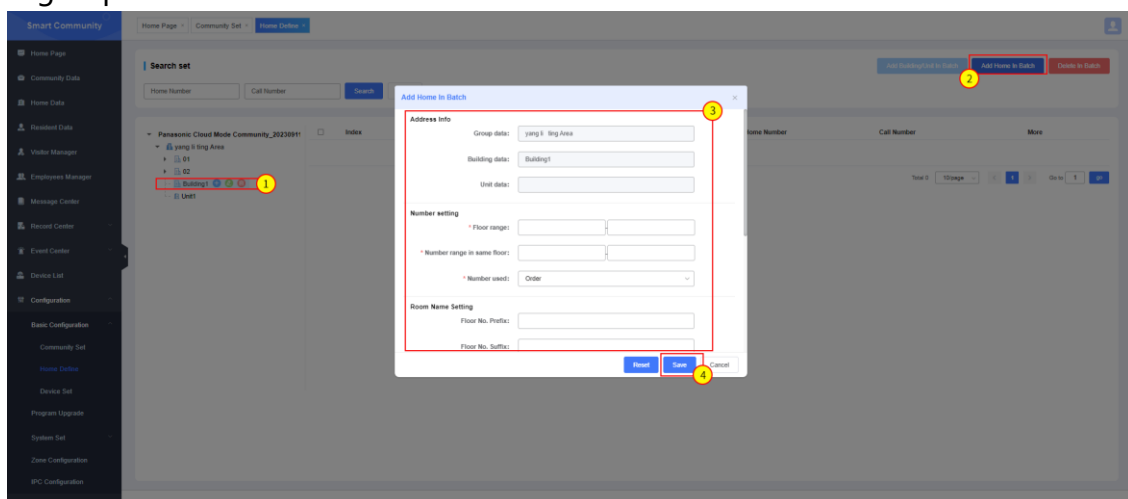


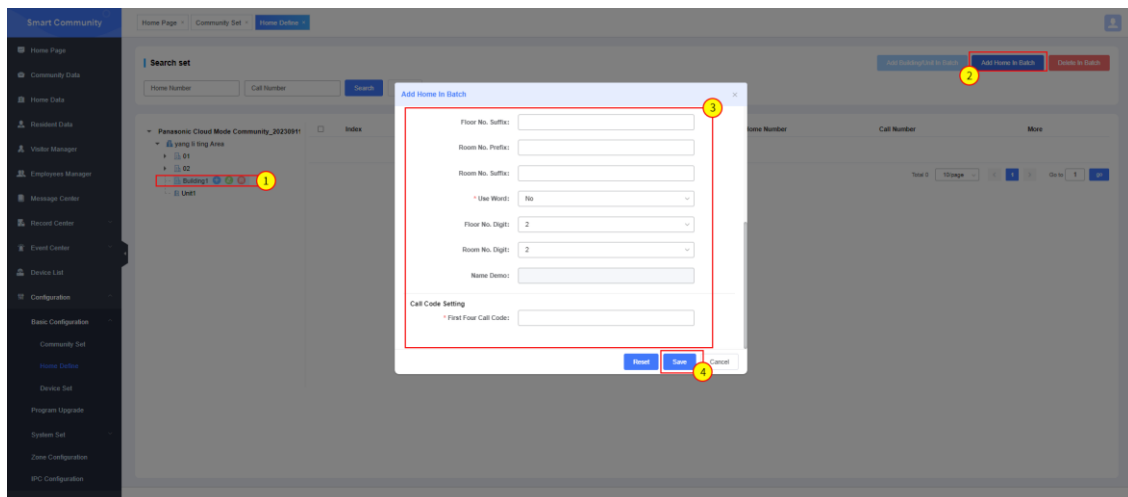
P3-5

- Step 1 Select the root node or an "Area" node first.
- Step 2 Click [Add Building/Unit in Batch] button.
- Step 3 In the pop-up window, input the "Building Number Setting" parameters, the "Building Name Setting" parameters, the "Add Unit in Batch" parameters, the "Unit Number Setting" parameters and the "Unit Name Setting" parameters.
- Step 4 Click [Save] button to save the data.

Add Homes in Batches

The user can add the home nodes under the "Building" node or "Unit" node in batch with the following steps:





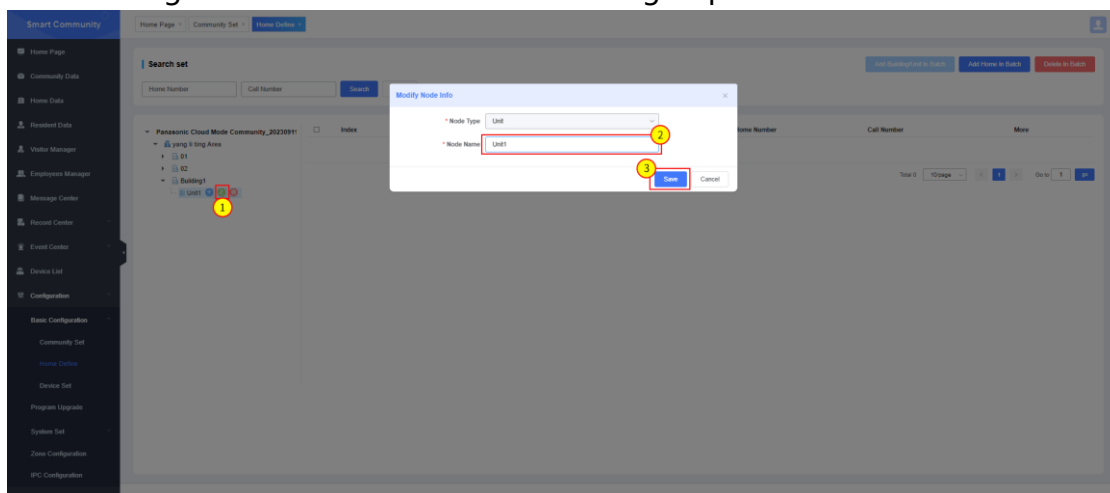
P3-6

- Step 1 Select a "Building" node or a "Unit" node first.
- Step 2 Click [Add Home in Batch] button.
- Step 3 In the pop-up window, input the Number Setting, Room Name Setting and the "Call Code Setting" parameters.
- Step 4 Click [Save] button to save the data.


3.2.3 Other Instructions

Change Area/Building/Unit Node Name

The user can change the node name with the following steps:

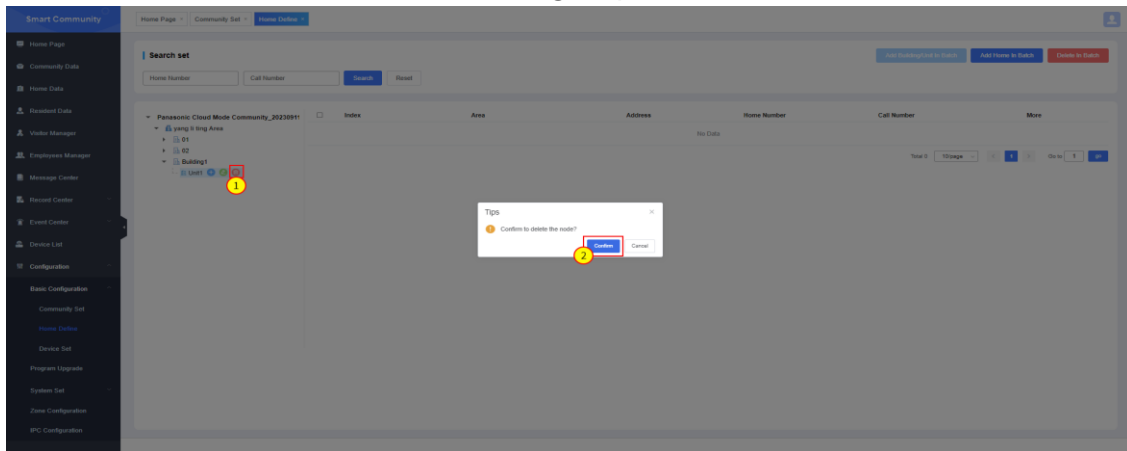


P3-7


- Step 1 Select on the node first, then press the [] icon.
- Step 2 Input the new node name for the "Node Name" input box.
- Step 3 Click [Save] button to save the data.

Delete Node

The user can delete the node with the following steps:



P3-8

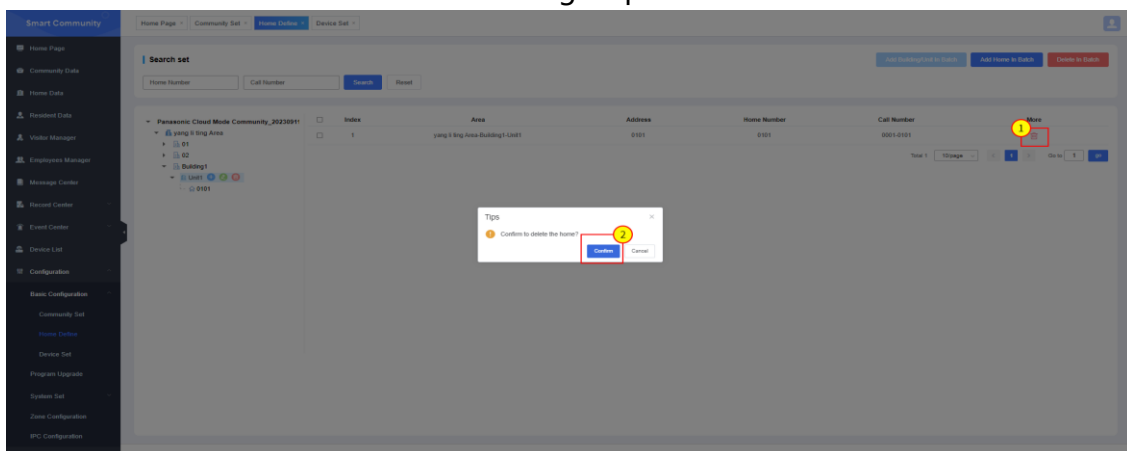
- Step 1 Select on a node first, then click the [] icon.
- Step 2 Click [Confirm] Button to delete this node.

Note:

1. If the node has child devices (the device is defined in this node or sub node, or in the home node), then this node cannot be deleted. The user should remove all the devices that defined in this node and the sub node first and remove this node.
2. If there are residents that added in the home that defined under this node or the sub node, then this node cannot be deleted too. The user should remove all the residents first and remove this node.

Delete the home.

The user can delete the home with the following steps:



P3-9

- Step 1 Click the [🗑️] icon of a home item in the "more" column of the home list.
- Step 2 Click the [Confirm] button to on the pop-up window to Confirm delete the home.

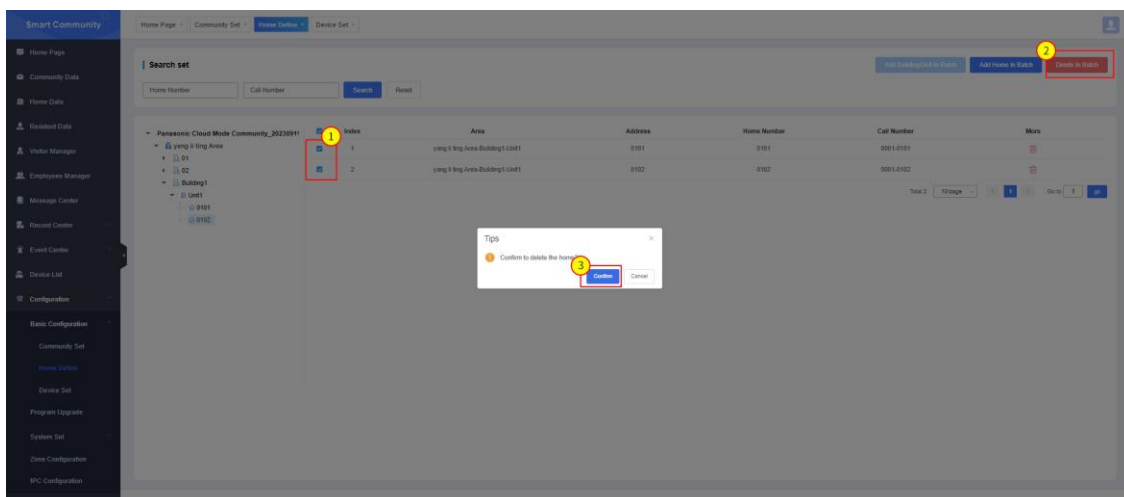
Note:

1. If there are residents that has been added in this home, this home cannot be deleted.
2. If there are devices that has been added in this home, this home cannot be deleted too.

Delete Home in Batch

The user can delete the homes in batch with the following steps:

- Step 1 Select which homes will be deleted by click on the check box.
- Step 2. Click the [Delete in Batch] button.
- Step 3. Click the [Confirm] button on the pop-up window to delete the homes that has been selected.



P3-10

Note:

1. If there are residents or device that has been added in certain home, then this home will not delete.
2. Other home that the users selected which one do not have residents and devices will be removed.

3.4 Device Set

After the community tree is defined finished, the data of Lobby station, Door Station, Room Monitor, Guard Station need to be added to the tree. And after adding the device data, user should bind the real device to the system and so that the real device can connect to the system. Users can use the [Configuration → Basic Configuration → Device Set] item to enter this function.

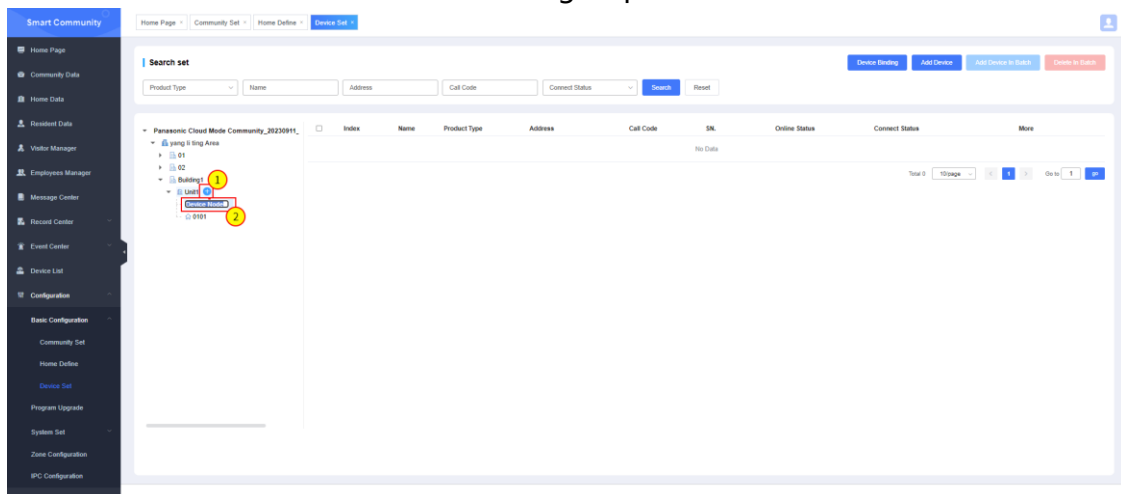
3.4.1 Define Device Data

The user should add the device to the system first, then user should connect the real device to the system. The "Room Monitor" and the "Door Station" should be added to the home node, and the "Lobby Station" and the "Guard Station" should be added to a "Device" Node.

Add Device Node

The lobby station and the guard station cannot be added on the common node directly, the user should add a "Device Node" under the common node and add the lobby station and guard station under the "Device Node".

The user can add device node with the following steps:

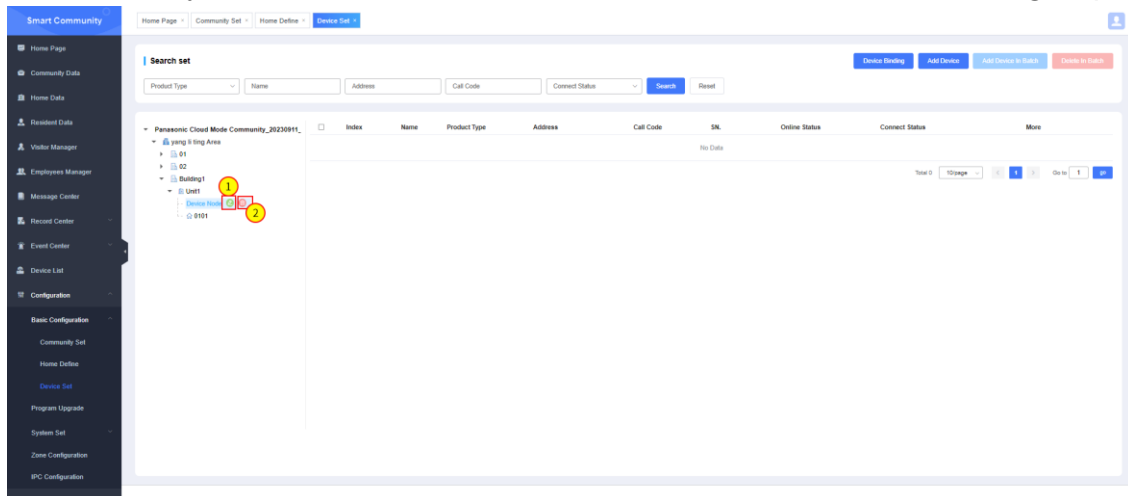


P3-11



- Step 1 Select a node that a "Device Node" will be added and click on the 「+」 icon on the selected node.
- Step 2 Input the "Node Name" on the new node, then the device node is added finished.

Edit/Delete Device Node

The user can modify the device node or remove the device node with the following steps:

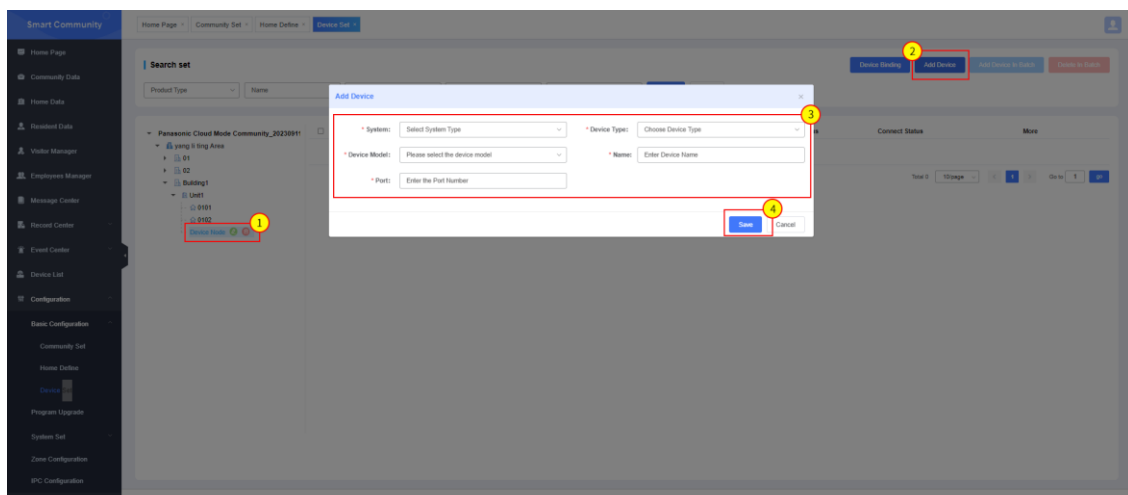


P3-12

- Step 1 Select a device node, then click on the 「」 icon, and input the new name on the node to change the node name.
- Step 2 Select an empty node first, then click on the 「」 icon to delete the device node. If there are devices that added in this node, the user should remove the devices first.

Add Lobby Station/Guard Station

The user can add "Lobby Station" and "Guard Station" in the "Device Node" with the following steps:



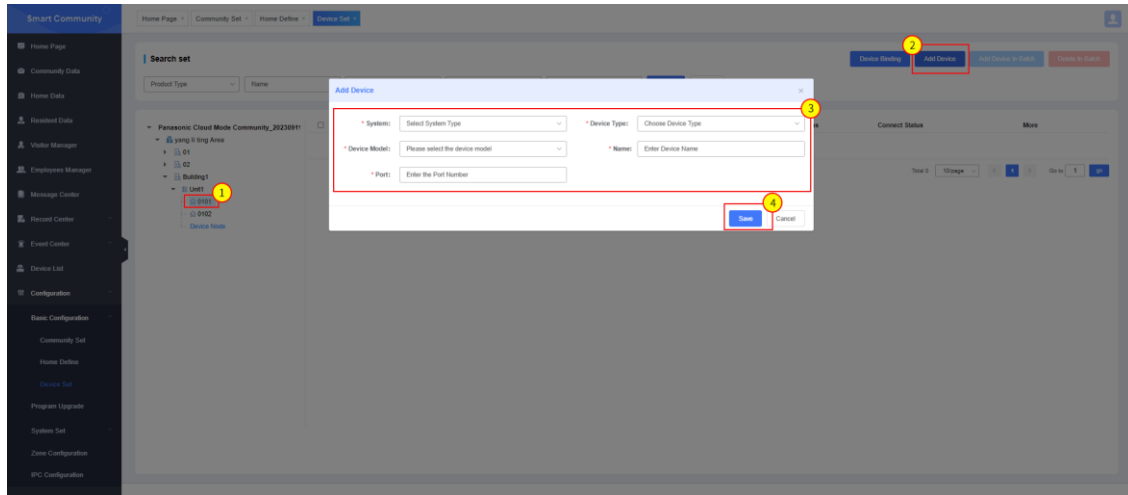
P3-13

- Step 1 Select a device node where the "Lobby Station" or "Guard Station" device will be added.

- Step 2 Click [Add Device] button and input the device data.
- Step 4 Click [Save] button to save the data and finish the function.

Add Door Station

The user can add the door station on the home node with the following steps:

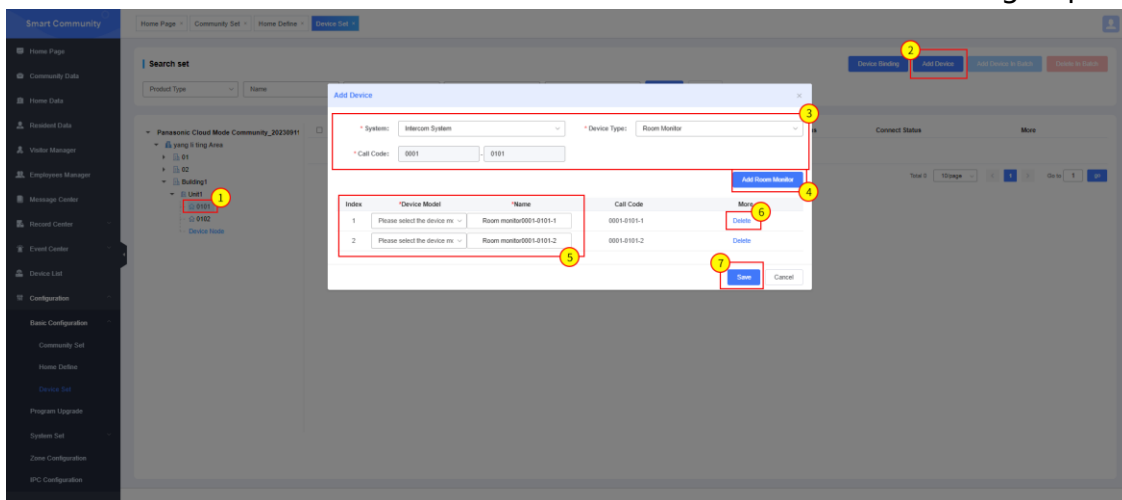


P3-14

- Step 1 Select room node where the "Door Station" device will be added.
- Step 2 Click [Add Device] button.
- Step 3 Input the device data.
- Step 4 Click [Save] button to save the data, then the device is added finished.

Add Room Monitor

The user can add the room monitor on the home node with the following steps:



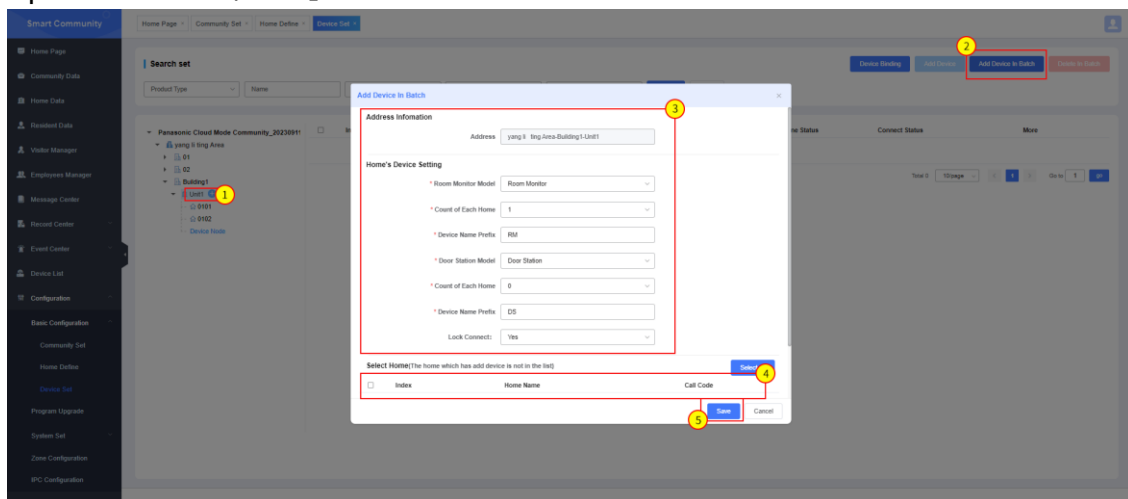
P3-15

- Step 1 Select room node where the "Room Monitor" device will be added.
- Step 2 Click [Add Device] button.
- Step 3 Set the "Intercom system" for [System] , "Room Monitor" for [Device Type]] and input the [Call Code] data.
- Step 4 Click [Add Room Monitor] button to add a new Room Monitor.
- Step 5 Set the "Room Monitor" for [Device Model] and input the [Name] data.
- Step 6 The user can Click [Delete] button in the "More" column to delete the room monitor.
- Step 7 Click [Save] button to save the data, then the device is added finished.

Add Room Monitor & Door Station in Batch

The user can add room monitor & door station in batch with the following steps:

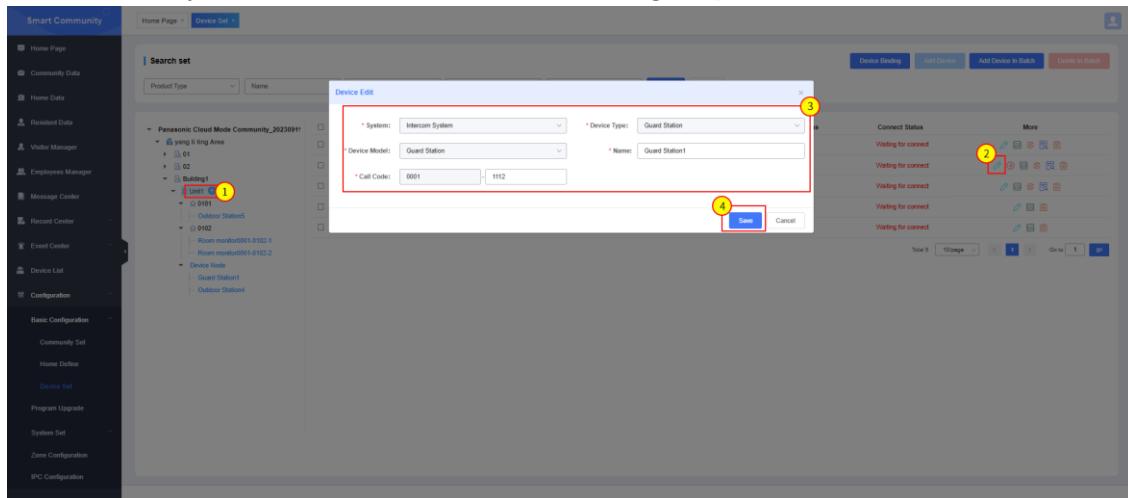
- Step 1 Select a node which has rooms, so that the room monitor, and the door station will be add to these rooms.
- Step 2 Click [Add Device in Batch] button.
- Step 3 Input the configuration data for the batch add.
- Step 4 Select the rooms which will add the device in the list (If a room already has a device, this home will not be showed in the list).
- Step 5 Click [Save] button to finish the batch device add.




P3-16

Edit Device Data

The user can modify the device data with the following steps:



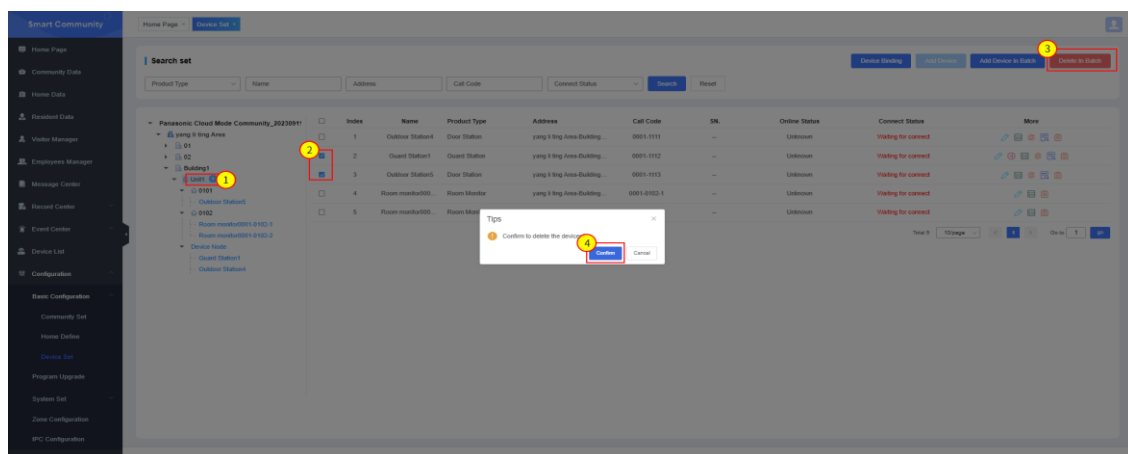
P3-17

- Step 1 Select a node in the tree to show the device in this node.
- Step 2 Click the [] icon on the device which one need be change that showed in the device list.
- Step 3 Change the device data in the pop-windows.
- Step 4 Click [Save] Button to save the data.

Delete Device

The user can delete the device data with the following steps:

- Step 1 Select a node in the tree to show the device in this node.
- Step 2 Select devices that need to be deleted in the device list.
- Step 3 Click [Delete in Batch] button.
- Step 4 Click [Confirm] button on the pop-up window to delete the device data that has been selected.



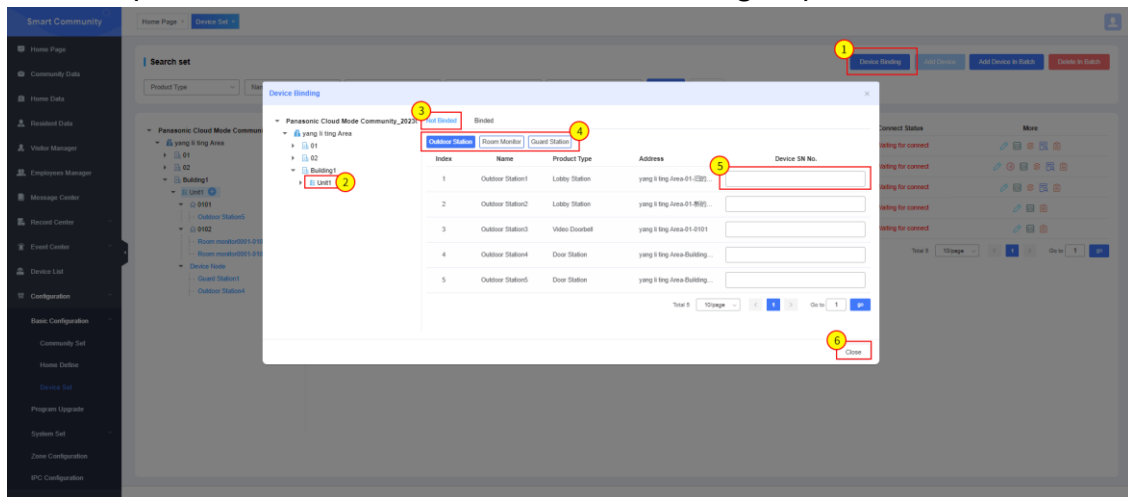
P3-18

3.4.2 Bind the Device to System

Device Binding

After the device data defined in the system, the real device should bind to the system with the device's serial number (SN). So, the user should input the real device's SN into the system in the device binding function.

The user can input set the device's SN data with the following steps:



P3-19

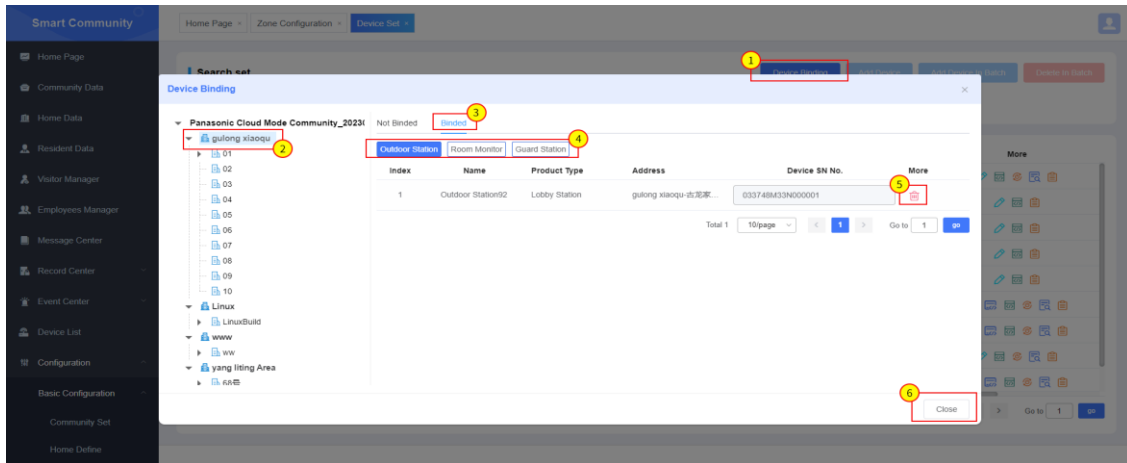
- Step 1 Click [Device Binding] button.
- Step 2 In the pop window, select a node, then the devices defined in this node will be showed.
- Step 3 Select [Not Binded] Tab to show the devices list that has not input the device's SN data.
- Step 4 Select the device type.
- Step 5 Set the input focus into the "Device SN" input box, and input the real device's SN (Printed on the label that pasted on the back of the device) and press enter, then this device's SN will be stored in the system, and the input focus will jumped to the next device automatically.
Repeat [Step 4] and [Step 5] to binding the other devices.
- Step 6 Click [Close] button to finish the function.

Note:

The user can scan the bar code on the label that pasted on the back of the device by a bar code scanner to input the device's SN quickly.

Cancel the Device Binding

If the user input the wrong device SN on device binding function, users can cancel the device binding with the following steps.



P3-20

- Step 1 Click [Device Binding] button.
- Step 2 In the pop window, select a node to show the devices.
- Step 3 Select [Binded] Tab.
- Step 4 Select the device type, then the devices that has bound will be showed in the list.
- Step 5 Click [🗑️] icon on the device which one should be un-bound.
- Step 6 Click [Close] button to finish the function.

Other Description

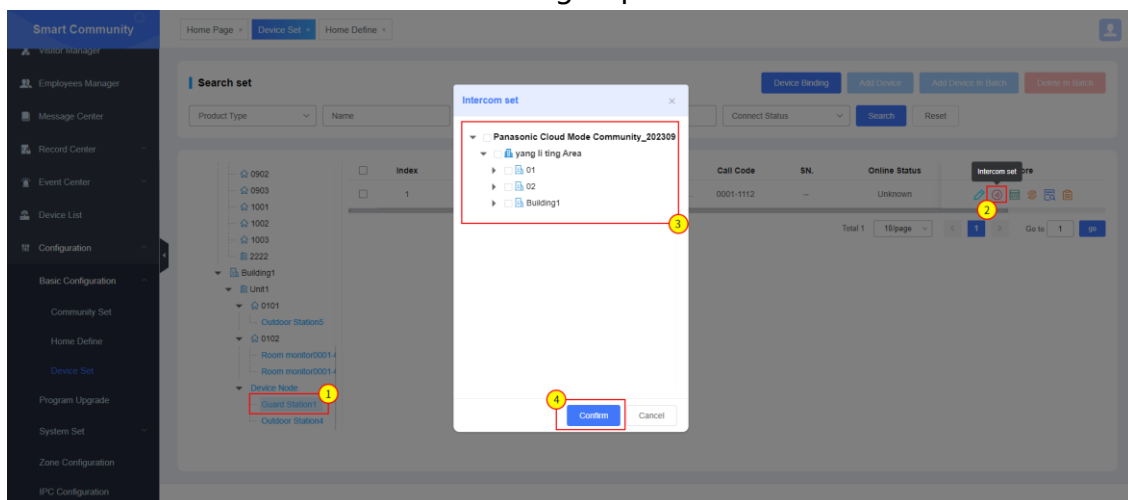
1. Once the device's SN is input into the system, the device can be considered for installation.
2. When the device is powered on, it attempts to connect to the [Cloud cSafe Smart Community Client] server. This connection could be made over the internet or an internal network.
3. Upon successful connection, the device sends its SN to the [Cloud cSafe Smart Community Client] software.
4. The [Cloud cSafe Smart Community Client] software receives the SN from the device and validates it. This validation involves checking if the SN exists in the system's device binding data.
5. If the SN is found in the device binding data, the software associates the real device with the predefined device data in the system. This binding links the physical device with its corresponding data and configurations in the system.
6. Once the device is successfully bound, it can access the relevant device data and

configurations defined in the system. This allows the device to operate according to its intended settings.


3.4.3 Guard Station Intercom Set

After the user defines the guard station device in the system, the user should apply this device's data to the outdoor stations and the room monitors. This will enable the outdoor stations and room monitors to call the guard station when they use the [Call Center] function.

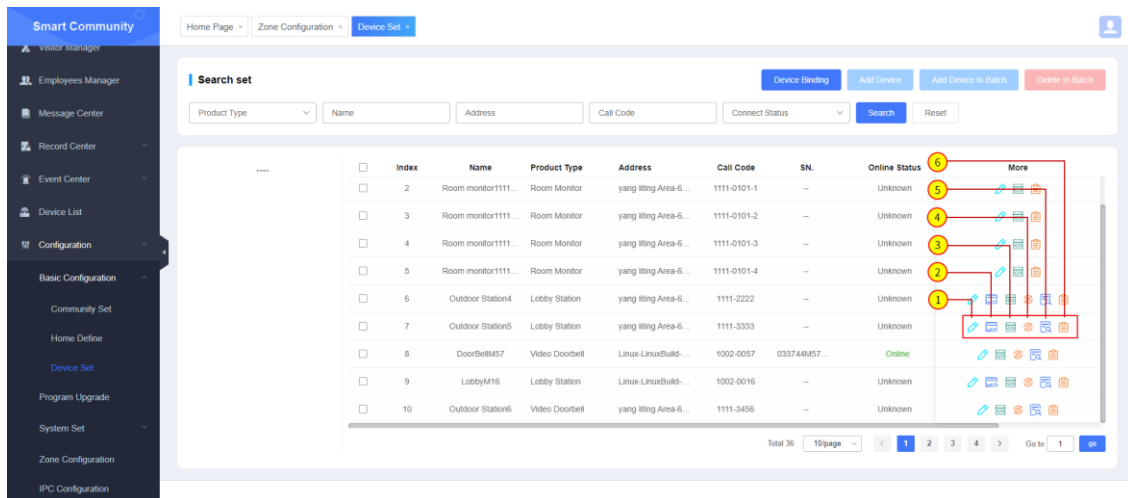
The user can set this function with the following steps:



P3-21

- Step 1. Select the guard station device and click on 「」 icon.
- Step 2. In the pop window, select the node which device will use this guard station.
- Step 3. Click [Confirm] button to apply it.

3.4.4 Other Functions



P3-22

In the device set function, users can click on the icons displayed in the [More] column to enter the followed functions:

1. [] Click the icon to edit the device data.
2. [] Click the icon to view the access card data of the lobby station.
3. [] Click the icon to set the device parameters remotely.
4. [] Click the icon to reboot the device remotely.
5. [] Click the icon to view the device detail information.
6. [] Click the icon to view the device log and download it.

3.5 Set Template of Alarm Zones


Users can define the templates of the alarm zones data and apply them to the corresponding Room Monitor. Then after the device connected to the system, the alarm zones parameters data will download to the device automatically.

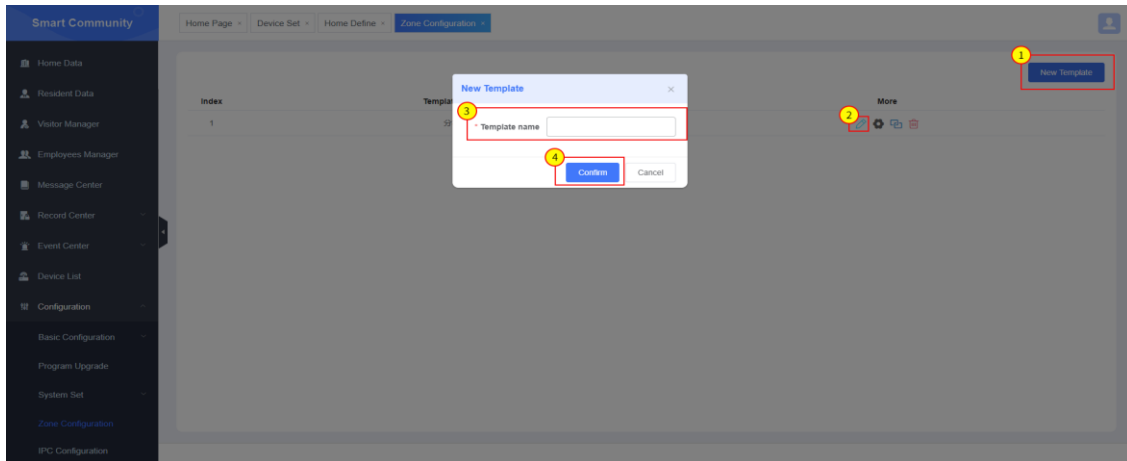
The user can click on the [Configuration → Zone Configuration] item to enter the template of alarm zones set function. The user should create a new template first, then set the template parameters and apply it to the room monitors.

Create New Template/Edit Template

The user can create a new template or edit the template with the following steps:

- Step 1. Click [New Template] button to create a new template.

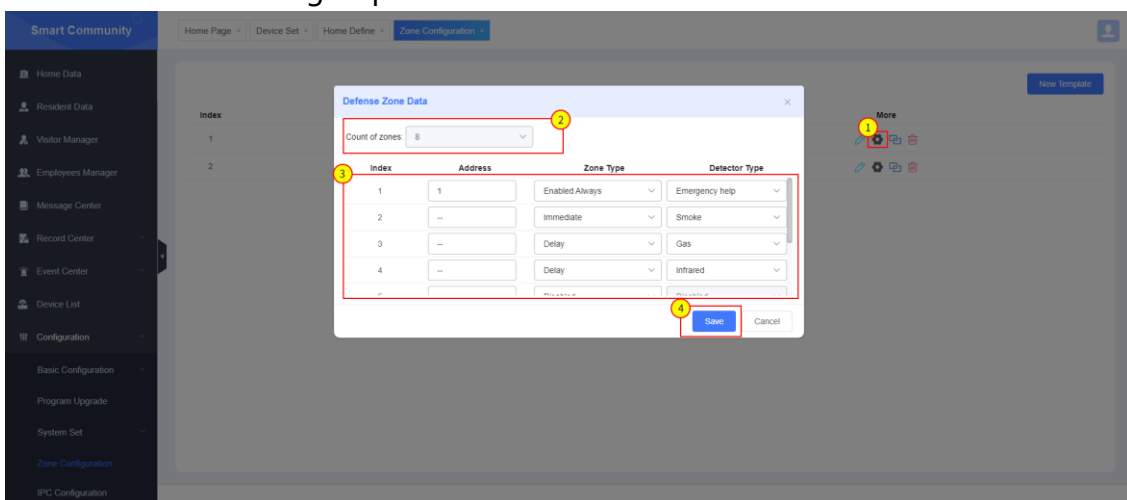
- Step 2. Or users can click on [] button in the [More] column to edit the template.
- Step 3. Input the template name.
- Step 4. Click [Confirm] button to save the template.




P3-23

Set Alarm Zones Data

After creating a template, users can set the alarm zones data. The user can also edit the alarm zones data with the following steps.

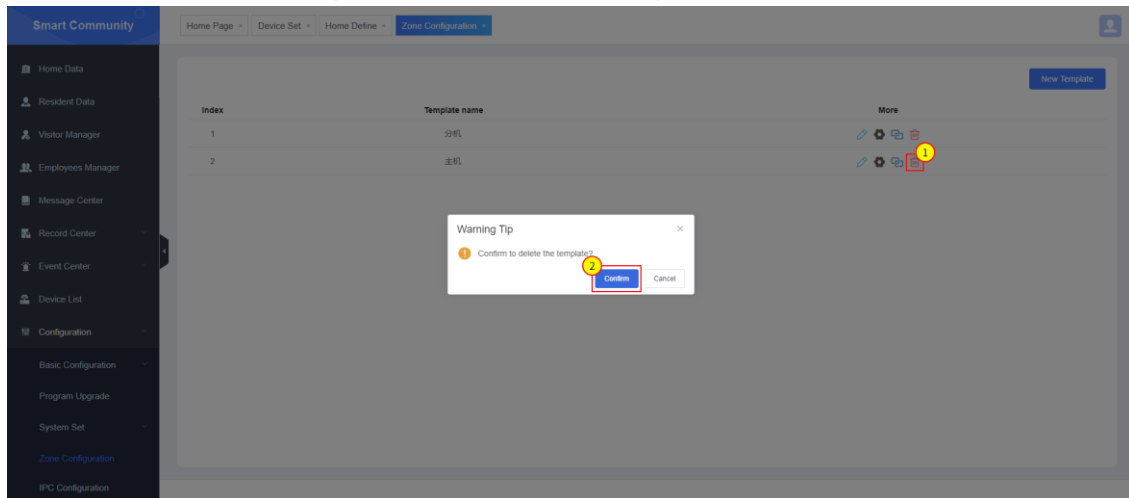


P3-24


- Step 1. Click [] icon on the template which one need be set.
- Step 2. Set the zones count (If is in the edit mode, this data cannot be modified).
- Step 3. Set the alarm zones data.
- Step 4. Click [Save] button to finish the alarm zones set.

Delete the template.

The user can delete the template with the follow steps:

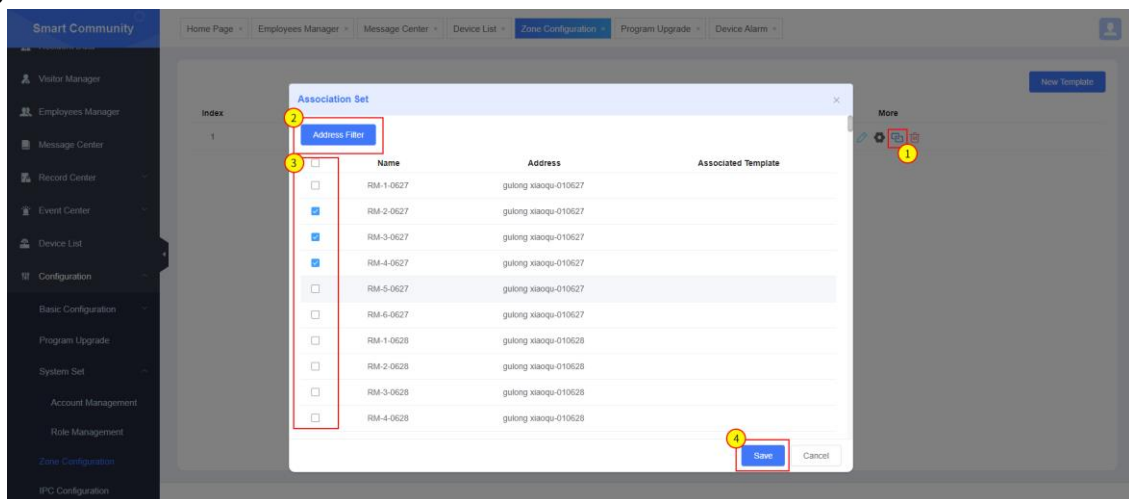


P3-25


- Step 1. Click 「」 on the template which one you want to delete.
- Step 2. On the pop-up window, click on 「[Confirm](#)」 button to delete the template.

Apply the Alarm Zones to the Room Monitor

The user should apply the alarm zones template to the room monitor so that the room monitor's data will include the alarm zones information. Then after the room monitor device connected to the system, the alarm zones data will be set to the device.



P3-26

- Step 1. Click 「」 icon on the template.
- Step 2. Click 「[Address Filter](#)」 button and select the nodes to Confirm which devices will use this template.
- Step 3. Select the device in the list.
- Step 4. Click 「[Save](#)」 button to apply this alarm zones template to these devices.

Note:

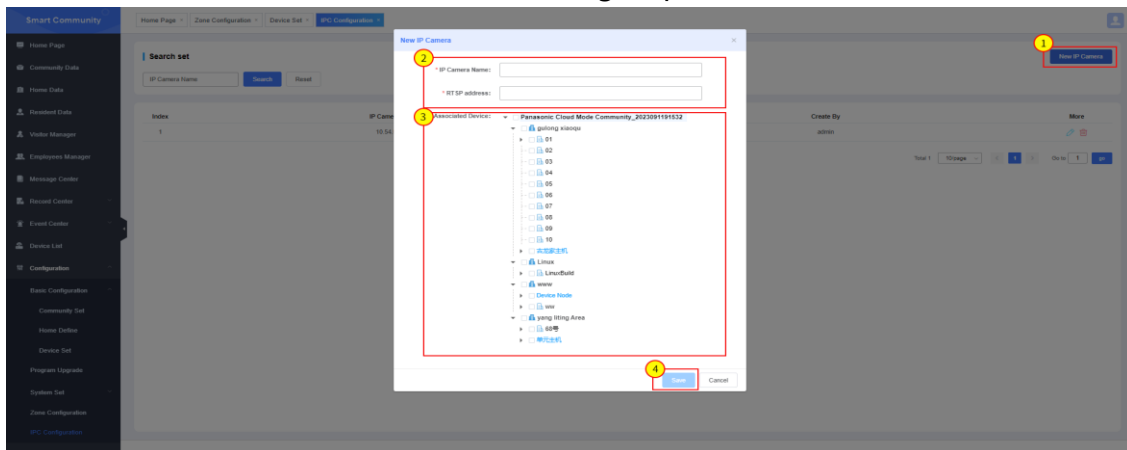
1. If a device has been associated a template, this device cannot set to a new template.
2. To set a new template on the device, the user should select the old template first, use this function again and remove the device from the list, then this device's alarm zones template will be set to empty. And the user should select the new template and use this function again, select this device in the list and save it, then the new template is applied on this device.
3. If the user modified the template data, the data would be sent to the room monitor and update it automatically.

3.6 Set Community IP Camera

The user can define the IP Camera that installed in the community, and apply them to the corresponding home, Then the Room monitor, and the mobile APP will show this IP Camera in the video monitor function automatically. And the users can monitor the video of the IP Camera by the room monitors or App. The user can use the [[Configuration](#) → [IPC Configuration](#)] item to enter this function.

Add New IP Camera

The user can add new IP Camera with the following steps:



P3-27



- Step 1. Click [[New IP Camera](#)] button.
- Step 2. Input the IP Camera Name (this name will be showed on the room monitor, the guard station and the APP) and the RTSP address of the IP Camera.
- Step 3. Select the lobby station which can transcode the video to the cloud so that the APP can view the video.

Step 4. Click [Save] button to save the IP Camera data.

Note:

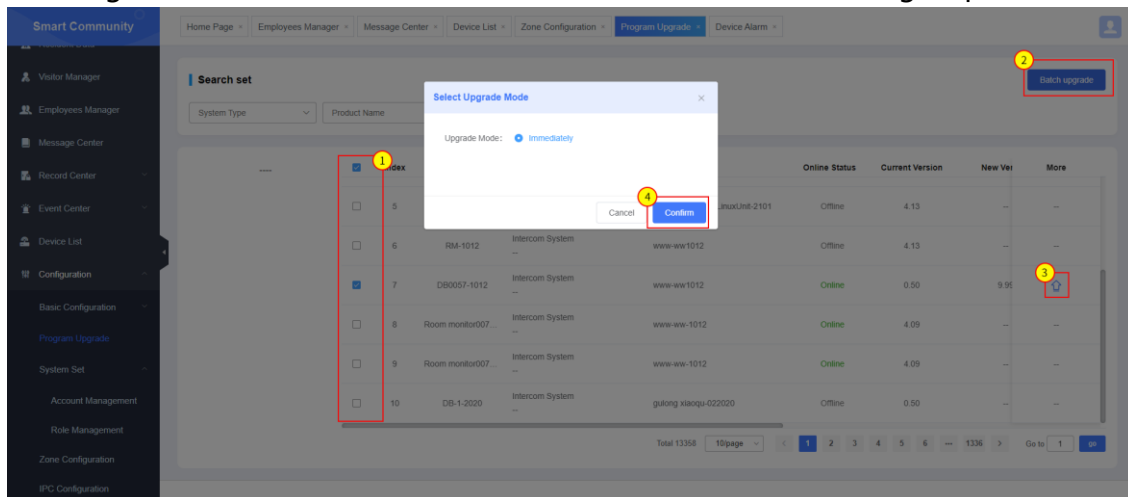
1. The video format of the IP Camera should not be greater than 720P, and the bit stream should not be greater than 512Kbps, otherwise it will cause delays when monitoring the IP Camera by the APP and the room monitor.
2. The user should select some Door Stations if available to users, which can be used to transcode the video of this IP Camera to the cloud, so that if a lobby station is busy, the APP can view the video of the IP Camera by other outdoor station.

Edit or delete the IP Camera


1. The user can click on [] icon in the IP Camera list to modify it.
2. The user can click on [] icon in the IP Camera list to delete it.

3.7 Device Upgrade


By click on the [Configuration → Program Upgrade] menu item, users can enter the device upgrade function. In this function, users can upgrade the lobby station, door station, room monitor and guard station to the new firmware version with the following steps:



P3-28

- Step 1. Select the devices to be upgraded (The device must be online).
- Step 2. Click [Batch Upgrade] button.
- Step 3. Or click on [] icon on the device item in the list.
- Step 4. On the pop-up window, click on [Confirm] button to set the devices to start the upgrade.

Note:

If the product supplier does not release a new firmware version for this device, the [] icon will not be shown beside the device.

3.8 Role and Account Management

The admin user can add/modify and delete the account in this function.

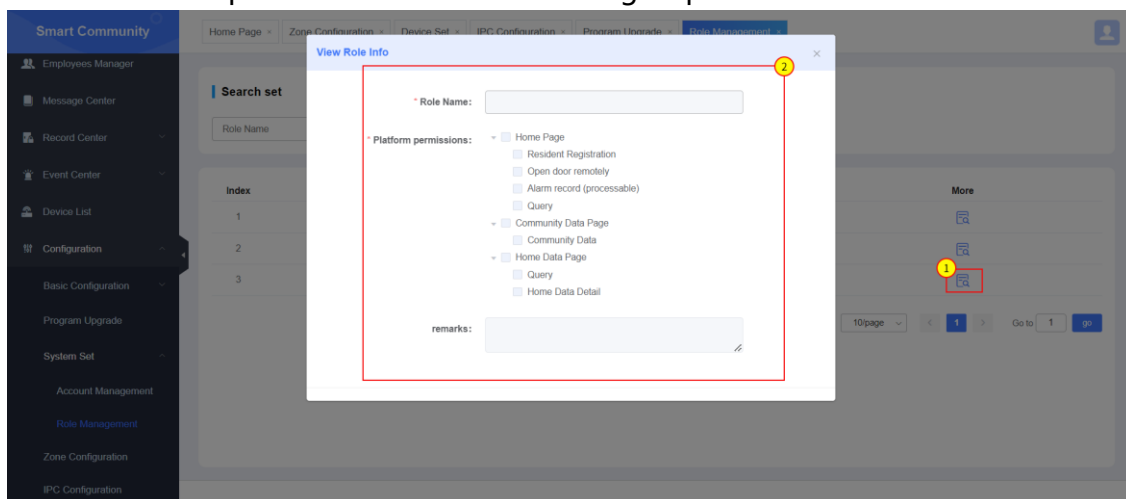
3.8.1 Role Management

There are three roles defined in the system, the "System Administrator" , the "Common user" and the "Common1". The user can view the permissions of the three roles.


Role Name	Description
Admin	The one who has all permissions.
Common User	All features except the configuration function are available
Common1	All features except the configuration function and the open-door function are available.

The user can click the [[Configuration](#) → [System Set](#) → [Role Management](#)] item to enter the role management function.

The user can view the permissions with the following steps:



P3-29

- Step 1. Click [] icon on the list item.
- Step 2. On the pop-up window, users can view the permission of this role.

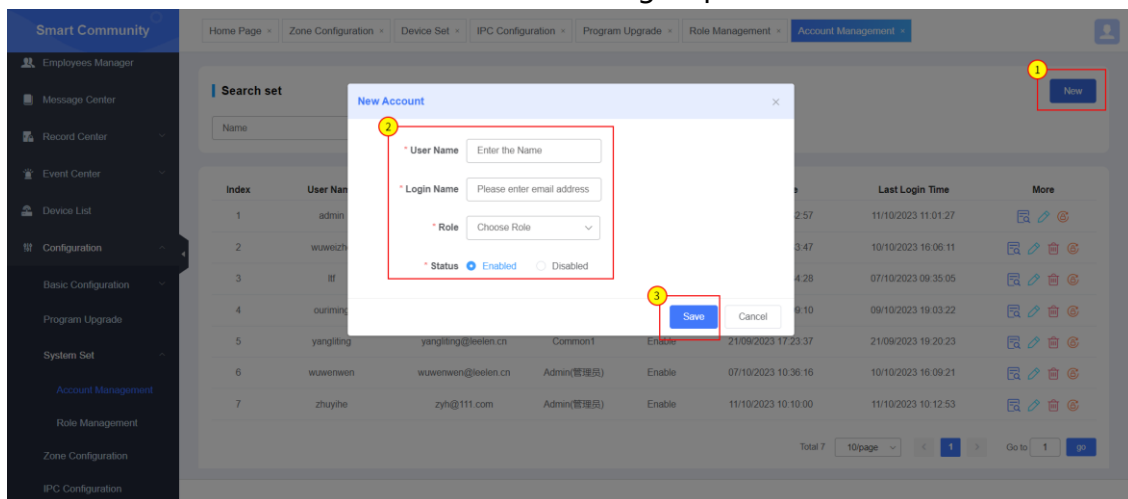
3.8.2 Account Management

In the account management function, users can create a new account, edit the account information, reset the account's passwords, and delete the account.

When adding an account to the system in [Account Manager], user should set the role type of this account. Commonly there should be only one account with the "System Administrator" role, and another account should be set with "Common User" role or "Common1" role. The user can click on [Configuration → System Set → Account Management] item to enter the function.

Create New Account

The user can create a new account with the following steps:



P3-30

Step 1. Click [New] button and input the account information.

Step 2. Click [Save] button to complete the account creation.

Note: The default password of the new account is "123456".

Other Instructions

1. The user can click on [🔍] to view the details information of the account.
2. The user can click on [✏️] to edit the information of the account.
3. The user can click on [🗑️] to delete the account.
4. The user can click on [🔒] to change the account's passwords to default (the default password is "123456").

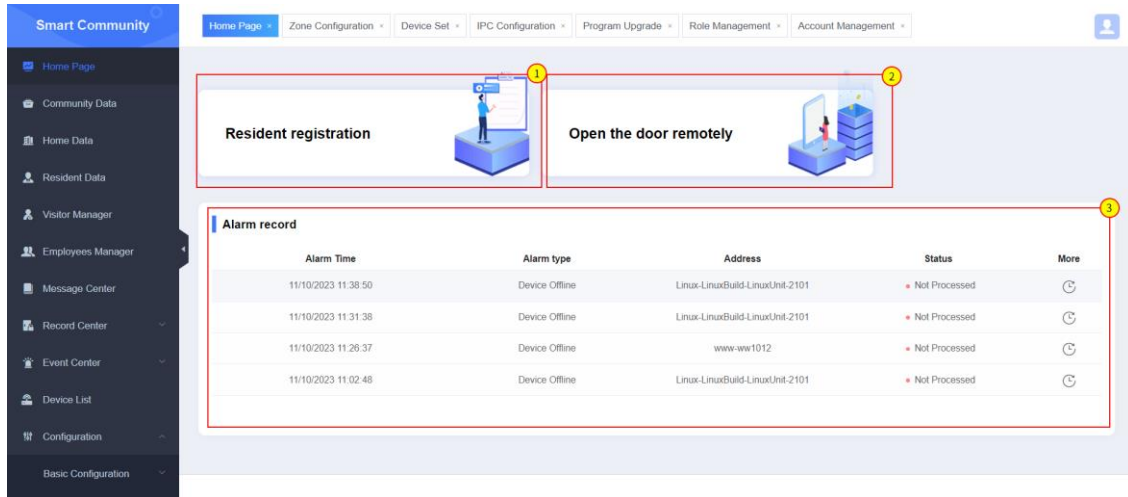
Section 4

Community Management

After completing the configuration of community data on the cloud management system. The property manager can use the system to manage the community information. Manageable function includes community data, home data, residents' data, message center, record center, alarm event center, and device list.

4.1 Home Page

The user can click on [Home Page] item to show the home page.



P4-1

The [Home Page] include the following parts:

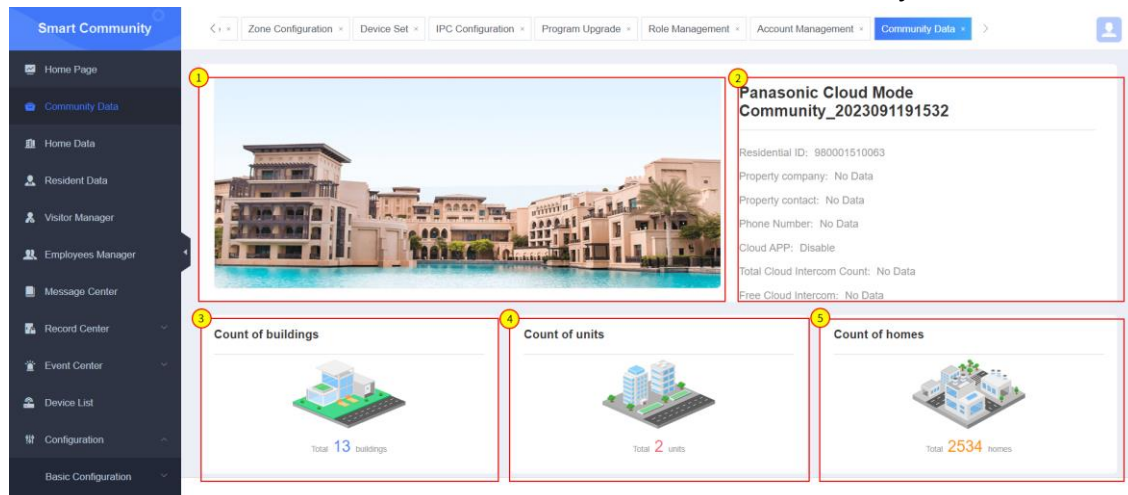
1. Resident Registration: The user can click on this part to enter the residents register function directly. The user can also enter this function by click on [Resident Data] item. For more information, please check the part of 4.4.
2. Open the door remotely: The user can click on this part to enter the [Device List] function to open door remotely. The user can also enter this function by click on [Device List] item. For more information, please check the part of 4.10.
3. Alarm list: Display the records of the latest pending alarm information (Up to four alarm messages), and users can process the alarm information by click on [⌂] icon. The user can also click on [Event Center --> Security Alarm] item or [Event Center --> Device Alarm] item to enter the [Security Alarm] function or [Device Alarm] function to view and process the alarms information. For more information, please check the part of 4.9.

4.2 Community Data

In the community data function, users can view the community base data, The user can click on [Community Data] item to show the community data page. The community data page includes the following parts:

1. Picture Show the community picture. this picture is defined in the [Community

- [Set](#)] function. For more information, please check the part of 3.2.
2. Base Information Show the community base information, it is defined in the [Community set](#)] function too.
 3. Buildings Count Show the count of the buildings in this community.
 4. Unit's Count Show the count of the units in this community.
 5. Home's Count Show the count of the homes in this community.

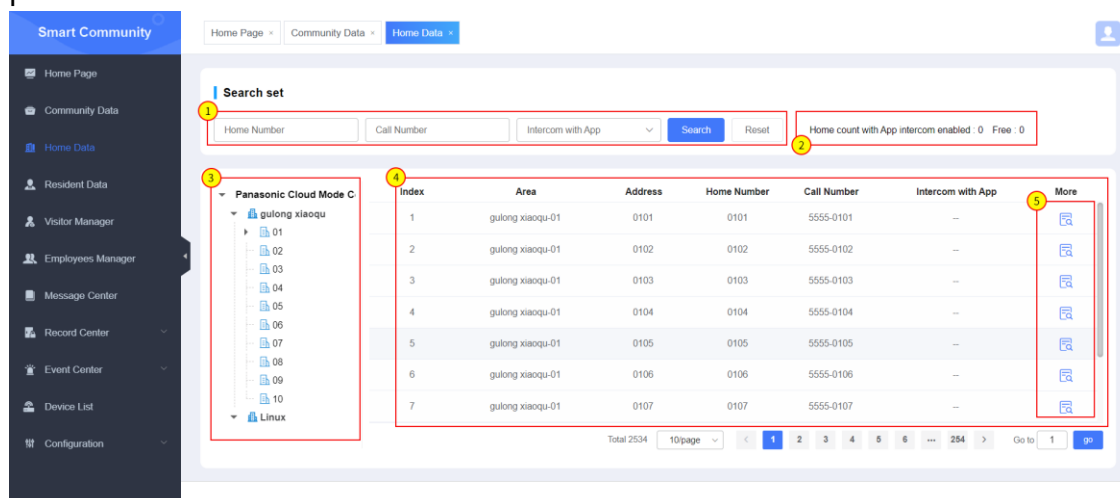


P4-2

4.3 Home Data

The [Home Data](#)] function show the home list that defined in the community, and users can view the home detail information in this function.

The user can click on [Home Data](#)] item to enter this function. And the page includes the following parts:

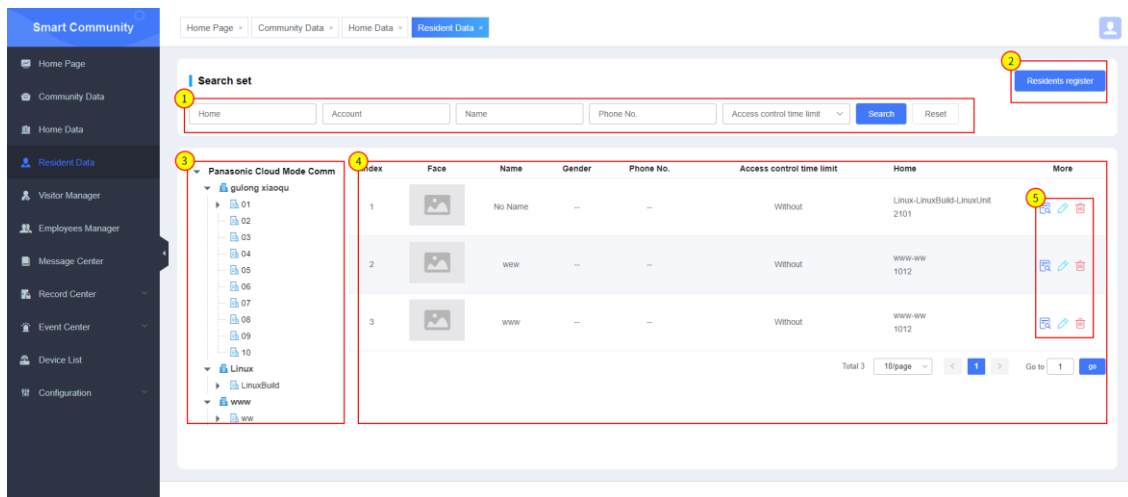


P4-3

1. Search Condition The user can search the home data.
2. App Count Show the App intercom total permission count and free count that for this community. The product supplier sets this data. If the community need more permissions, please contact the product supplier.
3. Community Tree Show the community tree, users can click on the tree node, then the homes that defined under this node will be showed in list.
4. Home List Show the homes data that has defined in the tree node selected. The user can click on the 「🔍」 icon to view the detail information of the home.

4.4 Resident Data

In the Resident Data function, the users can register a new resident, modify the resident data, or delete the residents. The user can click on「Resident Data」item to enter the resident data function. The resident data page includes the following parts:



P4-4

1. Search Condition The user can search the resident data.
2. Register Button The user can click on this button to register a new resident.
3. Home Tree List Show the home list.
4. Residents List Show the residents list that registered on the node selected.
5. More Function The user can view, modify, or delete the residents.

Residents Register




The user can register a new resident with the following steps:

P4-5

- Step 1 Click [Residents Register] button to enter the function.
- Step 2 Input the resident information.
- Step 3 If you do not select a home on the tree node before click on [Residents Register] button, you can click on [Select] button to select a home.
- Step 4 Check the access ability information. The devices showed in the access ability box is the default devices, users can change it by click on the [Access Ability Input Box] and select the devices in the pop-up window.
- Step 5 Check the floor data, or users can drop down the [Floor Input Combo Box] and select more layers for the elevator controller.
After the floor data set, the floor permission data will be sent to the lobby stations that defined on the [Access Ability] data so that when the resident open the door on these devices with the QR code, the floor permission will be send

- to the elevator controller by the lobby station.
- Step 6 Set the effective and expiration time of the access control.
- Step 7 Input the APP account of the resident (The resident should download and install the 「S.iCity」 App from the App Store or the Google Play and register an account first), If the App account is set, the APP will be bound to this home.
- Step 8 Set the account type is the "Main Account" or "Sub Account". The main account can add other APP account into this home by the APP and the sub account do not has this function.
- Step 9 Enable or disable the intercom permission of the APP account.
If set enabled, users can receive the call from the lobby station, door station and the guard station by APP. If disabled, the app will cannot receive the call but can open the door with QR code, open the door remotely by the APP.
- Step 10 Click 「[Collection](#)」 and 「[Manual input](#)」 to set the facial recognition function and access control card, respectively.
When the user registers the face recognition, please note that the photo taken by the USB camera, or the photo imported by the picture [should be clearly and cannot be taken in backlit environments](#). And at least one lobby station supports the facial recognition is online, or the system unable to check if the image quality meets the requirements for facial recognition.
- Step 11 If this resident has more than one home in this community, click on 「[Add Home](#)」 button to add a new home and input the information.
- Step 12 Click 「[Save](#)」 button to save the resident data.

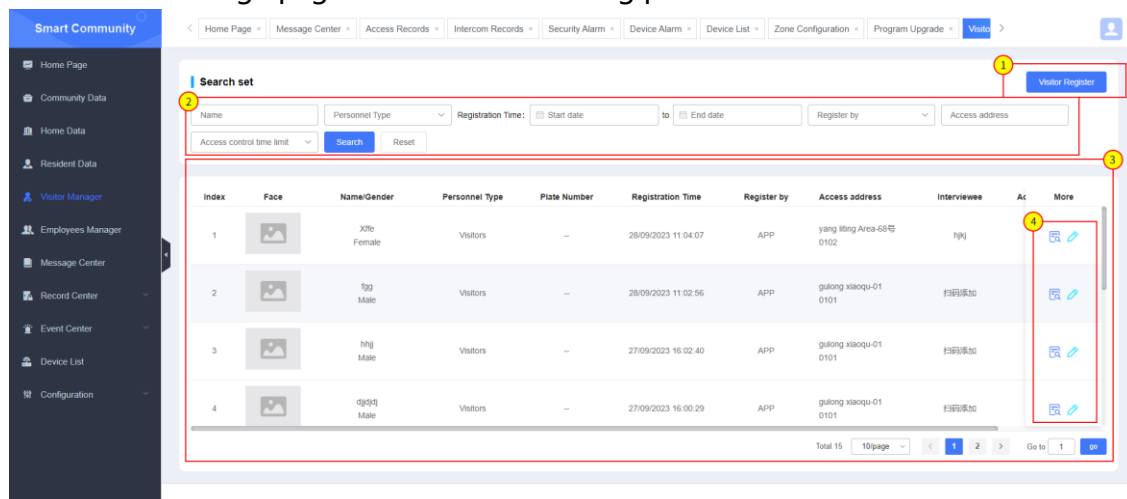
Other Instructions

1. The user can click on 「」 icon on the "More" column to view the resident information.
2. The user can click on 「」 icon on the "More" column to edit the resident information.
3. The user can click on 「」 icon on the "More" column to delete the resident.

4.5 Visitor Manager

In the visitor Manager function, the users can register a new visitor, modify the visitor data, or delete the visitors. The user can click on 「[Visitor Manager](#)」 item to enter the Visitor Manage function.

The Visitor Manage page include the following parts:

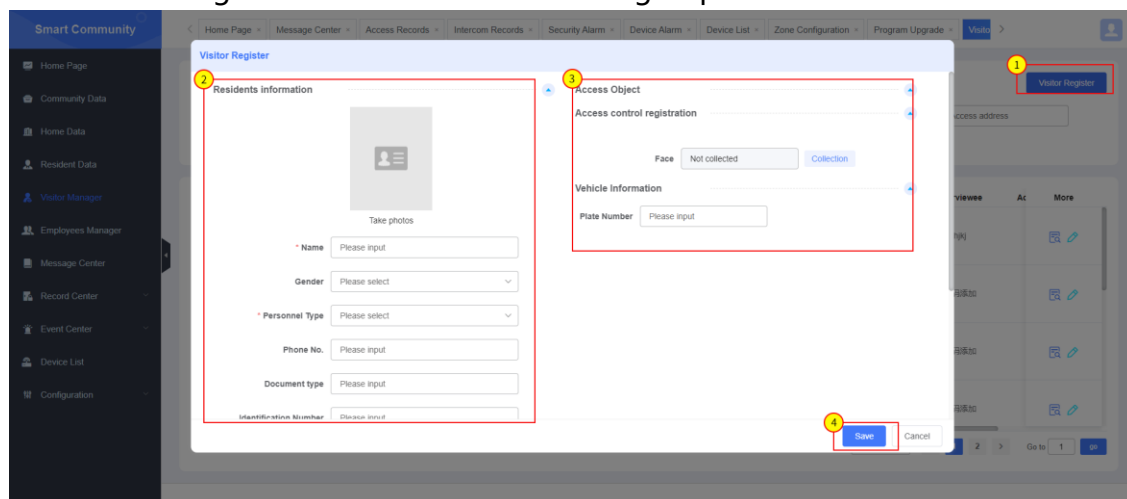


P4-6

1. Search Condition The user can search the visitor data.
2. Visitor Register The user can click on this button to register a new visitor.
4. Visitors List Show the visitors list that registered by the reception or by the resident's APP.
5. More Function The user can view or modify the visitors.

Visitor Register

The user can register a visitor with the following steps:



P4-7

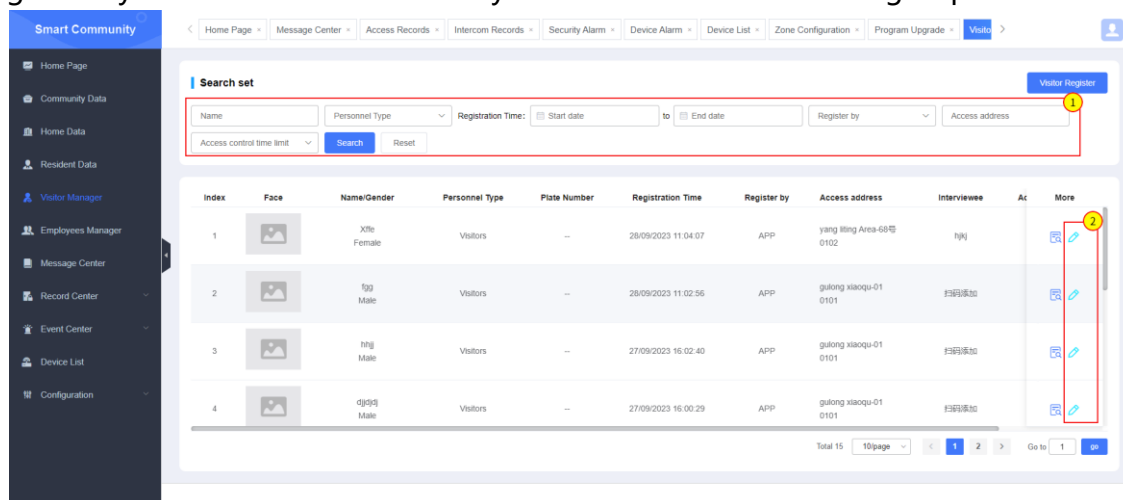
- Step 1 Click [Visitor Register] button to enter the function.
- Step 2 Input the visitor information.
- Step 3 In the left column of the registration information page, the user needs to manually select the person type. Later, different information collections will be

set in the right column according to the different personnel types. The user needs to select the visiting address, visitor time, accompanying members and other information in the right column.

Step 4 Click [Save] button to save the resident data.

Visitor Verification

If visitor requires verification (set in the part 3.2) is set to be "yes", then after the visitors that reserved by the resident's APP, the visitor's QR code and password cannot be used until the manager verify this record. users can verify the record with the following steps:



P4-8

- Step 1 Search the visitors that should be verified after input the search conditions and click the [Search] button.
- Step 2 Click [🔗] button on the visitor which one need be verified.
- Step 3 In pop-up window, Confirm the information and click on the [Save] button to verify the visitor reservation.
- Step 4 Then the visitor's access certification (QR Code, visitor password, etc.) will be activated on the access control system.

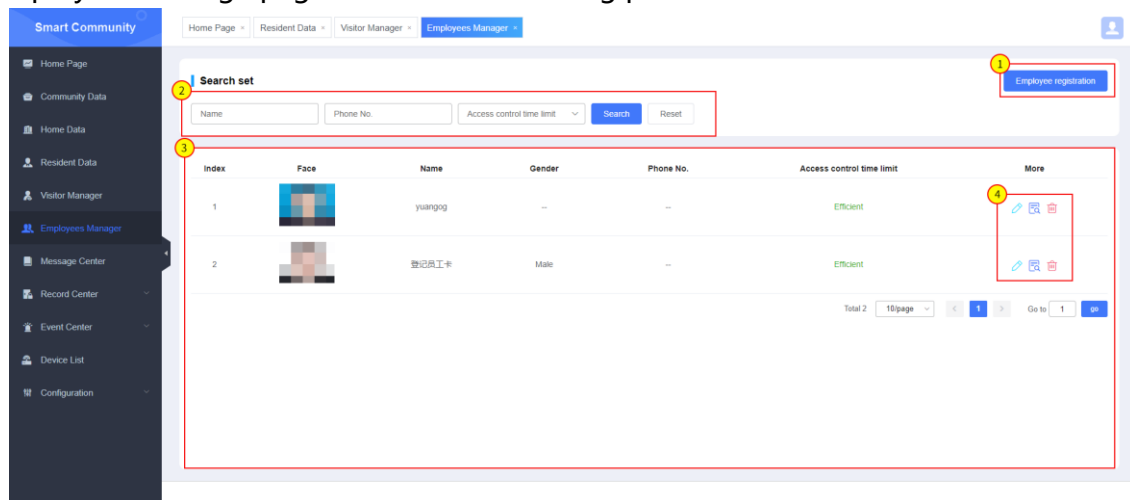
Other Instructions

1. The user can click on [🔍] icon on the [More] column to view the visitor's information.
2. The user can click on [🔗] icon on the [More] column to edit the visitor's information.
3. The user can click on [🗑️] icon on the [More] column to delete the visitor register record.

4.6 Employees Manager

In the Employees Manager function, the users can register a new employee, modify the employee' s data, or delete the employees. The user can click on 「Employees Manager」 item to enter the Employees Manage function.

The Employees Manage page include the following parts:

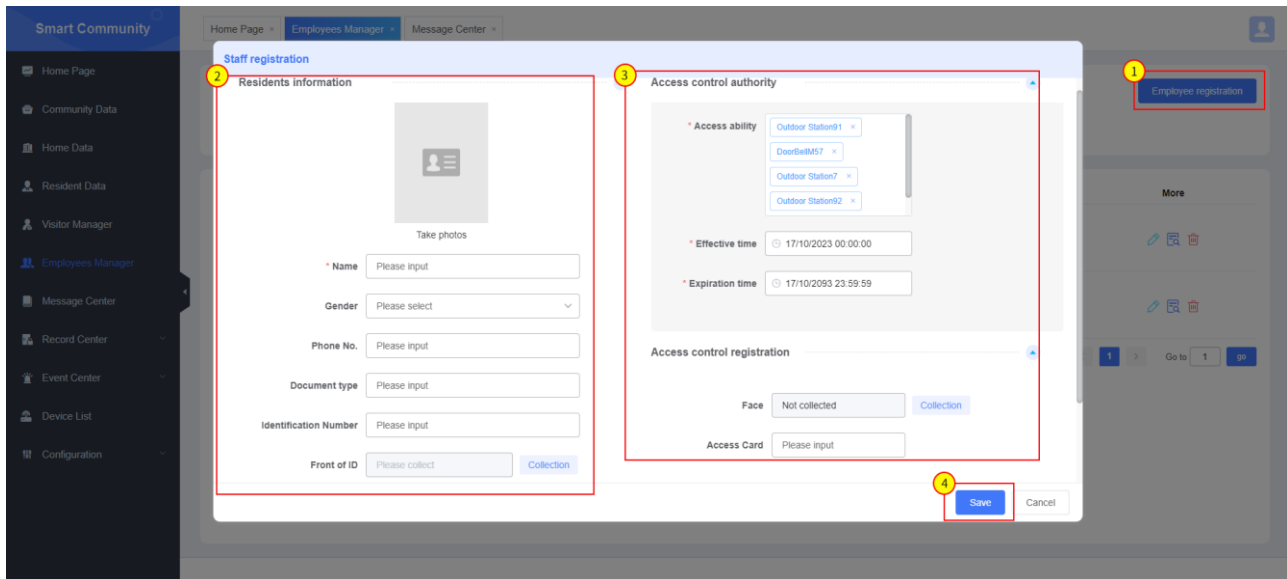


P4-9

1. Search Condition The user can search the employee' s data.
2. Register Button The user can click on this button to register a new employee.
3. Employees List Show the employees list that registered on the node selected.
5. More Function The user can view or modify the employees.

Employee registration

The user can register a new employee with the following steps:



P4-10

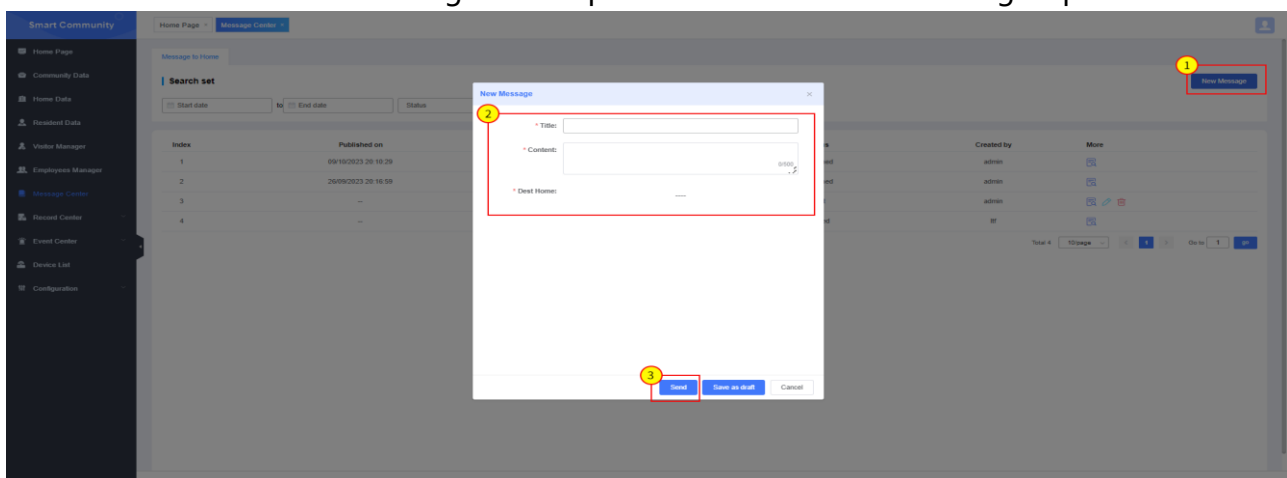
- Step 1 Click [Employee Register] button to enter the function.
- Step 2 Input the employee information and access control authority information.
- Step 3 Click [Save] button to save the resident data.

4.7 Message Center

In the Message Center, users can create and manage the messages.

Create New Message

The user can create a new message to the special homes with the following steps:



P4-11

- Step 1 Click [New Message] button.
- Step 2 Input the message title and the content.
- Step 3 Select which homes will receive this message in the home tree.
- Step 4 Click [Send] button to send this message to the APPs and the room monitors installed in these homes.

Other Instructions

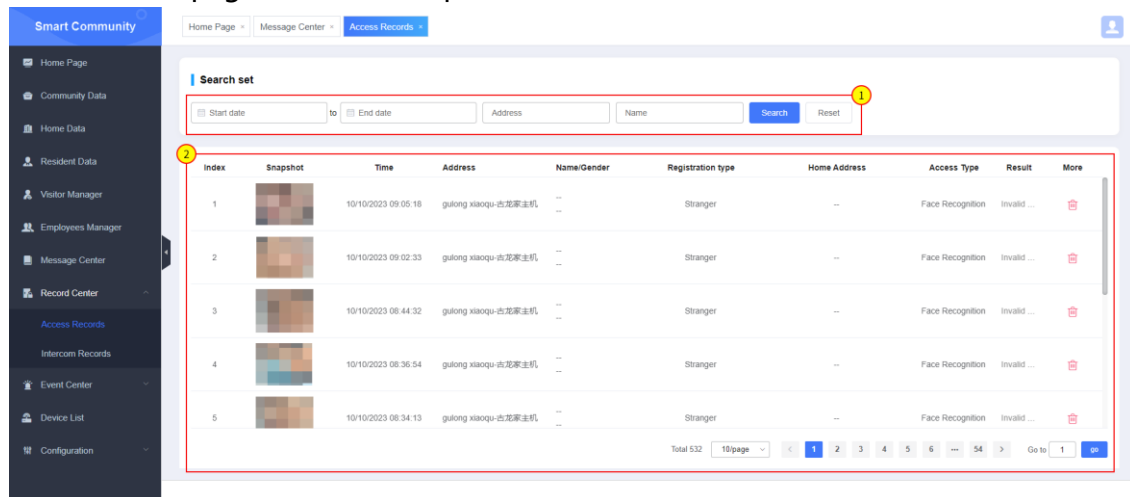
1. The user can click on the [🔍] icon in the list to view the detailed information.
2. The user can click on the [✏️] icon in the list to edit the message if this message is not published (saved as a draft).
3. The user can click on the [🗑️] icon in the list to delete the message.

4.8 Record Center

Access records and intercom records will be actively uploaded to the cloud management software by the device. The user can view these records in the record center function.

Access Records

The access records page includes two parts:

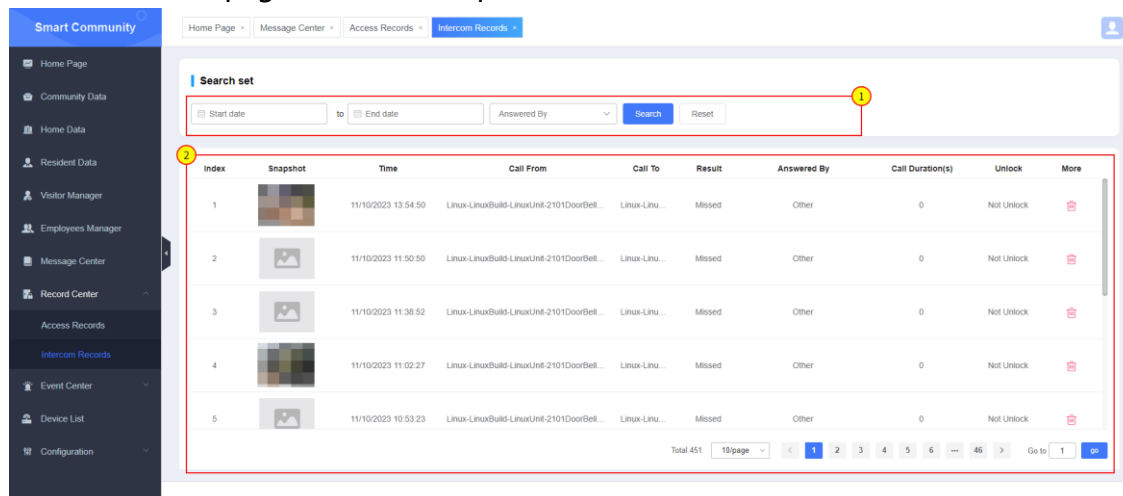


P4-12

- Part 1 Search conditions part, users can input the search conditions and click on [Search] button to search the record.
- Part 2 Records list part. It shows the record information, and users can click on the picture in the "snapshot" column to view the large picture.

Intercom Records

The intercom records page includes two parts:



P4-13

- Part 1 Search conditions part, users can input the search conditions and click on [Search] button to search the record.
- Part 2 Records list part. It shows the record information, and users can click on the picture to view the large picture.

4.9 Event Center

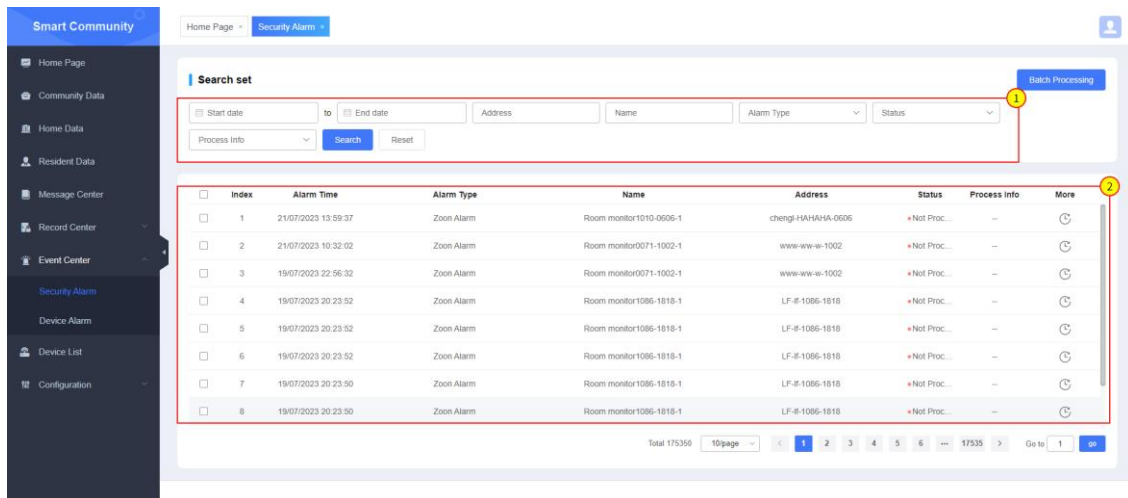
The security alarm records, and device alarm records of the related device will actively upload to cloud management software by the device. The event center keeps a log of recordings of security alarms and device alarms.

The Security alarms include the fire, Hijack, Swipe card frequently, Door opened without authorization, Door opened overtime, Invalid card swiped frequently, Alarm zone alarm, Zone Arming, Zone Disarmed, Help from Room Monitor. The user can view those alarm information by the system and input the process information in the [Security Alarm] function.

The Device alarm includes Device removal alarm and Device offline alarm. The user can view those alarm information and input the process information in the [Device Alarm] function.

The user can click on [Event Center → Security Alarm] item to enter the Security Alarm function and users can click on [Event Center → Device Alarm] item to enter the Device Alarm function.

Alarm List

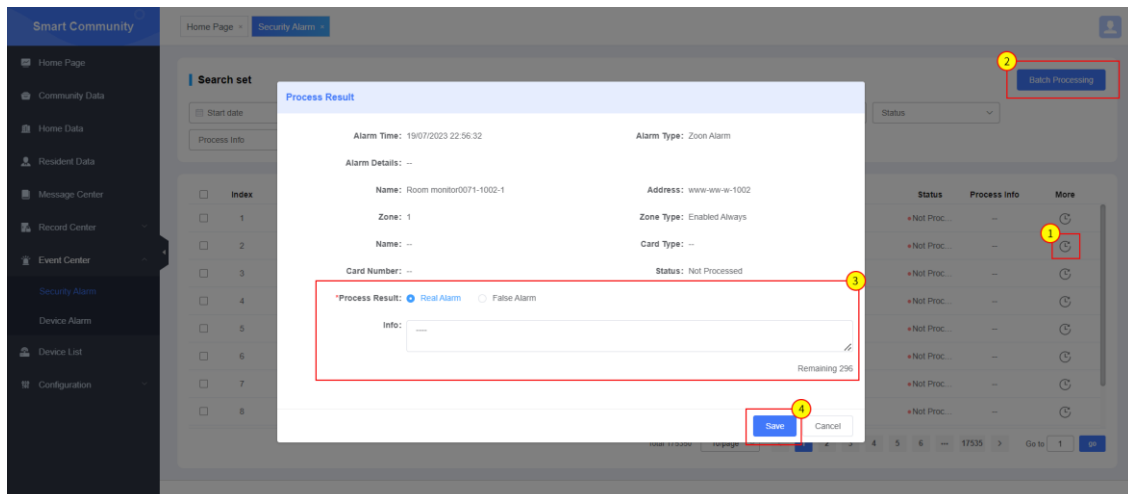


P4-14

The 「Security Alarm」 and the 「Device Alarm」 list page include two parts:

- Part 1 Search conditions part. The user can input the search conditions and click on 「Search」 button to search the record.
- Part 2 Records list part.

Alarm Process



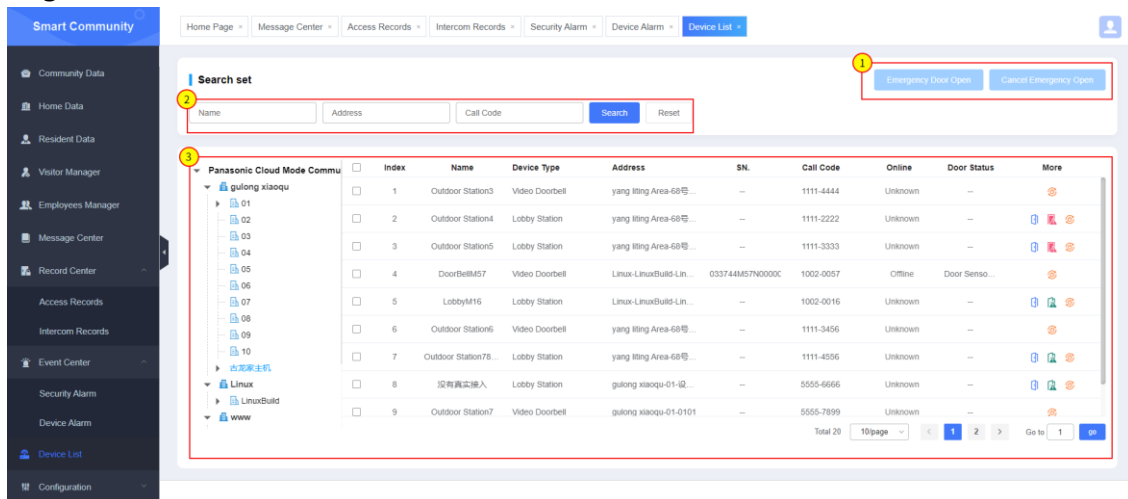
P4-15

In the 「Security Alarm」 list or in the 「Device Alarm」 list, users can process the alarm record with the following steps:

- Step 1. The user can click on 「🕒」 icon on the record.
- Step 2. Or users can select more items in the list and click on 「Batch Processing」 button.
- Step 3. In the pop-up window, input the process data.
- Step 4. Click 「Save」 button to save the data.

4.10 Device Center

The device center displays all lobby stations, Room Monitors, Door Stations, and Guard Stations, etc. in the current community. The user can select a device and operate on the device, including opening the door, setting the door normally open, canceling the door normally open, and restarting the device.



P4-16

The [Device Center] page include three parts:

- Part 1 Emergency open button, users can click on it to set one or more door to normally opened state or cancel the normally opened state.
- Part 2 Search conditions part, users can input the search conditions and click on [Search] button to search the device.
- Part 3 Device list part. It shows the device information, and users can click on the icons in the [More] column for more operation.




Emergency Door Open

The user can set or cancel the door to a normally opened state with the following steps:

- Step 1 Select one or more outdoor stations in the device list.
- Step 2 Click [Emergency Door Open] button, then the outdoor station will receive this command from the system and set the lock to be released status until users cancel this state.
- Step 3 Select one or more outdoor station in the device list and click on [Canceled Emergency Open] button, then the outdoor station will receive this command from the system and cancel the lock released status.

More Functions

The more functions include the following:

1. The user can click on the 「」 icon to send the lock release command to the outdoor station.
2. The user can click on the 「」 icon to send the emergency lock open command to the outdoor station.
3. The user can click on the 「」 icon to send the restart command to the device.