

AKUVOX SMARTPLUS USER GUIDE

Property Manager

About This Manual

Thank you for reading this manual. This manual is intended for the property managers who need to properly manage the Akuvox SmartPlus platform for integrated management of the residents, Office staff, personnel, devices, access control and remote maintenance. This manual applies to SmartPlus platform version: V6.3. Please visit <http://www.akuvox.com/> or consult our technical support for any new information or the latest software version.

This manual is divided into two parts: part one for the community property management (from chapter 1 to chapter 13) and part two for the office property management (from chapter 14 to chapter 23).

Introduction of Icons and Symbols



Warning:

- **Always abide by this information in order to prevent the persons from injury.**



Caution:

- **Always abide by this information in order to prevent damages to the device.**



Note:

- **Informative information and advice for the efficient use of the device.**

Related Documentation

You are advised to refer to the related documents for more technical information via the link below:

<https://knowledge.akuvox.com>

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1. System Overview

Akuvox SmartPlus property management platform is a cloud-based platform on which property managers can conduct integrated management of community residents, devices, access control and remote maintenance, etc.

➤ **Property manager using this platform will be able to:**

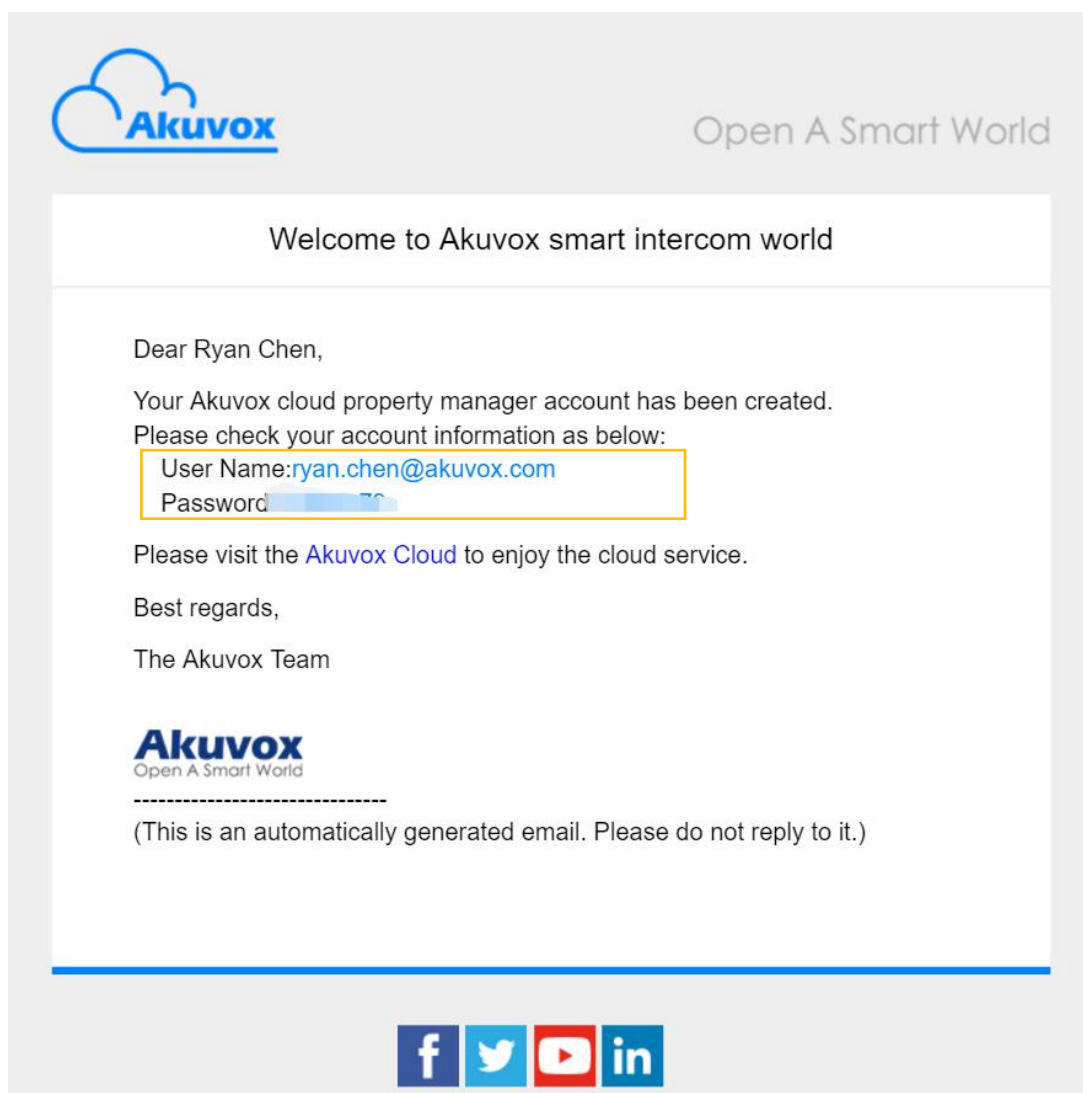
- Assign the residents to their corresponding building, apartments, And check device MAC, online status, and the device relation with residents
- Assign office staff and personnel to their corresponding office, department, and check device MAC, online status, and device relation with the staff and personnel.
- Modify the general device setting in terms of device location, relay setting and door unlock, etc.
- Set up multiple types of door access via PIN code and RF card for different purposes and roles and create their corresponding door access control schedule.
- Check and monitor a variety of logs and records inclusive of door logs, call logs, call history, temperature logs, captured images, motion detection images for security purpose.
- Send notifications to the residents in the community.
- Conduct remote operations such as Autop provisioning, device reboot, transmission type modification, and remote maintenance.
- Modify other setting such as modifying community address, time&date setting, motion detection delay setting, etc.
- Get a full picture of device deployment, device' status, access control& intercom call statistics.
- Subscribe and renew the Akuvox SmartPlus.

2. Login into SmartPlus

2.1. Account Application

You can apply for your property manager account from your installer who would help set up your account. After that, Akuvox SmartPlus will email you the account information (username and password) for you to log in to the SmartPlus.

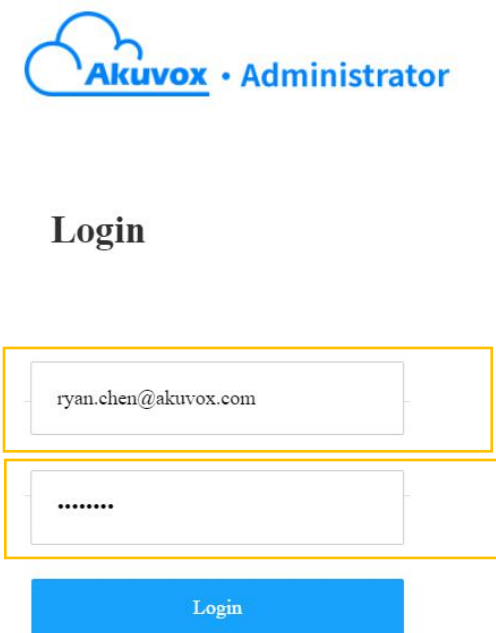
➤ **User Account Information**



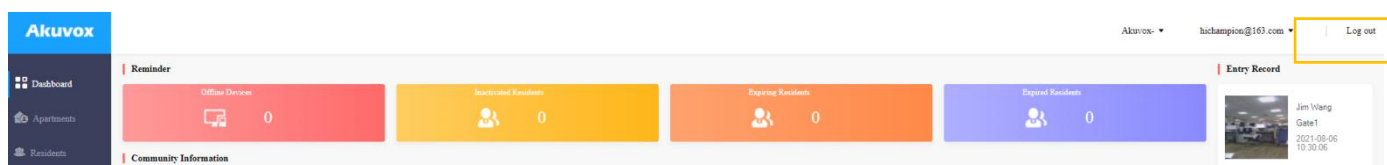
2.2. Log in SmartPlus Platform

You can log in SmartPlus platform using the property manager account information you received from the E-mail sent to you automatically by Akuvox SmartPlus.

1. Open the web browser and enter the address (URL) of the SmartPlus server location in your area, and press **Enter**.
2. Enter your username and password.
3. Click on **Login** to log in to the SmartPlus platform.

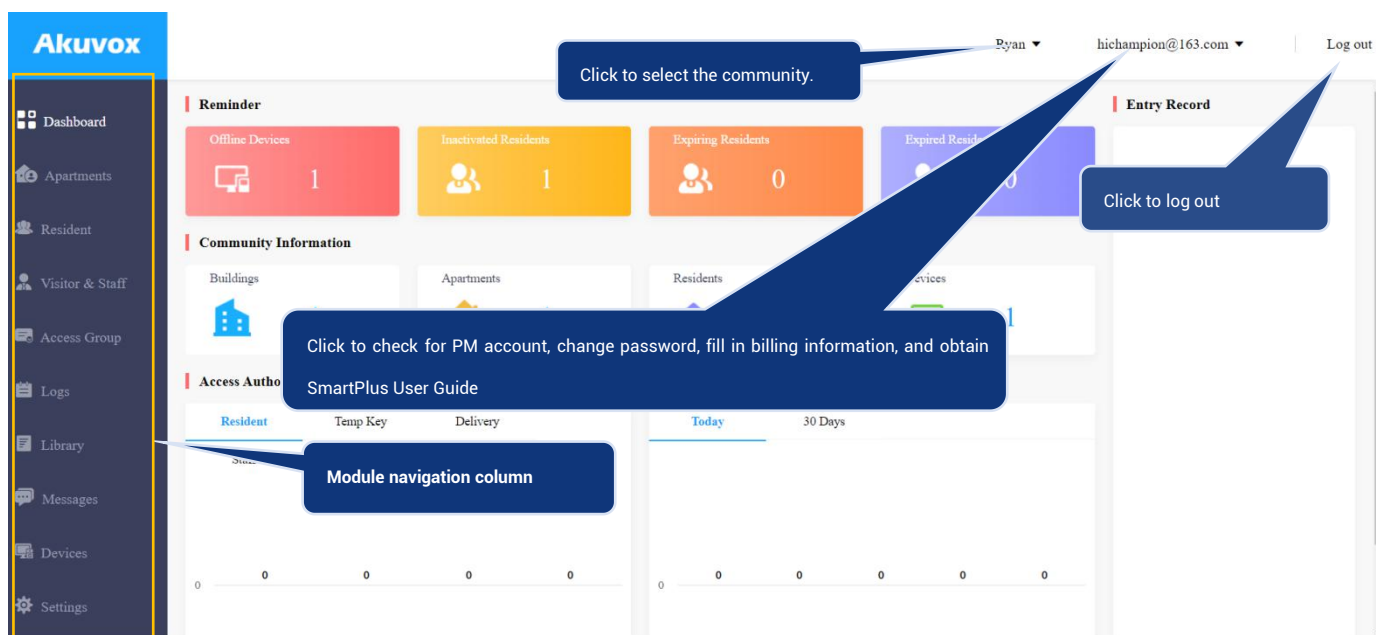


➤ You can click on **Log out** if you want to log out of the SmartPlus platform.



2.3. Akuvox SmartPlus Property Management Interface

Akuvox SmartPlus property management main interface mainly consists of 10 modules that are incorporated as a whole to allow you to manage tenants, devices, Akuvox SmartPlus app for the community-based intercom communication, door access control, monitoring, user account activation, and service subscription&renewal, etc. via the Akuvox SmartPlus platform.



➤ Module Description

No.	Column Name	Description
1	Dashboard	Displays information on community, devices, residents, door access and general statistics, etc. And the Number of apartments, and residents, devices.
2	Apartment	Allows you to search apartment information indicating which building the apartment belongs to and the number of residents and devices in the department.
3	Residents	Allows you to create resident account and check resident account and access control information and import residents' face data and RF card via template, and edit access type and access group.
4	Visitor & Staff	Allows you to set up temporary PIN codes for visitors, Delivery PIN codes for delivery staff, and RF cards for the property management staff.
5	Access Group	Allows you to create an inventory of access control schedule templates that can be readily applied to specific resident(s),

		building(s), and device(s).
6	Logs	Allows you to check and search door logs, temperature logs, call histories, captured images. It also allows you to check and delete motion Alerts, and to check on the changes made on the apartment and end users and on the RF card, PIN code, face, temporary PIN code
7	Library	Displays all the PIN Codes and RF cards created by a property manager.
8	Messages	Allows you to create and send messages to the users' indoor monitors and SmartPlus apps etc.
9	Devices	Allows you to check device info related to the building, apartment, status, device type, and to check and edit settings related to relays, call, unlock type, and device location, etc.
10	Setting	Displays property manager info, PIN code access type, email notification, time setting, motion setting, and visitor setting, etc.

2.4. Dashboard Overview

Dashboard Displays information on the community, residents, devices, and door access records and statistics, etc.

Displays off-line devices and resident account status. You can click on the blocks below for the details.



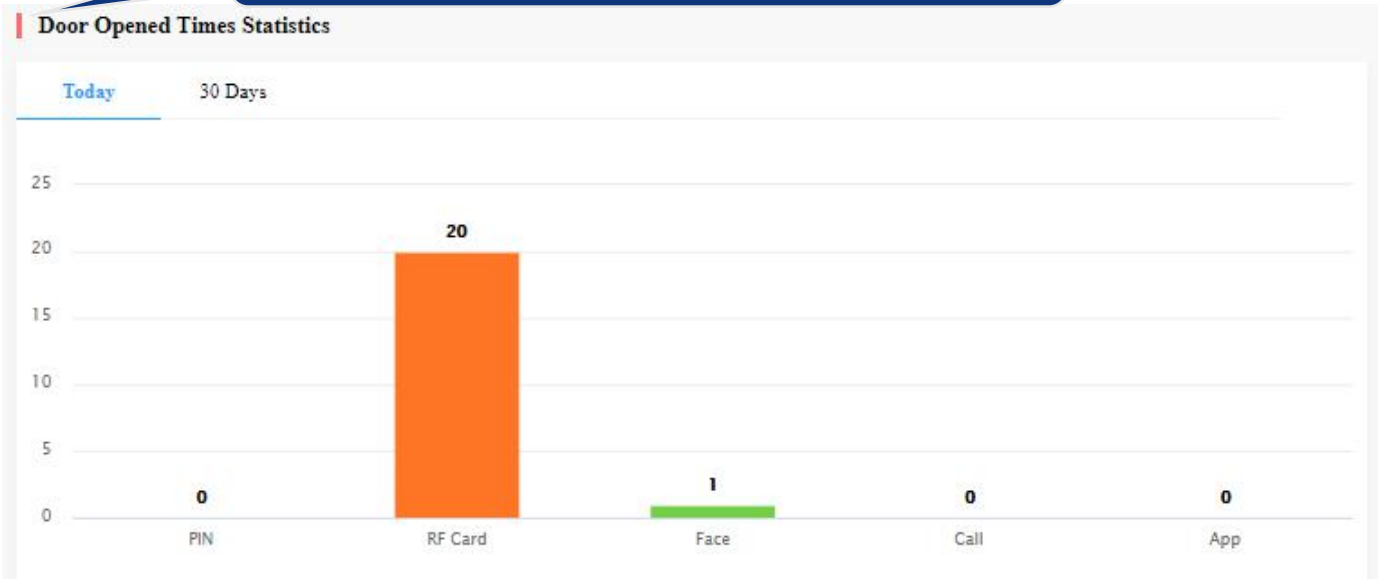
Displays the number of buildings, apartments, residents, and devices. You can click on blocks for the details.



Displays recorded door access statistics.



Display the door access statistics of various types of access.



Displays entry records with captured images. You can click the image to enlarge the pictures.

Reminder

- Offline Device: 0
- Unauthorized Residents: 0
- Expiring Residents: 0
- Expired Residents: 0

Community Information

Entry Record

	Jim Wang Gate1 2021-08-06 10:36:31
--	---

3. Resident Management

3.1. Residents Module Overview

The **Residents** module in the navigation column is used to add residents for whom you can create SmartPlus end user account (family master account) and the family member account. You can set up access types and access control schedules for the end users and their family members. Moreover, you can search, modify, check and delete residents.

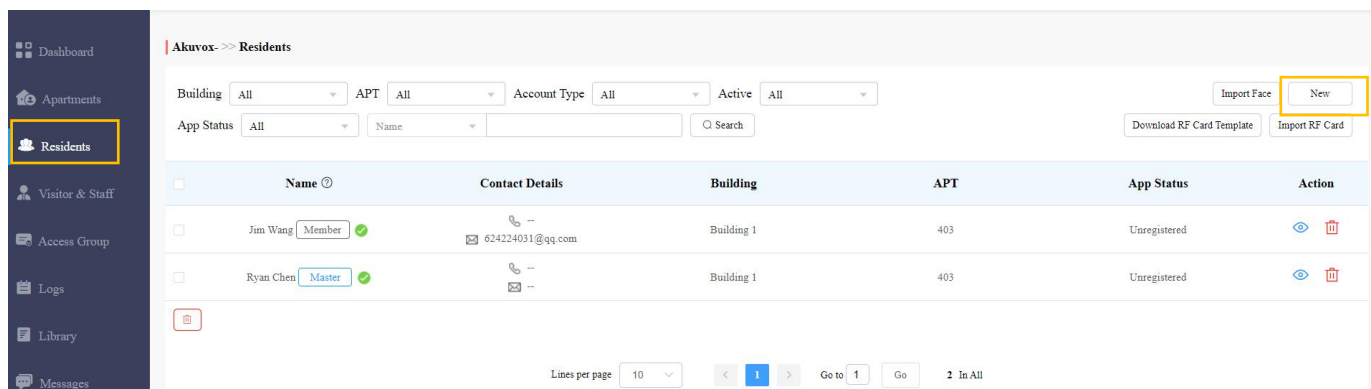
3.2. Add Residents

Adding residents deals with creating residents' accounts (master/family member account) and setting up the door access types and access control schedules.

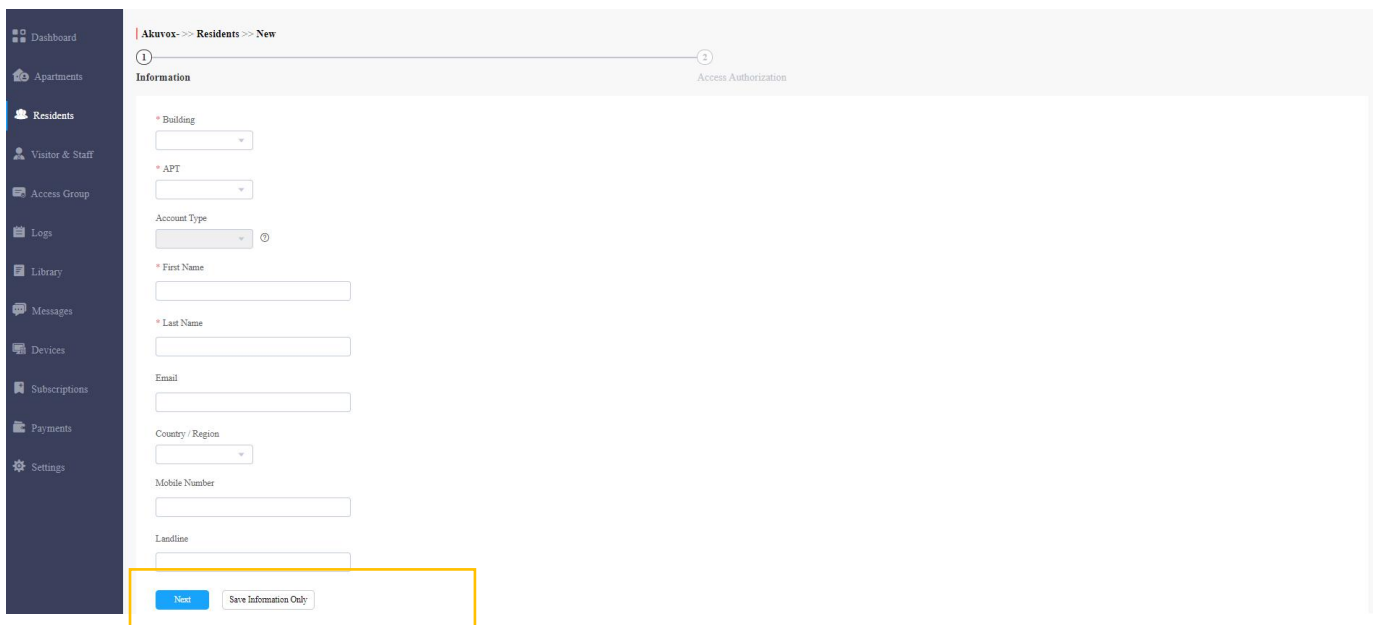
3.2.1. Create Resident's Account

Before creating the account for the residents, you are required to double check the resident's information and then add them to the corresponding apartments and building set up by the community manager (Installer).

1. Click on **Residents** module  in the left navigation column.
2. Click on **New**.



3. Set up resident information.



4. Click on [Save Information Only](#) to complete creating an account.



Note:

- A resident's master account should be created first before the family member account can be created. And the way to create the master account and family member account are identical.



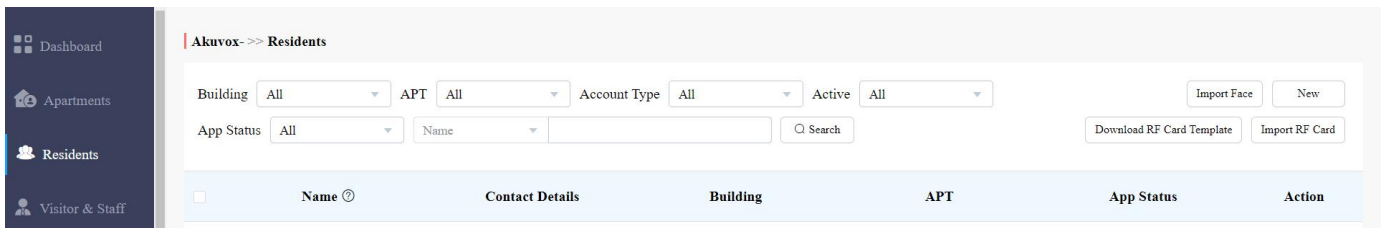
Note:

- Click on **Next** when you want to set up access method along with the access group, or click on [Save Information Only](#) when you only want to set up and save resident's basic information.

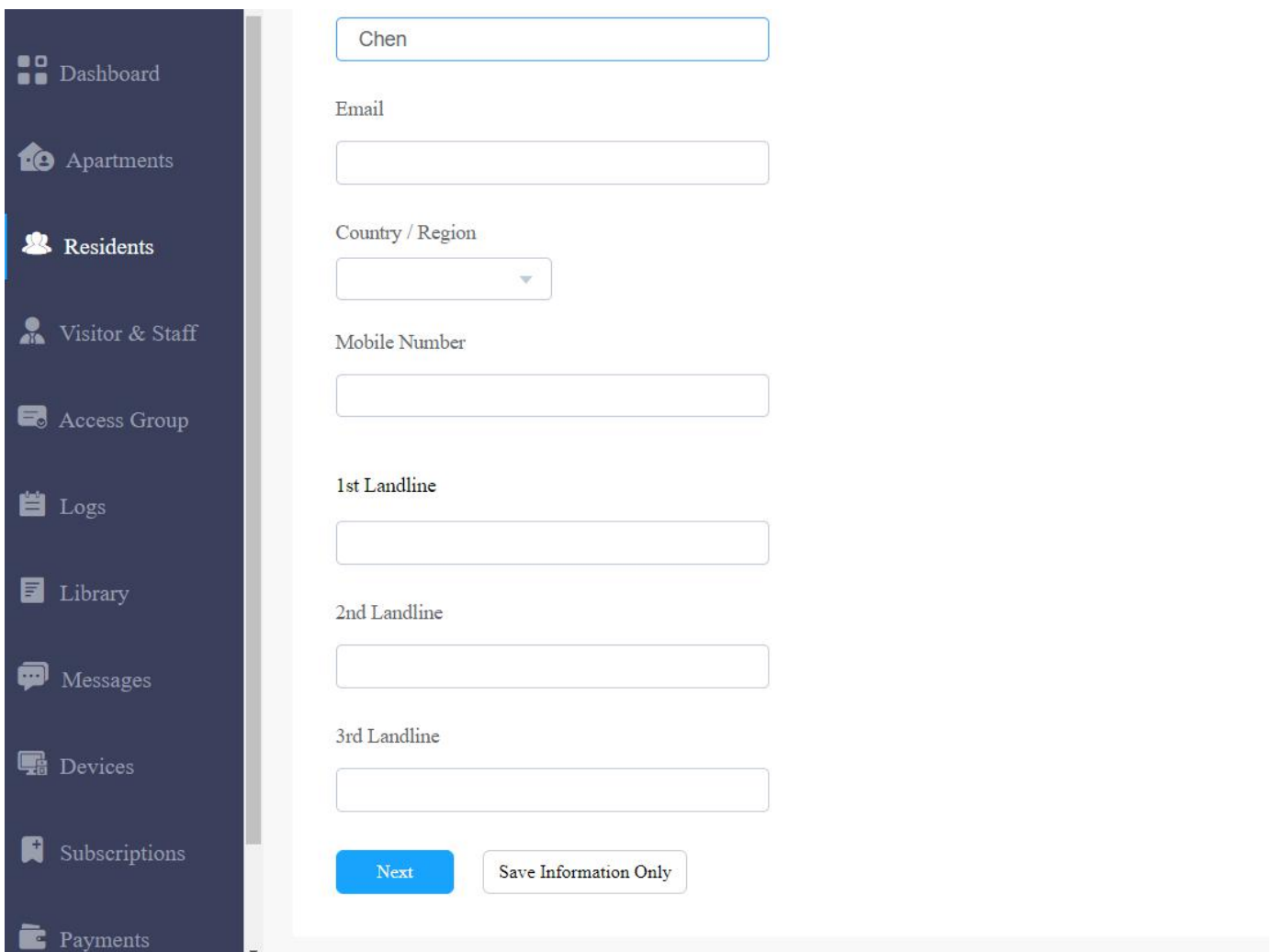
3.2.2. Set up Access Control for Resident(s)

You can set up access types such as PIN code, RF card and facial recognition as well as creating access control schedules for the residents.

1. Click on **Resident** module and click on



2. Fill in the account information and click on **Next** to proceed to the next page where you can set up access types and schedules.



3. Fill in the PIN code, RF cards, and select face picture to set up the access types.

Akuvox- >> Residents >> New

Information 2 Access Authorization

Resident

Name: Ryan Chen Master

Building: Building 1

APT: 403 Akuvox

Access Type

PIN

RF Card

Face ID

+

4. Click on New

Access Group

New

Selected: Resident-Building Building 1

	Name	Device	Repeats	Time
<input type="checkbox"/>	Akuvox Access schedule	Gate1	Daily	00:00:00 - 23:59:59
<input type="checkbox"/>	Test	Gate1	Daily	00:00:00 - 23:59:59
<input checked="" type="checkbox"/>	Resident-Building Building 1	Gate1	Daily	00:00:00 - 23:59:59

Submit

- Set up the access control schedule and devices to which you want to apply the access schedule and click on Submit.

New Access Group
×

* Access Group Name

Access Group Name is required

Repeats

Weekly ▾

Day

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

* Start Time

🕒 00:00:00

* End Time

🕒 23:59:59

Building	Location	MAC	Status	Device Type	<input type="checkbox"/> Relay
Building 1	Gate1	0C11050069E6	●		<input type="checkbox"/> Relay1 <input type="checkbox"/> Relay2

Cancel
Submit

- Tick the specific access control schedule(s) you want to apply for the resident, and click on **Submit**.

Access Group ⓘ New

Selected: Akuvox Access schedule Resident-Building Building 1


<input type="checkbox"/>	Name	Device	Repeats	Time
<input checked="" type="checkbox"/>	Akuvox Access schedule	Gate1	Daily	00:00:00 - 23:59:59
<input type="checkbox"/>	Test	Gate1	Daily	00:00:00 - 23:59:59
<input checked="" type="checkbox"/>	Resident-Building Building 1	Gate1	Daily	00:00:00 - 23:59:59

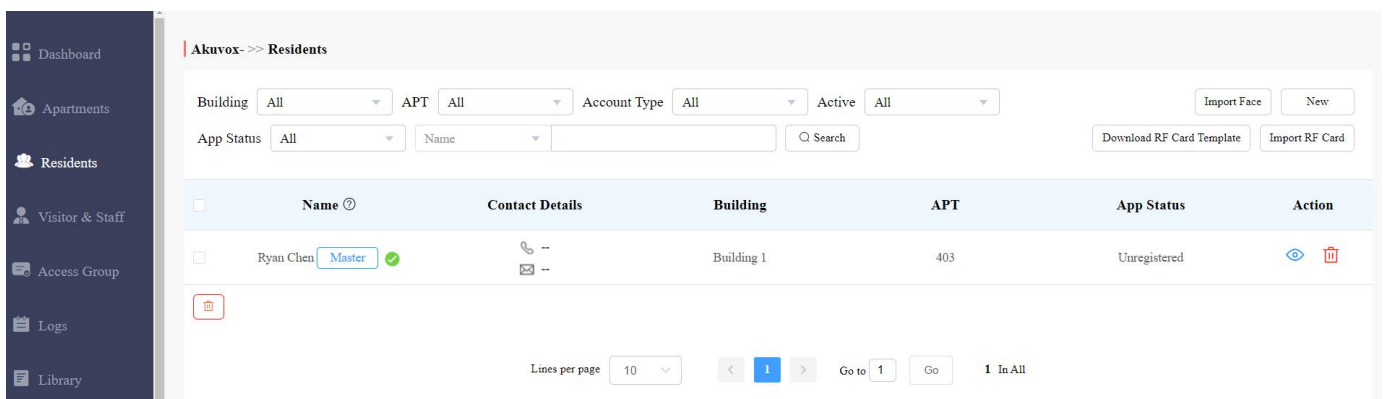
Submit

3.2.3. Search/Delete/Edit User Accounts

After the user account is created, you can search, edit, and delete the user account. You can also reset the user account password if needed.

3.2.3.1. Search/Delete User Accounts



1. Search the specific User account by building, apartment, account type, account status, app status, and user account name.
2. Tick the checkbox of the specific account(s) you want to delete or tick the checkbox by the **Name** field and click on  delete all the accounts.



Akuvox >> Residents

Building: All | APT: All | Account Type: All | Active: All | Import Face | New

App Status: All | Name: | Search | Download RF Card Template | Import RF Card

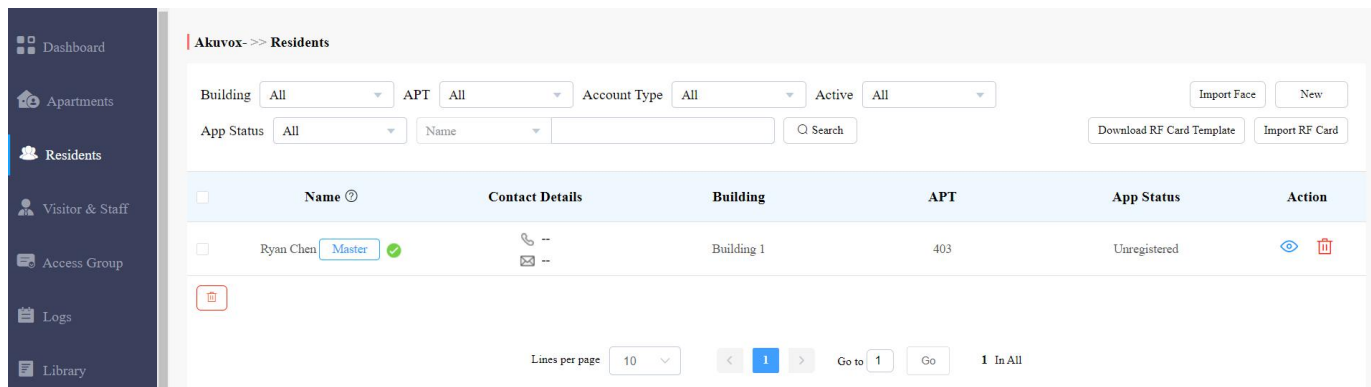
<input type="checkbox"/>	Name ⓘ	Contact Details	Building	APT	App Status	Action
<input type="checkbox"/>	Ryan Chen Master ✓	☎ -- ✉ --	Building 1	403	Unregistered	 

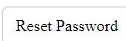
Lines per page: 10 | < 1 > | Go to: 1 | Go | 1 In All

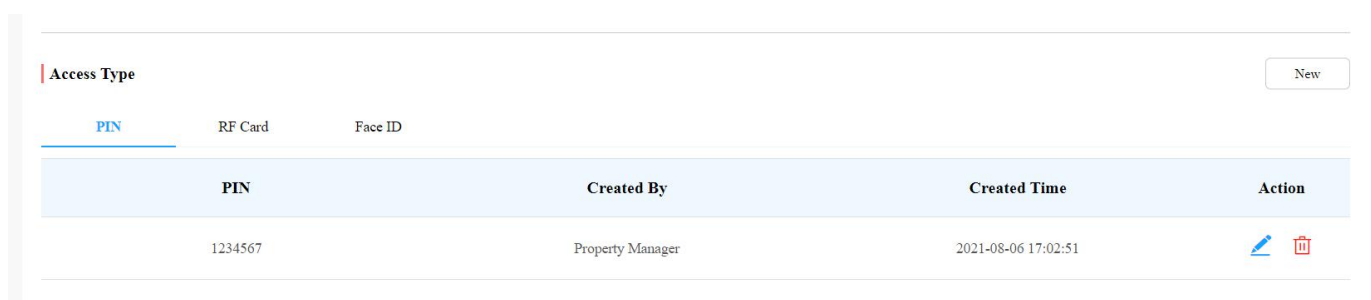
3.2.3.2. Edit User Account

You can reset the users' SmartPlus app account password, and edit users' account information and their access control setting by replacing the current access type.

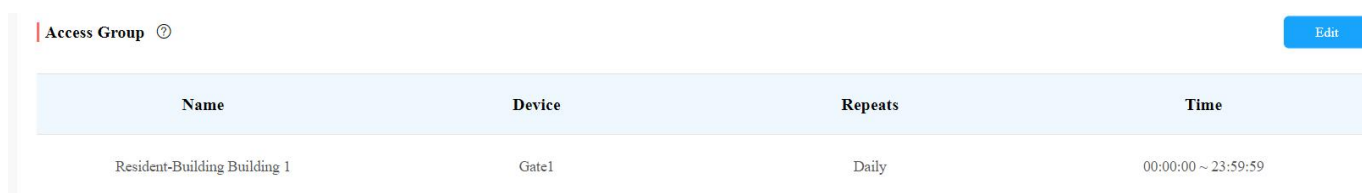
1. Click on  of the specific user account you want to edit.



2. Click on  if you want to reset the password (SmartPlus).
3. Click on Edit to change the account information.
4. Scroll down the page to edit the access type by deleting the current access types or creating new access types by clicking **New**.



5. Click on **Edit** to edit the access control setting, and edit the setting by re-selecting the access control schedule (Access Group) or by creating new access group(s).



Akuvox- >> Residents >> Edit Access Group

Access Group New

Selected: Resident-Building Building 1 Akuvox Access schedule

<input type="checkbox"/>	Name	Device	Repeats	Time
<input checked="" type="checkbox"/>	Resident-Building Building 1	Gate1	Daily	00:00:00 - 23:59:59
<input checked="" type="checkbox"/>	Akuvox Access schedule	Gate1	Daily	00:00:00 - 23:59:59
<input type="checkbox"/>	Test	Gate1	Daily	00:00:00 - 23:59:59
<input type="checkbox"/>	Test1	Gate1	Daily	00:00:00 - 23:59:59

Submit

3.3. Import Face/RF Cards(s)

You can import the face data and RF cards in batch using the template for the users.

3.3.1.Import Face Data

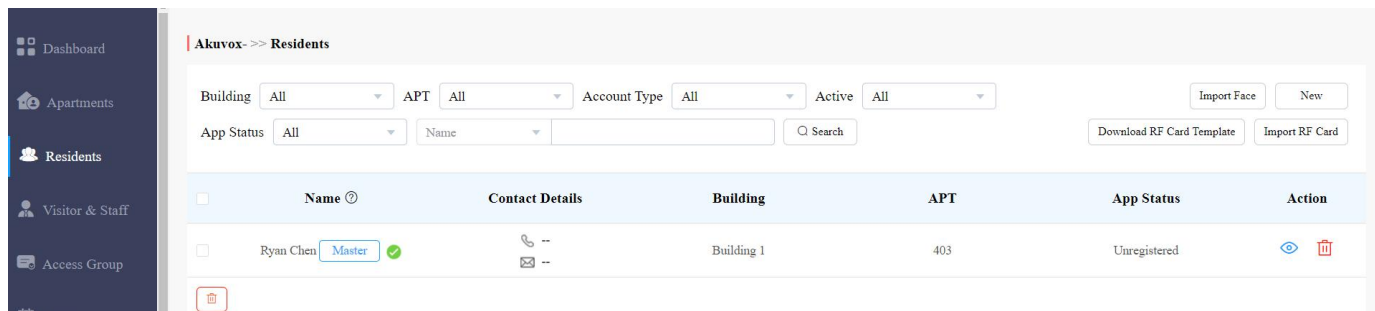
1. Go to **Residents** module and click on Import Face .
2. Choose the face data .zip file and click on import to import the file.

Note:

- Face data should be imported in .zip file format and the photos need to be named by building name, room number, and user name. eg "Building1+1001+Paul Edward.jpg".

3.3.2.Import RF Card(s)

1. Click on Download RF Card Template to download the RF card template.
2. Fill the RF card information on the template and import the template.



RF card template:

	A	B	C	D	E	F
1	User	RF Card				
2	ryan.chen@akuvox.com	123456789				
3						
4						
5						



Note:

- Building and apartment information are not editable.

4. Visitor/Staff Management

Visitor&Staff module allows you to create access credentials for the property management staff, delivery personnel, and visitors.

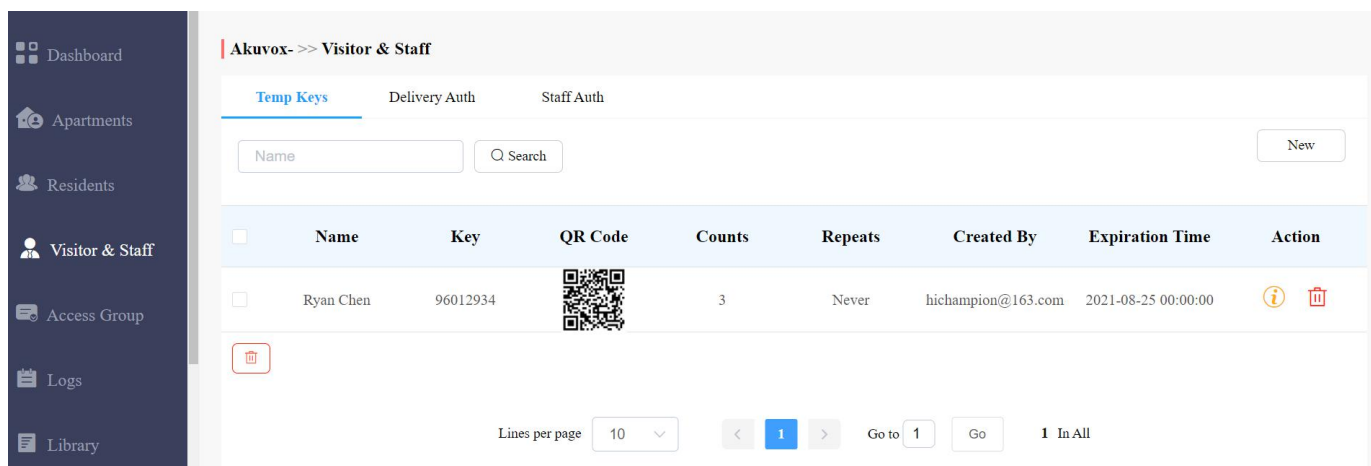
4.1. Manage Access Credentials for Visitors

You can manage access credentials for the visitors in terms of creating and deleting temporary PIN code, QR code, and setting up the access control schedules for the validity of the credentials, while defining which building and relays the credential is applied to.

4.1.1. Create Temporary PIN Code

You can set up temporary PIN/QR code along with the access schedule, which will then be sent to visitor's email for door access.

1. Click on **Temp Keys**, then click on **New**.



2. Create Temporary key along with the access schedule.
3. Select the specific relay(s) to be triggered by the temporary key.
4. Click on **Submit** to generate a temporary key.

Akuvox >> Temp Keys >> New

Building: Building 1

APT: 403 Akuvox

* Name: Ryan

ID Number: 12345

Repeats: Never

* Expiration Time: 2021-08-19 16:23:29

* Allow Count: 2

Delivery Method: Ryan.chen@akuvox.com

Repeats: Daily

* Start Time: 13:37:16

* End Time: 13:41:57

Repeats: Weekly

* Day: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

* Start Time: 08:00:00

* End Time: 23:00:00

Building	Location	MAC	Status	Relay
Building 1	Gate1	0C11050069E6	●	<input checked="" type="checkbox"/> Relay <input checked="" type="checkbox"/> Relay1 <input checked="" type="checkbox"/> Relay2



Submit

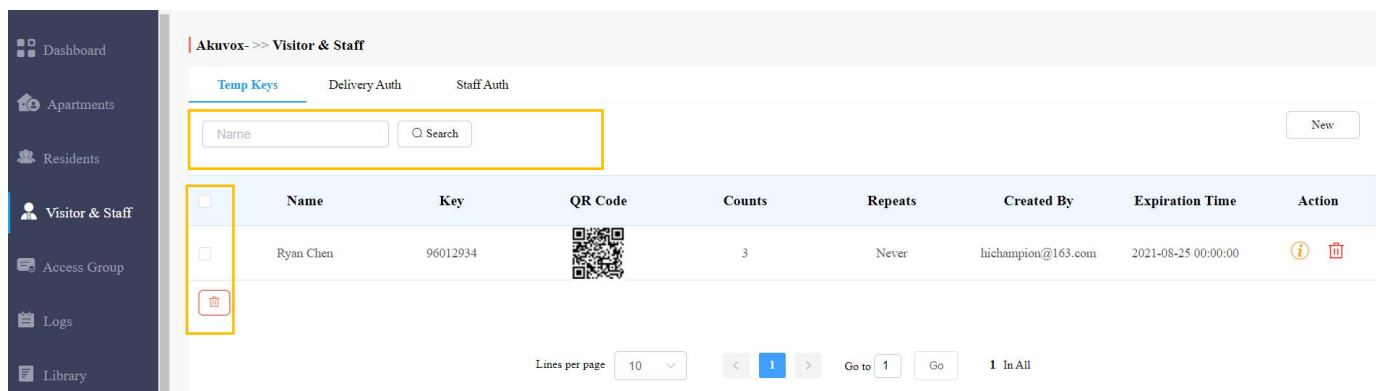
● **Parameter Set-up:**


No.	Column Name	Description
1	Building	Select the building in which the resident to be visited lives.
2	APT	Select the resident's apartment.
3	Name	Enter the visitor's name.
4	ID Number	Enter the visitor ID number.
5	Repeats	Select " Never " " Daily ", " Weekly " for the temporary key access schedule. 1. " Never " means non-repetitive and one-time access schedule with a specific PIN code validity expiration time; 2. " Daily " means the PIN code access is valid during a certain time span of a day and is repetitive on a daily basis(eg. 08:00-20:00 every day). 3. " Weekly " means the PIN code access is valid during a certain time span of a day and is repetitive on weekly basis. (eg. 08:00-20:00 during the selected day(s) of a week).


6	Expiration Time	Set the expiration time for the one-time "Never" schedule only. The PIN code validity will expire on the expiration time.
7	Allow Count	Set the number of PIN code validity count for one-time "Never" schedule. Eg. "20" times
8	Start Time End Time	Set the Start Time and End Time for the PIN code validity time span during a day on a daily or on weekly basis.
9	Delivery Method	PIN code will be sent to the visitor's email address you entered.

4.1.2. Search/ Delete Temporary PIN Code

1. Enter the visitor name to search and find the specific temporary PIN code if needed.
2. Click on  to see the details of the temporary PIN code if needed.
3. Click  to delete the specific temporary PIN code or you can tick the checkbox of the temporary PIN code you want to delete, and you can delete all the temporary PIN by ticking the checkbox of **Name** .



 **Note:**


- After you click  to check temporary key details, you can click "View Door Logs" to check temporary key door logs shown as follows.

Akuvox- >> Visitor & Staff >> 96012934

Building --
 APT --
 Name Ryan Chen
 ID Number 12345
 Created By hichampion@163.com

Key 96012934 [View Door Logs](#)
 Repeats Never
 Counts 3
 Expiration Time 2021-08-25 00:00:00

QR Code



Access Device

Location	Building	MAC	Relay
Gate1	Building 1	0C11050069E6	Relay1

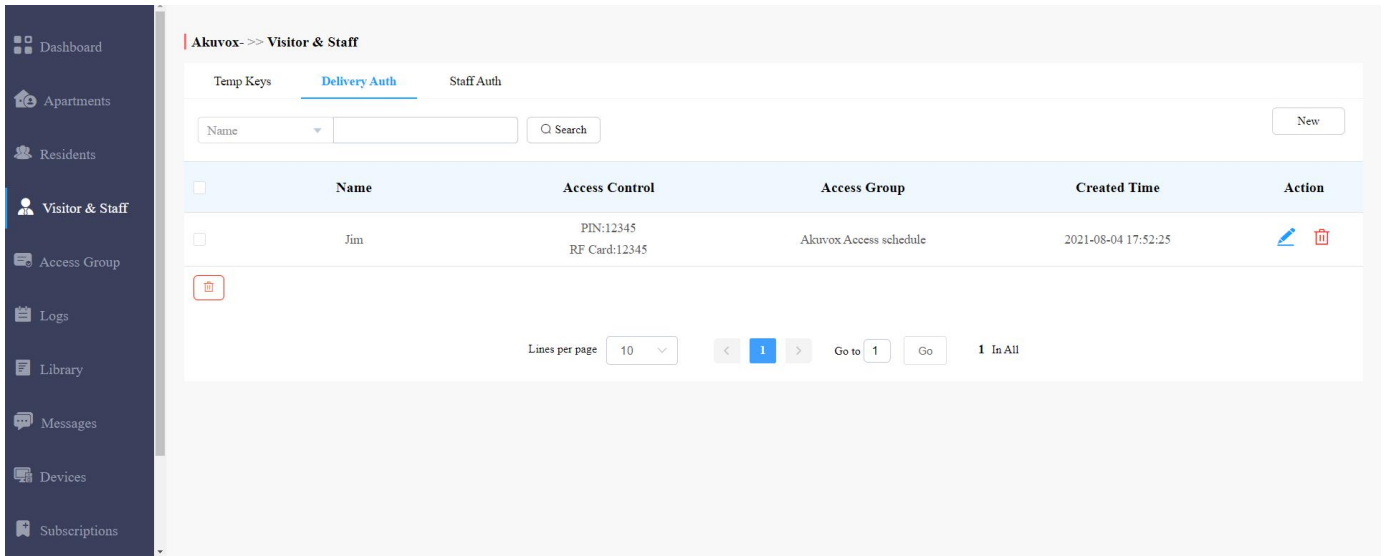
4.2. Manage Access Credentials for Delivery Personnel

You can create both delivery PIN code and RF card for the delivery staff, who can use the PIN to access the designated place, for example, a parcel room to deliver the package to the residents.

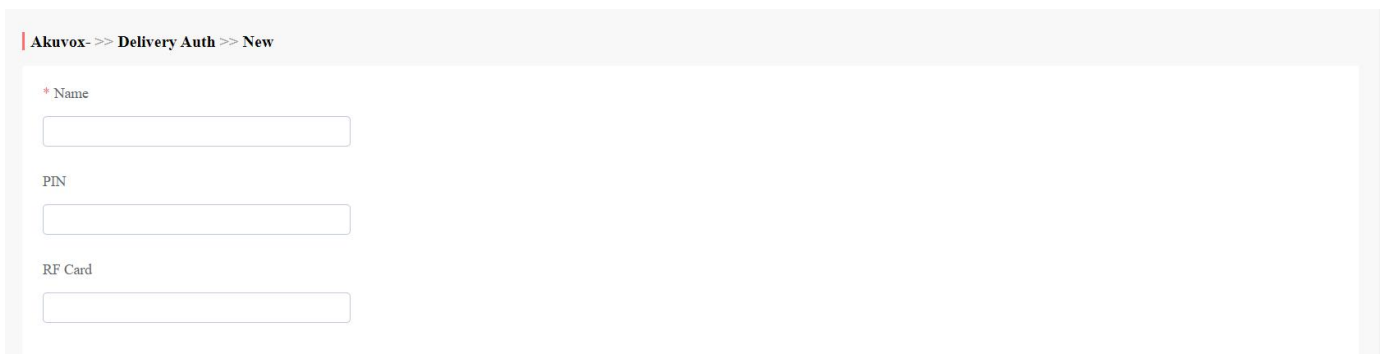
4.2.1. Create Delivery PIN Codes/RF Cards

You can create Delivery PIN code and RF card along with access control schedule (Access group).

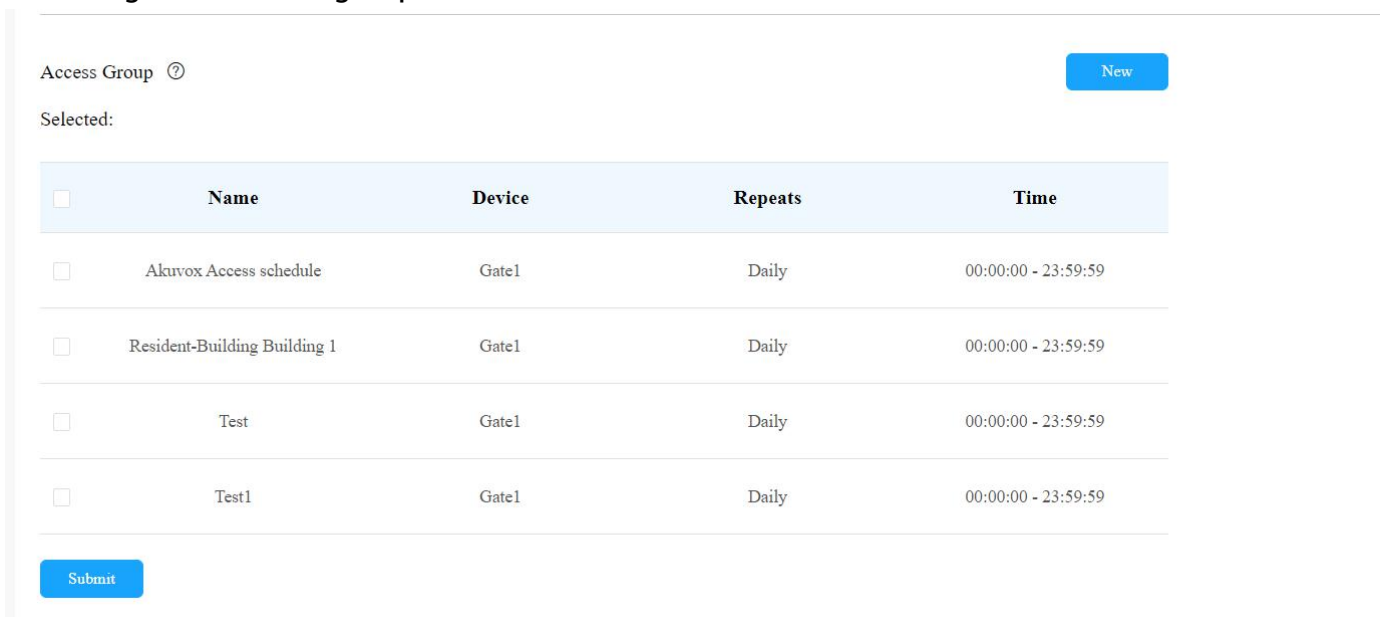
1. Click on **Delivery Auth**, then click on New.



2. Set up Delivery PIN code or RF card.
3. Select the access group to be applied.



4. Assign the Access group to the courier.



5. Click on **New** to create a new access group.


New Access Group ✕

* Access Group Name

Repeats

* Start Time


* End Time

Building	Location	MAC	Status	Device Type	<input type="checkbox"/> Relay
Building 1	Gate1	0C11050069E6	●		<input type="checkbox"/> Relay1 <input type="checkbox"/> Relay2

● **Parameter Set-up:**


No.	Field Name	Description
1	Access Group Name	Fill in the access group name.
2	Repeats	<p>Select “Never”, “Daily”, “Weekly” for the delivery PIN code access schedule.</p> <p>1. “Never” means non-repetitive and one-time access schedule.</p> <p>2. “Daily” means the PIN code access is valid during a certain time span of a day and is repetitive on a daily basis (eg. 08:00-20:00 every day).</p> <p>3. “Weekly” means the PIN code access is valid during a certain time span of a day and is repetitive on weekly basis. (eg. 08:00-20:00 during the selected day(s) of a week).</p>

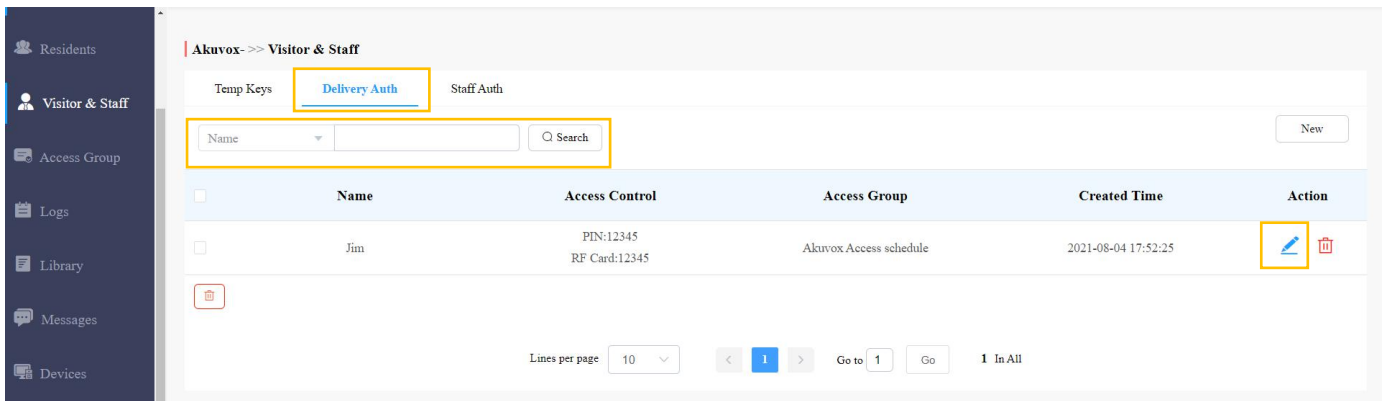
3	Begin Time/ End Time	Set the start time and end time for the PIN code validity time span during a day on a daily or on weekly basis.
---	-------------------------	---

 **Note:**

- 8-digit PIN code starting with "9" is invalid in the **PIN** field.


4.2.2. Modify Delivery PIN Codes

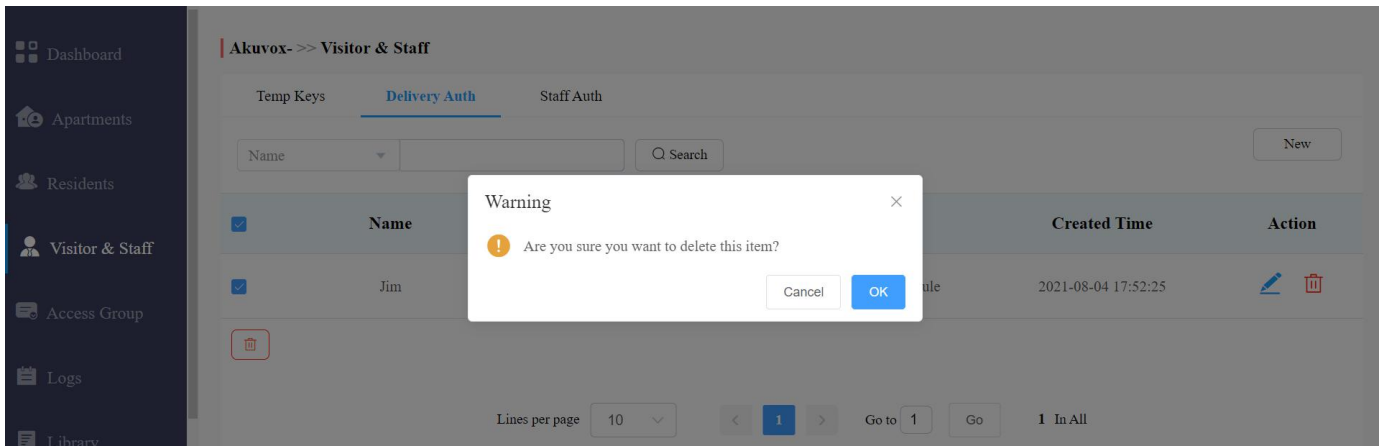
1. Click on **PIN**.
2. Search the PIN code by name or PIN code in the fuzzy search field and click **Search** if needed.
3. Click on  .
4. Modify the delivery PIN code according to your need.



4.2.3. Delete Delivery PIN Codes

1. Click on **Delivery Auth**.
2. Search the Delivery PIN code by name or PIN code in the fuzzy search field and click **Search** if needed.

- Click on  to delete the PIN code one by one, or you can tick the checkbox of the PIN code you want to delete and click on the checkbox **Name**.

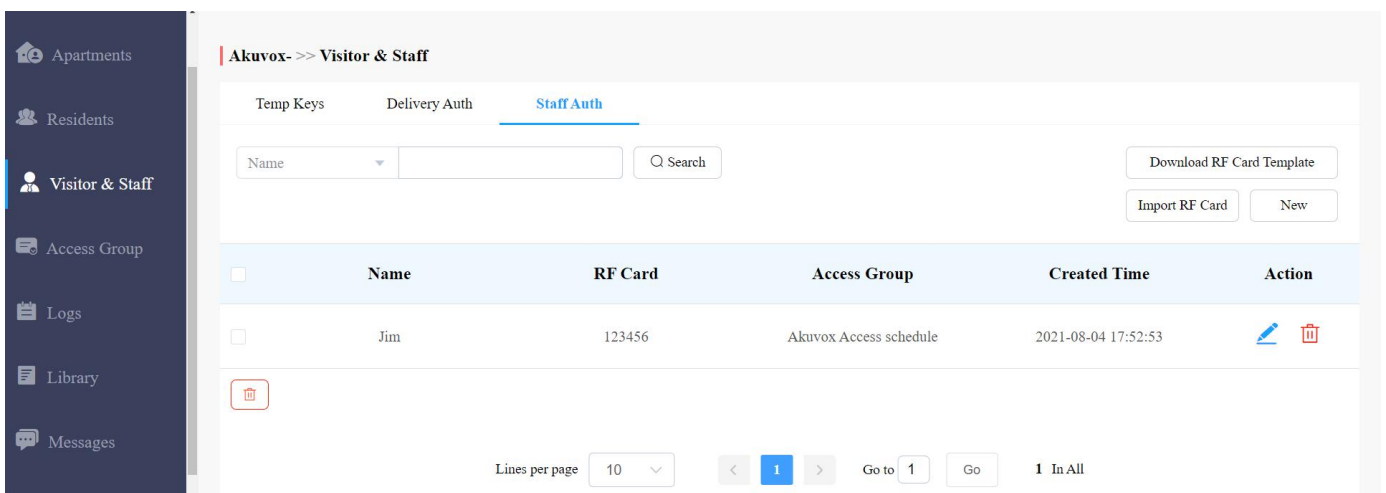


4.3. Manage Access Credentials for Property Management Staff

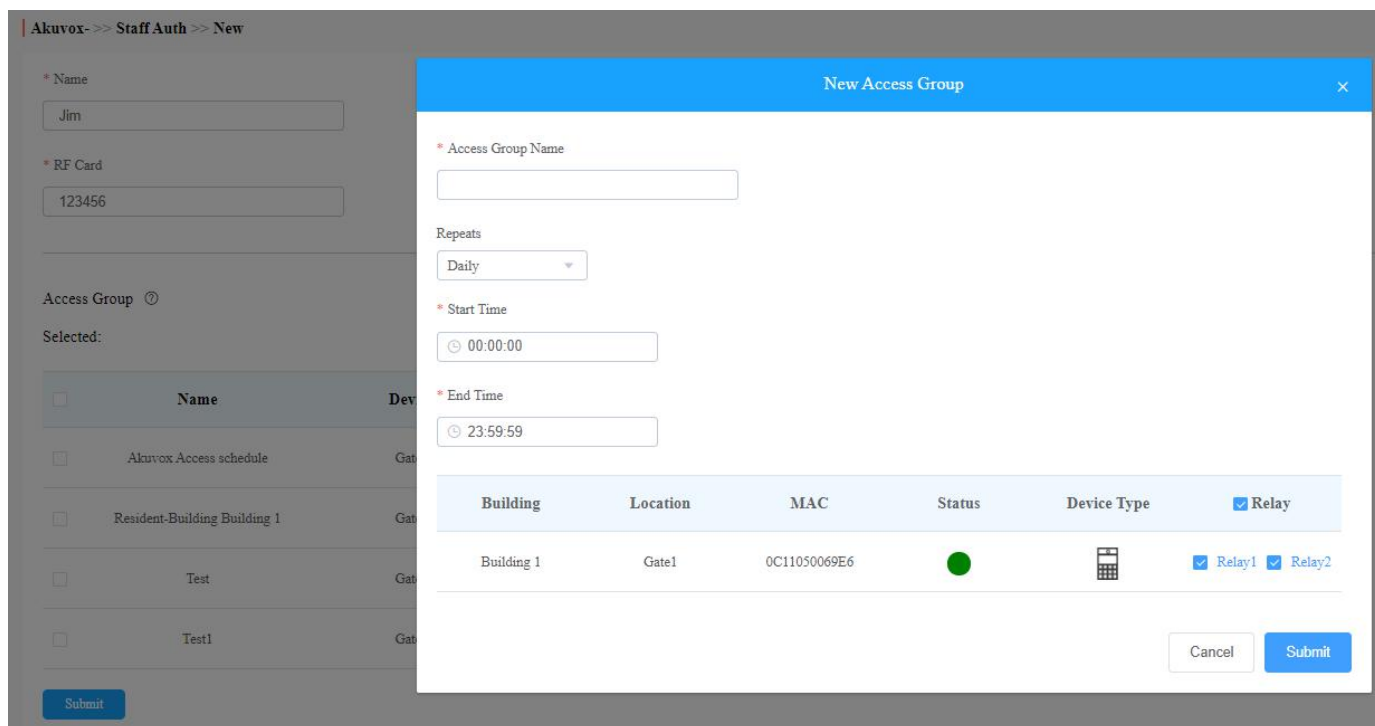
You can create, modify and delete RF cards for the property management staff. You can either create RF card(s) separately or in batch using a template.

4.3.1. Add RF Cards Separately for Property Manager

- Click on **Staff Auth**, and click on **New**.



2. Set up RF card along with its access schedule (Access group).

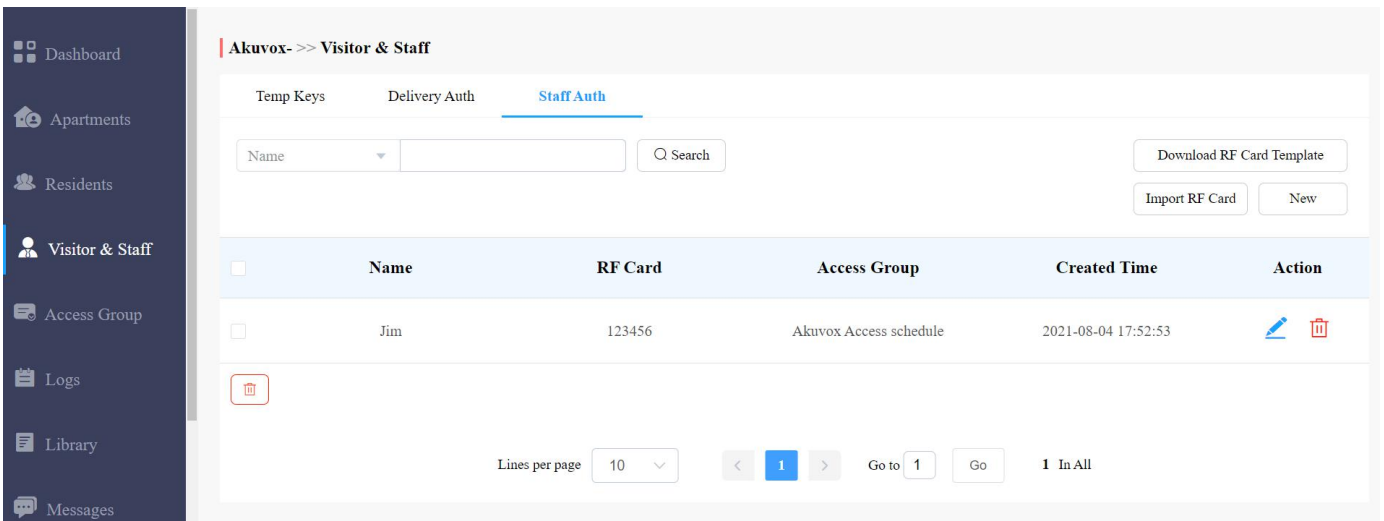


● **Parameter Description:**

No.	Column Name	Description
1	Access Group Name	Fill in the access group name.
2	Repeats	Select “Never” , “Daily” , “Weekly” for the delivery PIN code access schedule. 1. “Never” means non-repetitive and one-time access schedule. 2. “Daily” means the PIN code access is valid during a certain time span of a day and is repetitive on a daily basis(eg. 08:00-20:00 every day). 3. “Weekly” means the PIN code access is valid during a certain time span of a day and is repetitive on weekly basis. (eg. 08:00-20:00 during the selected day(s) of a week).
3	Begin Time/ End Time	Set the start time and end time for the PIN code validity time span during a day on a daily or on weekly basis.

4.3.2. Add RF Cards Using Template for Property Manager

1. Select **Staff Auth**.
2. Click on .
3. Populate the RF card template according to your need.
4. Click on to upload the template file.



● Template Sample


	A	B	C	D
1	Staff Name	RF Card	Access Group ID	
2	Cathy	13579	4371; 4370	
3	Shirley	24589	4371; 4370	
4				

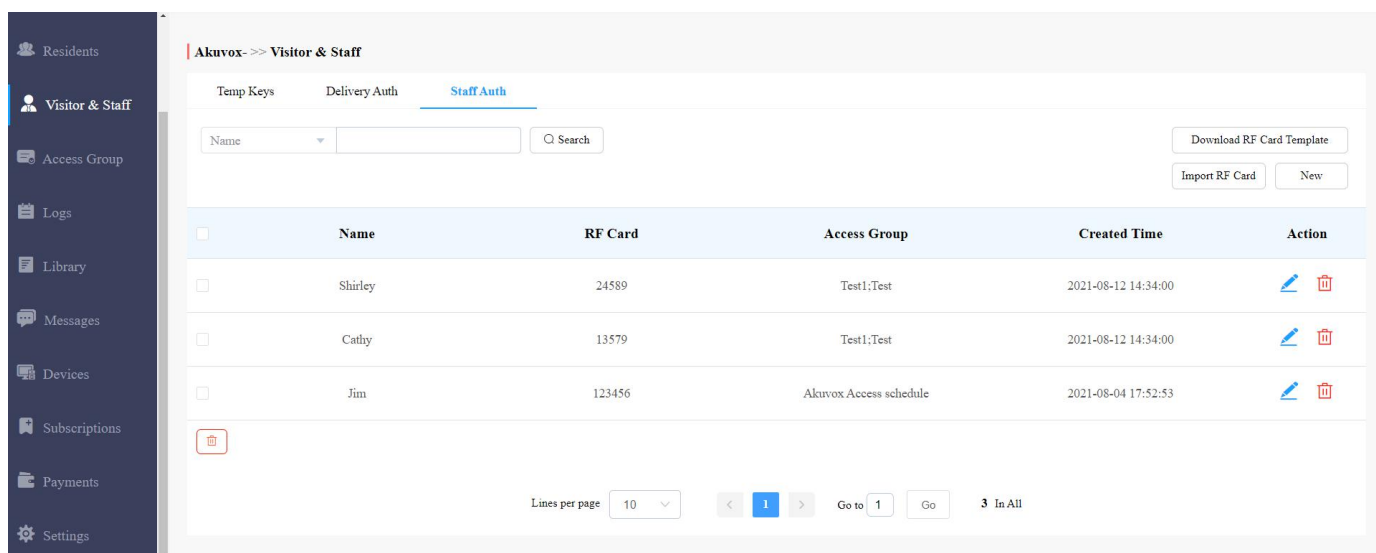
● Template Description:

No.	Field Name	Description
1	Staff Name	Enter the staff name.
2	RF Card	Enter the RF card.



3	Access Group ID	Enter the Access Group ID(s) you have already created in the SmartPlus. Multiple Access Group IDs should be separated by “;”
---	-----------------	--

4.3.3. Modify Property Manager RF Cards

1. Search the staff RF card info by name or RF card number code in the fuzzy search field and click **Search** if needed.
2. Click on  on the specific RF card you want to modify.
3. Modify the RF card setting.



4.3.4. Delete Property Manager RF Cards

1. Search the staff RF card info by name or RF card number code in the fuzzy search field and click **Search** if needed.
2. Click on  to delete the RF one by one, or you can tick the check boxes of the RF card you want to delete and click .
3. Click **OK** for the confirmation.

Akuvox >> Visitor & Staff

Temp Keys Delivery Auth **Staff Auth**

Name

<input type="checkbox"/>	Name	Group	Created Time	Action
<input type="checkbox"/>	Shirley		2021-08-12 14:34:00	Edit Delete
<input type="checkbox"/>	Cathy	13579 Test1;Test	2021-08-12 14:34:00	Edit Delete
<input type="checkbox"/>	Jim	123456 Akuvox Access schedule	2021-08-04 17:52:53	Edit Delete

Are you sure you want to delete this item?

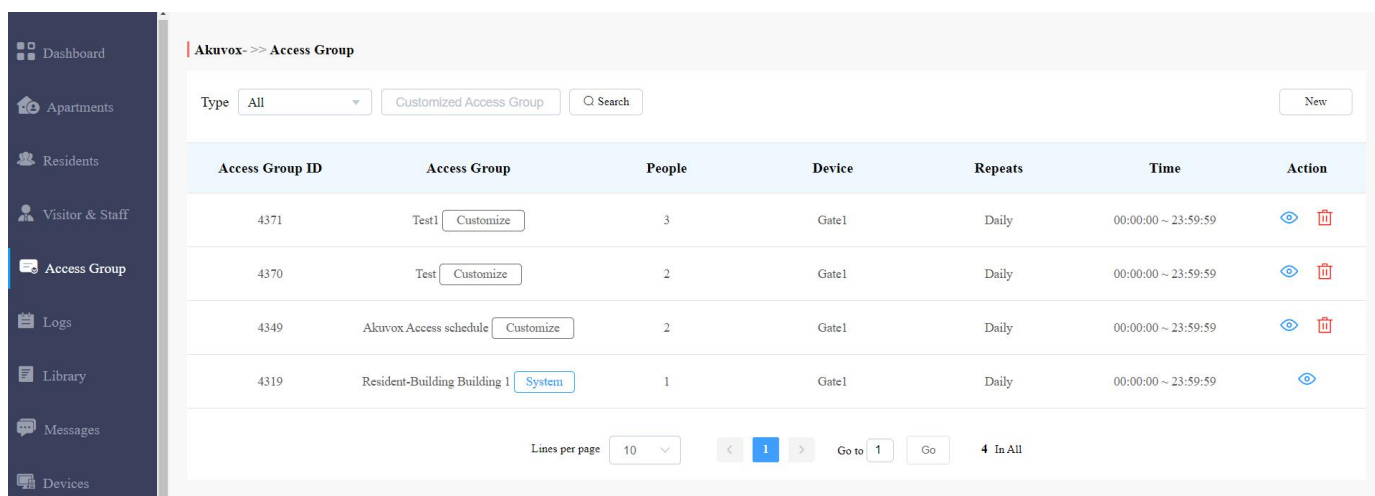
Lines per page: 10 Go to: 1 3 In All

5. Access Group

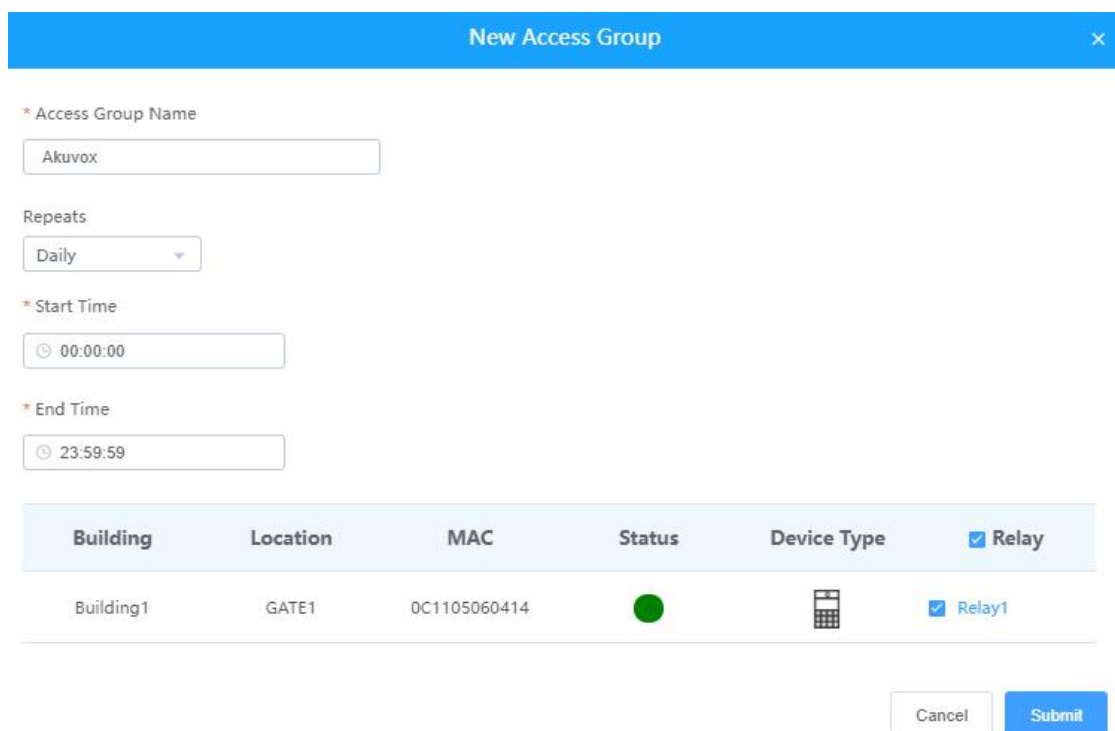
Access Group module allows you to create an inventory of ready-made access control schedules (access group), which can be readily pulled out and be applied for the door access control, targeting specific residents, visitors, staff, buildings, apartments, and relays.

5.1. Create Access Group

1. Click on **New**.



2. Set up access group.



5.2. Search/Check/Edit Access Group

You can search, check and edit the access group as needed.

1. Search the access group by type and keywords.

The screenshot shows the 'Access Group' management page. On the left is a navigation sidebar with options: Dashboard, Apartments, Residents, Visitor & Staff, Access Group (selected), Logs, Library, Messages, and Devices. The main content area is titled 'Akuvox -> Access Group' and includes a search bar with 'Type' set to 'All' and a 'Customized Access Group' button. Below is a table with the following data:

Access Group ID	Access Group	People	Device	Repeats	Time	Action
4371	Test1 Customize	3	Gate1	Daily	00:00:00 ~ 23:59:59	View Remove
4370	Test Customize	2	Gate1	Daily	00:00:00 ~ 23:59:59	View Remove
4349	Akuvox Access schedule Customize	2	Gate1	Daily	00:00:00 ~ 23:59:59	View Remove
4319	Resident-Building Building 1 System	1	Gate1	Daily	00:00:00 ~ 23:59:59	View

At the bottom of the table, there is a pagination control showing 'Lines per page' set to 10, a page indicator '1', and '4 In All'.

2. Click on of the specific access group to check access group details.
3. Go to **Remove People** or **Add people** to add or delete resident(s) if needed.

The screenshot shows the 'View' details page for an access group. The breadcrumb is 'Akuvox -> Access Group -> View'. There is an 'Edit' button in the top right corner. The page is divided into two main sections:

- Basic Information:** A table with the following details:

Access Group Name	Test1
Repeats	Daily
Begin Time	00:00:00
End Time	23:59:59
Device	Gate1
- People:** This section has two tabs: 'Add People' (selected) and 'Remove People'. Below the tabs is a search bar with 'Name' and a search icon. A table lists the people associated with the group:

Name	Building	APT	Action
Jim Delivery	--	--	+
Jim Staff	--	--	+

4. Click on **Edit** to edit access group.

Akuvox- >> Access Group >> Edit

* Access Group Name

Repeats

* Start Time

* End Time

Building	Location	MAC	Status	Device Type	<input type="checkbox"/> Relay
Building 1	Gate1	0C11050069E6	●		<input checked="" type="checkbox"/> Relay1 <input checked="" type="checkbox"/> Relay2

5.3. Delete Access Group

1. Click on the specific access group you want to delete.
2. Click on **OK** to delete the access group.

The screenshot shows the 'Access Group' management page. A table lists access groups with columns for ID, Name, People, Device, Repeats, Time, and Action. A warning dialog box is open over the table, asking for confirmation to delete an access group.

Access Group ID	Access Group	People	Device	Repeats	Time	Action
4371	Test1 <input type="button" value="Customize"/>	4	Gate1	Daily	00:00:00 - 23:59:59	
4370	Test <input type="button" value="Customize"/>			Daily	00:00:00 - 23:59:59	
4349	Akuvox Access schedule <input type="button" value="Customize"/>			Daily	00:00:00 - 23:59:59	
4319	Resident-Building Building 1 <input type="button" value="System"/>			Daily	00:00:00 - 23:59:59	

Warning
 Are you sure you want to delete this access group? If you delete it, the people who binds this access group will lose permission to use access control.

6. Apartment Management

Apartment module allows you to search and check the apartment-based information related to residents, devices, call type and call settings. And you can also modify call type, call setting, as well as authorizing the resident to create QR codes for the door access.

6.1. Search/Check Apartment

1. Search the apartment(s) by narrowing down the searching range from building to the apartment, or you can enter the apartment name or the keyword for the search.

The screenshot shows the 'Akuvov -> Apartments' page. On the left is a navigation sidebar with options: Dashboard, Apartments, Residents, Visitor & Staff, Access Group, and Logs. The main content area has a search filter with 'Building' set to 'All' and 'APT' set to 'All'. Below the filter is a table with the following data:

Building	Apartment	APT Name	Residents	Devices	Action
Building 1	403	Akuvox	1	0	

At the bottom of the table, there is a pagination control showing 'Lines per page' set to 10, and 'Go to 1' with a 'Go' button. It also indicates '1 In All'.

2. Click on to check the details of the apartment.

The screenshot shows the 'Akuvov -> Apartments -> Information' page. It is divided into three sections:

- Basic Information:**
 - Building: Building 1
 - APT: 403
 - APT Name: Akuvox
 - Call Type: SmartPlus and indoor monitors
 - SIP Call Or IP Call: All my devices were installed in the same place (villa or house).
 - Creating QR Codes: Allowed
- Residents:**


Name	Contact Details	Created Time
Ryan Chen Master	-- hichampion@163.com	2021-08-10 14:47:46
- Devices:**

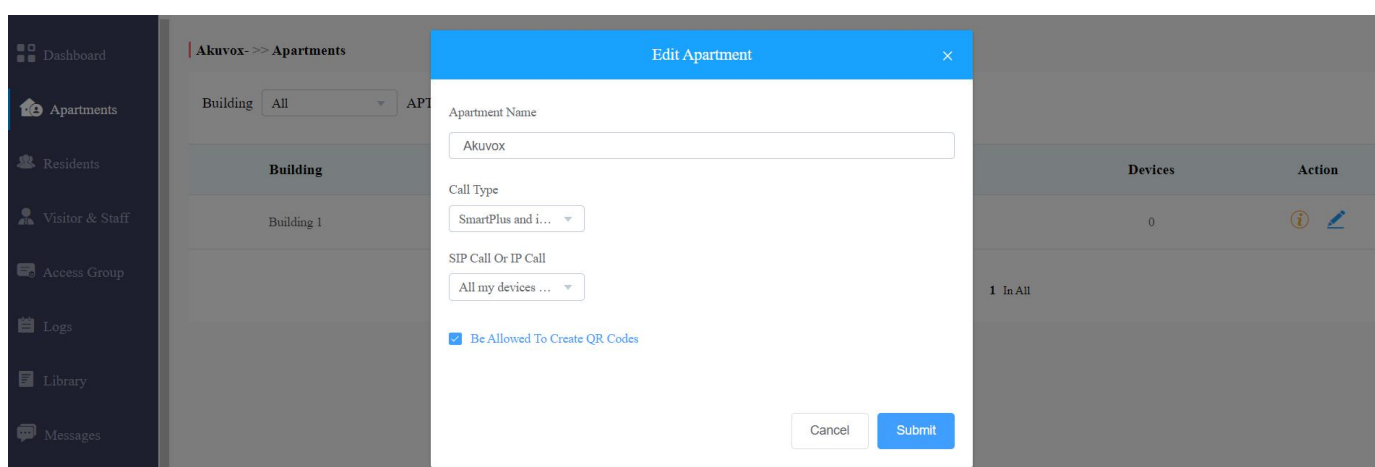
Device Type	Location	MAC	Status
No Data			

6.2. Edit Apartment for Resident

You can edit call type, call setting, and the apartment name for the resident.

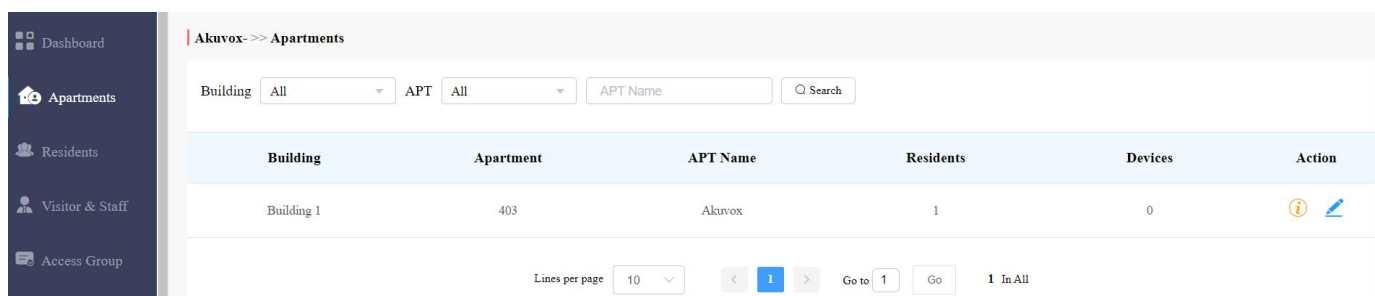
➤ **Edit apartment by** 

1. Click on  of the specific apartment you want to edit.
2. Edit apartment name, call type, and call setting.
3. Tick the the checkbox Be Allowed To Create QR Codes if you want to authorize the resident to create QR codes for the door unlock.

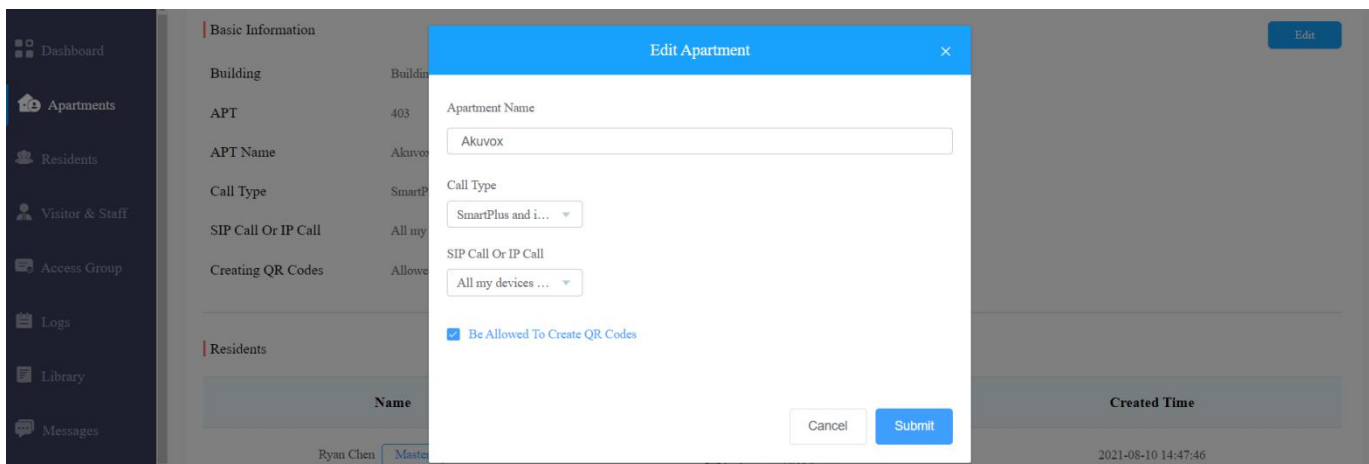


➤ **Edit apartment by** 

1. Click on  of the specific apartment you want to edit.



2. Click on Edit to edit apartment name, call type, and call setting.
3. Tick the checkbox Be Allowed To Create QR Codes if you want to authorize the resident to create QR codes for the door access.



● **Parameter Set-up:**

No.	Column Name	Description
1	Apartment Name	Fill in the apartment name.
2	Call Type	Six call types. For example, if you select “SmartPlus and Indoor monitors” you will be able the answer the call using SmartPlus and Indoor monitor.
3	SIP Call Or IP Call	Select “All my devices were installed in the same place (villa or house)” for IP call if all of the user's intercom devices are in the same LAN (Local Area Network). If not, select “Some of my devices were installed in a different place (villa or house)” for SIP call .

7. Log

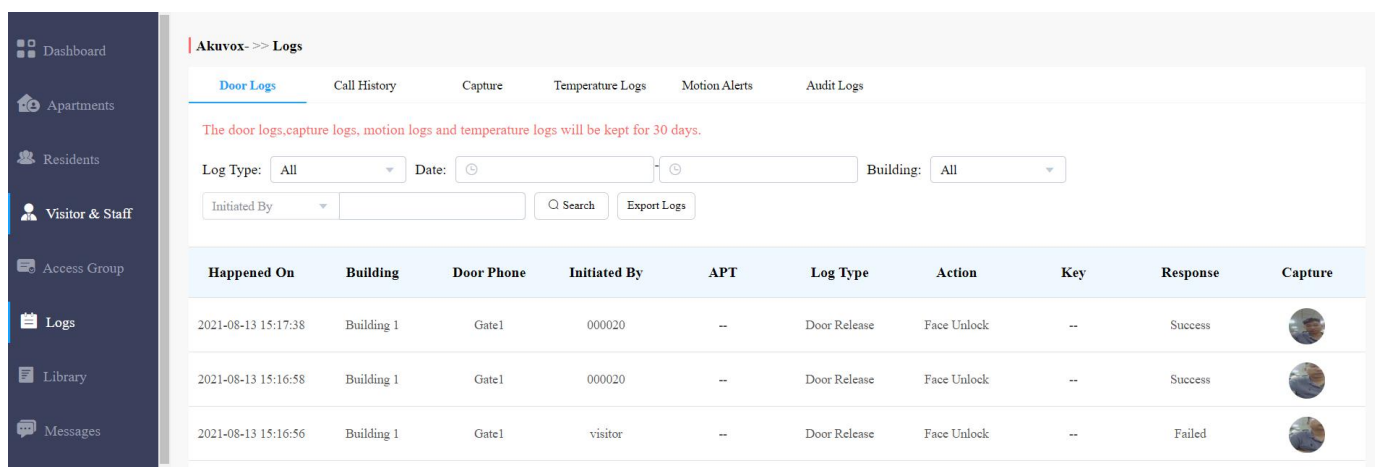
Log module contains six sub-modules used for checking the door logs, call history, temperature logs and image captured that can be stored for 30 days. You can identify different logs on the specific device, location, etc.

7.1. Check/Export Door Logs

Door logs are divided into two types, namely **Call** type and **Door release** type. The **Call** type log shows the SIP/IP-based calls initiated on the door phone, indicating when, where and to whom the calls are made, while the **Door release** type log tells you when, where and by whom the door unlocks are made (be it failure or success). You can narrow down your log check by the specific time range with parameters: **Door phone, Initiated by, Apartment, and RF card, PIN** for the targeted search.

➤ Check "Call" Type Door Logs

1. Click on **Door Logs**.
2. Select **Call** type in Log Type field.
3. Set up the time range for the door logs to be checked.
4. Select the building and further narrow down the search by **Door phone, Initiated by, Apartment, and RF card, PIN** for the targeted search if needed.
5. Click on **Export Logs** to export logs.

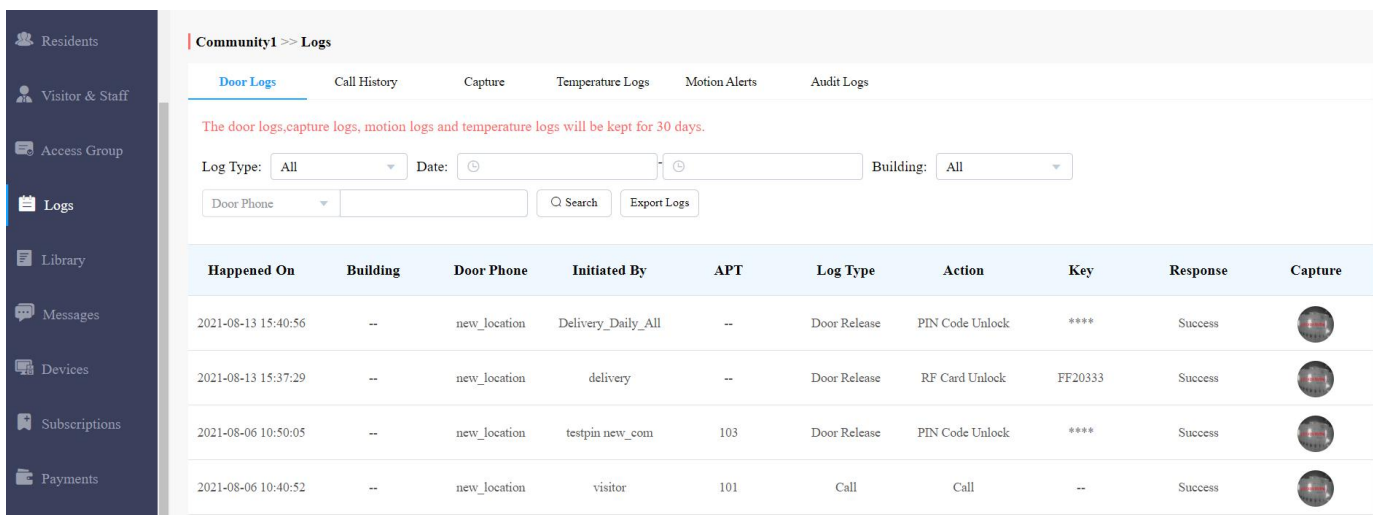


● **Parameter Set-up:**

No.	Column Name	Description
1	Happened On	Shows when the call is made on the door phone.
2	Building	Shows in which building the call was made.
3	Door Phone	Shows on which door phone the call is made.
4	Initiated By	Shows who has made the call on the door phone.
5	APT	Shows to which apartment the call is made.
6	Log Type	Indicates your current log type.
7	Action	This indicator is for the door release type log.
8	Key	This indicator is for " Door release type " log.
9	Response	This indicator will be shown as " Success " regardless of what number is dialed on the door phone.
10	Capture	Show you the captured image of the call initiators. You can click on image for an enlarged picture.

➤ **Check "Release" type door logs**

1. Select **Door Release** type in the Log Type field.
2. Set up the time range for the door logs to be checked.
3. Select the building and further narrow down the search by **Door phone, Initiated by, Apartment, and RF card, PIN** for the targeted search if needed.
4. Click on **Export Logs** to export logs.



● **Parameter Set-up:**

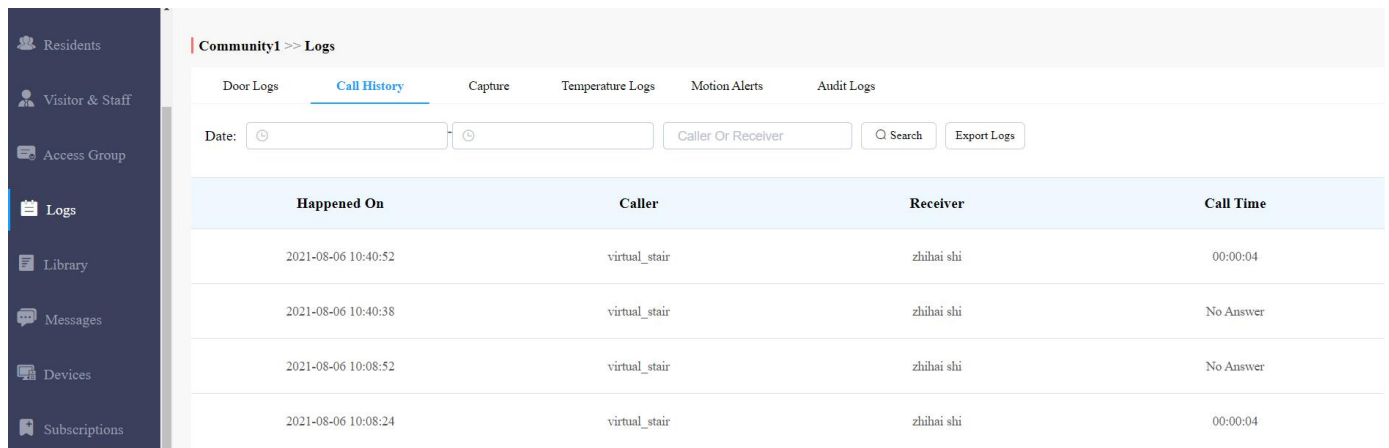
No.	Column Name	Description
1	Happened On	Shows when the door is unlocked.
2	Building	Shows in which building the door is unlocked.
3	Door Phone	Shows on which door phone the door unlock is made.
4	Initiated By	Shows who has unlocked the door on the door phone. It can be the name of the resident, the property management staff, the delivery personnel or the unidentified visitors.
5	APT	Shows the apartment of the resident who has unlocked the door.
6	Log Type	Indicates your current log type.
7	Action	Shows how the door is unlocked such as unlock via "Face recognition", "PIN code", "RF Card" etc.
8	Key	Shows the PIN code, the RF card number, Temp key or the face recognition that has been used for door unlock. "****" corresponds to PIN code access, the resident's name corresponds to facial recognition access, while the RF card code corresponds to the RF card access by residents or visitors.
9	Response	This field will be shown as " Success " regardless of what number is dialed on the door phone.
10	Capture	Show you the captured image of residents or visitors who have attempted the door unlock. You can click on the image for an enlarged picture.

7.2. Check/Export Call History

This sub-module allows you to check call history in terms of when and by whom the SIP-based intercom calls are made and received. You can set the time range or enter the caller or receiver to check the targeted call information.

1. Click on **Call History**.
2. Set the time range of the call history if needed.
3. Enter the caller name or receiver name if needed.
4. Click on **Search**.

5. Click on **Export Logs** to export logs.



● **Parameter Set-up:**

No.	Column Name	Description
1	Happened On	Shows when the calls are made.
2	Caller	Shows who have made the calls.
3	Receiver	Shows who have answered the call.
4	Call Time	Shows how long the call lasted.

7.3. Check/Export Captured Images

Images capturing are either initiated manually by residents or the property management staff. You can check when, where, how and by whom the images are captured.

1. Click on **Capture**.
2. Set the time range if needed.
3. Click on **Search**.
4. Click **Capture** to see the enlarged image.
6. Click on **Export Logs** to export logs.

Akuvox->> Logs

Door Logs Call History Capture **Temperature Logs** Motion Alerts Audit Logs

The door logs,capture logs, motion logs and temperature logs will be kept for 30 days.

Date: -

Happened On	Device	Initiated By	Action	Capture
2021-03-31 11:32:34	Gate	Ryan Chen	Capture on SmartPlus	
2021-03-31 11:32:33	Gate	Ryan Chen	Capture on SmartPlus	
2021-03-31 11:32:31	Gate	Ryan Chen	Capture on SmartPlus	
2021-03-31 11:32:30	Gate	Ryan Chen	Capture on SmartPlus	

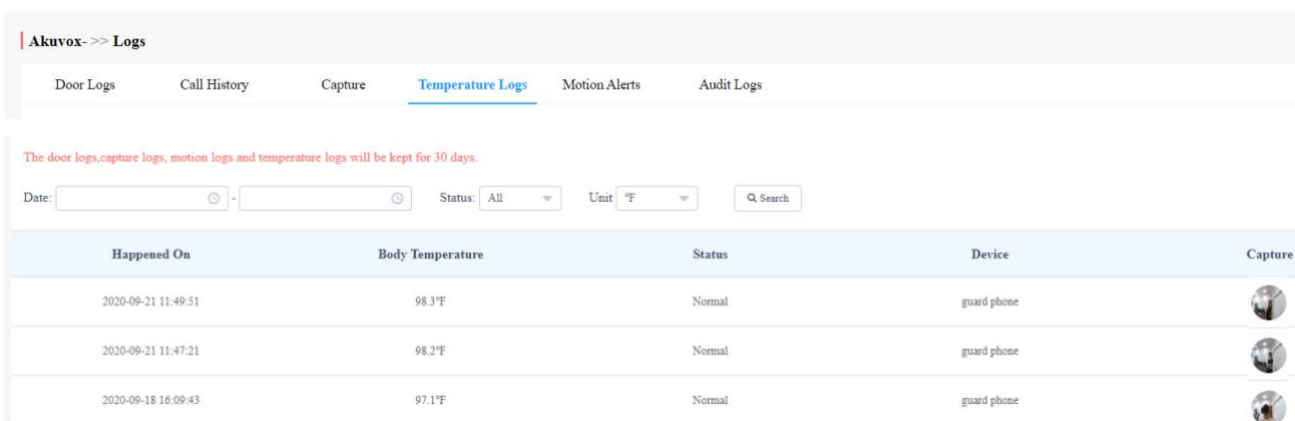
● **Parameter Set-up:**

No.	Column Name	Description
1	Happened On	Shows when the images are captured.
2	Device	Show you the door phone from which the images are captured.
3	Initiated By	Shows who have initiated the image capturing.
4	Action	Shows how the image capturing is initiated, the capturing can be initiated from SmartPlus, the indoor monitor, etc.
5	Capture	You click on the image to see a larger picture.

7.4. Check Temperature Logs

You can check the temperature log of any people who have been checked on their body temperature before being granted the door access etc, for security purpose.

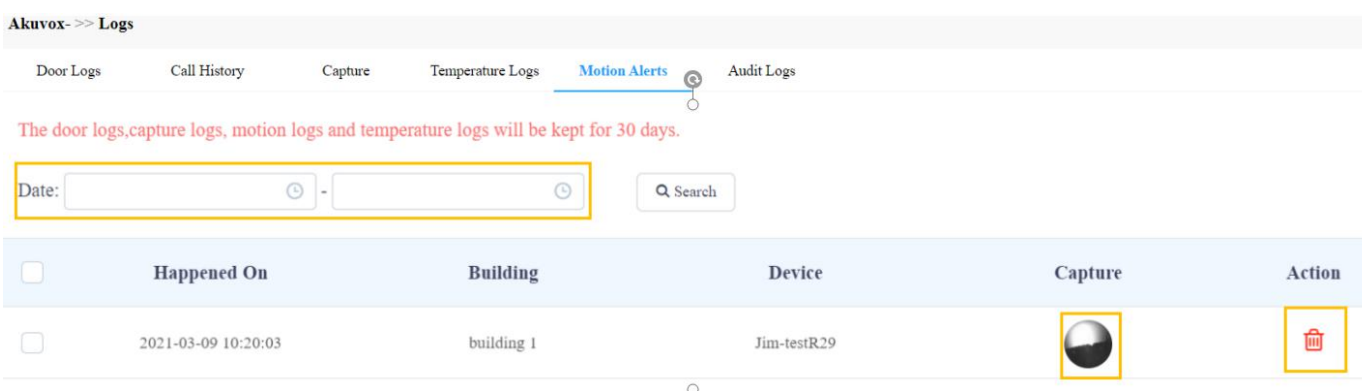
1. Click on **Temperature Logs**.
2. Set the temperature log time range if needed.
3. Select the temperature measurement unit.
4. Click on **Search**.
5. Click **Capture** to see the enlarged image.



7.5. Check Motion Alerts

Motion alerts Sub-module allows you to check the captured image of people whose movements have triggered the motion detection in the door phones (door phones with motion detection function).

1. Set the time range.
2. Click on **Search**.
3. Click on the specific captured image for an enlarged one.
4. Select and delete the motion alert if needed.



● **Parameter Set-up:**

No.	Column Name	Description
1	Happened On	Shows when the image is captured due to the motion detection.

2	Building	Shows in which building the image is captured.
3	Device	Shows which door phone the image is captured from.
4	Capture	Displays the images captured due to motion detection.
5	Capture	Clicks on the image for an enlarged one.

7.6. Check Audit Logs

Audit Logs sub-module allows you to check the operation record in the SmartPlus platform. The records mainly involve the changes made to the apartment, end user, and various access types such as PIN, RF card, Face, and temporary PIN code, time zone, and password.

1. Select the audit type.
2. Select the time range and click on Search.

Happened On	Initiated By	Type	Action
2021-08-13 16:32:19	hichampion@163.com	Login Management	Log In: Web
2021-08-13 16:21:31	hichampion@163.com	Access Control	Add temporary key: 98862016
2021-08-13 16:20:35	hichampion@163.com	Access Control	Delete temporary key: 92159602
2021-08-13 16:03:19	hichampion@163.com	Access Control	Add temporary key: 92159602
2021-08-13 16:02:04	hichampion@163.com	Access Control	Add RF card: 123123
2021-08-13 16:02:04	hichampion@163.com	Access Control	Add PIN: 12313

● **Parameter Set-up:**


No.	Column Name	Description
1	Happened On	Shows when the operational changes are made.
2	Initiated By	Shows who have initiated the operations by indicating the property manage account.

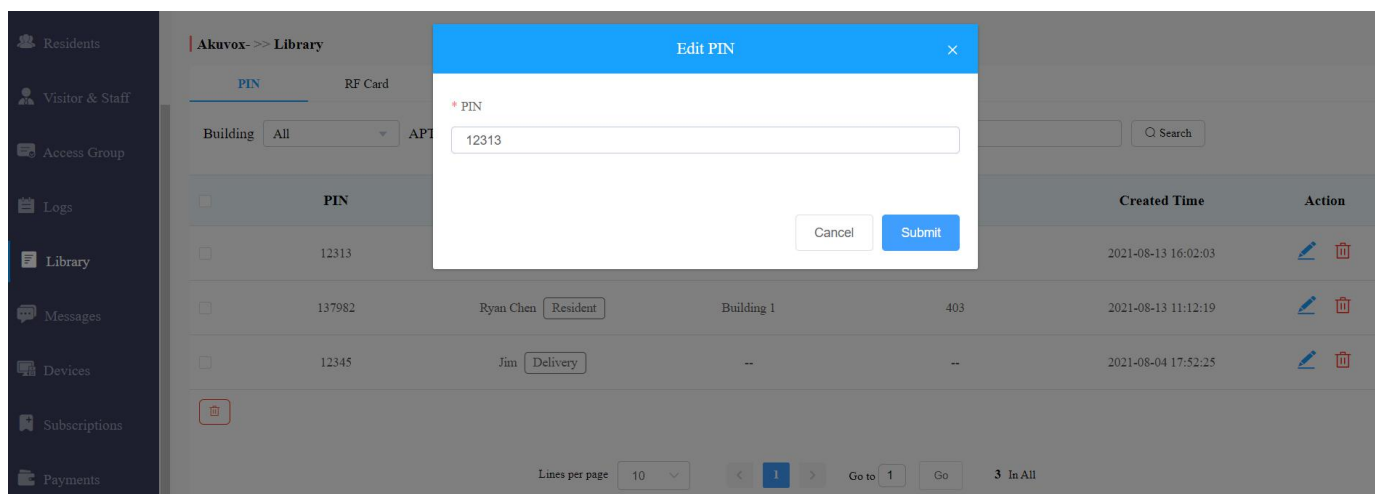
3	Type	Shows the specific type of operation.
4	Action	Shows the specific operations made.

8. Library

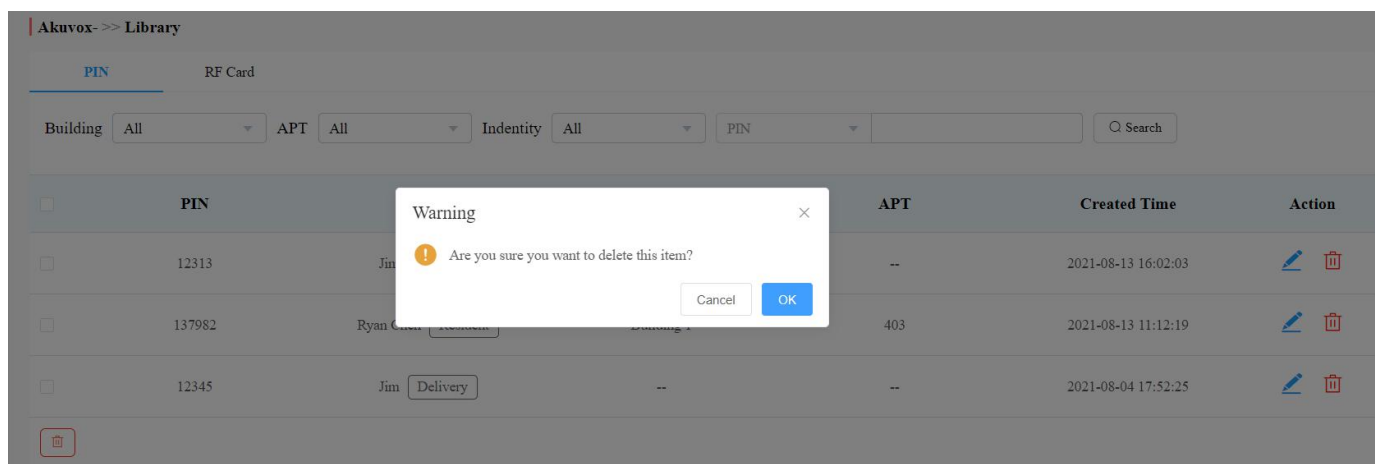
Library serves as a module where you can check, modify, and delete all types of created PIN codes and RF Cards conveniently at one stop.

8.1. Check/Modify/Delete PIN Code(s)


1. Click on **PIN**.
2. Search the PIN by building, apartment, identity, PIN code, and Name.
3. Click on  to edit the PIN code.

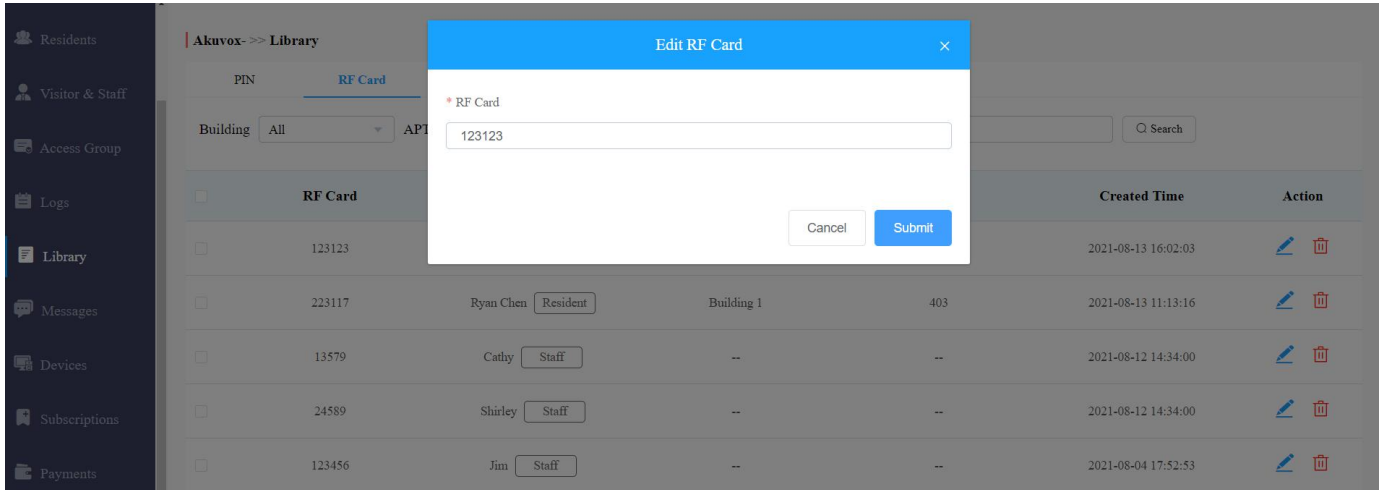



4. Click on  to delete the PIN code selected.

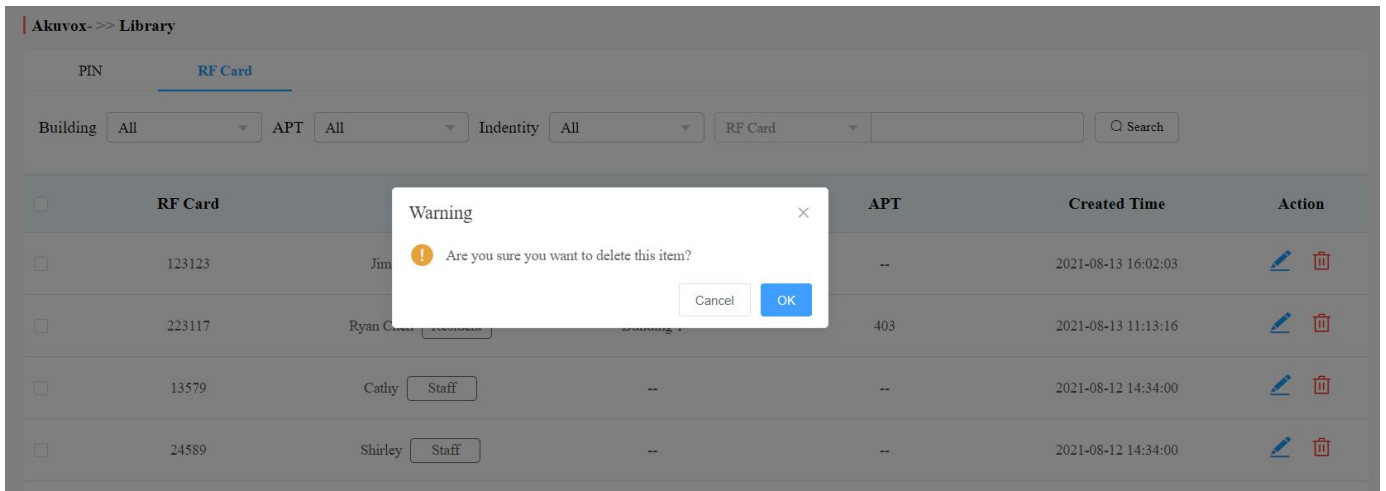


8.2. Check/Modify/Delete RF Card(s)

1. Click on **RF Card**.
2. Search the RF card by building, apartment, identity, PIN code, and name.
3. Click on  to edit the PIN code.

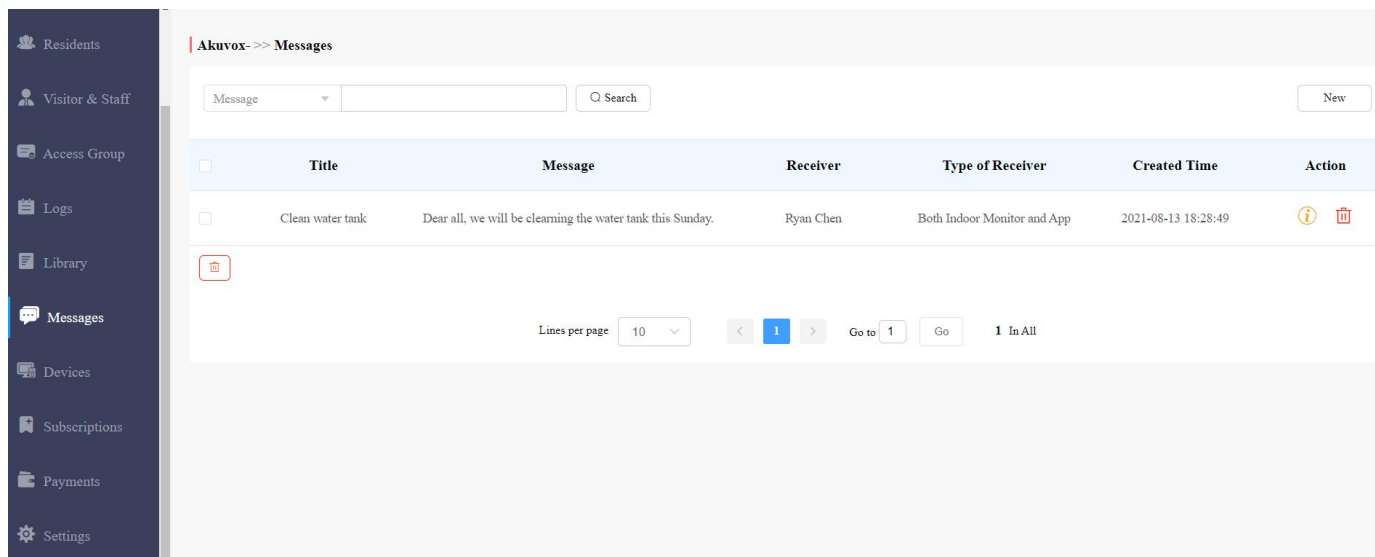


4. Click on  to delete the RF card selected.



9. Message

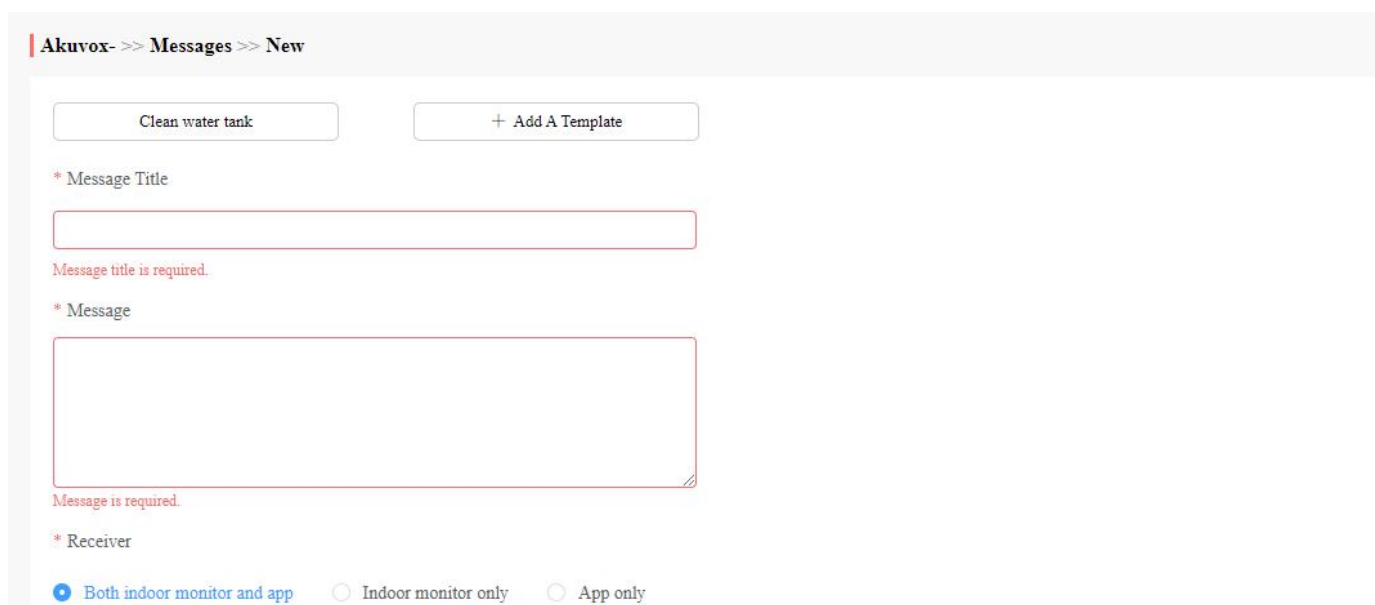
Message module allows you to create and send the message to the residents living in the community. Moreover, you can check the messages that have been sent if needed.



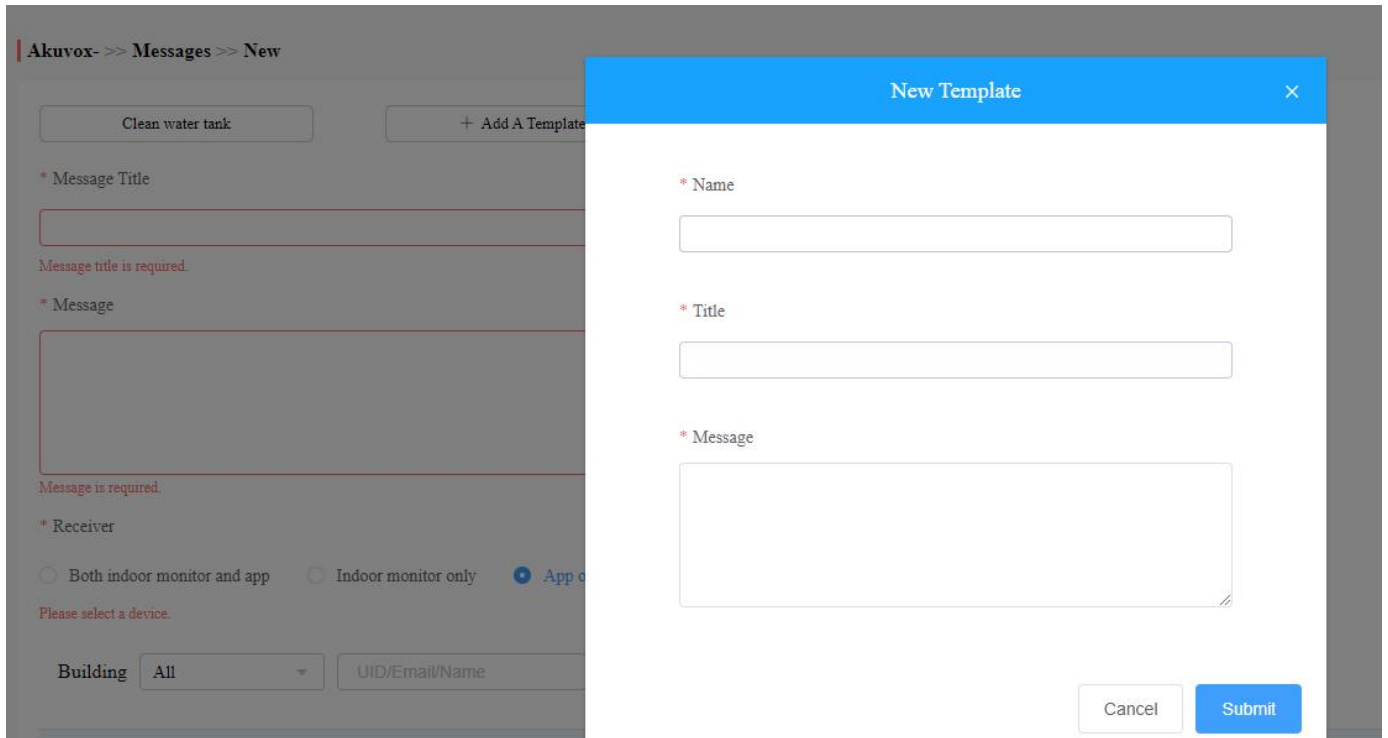
9.1. Create/Edit Messages

You can create one-time messages or the message templates for your convenience.



1. Click on **NEW**.
2. Create the message title and enter the message contents directly if you want to create one-time message(s). And Select the receiver type for the receiver side.

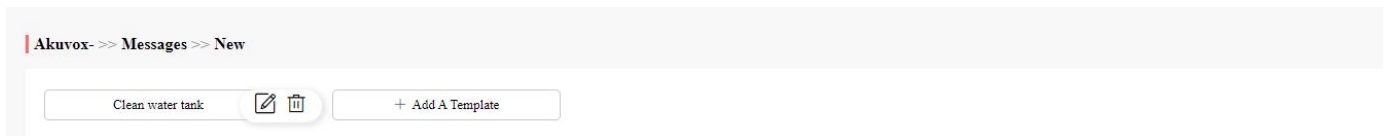


3. Click **+ Add A Template** if you want to create reusable message templates.
4. Enter the template name, the message title, and contents.



You can edit and delete the message template if needed.

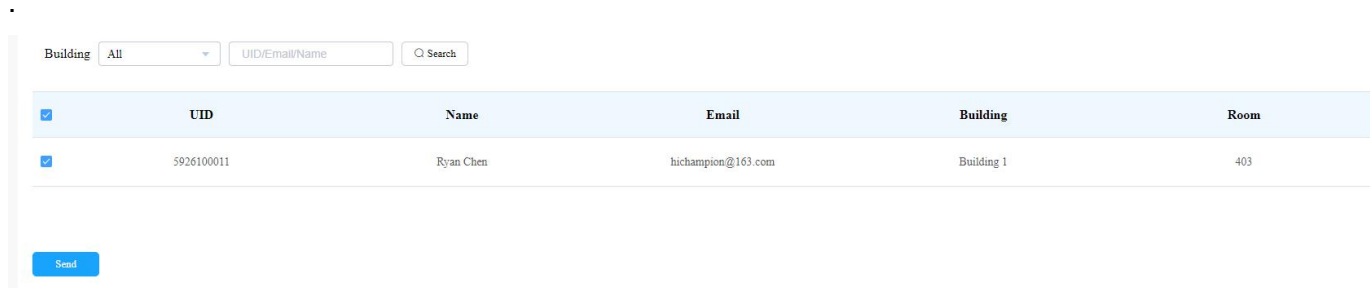
1. Move the arrow to the created message template.
2. Click on  if you want to delete the template directly.
3. Click on  to edit the message template you created.



9.2. Send Messages



After the message is created, you can send the message to the targeted resident(s) as needed.

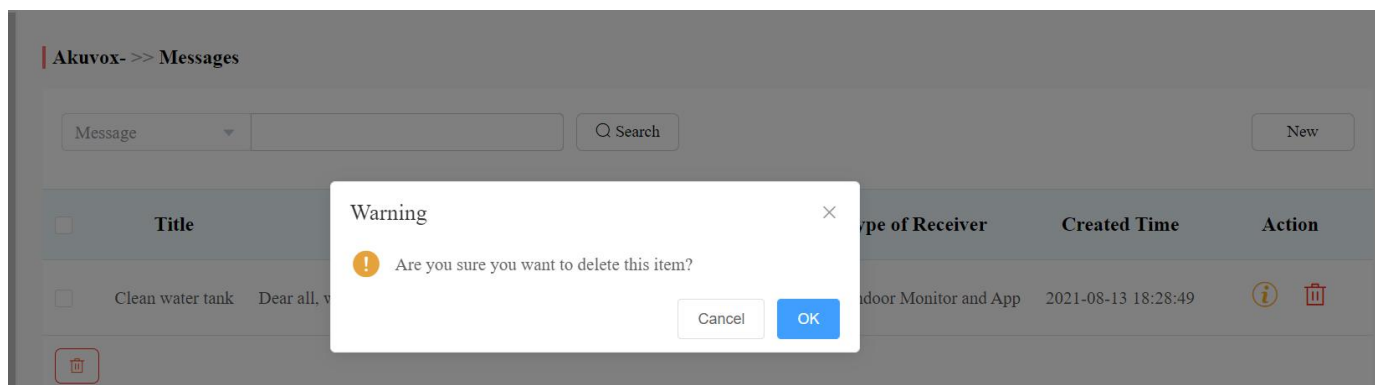
1. Select the building(s) in the community.
2. Select and tick the checkbox of the targeted resident(s) by their UID (user identification), name, and Email, or select "All" to include all the residents, then click **Search**.
3. Click on **Send** to send the message to the targeted resident(s).





9.3. Search/Check/Delete Messages

You can search, check, and delete messages if needed.

1. Enter the part of the message (or the complete message) for a fuzzy search.
2. Click on **Search** to find the message you need.
3. Click on  if you want to see the details of the message(s).
4. Click on  to delete.



● **Parameter Set-up:**

No.	Column Name	Description
1	Title	Shows the message title.
2	Message	Shows the message contents.
3	Receiver	shows who have received the messages.
4	Type of Receiver	Shows the receiver types: Both indoor monitor and app, Indoor monitor only, App only.
5	Created Time	shows when the messages are created.
6	Action	Click the   to see the message details and to delete the messages respectively.

● **Message Details Sample**

Message

Dear all, we will be cleaning the water tank this Sunday.

Receiver

Ryan Chen

Type of Receiver

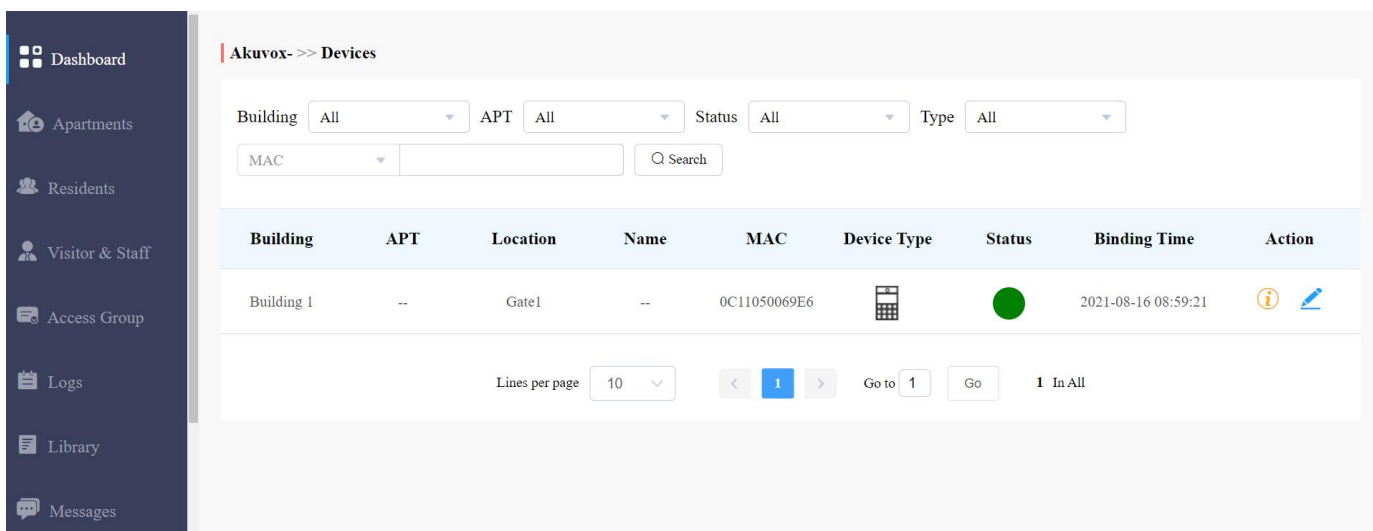
Both Indoor Monitor and App

Created Time

2021-08-13 18:28:49


10. Device Management

Device module allows you to manage all the devices added under your property management in terms of modifying their locations, contact screen display, relays, door unlock. Moreover, the device module enables you to conduct device settings via provisioning, reboot and remote control.



10.1. Modify Device Setting

You can modify the contact screen display, device location, relay name, DTMF code and unlock type as previously set up by your community manager.

1. Search the device(s) by their buildings, apartments, status, types and MAC address.
2. Click **Search** to find the targeted device(s) for the modification.
3. Click on  .

Akuvox- >> Devices

Building All APT All Status All Type All
 MAC

Building	APT	Location	Name	MAC	Device Type	Status	Binding Time	Action
Building 1	--	Gate1	--	0C11050069E6		●	2021-08-16 08:59:21	

Lines per page 10 < 1 > Go to 1 1 In All

4. Modify the setting according to your need.

Edit Device ×

Building
Building 1

APT
--

* Location

Contacts Setting
 Only APT numbers
 Indoor monitor and apps
 APT numbers, indoor monitors and apps

Relay 1 Off On

* Relay Name

DTMF Code

Unlock
 Unlock in homepage Unlock in talking page

Relay 2 Off On

* Relay Name

DTMF Code


Unlock
 Unlock in homepage Unlock in talking page

● Parameter Set-up:

No.	Column Name	Description
1	Building	Indicates in which building the device is located.
2	APT	Indicates in which apartment the device is located.
3	Location	Indicates the specific location of the device.
4	Name	Indicates the owner of the devices.
5	MAC	Shows the device MAC address.
6	Device Type	Indicates the device type.
7	Status	Green for online devices and gray for offline devices.
8	Binding Time	Indicates when the device(s) are bonded with the resident. The devices will be bound automatically when they are powered on and connected to the internet.
9	Action	For modifying the device setting and displaying device information.

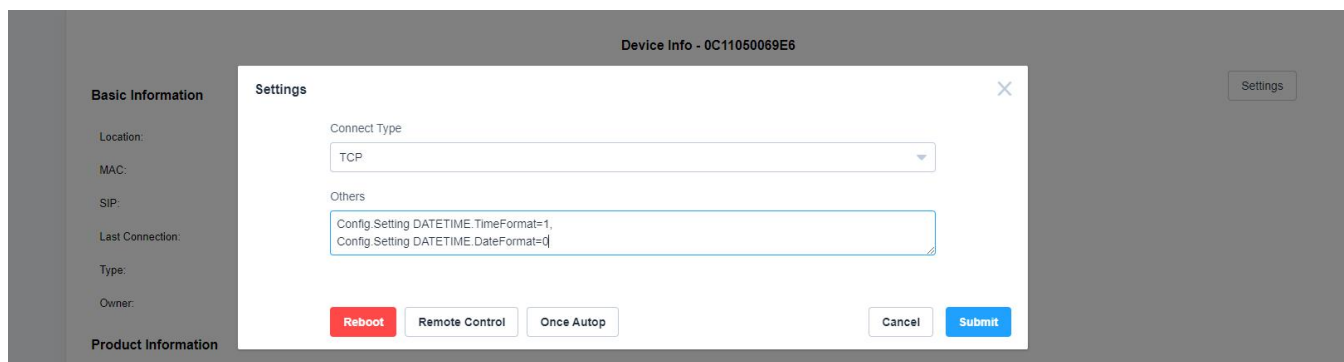
10.2. Device Setting

The device module allows you to configure the device data transmission types, reboot the device, remote control the device's web interface, and conduct provisioning for the devices.

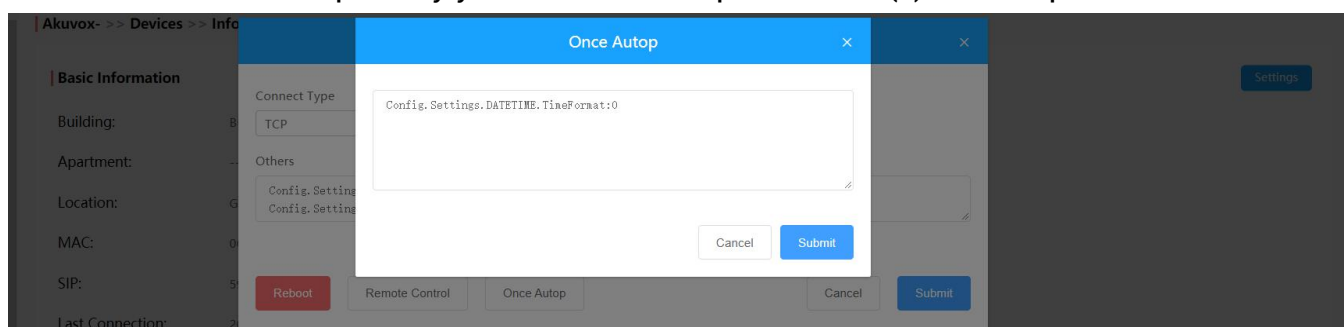
1. Click on  of the specific device.

2. Click on **Setting**.

3. Configure the device data transmission type in the **Connect Type** field.
4. Reboot or log in to the device web interface remotely via remote control.
5. Enter the commands for the Auto-provisioning, then click on **Submit**.



6. Click on **Once Autop** if only you want the Autop command(s) to be implemented one time.



Note:

- Autop commands need to be deleted in the field if you do not intend to carry out the command repetitively.




Note:

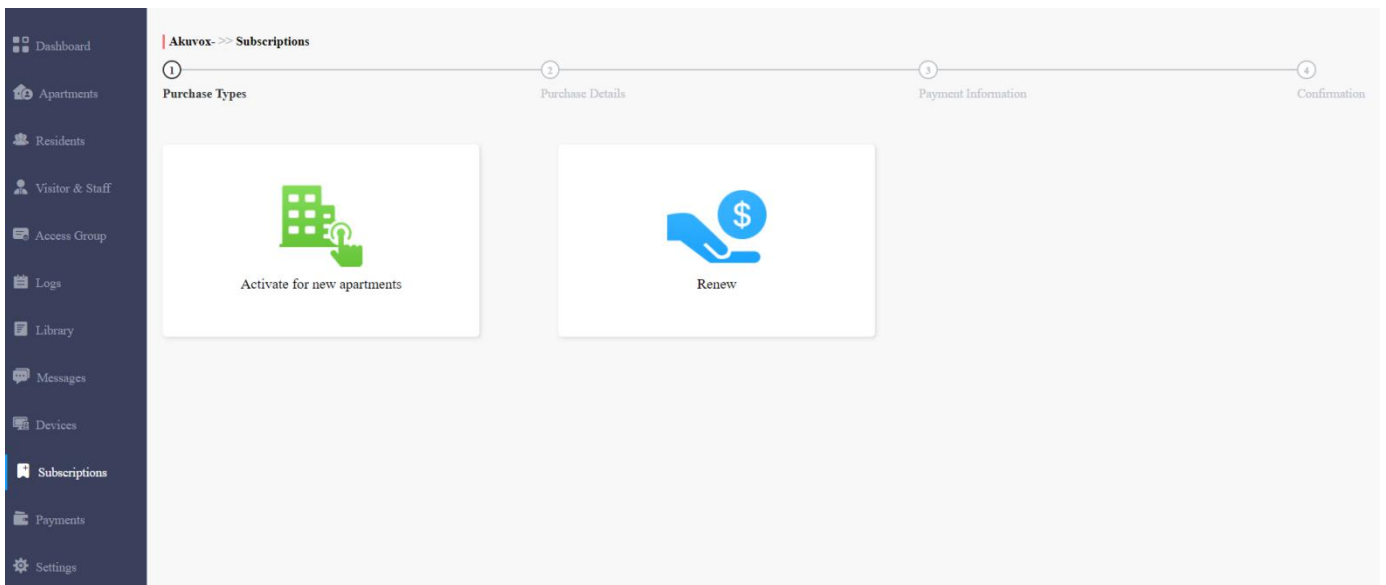
- **Once Autop** allows you to carry out the autop command(s) only one time with no repetition.

11. Subscription

Subscription is the module where you can activate and renew the user accounts you created in your community for the Akuvox SmartPlus.

11.1. Activate End User Accounts

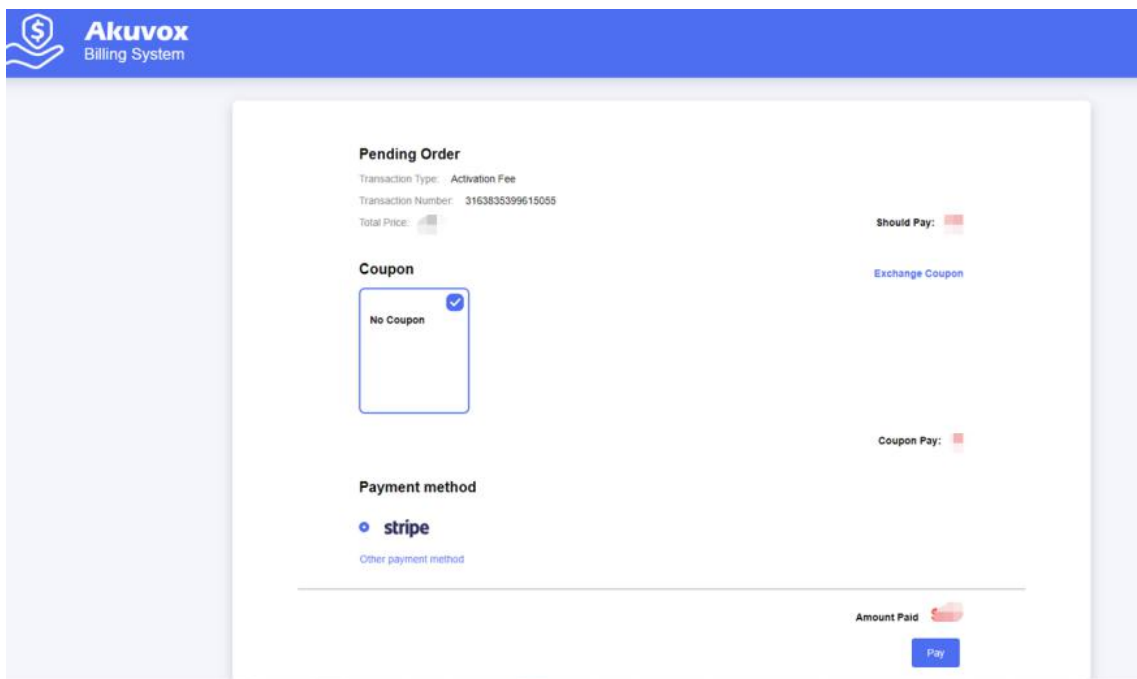
1. Click on .



2. Click on the specific user account you want to activate.
3. Click on **Next**.

4. Click on  to enter your **Billing information** and click **Submit**.

5. Select your payment method (click on **Other payment method** for more payment options).
6. Tick the check box to agree on the terms and conditions and click on **Pay**.



● **Billing Information Description:**

No.	Column Name	Description
1	Company/Family	Enter the name of Property management company.
2	ATTN	Enter the name of Property manager.
3	Address	Enter the address of the property management company.
4	TEL	Enter the telephone number of the property management company.
5	Fax	Enter the fax number of the Property management company.

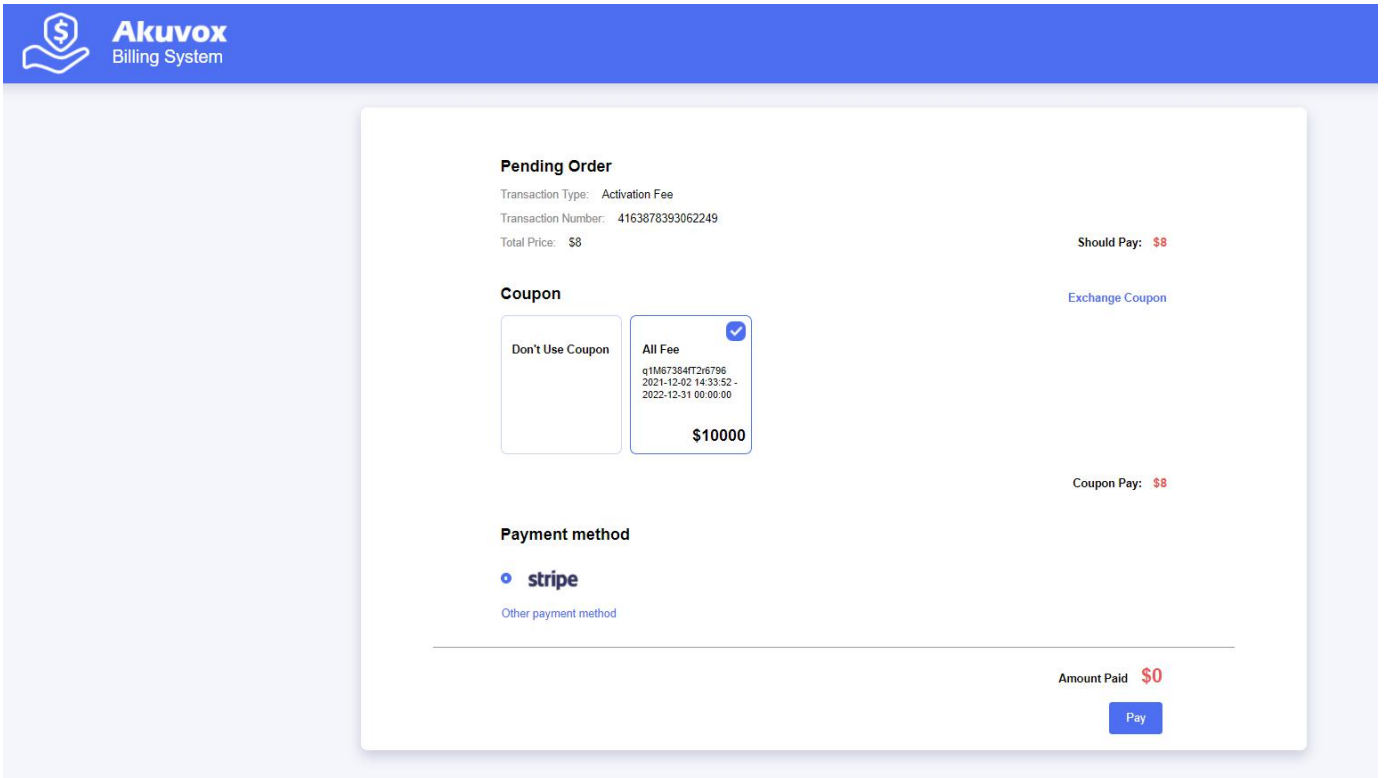


Note:

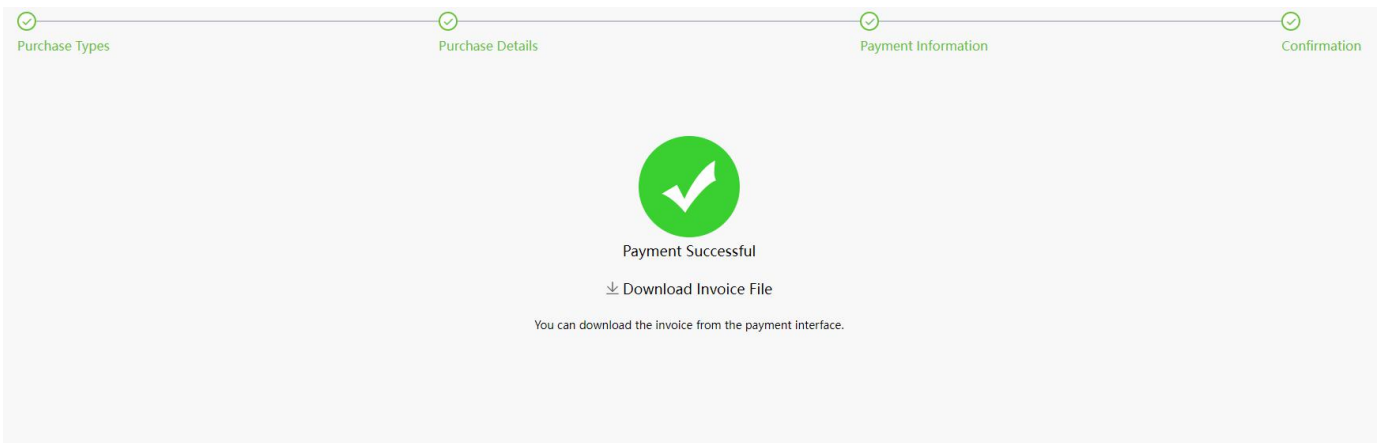
- Akuvox SmartPlus can only be paid by **Stripe** and **Papal**.

You can also pay for the service using coupon if you have any coupons.


1. Ticket the checkbox of the coupon , then click on **Pay**.



2. Click **Download Invoice File** to download the invoice if needed.



11.2. Renew End User Accounts

1. Go **Subscription** module.
2. Click on , and select the user account you want to renew for the service, then select the service renewal by month.
3. Click on **Next**.


Please Select Apartments(1/1)

Selected: 403

<input checked="" type="checkbox"/>	Building	APT	Email	Name	Monthly Fee(\$)	Expiration Time
<input checked="" type="checkbox"/>	Building1	403	om	Ryan Chen	2	2022-01-06 22:52:50

Month(s)

Total Price \$

4. Click  to fill in billing information.

Billing Information
×

* Company/Family

* ATTN

* Address

Street

City Post Code


United States

* TEL

Fax

* Email

5. Tick the check box to agree on the terms and conditions, and click **Pay**.

Billing Information 

Company/Family

ATTN

Address

United States

TEL

Fax

1 Apartment(s)

Building	APT	Email	Name	Monthly Fee(\$)	Expiration Time	Next Expiration Time
Building1	403	624224031@qq.com	Ryan Chen	2	2022-01-06 22:52:50	2022-02-06 22:52:50

Subscription Duration **1 Month(s)**

Total Price **\$2**

By clicking the 'Pay' button, you are agreeing to our [Terms and Conditions](#).

Pay

6. Select the **Payment method** and continue the steps until the service is paid.

Pending Order
Transaction Type: Renew Monthly Rental Fee
Transaction Number: 4163878625467585
Total Price: \$2

Coupon
Should Pay: \$2
Exchange Coupon
Coupon Pay: \$0

Payment method
 stripe
 PayPal

Amount Paid \$2
Pay

Note:

- Akuvox SmartPlus can be paid by **Stripe** and **Paypal**.

You can also pay for the service using coupon if you have any coupons.

1. Tick checkbox of the coupon , then click on **Pay**.

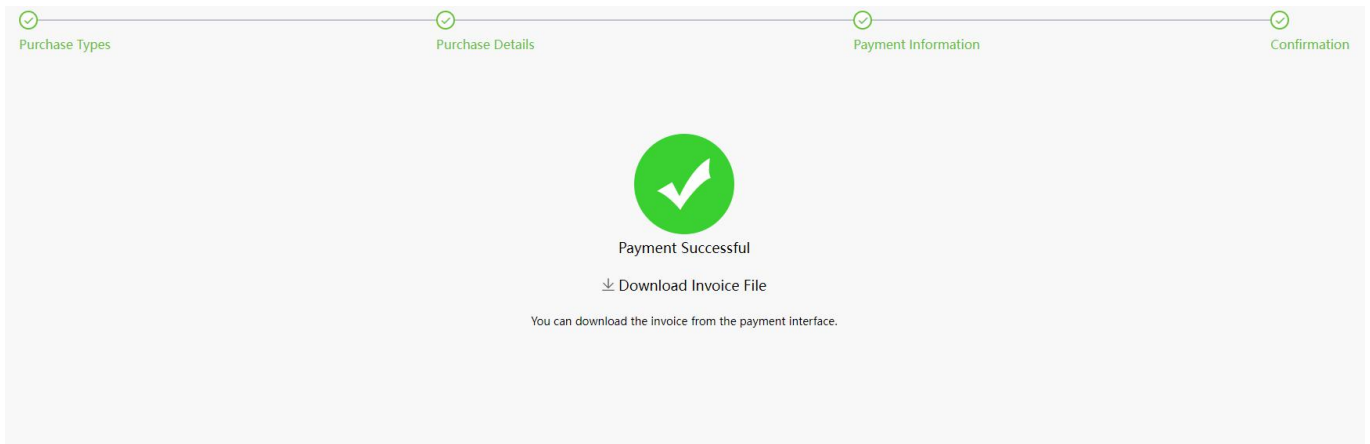
Pending Order
Transaction Type: Activation Fee
Transaction Number: 4163878393062249
Total Price: \$8

Coupon
Should Pay: \$8
Exchange Coupon
Coupon Pay: \$8

Payment method
 stripe
[Other payment method](#)

Amount Paid \$0
Pay

2. Click Download Download Invoice File to download the invoice if needed.



12. Transaction History

Payments module allows you to search, check, and delete the transaction history following the user account activation and renewal. You can also download the invoice if needed.

12.1. Check Transaction History

After the payment is made, you can check the details of the transaction if needed.

1. Check the transactions by **type**, **Status** and transaction **Order Number**.

Community-C >> Payments

Type: All Status: All Order Number: Search

Order Number	Type	The number of apartments	Total Price	Status	Created Time	Action
51163878184294403	Activation	1	\$8	Processing	2021-12-06 22:10:42	Download Invoice Info Delete

Lines per page: 10 Go to 1 In All

2. Click on of the transaction you want to check.
3. Click on **Download Invoice File** if you want to download the invoice if needed.

Order Number: 51163878625464405
 Created Time: 2021-12-06 23:24:14
 Status: Time out
 Type: Subscription
 Payer: RyanChen

1 Apartment(s) Total Price : Final Price :
 (One Price, Original Price \$0)

More

● **Parameter Set-up:**

No.	Column Name	Description
1	Order Number	Shows the order of each transaction.
2	Type	Shows the transaction types: Activation, Subscription, Additional app.
3	The number of Apartments	Shows the numbers of apartments involved in one order.
4	Total Price	Shows the total cost of each transaction.
5	Status	Seven types of status: All, Succeed, Processing, Failed, Time out, Cancel, System Processing. 1. Succeed: is for the order that is paid. 2. Processing: is for the order that is created but not paid yet. 3. Failed: is for the order that is not paid successfully. 4. Time out is for the order that is not paid in time before reaching the timeout. 5. Cancel: is for the order that is canceled. 6. System Processing: is for the order is being processed by the system after the payment is made. 7. All: is for all the above types.
6	Created Time	Shows the time when the order is created
7	Action	Click on ⓘ to check for details. Click 💰 pay for the order that is ready for payment. Click 📄 to go to billing system, Click on 🗑️ to delete orders.

12.2.Delete Transaction History

1. Tick the check box(s) of the order you want to delete.
2. Click on 🗑️ to delete each individual order.
3. Click on 🗑️ to delete all the orders that are selected.

Ryan >> Payments

Type: Status:

<input type="checkbox"/>	Order Number	Type	The number of apartments	Total Price	Status	Created Time	Action
<input type="checkbox"/>	3161579717355389	Activation	1	\$5	Time out	2021-03-15 03:32:53	
<input type="checkbox"/>	3161579645489197	Activation	1	\$5	Time out	2021-03-15 03:20:54	
<input type="checkbox"/>	3161579490848235	Activation	1	\$5	Time out	2021-03-15 02:55:08	

13. Setting

Setting module allows you to configure and modify basic setting, time setting, motion detection and visitor access setting.

13.1. Basic Setting

You can configure and modify the community information, device access type and email notification.

1. Click on **Basic Setting**.
2. Enter the community name.
3. Enter community address (Street, City, Post code, State/Province).
4. Select on/off to authorize the resident to create PIN code on their SmartPlus App.
5. Select **PIN Mode** (PIN for direct PIN code access, APT+PIN for apartment No.+ PIN code).
6. Select on/off to enable or disable email notification when the device is disconnected.
7. Click on **Submit** for validation.

Basic Setting Time Setting Motion Setting Visitor Setting

Community Name
Akuvox-

Address
fuzhou

厦门 361006

中国

Allow resident to create PIN
 On Off

PIN Mode
 PIN APT+PIN (e.g. 101 + 1234)

Send email when device was disconnected
 On Off

Send SMS when SIM card data exceeds the limit
 On Off

Submit

13.2. Time Setting

You configure and modify your time setting based on your geographical location and time zone.

1. Click on **Time Setting**.
2. Select your time zone.
3. Select your time format (24-hour or 12-hour format).
4. Select your data format(Y/M/D; M/D/Y; D/M/Y).
5. Click **Submit** for validation.

| Akuvox- >> Settings

Basic Setting

Time Setting

Motion Setting

Visitor Setting

Time Zone

GMT+8:00 Shanghai

Time Format

 24H 12H

Date Format

Year-Month-Day

Submit

13.3.Motion Detection Setting

You can not only enable and disable motion detection on the door phone, but also set up the device motion detection type and alert trigger delay if needed.

1. Click on **Motion Setting**.
2. Click **Enable** or **Disable** the motion detection according to your need.
3. Select motion detection type: IR detection (IR sensor) and video detection according to your need.
4. Set alert trigger delay time when the sensor is triggered.

Akuvox ->> Settings

Basic Setting Time Setting **Motion Setting** Visitor Setting

Motion Detection

Disable

Alert Delay Time

10s

Submit

13.4. Visitor Setting

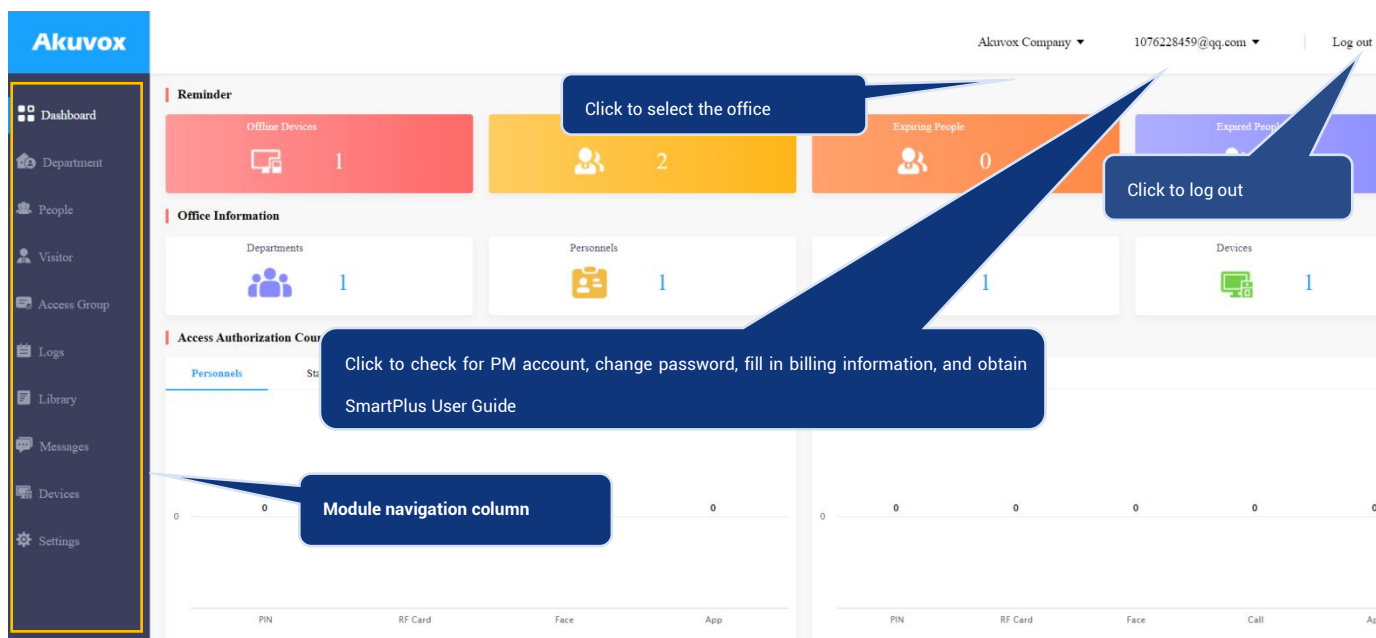
Visitor setting in the SmartPlus mainly applied to the X916 series door phones on which visitors are allowed to gain door access either using their ID cards or through facial enrollment for facial recognition. You can switch on or off the ID card and facial recognition if needed.

1. Click on **Visitors Setting**.
2. Switch on or off the ID card verification according to your need.
3. Switch on or off the Face Enrollment for facial recognition.
4. Click on **Submit** for validation.

14. Office Property Management

14.1. Office Property Management Interface

The office property management main interface mainly consists of 10 modules that are incorporated as a whole to allow you to manage office staff, personnel, devices, Akuvox SmartPlus app for the office-based intercom communication, door access control, monitoring, user account activation, and service subscription&renewal, etc. via the Akuvox SmartPlus platform.



➤ **Module Description:**

No.	Column Name	Description
1	Dashboard	Displays information on community, devices, residents, door access and general statistics, etc. And the Number of apartments, and residents, devices.
2	Department	Allows you to search department information indicating department names, the number of people and devices in the depart. It also allows you to edit the department and delete the department.
3	People	Allows you to create office staff and personnel accounts and check their accounts and access control information and import their face data and RF card via template, and edit access type and access

		group.
4	Visitor	Allows you to set up temporary PIN code for visitors, Delivery PIN code for delivery staff.
5	Access Group	Allows you to create an inventory of access control schedule templates that can be readily applied to specific staff, personnel, departments, and devices.
6	Logs	Allows you to check and search door logs, temperature logs, call histories, captured images. It also allows you to check and delete motion Alerts, and to check on the changes made on the apartment and end users and on the RF card, PIN code, face, temporary PIN code
7	Library	Displays all the PIN Codes and RF cards created by a property manager.
8	Messages	Allows you to create and send messages to the users' indoor monitors and SmartPlus apps etc.
9	Devices	Allows you to check device info related to the building, apartment, status, device type, and to check and edit settings related to relays, call, unlock type, and device location, etc.
10	Setting	Displays property manager info, PIN code access type, email notification, time setting, motion setting, and visitor setting, etc.

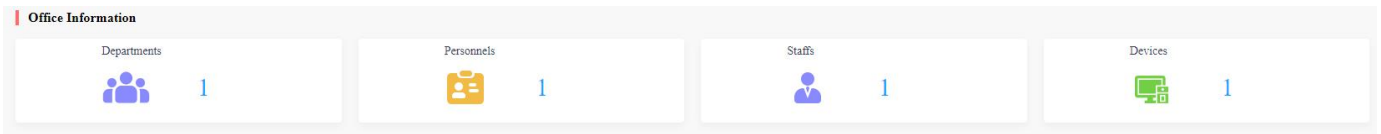
14.2. Office Dashboard Overview

Dashboard Displays information on the office, office users, devices, and door access records, and statistics, etc.

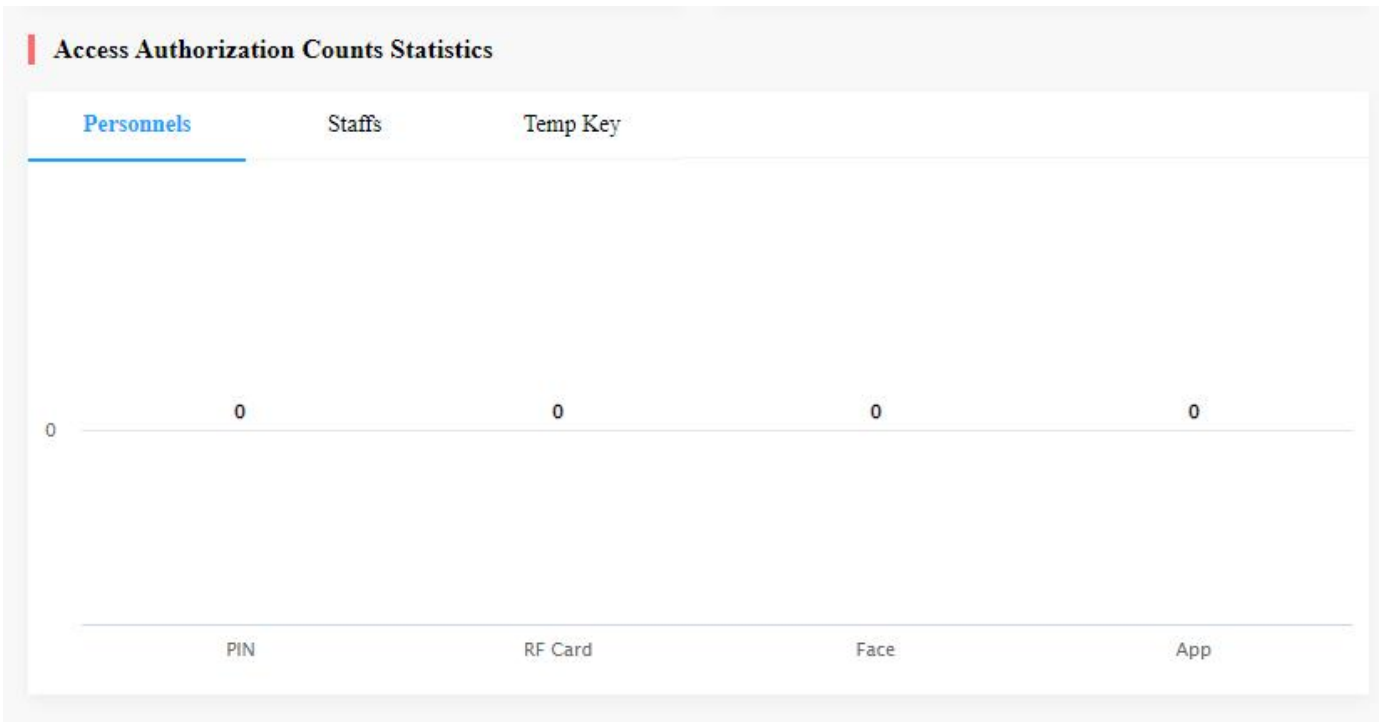
Displays off-line devices and user account status. You can click on the blocks below for the details.



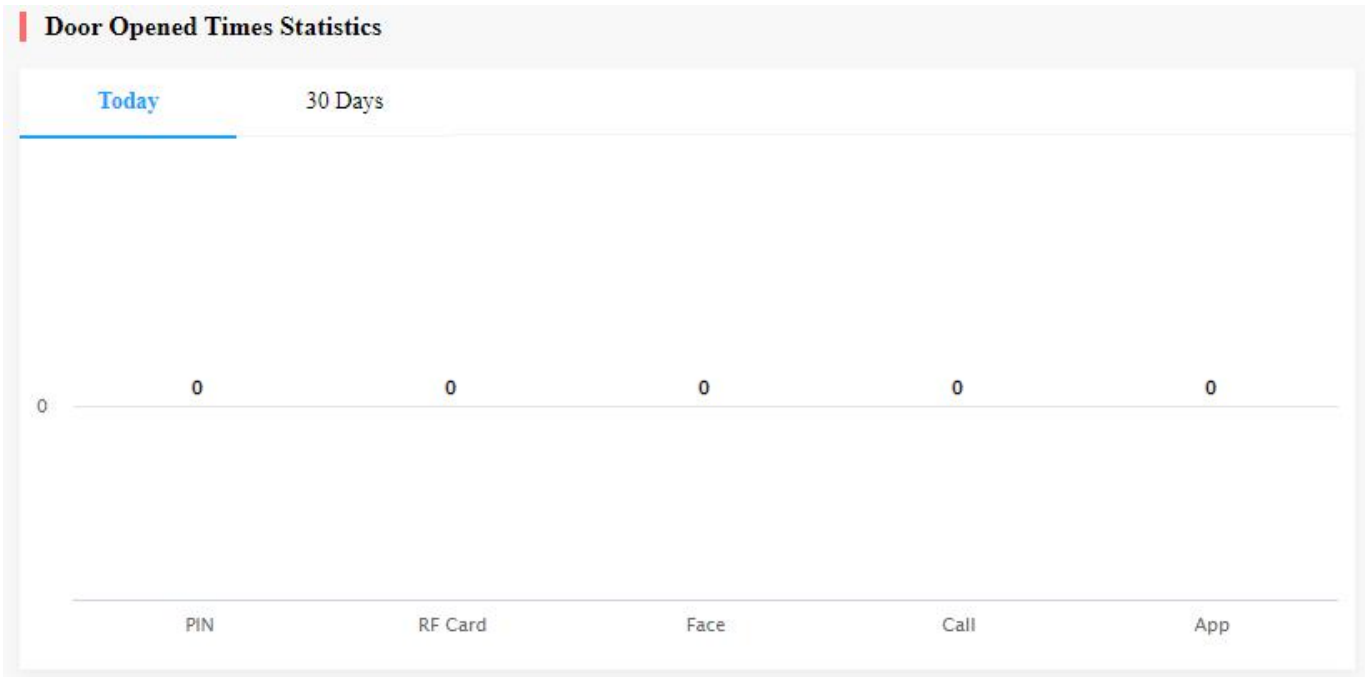
Displays the number of departments, personnel, staff and devices. You can click on blocks for the details.



Displays recorded door access statistics.



Displays the door access statistics of various types of access.




Displays entry records with captured images. You can click the image to enlarge the pictures.

Reminder

Offline Devices 1	Isolated People 0	Expiring People 0	Expired People 0
----------------------	----------------------	----------------------	---------------------

Entry Record

	Jim Wang Gate1 2021-05-26 10:58:33
---	---

15. Staff&Personnel Management

15.1. People Module Overview


The **People** module in the navigation column is used to add office staff and personnel for whom you can create SmartPlus end user account. You can set up access types and access control schedules for them. Moreover, you can search, modify, check and delete staff and personnel's user accounts.

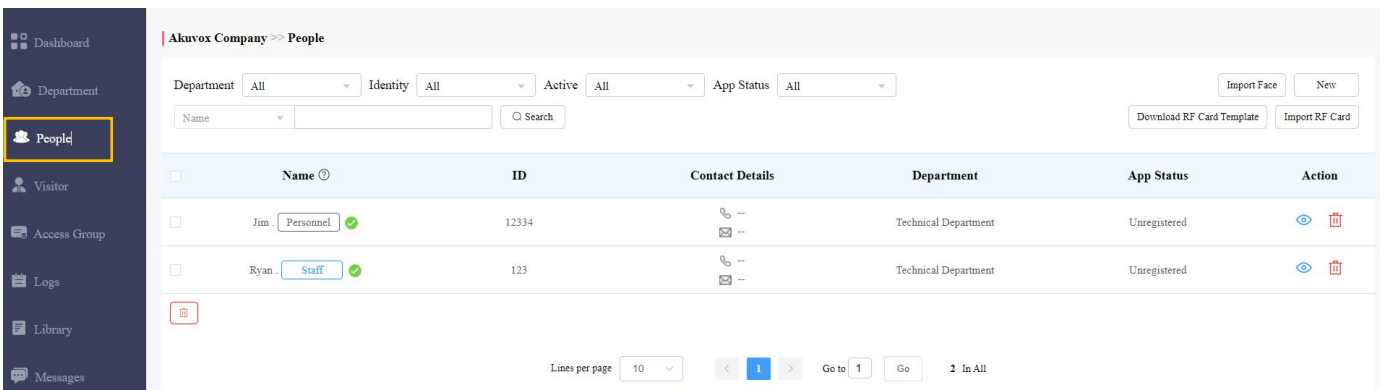
15.2. Add Office Staff&Personnel

Adding office staff and personnel deals with creating their respective user account and setting up the door access types and access control schedules.

15.2.1. Create User Account

You can create user accounts for both office staff and personnel. Before creating the account for the residents, you are required to double check the staff and personnel information and then add them to the corresponding office and department set up by an installer.

1. Click on **Residents** module  in the left navigation column.
2. Click on **New**.



3. Set up staff or personnel information.



Note:

- Staff can be assigned with multiple authority groups across the departments for access control.
- Personnel can only be assigned with a authority group in their own department for access control.

Akuvox Company >> People >> New

1 Information 2 Access Authorization

* Department
[Dropdown]

* Identity ⓘ
Personnel [Dropdown]

* First Name
[Text Input]

* Last Name
[Text Input]

* ID
[Text Input]

Email
[Text Input]


Country / Region
[Dropdown]

Mobile Number
[Text Input]

Be Allowed To Create QR Codes

Next Save Information Only

4. Click on [Save Information Only](#) to complete creating an account.

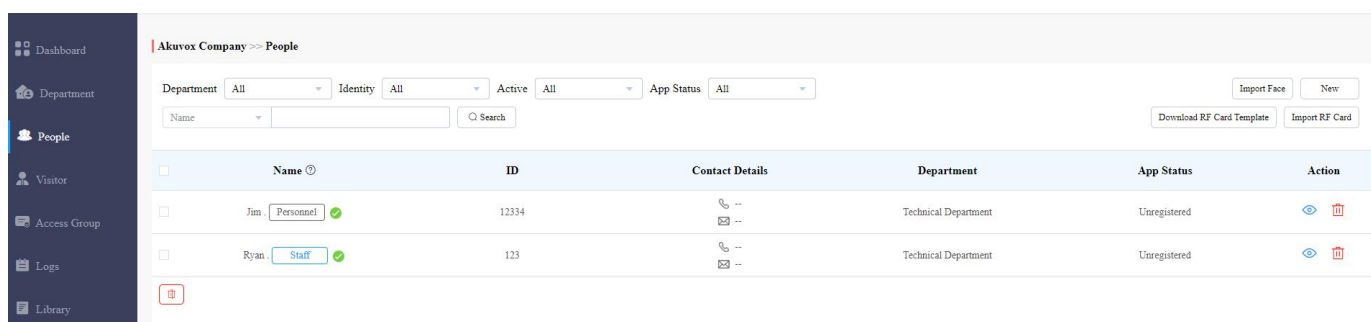
 **Note:**

- Click on **Next** when you want to set up access method along with the access group, or click on Save Information Only when you only want to set up and save staff or personnel's basic information.

15.2.2. Set up Access Control for Users

You can set up access types such as PIN code, RF card and facial recognition as well as creating access control schedules for office staff and personnel.

1. Click on **People** module and click on New.



2. Fill in the account information and click on **Next** to proceed to the next page where you can set up access types and schedules.

The screenshot shows the Akuvox SmartPlus user management interface. On the left is a dark blue sidebar with navigation options: Dashboard, Department, People (highlighted), Visitor, Access Group, Logs, Library, Messages, Devices, and Settings. The main content area is a light gray form for adding a new user. The form includes the following fields and options:

- * Department**: A dropdown menu.
- * Identity** [?]: A dropdown menu with "Personnel" selected.
- * First Name**: A text input field.
- * Last Name**: A text input field.
- * ID**: A text input field.
- Email**: A text input field.
- Country / Region**: A dropdown menu.
- Mobile Number**: A text input field.
- Be Allowed To Create QR Codes**
- Next** (blue button) and **Save Information Only** (gray button) buttons at the bottom.

3. Fill in the PIN code, RF cards, and select face picture to set up the access types.


ID: 12123


Department: Technical Department

Access Type


PIN

RF Card



Face ID 



4. Click on New .


Access Group 

New

Selected : Technical Department Access Group  Sales Department Access Group 

	Name	Device	Repeats	Time
<input checked="" type="checkbox"/>	Technical Department Access Group	Gate1	Daily	00:00:00 - 23:59:59
<input checked="" type="checkbox"/>	Sales Department Access Group	--	Daily	00:00:00 - 23:59:59
<input type="checkbox"/>	Test	Gate1	Weekly	00:00:00 - 23:59:59
<input type="checkbox"/>	Test1	Gate1	Daily	00:00:00 - 23:59:59

Submit

 **Note:**

- Only the staff are given the permission to perform access control across the departments as they are allowed to select multiple authority groups, while personnel is only allowed to get door access in their respective department.

5. Set up the access control schedule and devices to which you want to apply the access schedule and click on Submit.


×
New Access Group

* Access Group Name

Repeats

* Start Time

* End Time

Department	Location	MAC	Status	Device Type	<input type="checkbox"/> Relay
Technical Department	Gate1	0C11050D4897	●		<input type="checkbox"/> Relay1

6. Tick the specific access control schedule(s) you want to apply for the resident, and click on **Submit**.

Access Group ? New

Selected : Technical Department Access Group


<input checked="" type="checkbox"/>	Name	Device	Repeats	Time
<input checked="" type="checkbox"/>	Technical Department Access Group	Gate1	Daily	00:00:00 - 23:59:59

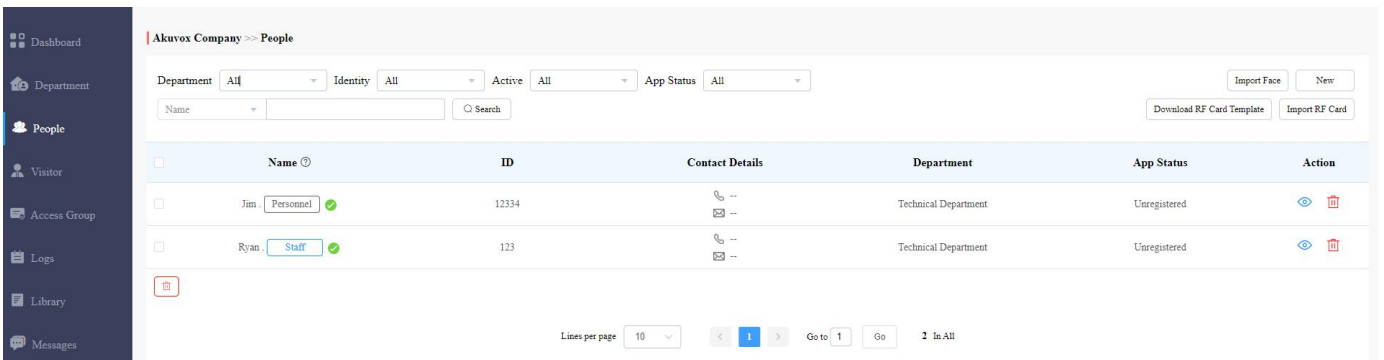
Submit

15.2.3. Search/Delete/Edit Office User Accounts

After the user account is created, you can search, edit, and delete the user account. You can also reset the user account password if needed.

15.2.3.1. Search/Delete User Accounts

1. On the navigation column, click **People** module, then click New.
2. Tick the checkbox of the specific account(s) you want to delete or tick the checkbox by the **Name** field and click on  delete all the accounts.



Akuvox Company >> People

Department: All | Identity: All | Active: All | App Status: All

Search: Search Import Face New Download RF Card Template Import RF Card

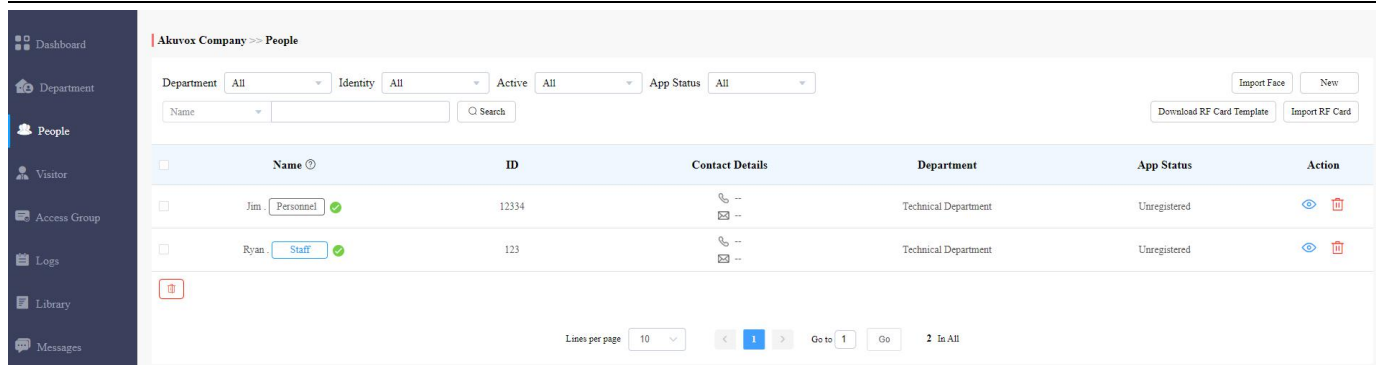
<input type="checkbox"/>	Name	ID	Contact Details	Department	App Status	Action
<input type="checkbox"/>	Jim Personnel ✓	12334	-- --	Technical Department	Unregistered	
<input type="checkbox"/>	Ryan Staff ✓	123	-- --	Technical Department	Unregistered	



Lines per page: 10 | < 1 > | Go to: 1 | Go | 2 In All

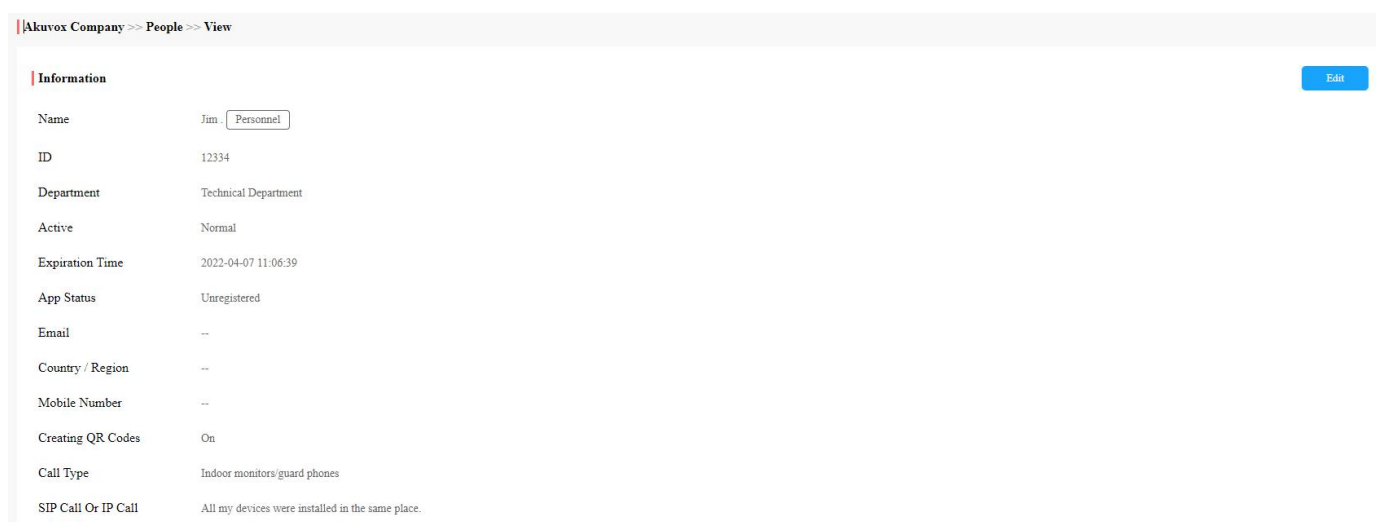
15.2.3.2. Edit User Account

You can reset the users' SmartPlus app account password, and edit users' account information and their access control setting by replacing the current access type.

1. On the navigation column, click **People** module, then click New.



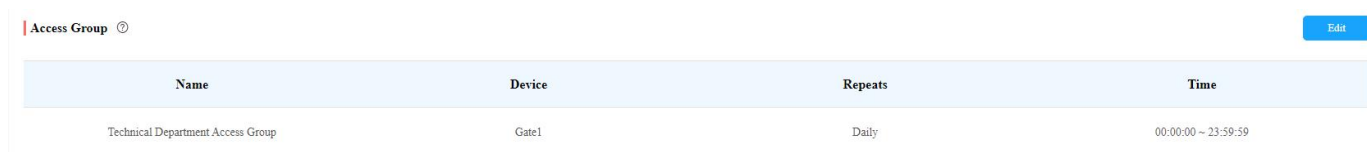
2. Click on  of the specific user account you want to edit.
3. Click on  to change the account information.



4. Scroll down the page to edit the access type by deleting the current access types or creating new access types by clicking **New**.



5. Click on **Edit** to edit the access control setting, and edit the setting by re-selecting the access control schedule (Access Group) or by creating new access group.



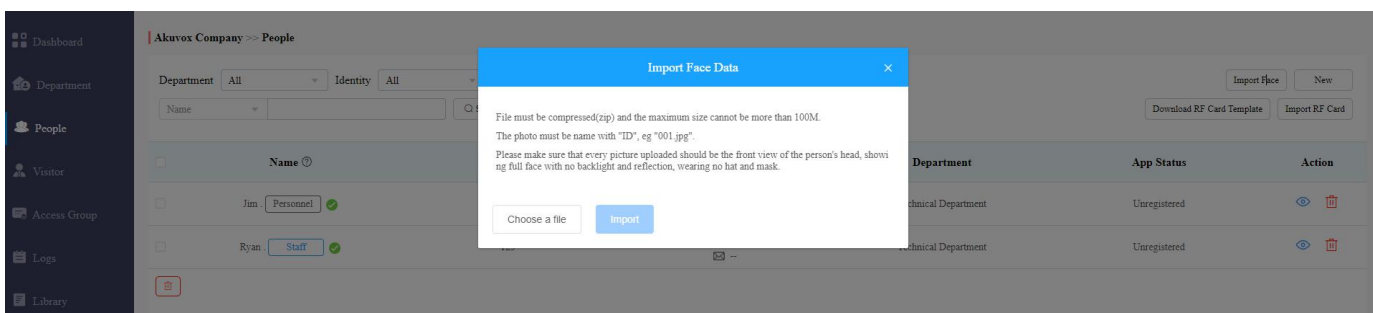


15.3.Import Face/RF Cards(s)

You can import the face data and RF cards in batch using the template for the users.

15.3.1. Import Face Data

1. On the navigation column, select **People** module, then click **Import Face**.
2. Choose the face data .zip file and click on **Import** to upload the file.



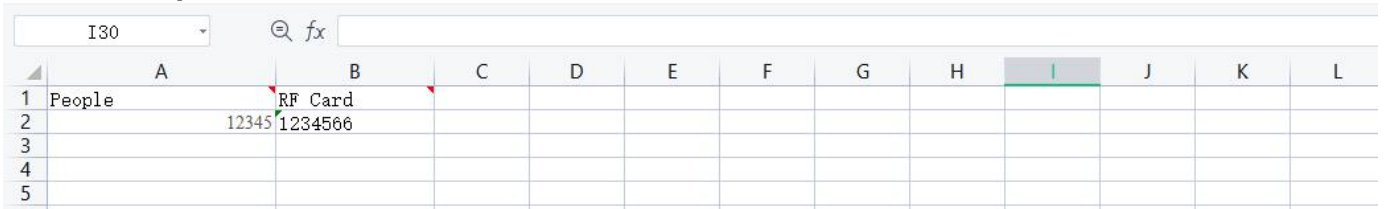
Note:

- Face data should be imported in .zip file format and the photos need to be named with the ID number. For example: 12345.jpg.

15.3.2. Import RF Card

1. On the navigation column, select **People** module.
2. On the upper right corner of the screen, click  to download the RF card template, then fill the RF card formation.
3. Click  to upload the file.

RF card template:



	A	B	C	D	E	F	G	H	I	J	K	L
1	People	RF Card										
2	12345	1234566										
3												
4												
5												

16. Visitor Management

Visitor module allows you to create access credentials for the delivery personnel, and the visitors.

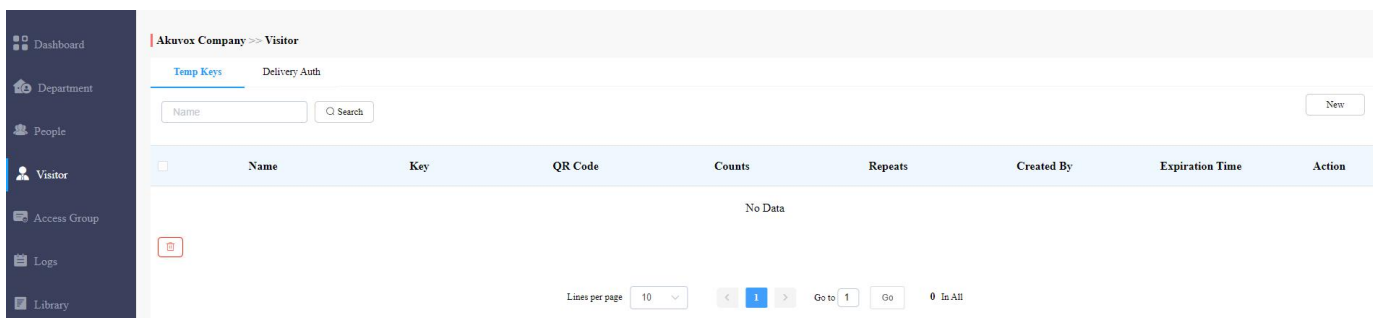
16.1. Manage Access Credentials for Visitors

You can manage access credentials for the visitors in terms of creating and deleting temporary PIN code, QR code, and setting up the access control schedules for the validity of the credentials, while defining which building and relays the credential is applied to.

16.1.1. Create Temporary PIN Code

You can set up temporary PIN/QR code along with the access schedule, which will then be sent to visitors' email for door access.

1. On the navigation column, select **Visitor** module, then **Temp Keys**, then click .



2. Create Temporary PIN code along with the access schedule.
3. Select the specific relay(s) to be triggered by the temporary key.
4. Click on **Submit** to generate temporary PIN code.

People
 Ryan .

* Name
 Fred

ID Number

Repeats
 Never

* Expiration Time
 2022-03-10 00:00:00

* Allow Count
 2

Delivery Method
 Email

Repeats
 Daily

* Start Time
 08:00:00

* End Time
 22:00:00

* Day
 Sunday Monday
 Tuesday Wednesday
 Thursday Friday
 Saturday

* Start Time
 08:00:00

* End Time
 22:00:00

Department	Location	MAC	Status	Relay
Technical Department	Gate1	0C11050D4897		<input checked="" type="checkbox"/> Relay1



Submit

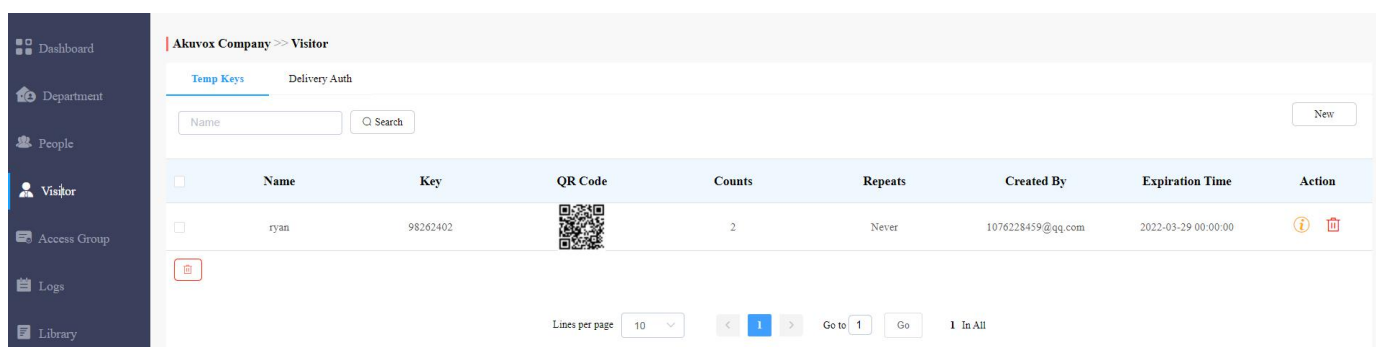
● **Parameter Set-up:**

No.	Column Name	Description
1	People	Select the people to be visited.
2	Name	Enter the visitor's name.
3	ID Number	Enter the visitor ID number.
4	Repeats	Select " Never " " Daily ", " Weekly " for the temporary key access schedule. 1. " Never " means non-repetitive and one-time access schedule with a specific PIN code validity expiration time.

		<p>2. "Daily" means the PIN code access is valid during a certain time span of a day and is repetitive on a daily basis(eg. 08:00-20:00 every day).</p> <p>3. "Weekly" means the PIN code access is valid during a certain time span of a day and is repetitive on weekly basis. (eg. 08:00-20:00 during the selected day(s) of a week).</p>
5	Expiration Time	Set the expiration time for the one-time "Never" schedule only. The PIN code validity will expire on the expiration time.
6	Allow Count	Set the number of PIN code validity count for one-time "Never" schedule. Eg. "20" times
7	Start Time End Time	Set the Start Time and End Time for the PIN code validity time span during a day on a daily or on weekly basis.
8	Delivery Method	PIN code will be sent to the visitor's email address you entered.


16.1.2. Search/ Delete Temporary PIN Code

1. On the navigation column, select **Visitor** module, then **Temp Keys**.
2. Enter the visitor name to search and find the specific temporary PIN code if needed.
3. Click on  to see the details of the temporary PIN code if needed.
4. Click  to delete the specific temporary PIN code or you can tick the checkbox of the temporary PIN code you want to delete, and you can delete all the temporary PIN by ticking the checkbox of **Name** .





Note:

- After you click  to check temporary key details, you can click "View Door Logs" to check temporary key door logs shown as follows.

Key 98262402 [View Door Logs](#)

Repeats Never

Counts 2

Expiration Time 2022-03-29 00:00:00

QR Code



Access Device

Location	Department	MAC	Relay
Gate1	Technical Department	0C11050D4897	Relay1

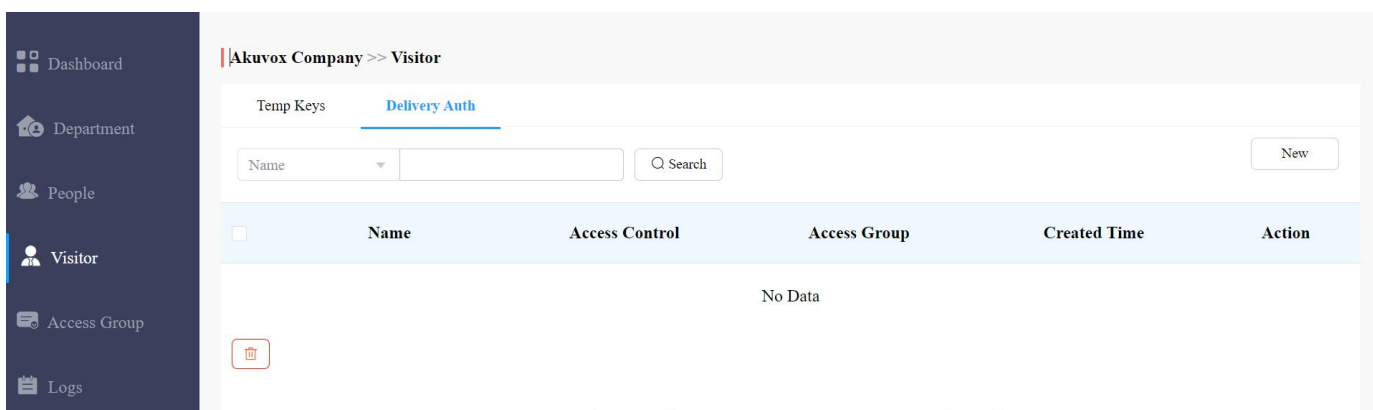
16.1.3. Manage Access Credentials for Delivery Personnel

You can create both delivery PIN code and RF card for the delivery staff, who can use the PIN to access the designated place, for example, a parcel room to deliver the package to the residents.

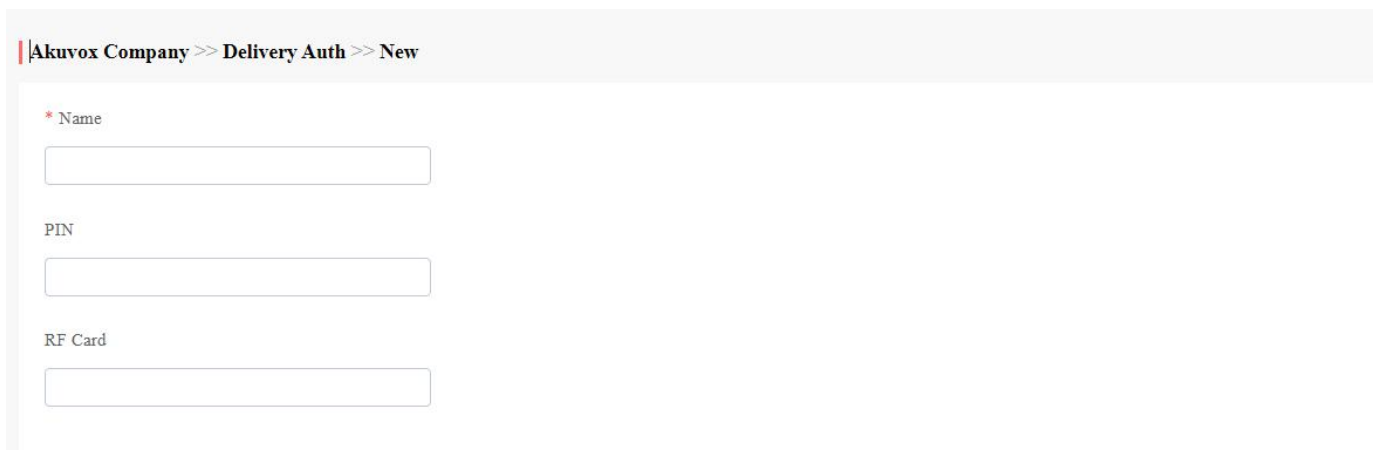
16.1.3.1. Create Delivery PIN Codes/RF Cards

You can create Delivery PIN code and RF card along with access control schedule (Access group).

1. On the navigation column, select **Visitor** module, then **Delivery Auth**, then click  .



2. Set up Delivery PIN code and RF card.



3. Select the access group to be applied.

Access Group ? New

Selected : Technical Department Access Group ✕

<input checked="" type="checkbox"/>	Name	Device	Repeats	Time
<input checked="" type="checkbox"/>	Technical Department Access Group	Gate1	Daily	00:00:00 - 23:59:59

Submit

4. Click on **New** to create a new access group.

New Access Group
✕

* Access Group Name

Repeats

Daily ▼

* Start Time

🕒 00:00:00

* End Time

🕒 23:59:59

Department	Location	MAC	Status	Device Type	<input type="checkbox"/> Relay
Technical Department	Gate1	0C11050D4897	●		<input type="checkbox"/> Relay1

Cancel
Submit

● **Parameter Set-up:**

No.	Column Name	Description
1	Access Group Name	Fill in the access group name.
2	Repeats	Select "Never" "Daily" , "Weekly" for the delivery PIN code access schedule. 1. "Never" means non-repetitive and one-time access schedule.

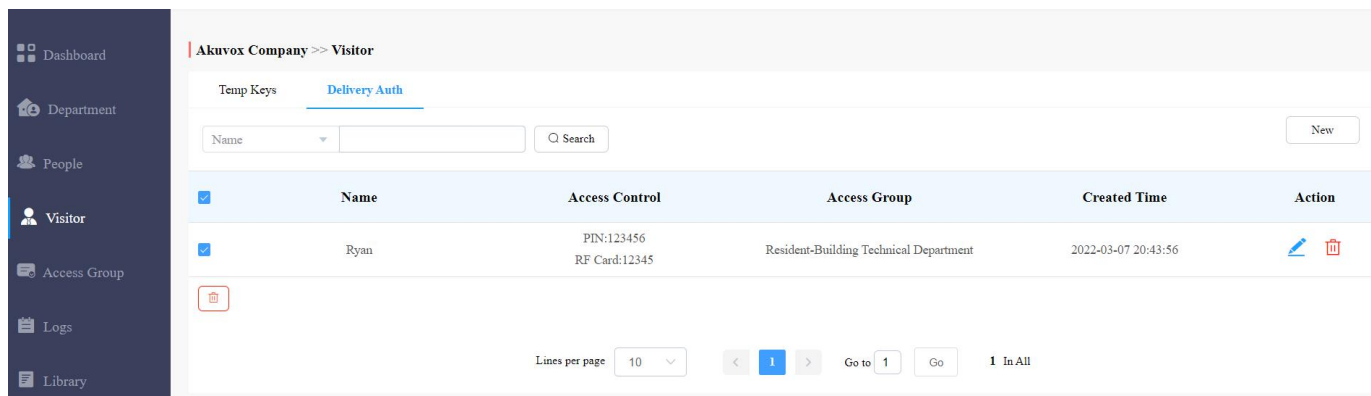
		<p>2. "Daily" means the PIN code access is valid during a certain time span of a day and is repetitive on a daily basis (eg. 08:00-20:00 every day).</p> <p>3. "Weekly" means the PIN code access is valid during a certain time span of a day and is repetitive on weekly basis. (eg. 08:00-20:00 during the selected day(s) of a week).</p>
3	Begin Time/ End Time	Set the start time and end time for the PIN code validity time span during a day on a daily or on weekly basis.

Note:

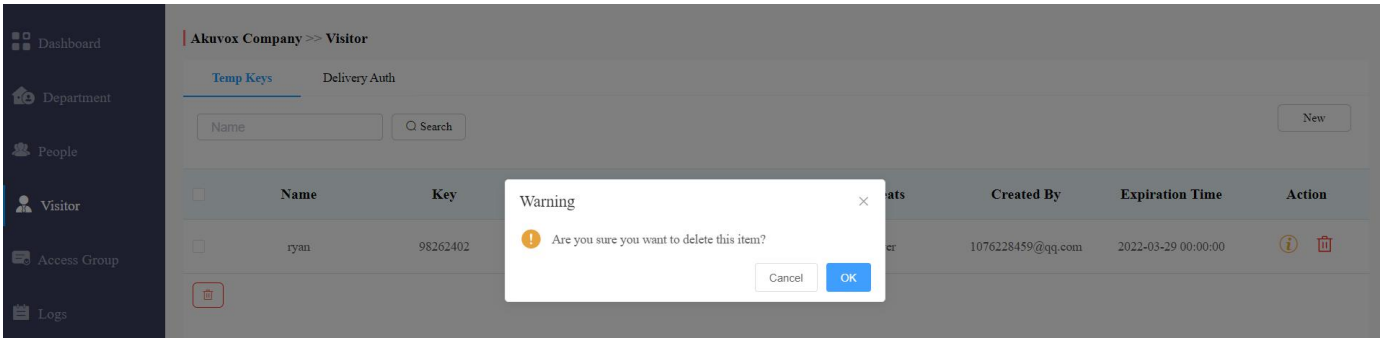
- 8-digit PIN code starting with "9" is invalid in the **PIN** field. And the PIN could not be repetitive.

16.1.3.2. Modify Delivery PIN Codes/RF Card

- On the navigation column, select **Visitor** module, then **Delivery Auth**.
- Search the delivery PIN code and RF card by visitor's name, PIN code, and RF card number.



- Click to edit the deliver PIN code.
- Click to delete the PIN code one by one, or you can tick the checkbox of the PIN code you want to delete and click on the checkbox.

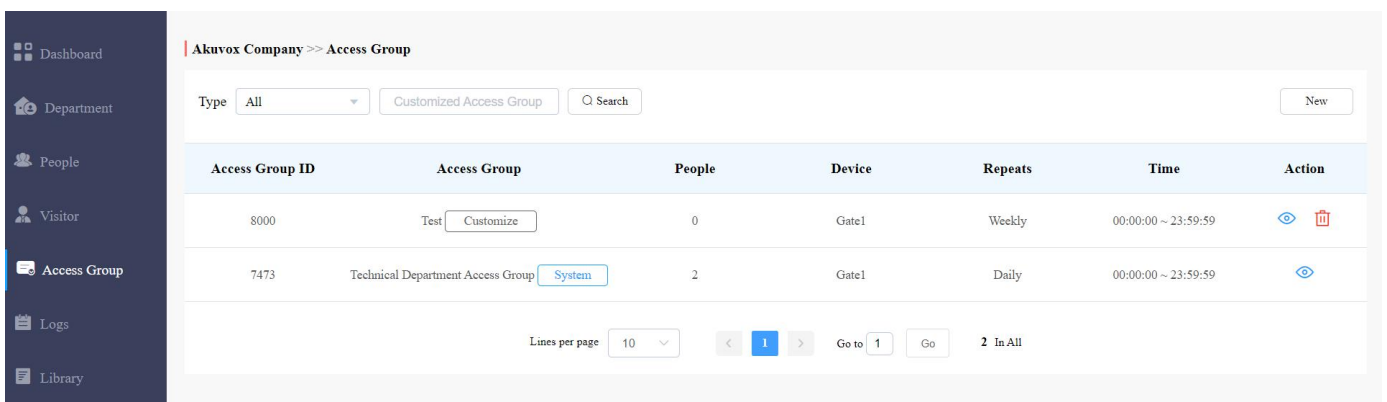


17. Access Group

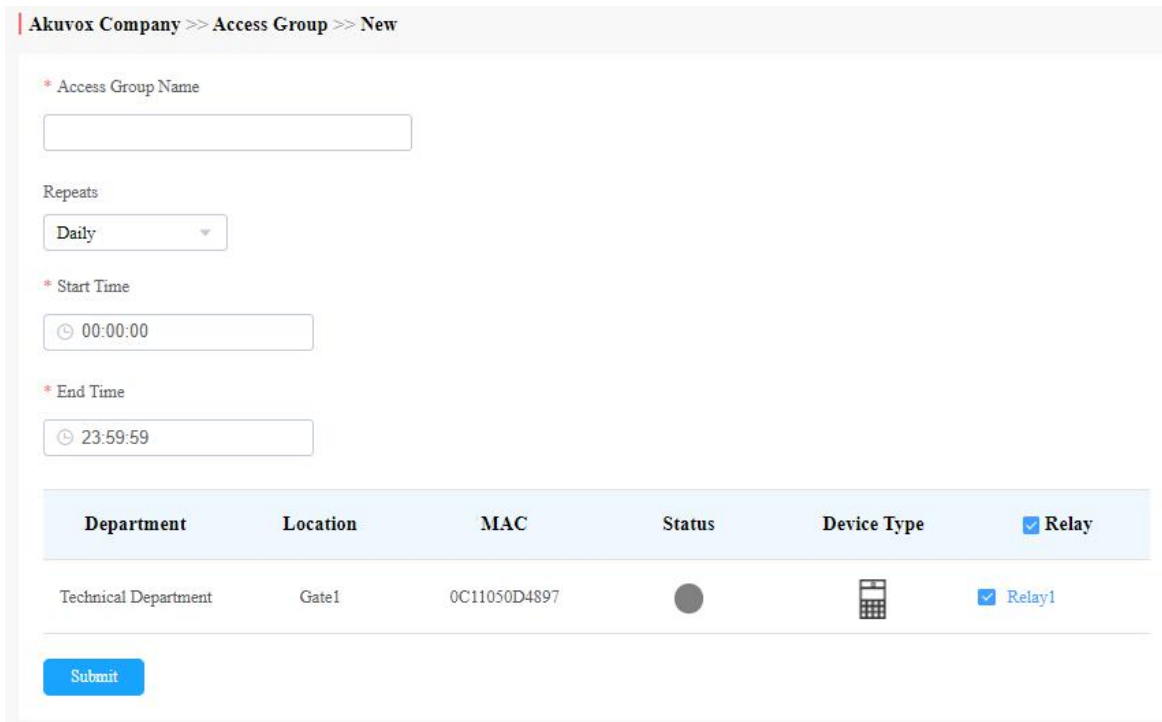
Access Group module allows you to create an inventory of ready-made access control schedules (access group), which can be readily pulled out and be applied for the door access control, targeting specific office staff, personnel in specific departments, and offices, and relays.

17.1. Create Access Group

1. On the navigation column, select **Access Group** module, then click .



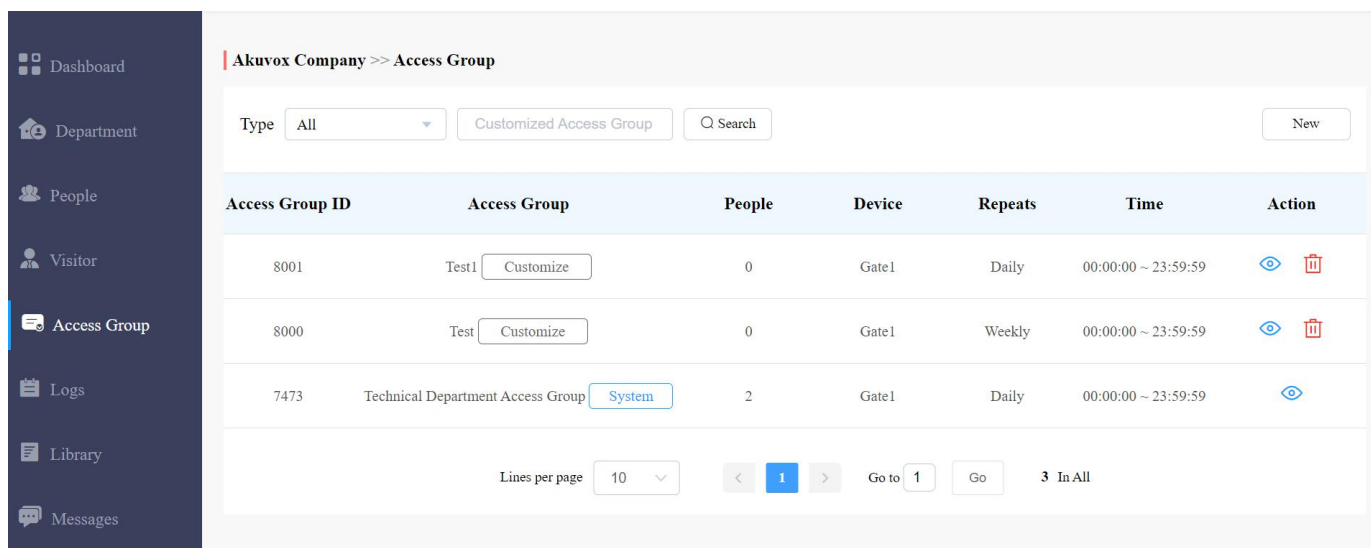
2. Set up access group, and select the relay to be applied with the access control group.




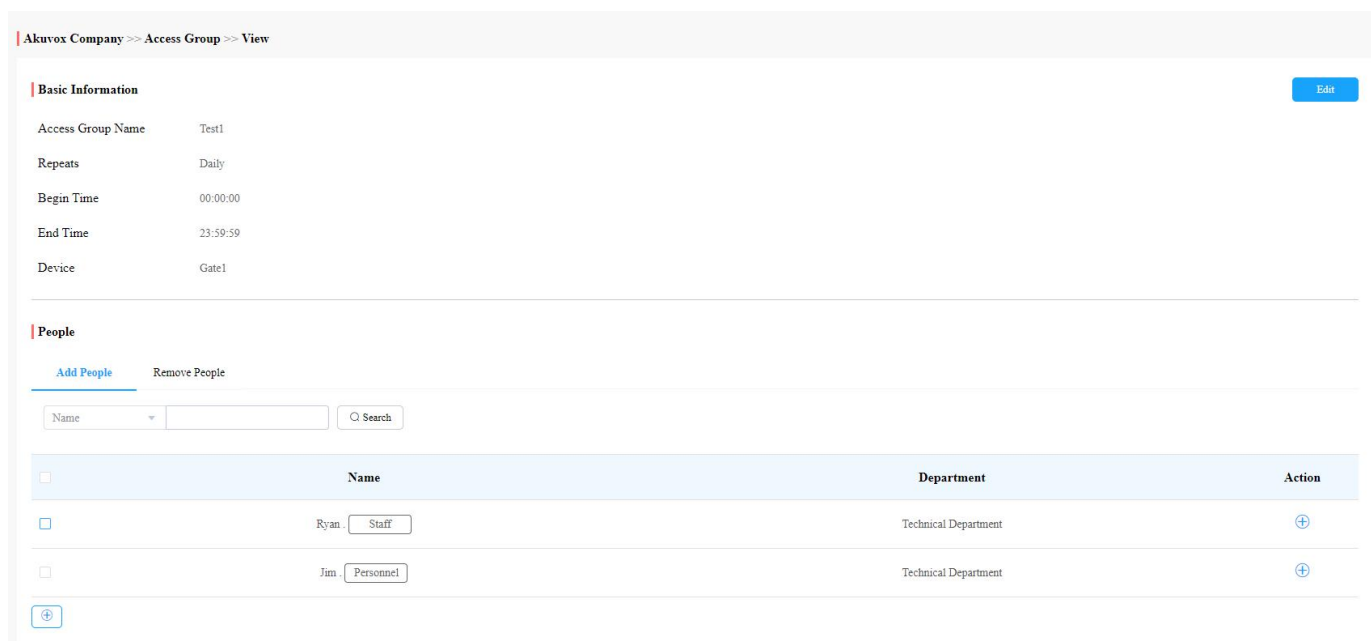
17.2. Search/Check/Edit Access Group

You can not only search check the access group you have created, but also remove the existing resident(s) or add the removed access group back to the access group.

1. On the navigation column, select **Access Group** module.



2. Click on  of the specific access group to check access group details.
3. Go to **Add people** or **Remove People** to add or delete resident(s) if needed.



4. Click on **Edit** to edit access group.

Akuvox Company >> Access Group >> Edit

* Access Group Name

Repeats

* Start Time

* End Time

Department	Location	MAC	Status	Device Type	<input type="checkbox"/> Relay
Technical Department	Gate1	0C11050D4897			<input checked="" type="checkbox"/> Relay1

17.3.Delete Access Group

1. On the navigation column, select **Access Group** module.

Akuvox Company >> Access Group

Type:

Access Group ID	Access Group	People	Device	Repeats	Time	Action
8001	Test1 <input type="button" value="Customize"/>	0	Gate1	Daily	00:00:00 ~ 23:59:59	
8000	Test <input type="button" value="Customize"/>	0	Gate1	Weekly	00:00:00 ~ 23:59:59	
7473	Technical Department Access Group <input type="button" value="System"/>	2	Gate1	Daily	00:00:00 ~ 23:59:59	

Lines per page: 3 In All

3. Click on of the specific access group you want to delete.
4. Click on **OK** to delete the access group.

The screenshot displays the 'Access Group' management interface. A table lists access groups with columns for ID, Name, People, Device, Repeats, Time, and Action. A 'Warning' dialog box is open over the table, asking for confirmation to delete an access group. The table contains three rows: ID 8001 (Test1 Custom), ID 8000 (Test Custom), and ID 7473 (Technical Department Access Group System). The dialog box has a yellow warning icon and the text 'Warning' and 'Are you sure you want to delete this access group?'. It includes 'Cancel' and 'OK' buttons.

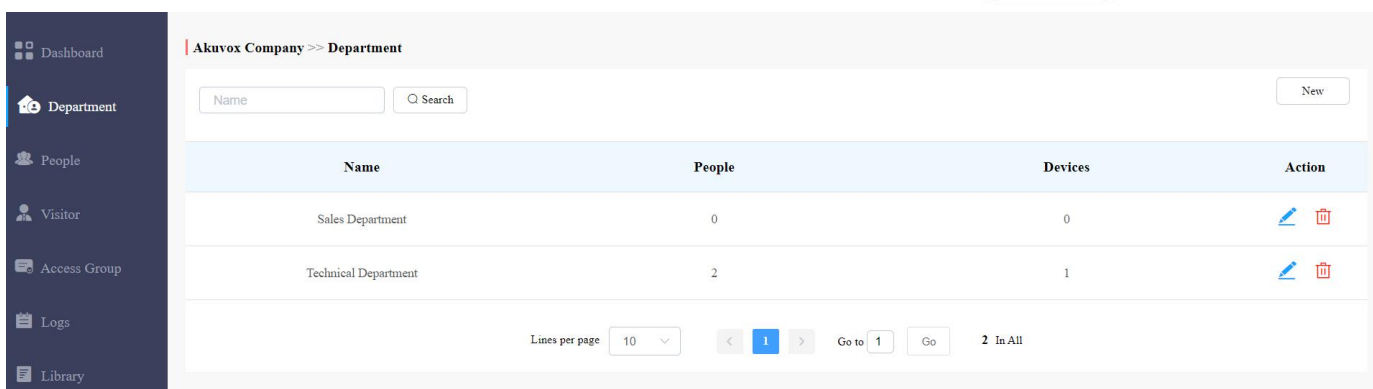
Access Group ID	Access Group	People	Device	Repeats	Time	Action
8001	Test1 Custom			Daily	00:00:00 ~ 23:59:59	
8000	Test Custom			Weekly	00:00:00 ~ 23:59:59	
7473	Technical Department Access Group System	2	Gate1	Daily	00:00:00 ~ 23:59:59	

18. Department Management

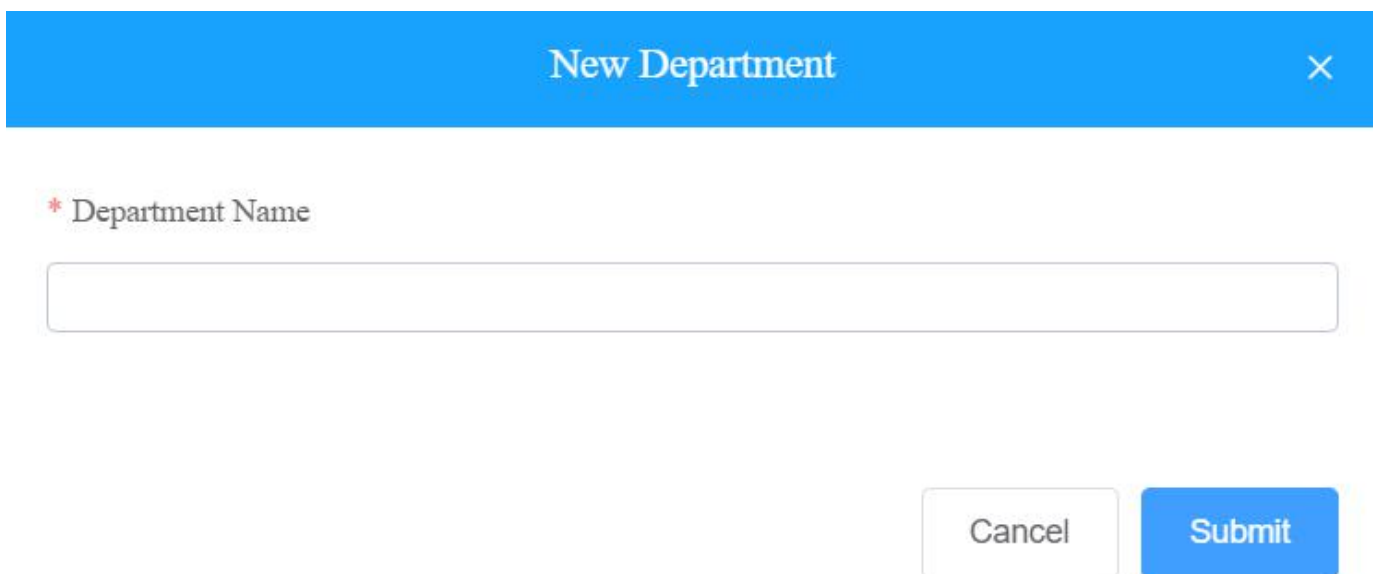
Department module allows you to create and search departments, and change department names.


18.1. Create Department

1. On the navigation column, select **Department** module, then click .



2. Enter the department name, and click **Submit**.

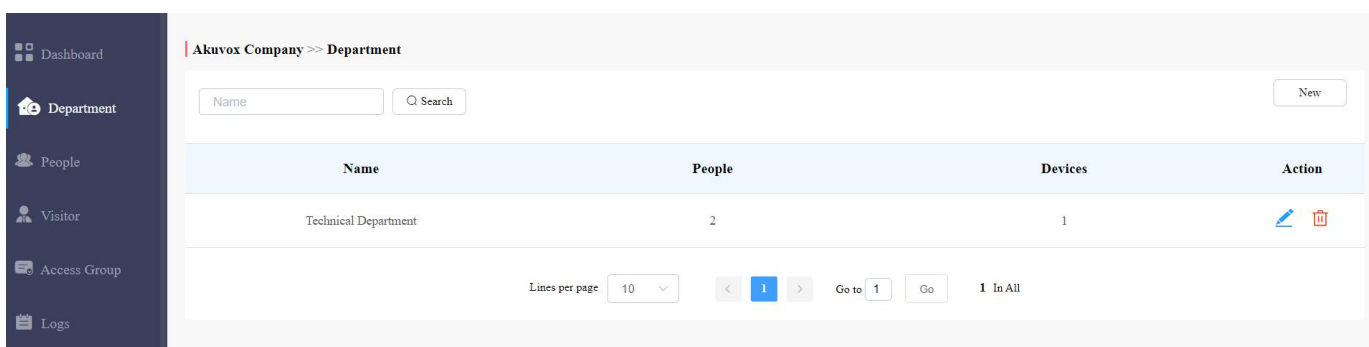



 **Note:**

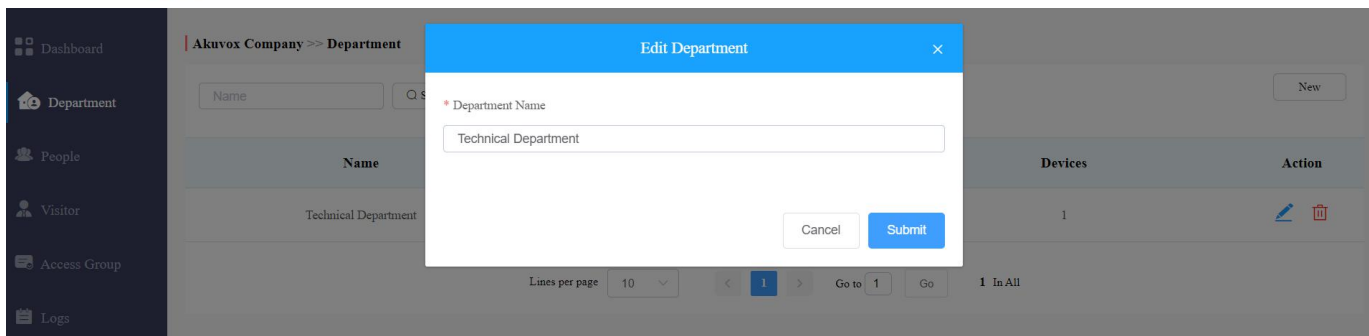
- You can add personnel or staff to the department created.


18.2. Search/Edit/Delete Department

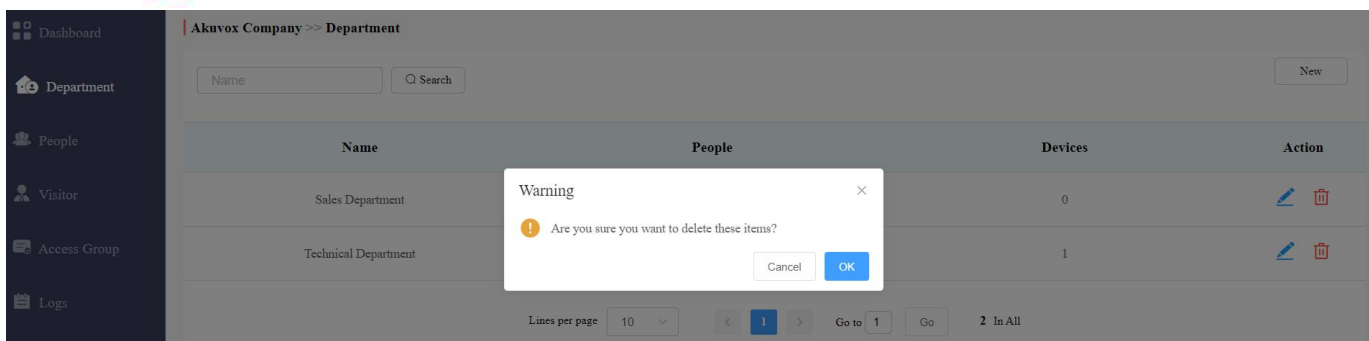
1. On the navigation column, select **Department** module.



- Search the department by department name.
- Click  to edit the department name if needed.



4. Click  to delete the department if needed.



19. Log

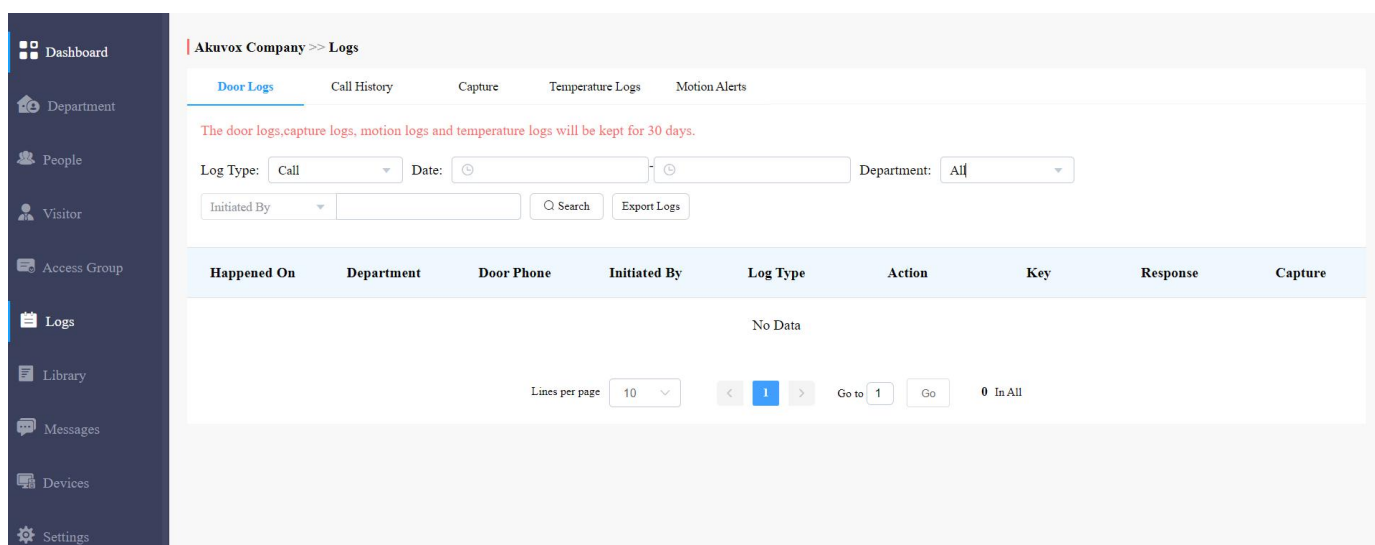
Log module contains six sub-modules used for checking the door logs, call history, temperature logs and image captured that can be stored for 30 days. You can identify different logs on the specific device, location, etc.

19.1. Check/Export Door Logs

Door logs are divided into two types, namely **Call** type and **Door release** type. The **Call** type log shows the SIP/IP-based calls initiated on the door phone, indicating when, where and to whom the calls are made, while the **Door release** type log tells you when, where and by whom the door unlocks are made (be it failure or success). You can narrow down your log check by the specific time range with parameters: **Door phone**, **Initiated by**, and **RF card**, **PIN** for the targeted search.

➤ Check "Call" Type Door Logs

1. On the navigation column, select **Logs** module, then **Door logs**.
2. In the Log Type field, select **Call** type.
3. Set up the time range for the door logs to be checked.
4. Select the department and further narrow down the search by **Door Phone**, **Initiated By**, **RF Card**, **PIN**.
5. Click on **Export Logs** to export logs.

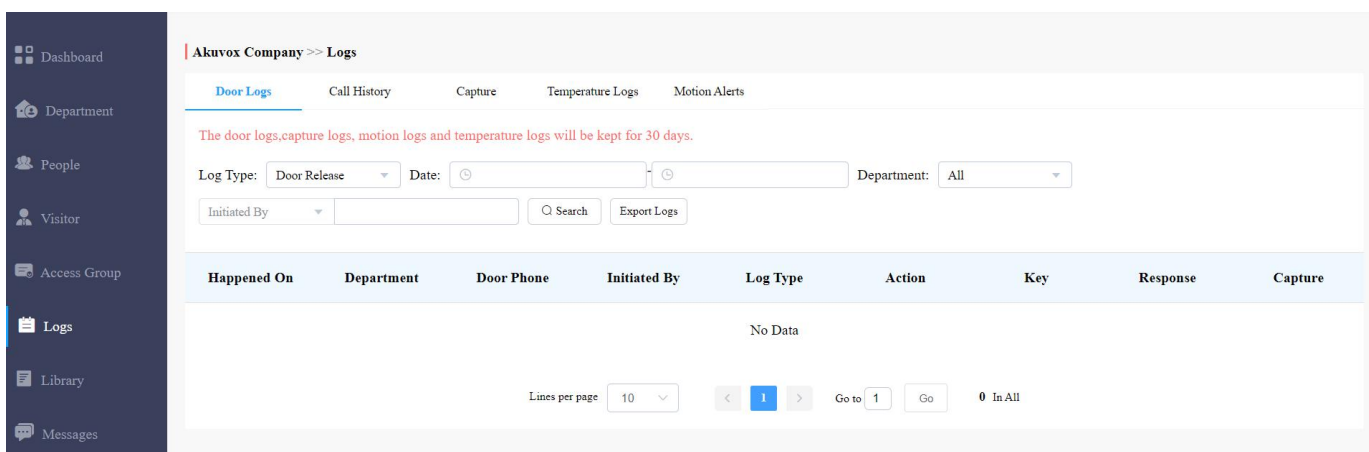


● **Description:**

No.	Column Name	Description
1	Happened On	Shows when the call is made on the door phone.
2	Department	Shows in which department the call was made.
3	Door Phone	Shows on which door phone the call is made.
4	Initiated By	Shows who has made the call on the door phone.
5	Log Type	Indicates your current log type.
6	Action	This indicator is for the door release type log.
7	Key	This indicator is for " Door release type " log.
8	Response	This indicator will be shown as " Success " regardless of what number is dialed on the door phone.
9	Capture	Show you the captured image of the call initiators. You can click on the image for an enlarged picture.

➤ **Check "Release" type door logs**

1. In the Log Type field, select **Door Release** type.
2. Set up the time range for the door logs to be checked.
3. Select the department and further narrow down the search.
4. Click on **Export Logs** to export logs.



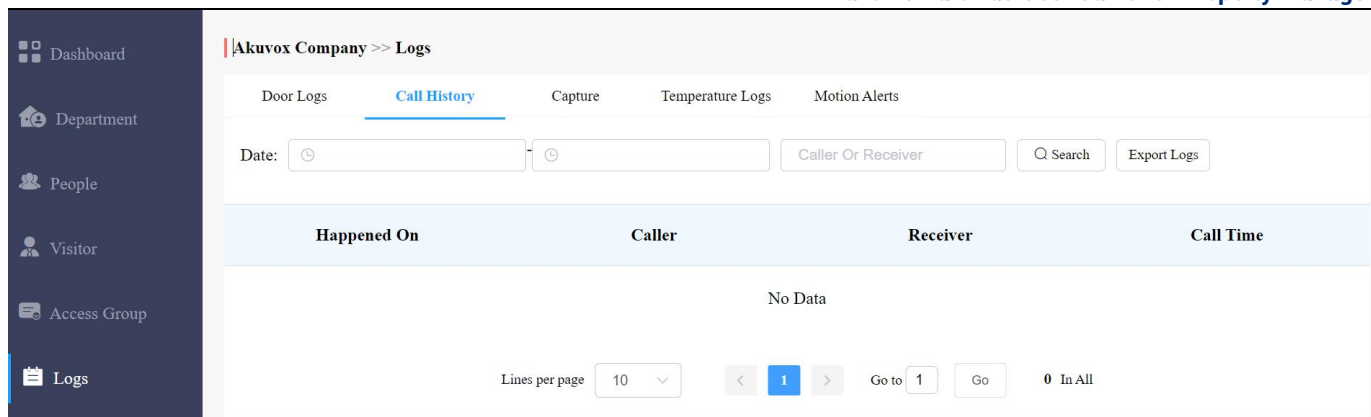
● **Description:**

No.	Column Name	Description
1	Happened On	Shows when the door is unlocked.
2	Department	Shows in which department the call was made.
3	Door Phone	Shows on which door phone the door unlock is made.
4	Initiated By	Shows who has unlocked the door on the door phone. It can be the name of the resident, the property management staff, the delivery personnel or the unidentified visitors.
5	Log Type	Indicates your current log type.
6	Action	Shows how the door is unlocked such as unlock via "Face recognition", "PIN code", "RF Card", etc.
7	Key	Shows the PIN code, the RF card number, Temp key or the face recognition that has been used for door unlock. "****" corresponds to PIN code access, the resident's name corresponds to facial recognition access, while the RF card code corresponds to the RF card access by residents or visitors.
8	Response	This field will be shown as " Success " regardless of what number is dialed on the door phone.
9	Capture	Show you the captured image of residents or visitors who have attempted the door unlock. You can click on the image for an enlarged picture.

19.2. Check/Export Call History

You can check call history in terms of when and by whom the SIP calls are made and received. Moreover, you can set the time range or enter the caller or receiver to check the targeted call information.

1. On the navigation column, select **Logs** module, then **Call History**.
2. Set the date and time range of the call history if needed.
3. Enter the caller name or receiver name if needed.
4. Search the call history, and click to export logs.



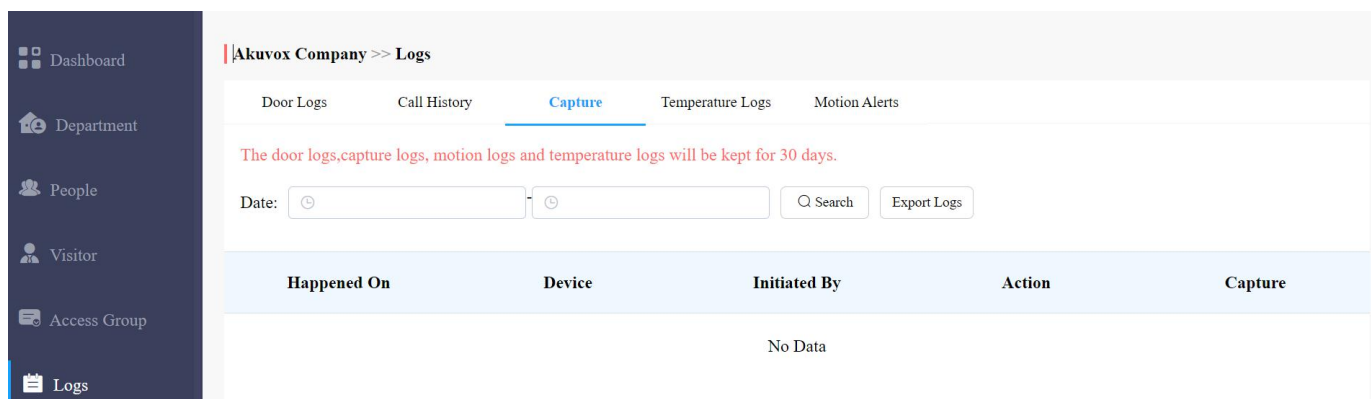
● **Description:**

No.	Column Name	Description
1	Happened On	Shows when the calls are made.
2	Caller	Shows who have made the calls.
3	Receiver	Shows who have answered the call.
4	Call Time	Shows how long the call lasted.

19.3. Check/Export Captured Image

Images capturing are either initiated manually by users or by the property management staff. You can check when, where, how and by whom the images are captured.

1. On the navigation column, select **Log** module, then **Capture**.
2. Set the date and time range if needed.
3. Click on **Search**.
4. Click **Capture** to see the enlarged image.
5. Click on **Export Logs** to export logs.



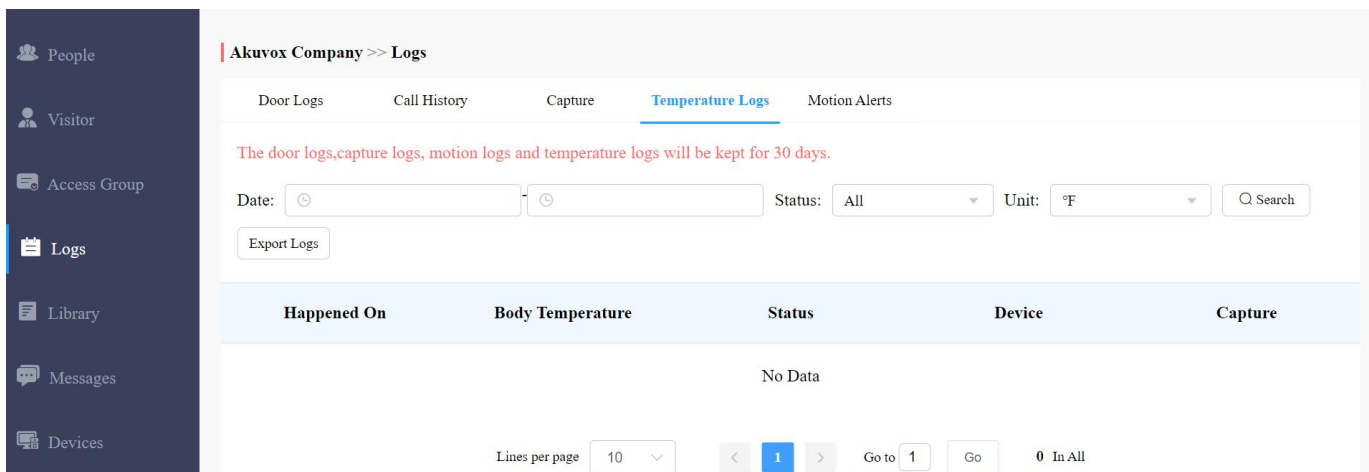
● **Description:**

No.	Column Name	Description
1	Happened On	Shows when the images are captured.
2	Device	Show you the door phone from which the images are captured.
3	Initiated By	Shows who have initiated the image capturing.
4	Action	Shows how the image capturing is initiated, the capturing can be initiated from SmartPlus, the indoor monitor, etc.
5	Capture	You click on the image to see a larger picture.

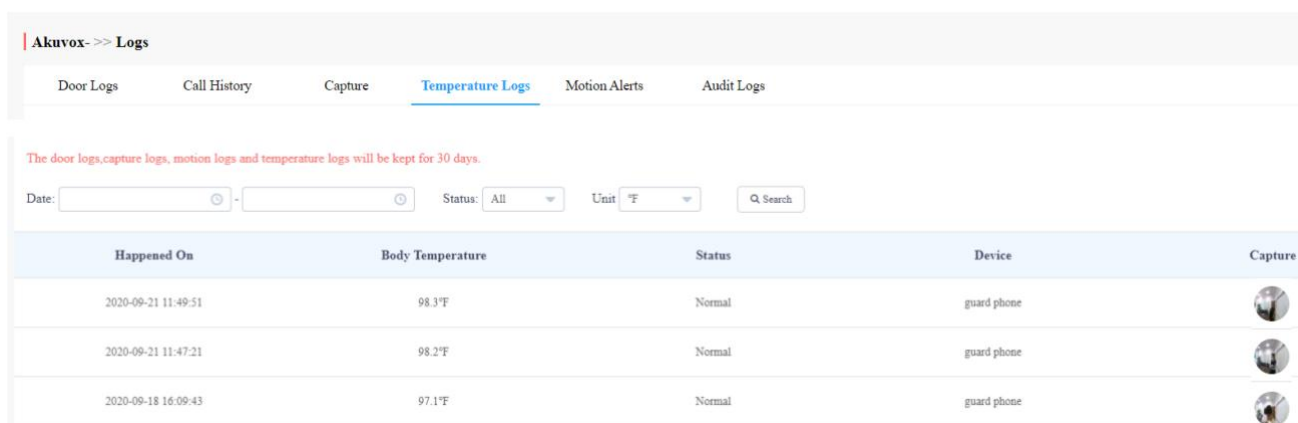
19.4. Check Temperature Logs

You can check the temperature log of any people who have been checked on their body temperature before being granted the door access, etc. for security purpose.

1. On the navigation column, select **Log** module, then **Capture**.



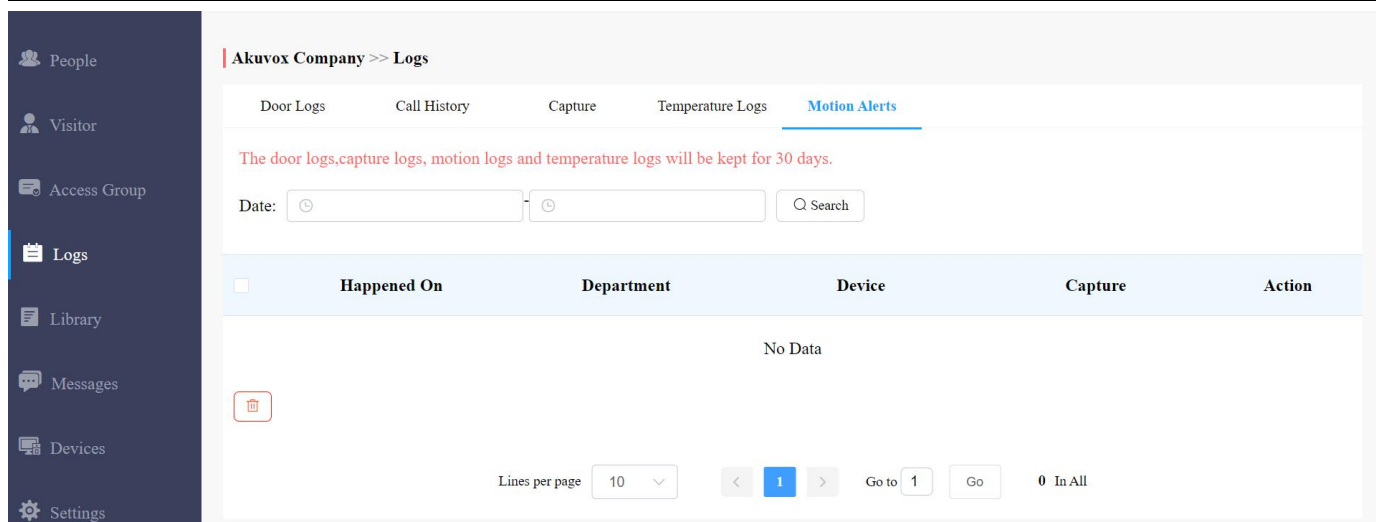
2. Set the date and time to search the log if needed.
3. Click Search, and click **Capture** to see the enlarged image.



19.5. Check Motion Alerts

Motion alerts allow you to check the captured image of people whose movement has triggered the motion detection in the door phones (door phones with motion detection function).

1. On the navigation column, select **Log** module, then **Motion Alerts**.



2. Set the date and time to search the captured pictures.
3. Click **Search**, and click the picture if you want to see the enlarged image.
4. Delete the motion alerts captures if needed.

● **Description:**

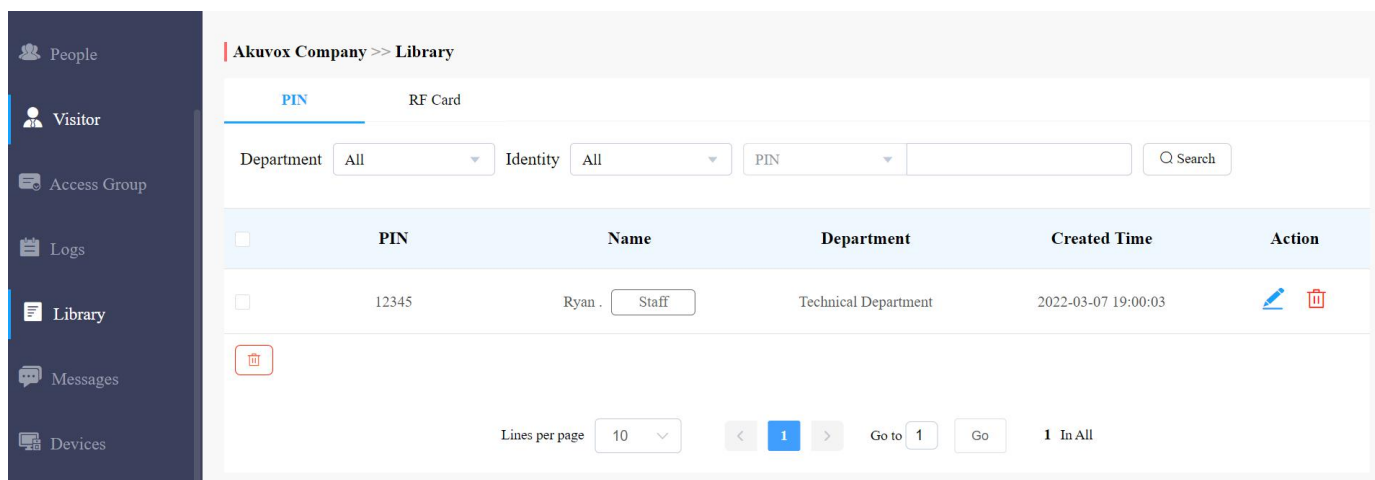
No.	Column Name	Description
1	Happened On	Shows when the image is captured due to the motion detection.
2	Department	Shows in which department the image is captured.
3	Device	Shows which door phone the image is captured from.
4	Capture	Clicks on the image for an enlarged one.
5	Action	Delete the capture if needed.

20. Library

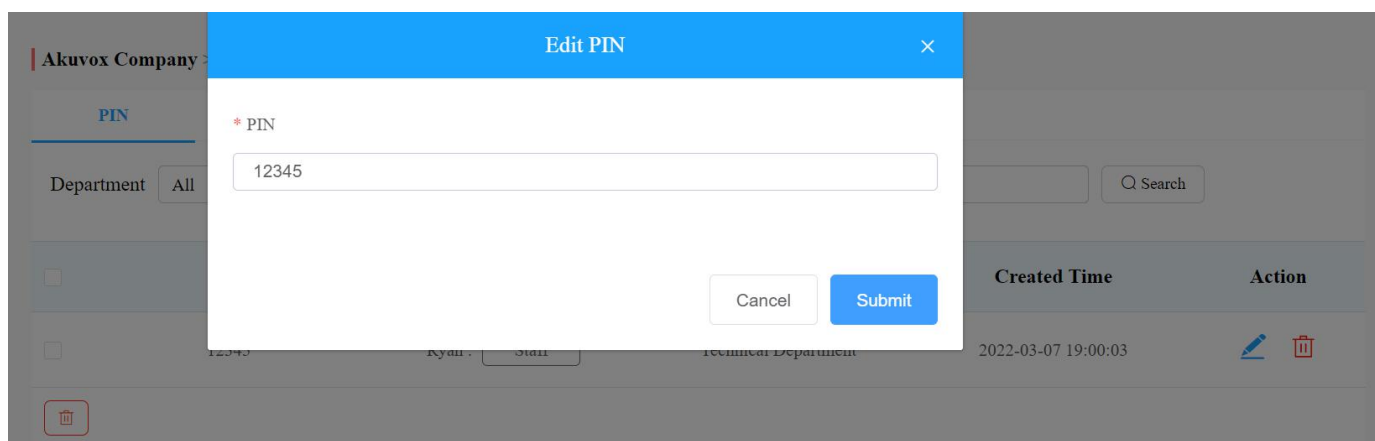
Library serves as a module where you can check, modify, and delete all types of created PIN codes and RF Cards conveniently at one stop.

20.1. Check/Modify/Delete PIN Code(s)

1. On the navigation column, select **Library** module.
2. Search the PIN by building, apartment, identity, PIN code, and Name.



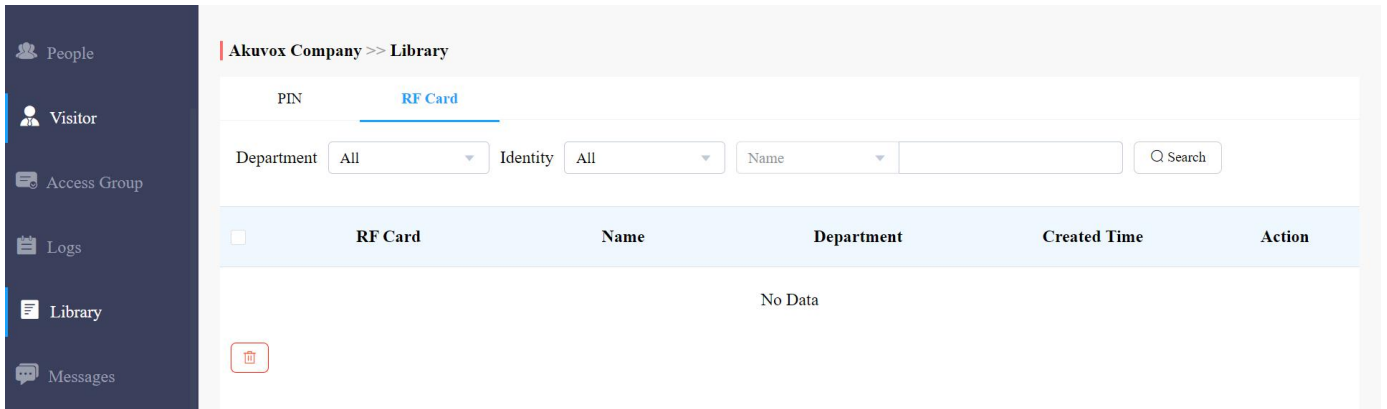
3. Click on to edit the PIN code.



4. Click on to delete the PIN code selected.

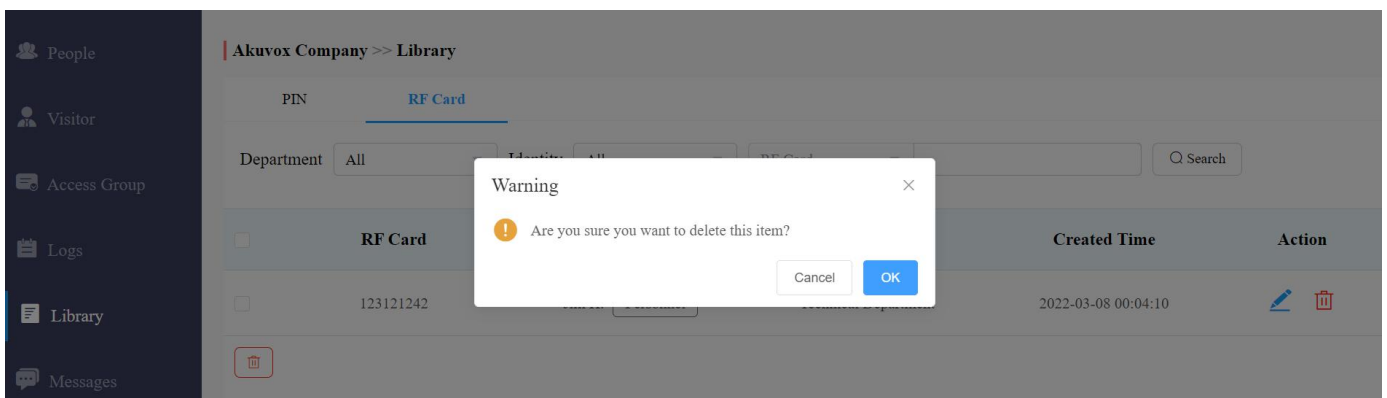
20.2. Check/Modify/Delete RF Card(s)

1. On the navigation column, select **Library** module, and **RF card**.



2. Search the RF card by department, identity, RF card number, and users' name.

3. Click on  to edit the RF card.



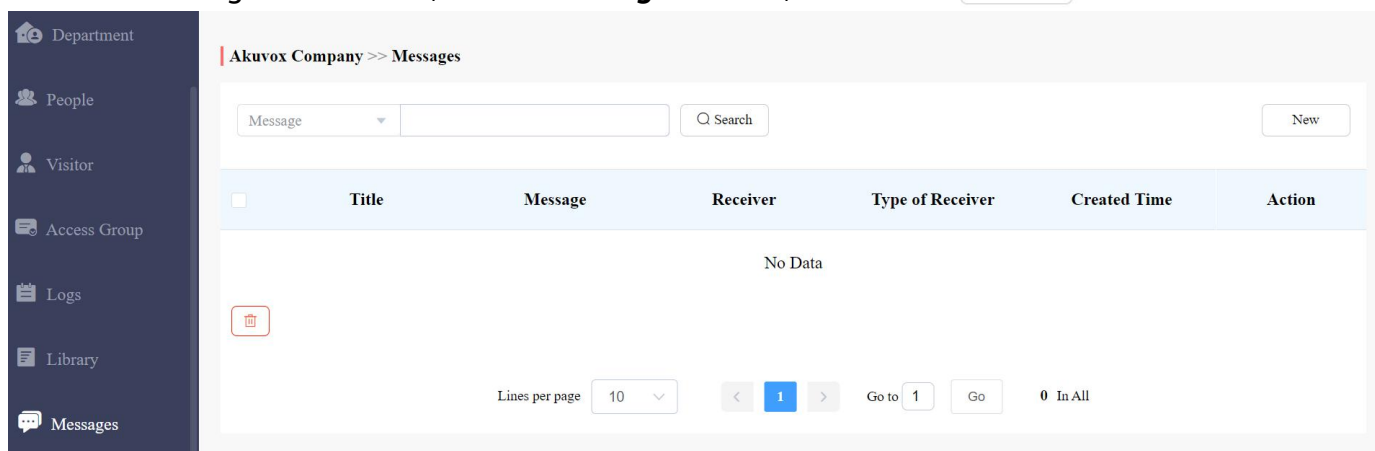
21. Message

Message module allows you to create and send the message to the residents living in the community. Moreover, you can check the messages that have been sent if needed.

21.1. Create/Edit/Send Messages

You can create one-time messages or reusable message templates for your convenience.

1. On the navigation column, select **Message** module, then click .



2. Create the message title and enter the message contents directly if you want to create one-time messages. And Select the receiver type for the receiver side.

Akuvox Company >> Messages >> New

+ Add A Template

* Message Title

* Message

* Receiver

Both indoor monitor and app Indoor monitor only App only

- 3. Click **+ Add A Template** if you want to create reusable message template(s).
- 4. Enter template name, the message title, and contents.

Akuvox Company >> Messages >> New

+ Add A Template

* Message Title

* Message

* Receiver

Both indoor monitor and app Indoor monitor only App only

Department: All UID/Email/Name Search

UID

New Template

* Name

* Title



* Message

Cancel Submit

You can edit and delete the message template if needed.

Akuvox Company >> Messages >> New

✎ 🗑️

1. Move the arrow to the created message template.
2. Click on  if you want to delete the template directly.
3. Click on  to edit the message template you created.

After the message is created, you can send the message to the targeted resident(s) as needed.

Department: All

<input type="checkbox"/>	UID	Name	Email	Department
<input type="checkbox"/>	5926100066	Ryan .	--	Technical Department
<input type="checkbox"/>	5926100072	Jim H.	624224031@qq.com	Technical Department

1. Select the department(s).
2. Select and tick the checkbox of the targeted resident(s) by their UID (user identification), name, and Email, or select "All" to include all the residents, then click **Search**.
3. Click on **Send** to send the message to the targeted resident(s).

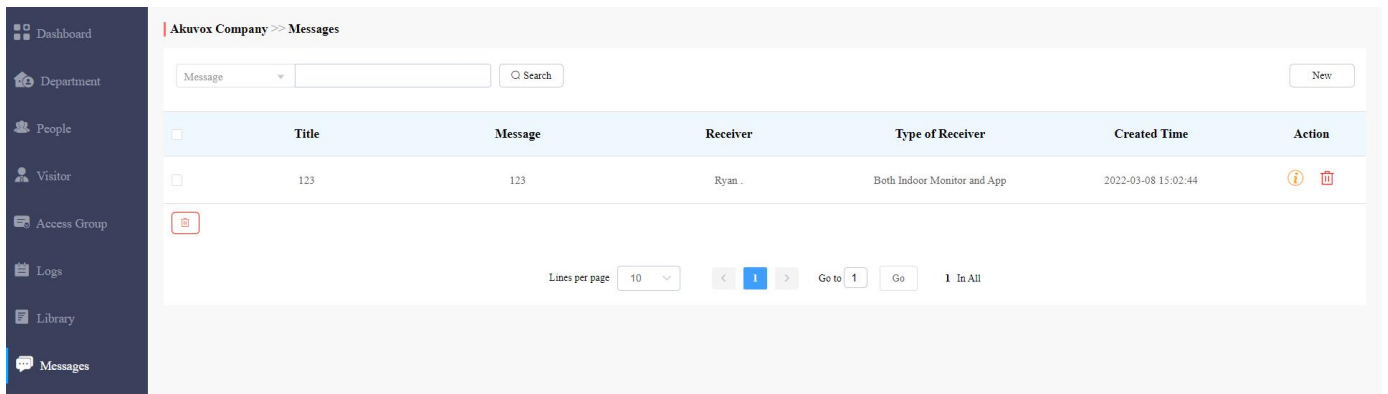
Department: All



<input checked="" type="checkbox"/>	UID	Name	Email	Department
<input checked="" type="checkbox"/>	5926100066	Ryan .	--	Technical Department
<input checked="" type="checkbox"/>	5926100072	Jim H.	624224031@qq.com	Technical Department

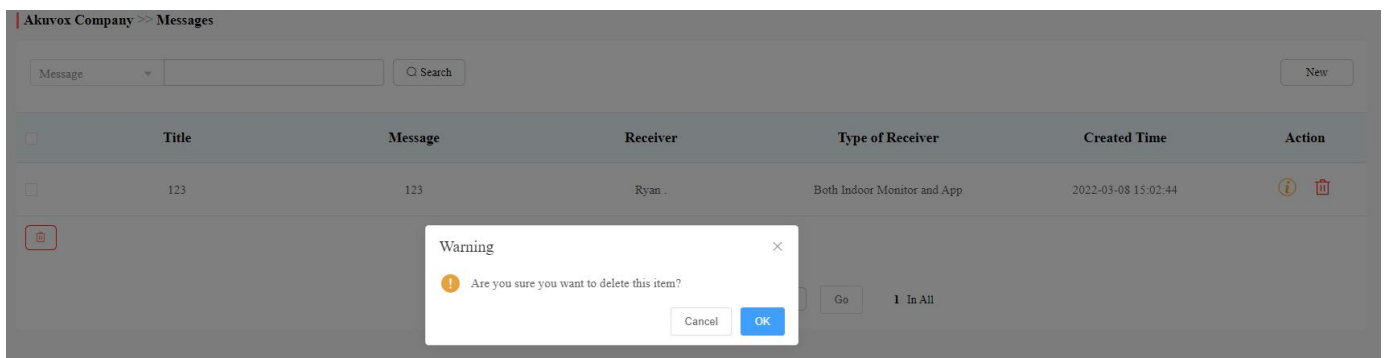
21.2. Search/Check/Delete Messages

You can search, check, and delete messages if needed.

1. On the navigation column, select **Message** module.





2. Search to find the message you want to check or delete.
3. Click on  if you want to see the details of the message(s).
4. Click on  to delete the message.



● Description:

No.	Column Name	Description
1	Title	Shows the message title.
2	Message	Shows the message contents.
3	Receiver	shows who have received the messages.
4	Type of Receiver	Shows the receiver types: Both indoor monitor and app, Indoor monitor only, App only.
5	Created Time	shows when the messages are created.

6	Action	Click   to see the message details and to delete the messages respectively.
---	--------	---

- **Message Details Sample**

Message

Dear all, we will be cleaning the water tank this Sunday.

Receiver

Ryan Chen

Type of Receiver

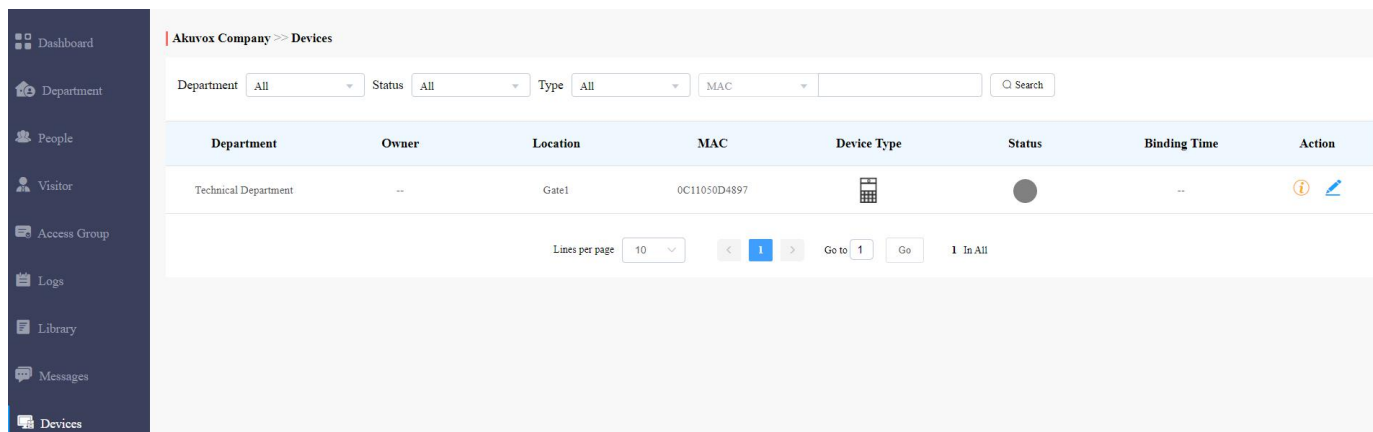
Both Indoor Monitor and App

Created Time

2021-08-13 18:28:49

22. Device Management

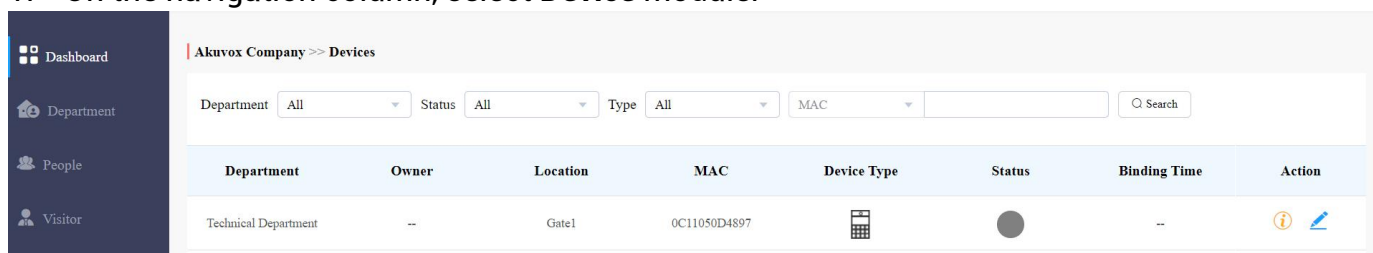
Device module allows you to manage all the devices added under your property management in terms of modifying their locations, contact screen display, relays, door unlock. Moreover, the device module enables you to conduct device settings via provisioning, reboot and remote control.




22.1. Modify Device Setting

You can modify the contact screen display, device location, relay name, DTMF code and unlock type as previously set up by your community manager.

1. On the navigation column, select **Device** module.



2. Search the device(s) by departments, status, types and MAC address.
3. Click on  to edit the device setting.

×
Edit Device

Department
 Technical Department

* Location

Contacts Setting

Only People

Indoor monitors, guard phones and apps

People, Indoor monitors, guard phones and apps

Relay 1 Off On

* Relay Name

DTMF Code

Unlock

Unlock in homepage Unlock in talking page

Add Relay

Cancel
Submit

● **Description:**


No.	Column Name	Description
1	Department	Displays in which building the device is located.
2	Owner	Displays the owner of the device, if it is a public device, will be displayed as "- -".
3	Location	Displays the device location.
4	MAC	Shows the device MAC address.
5	Device Type	Indicates the device type.
6	Status	Green for on-line devices and gray for off-line devices.
7	Binding Time	Displays when the device(s) are bound with the resident. The

		devices will be bound automatically when they are powered on and connected to the internet.
8	Action	For modifying the device setting and displaying device information.

22.2. Device Setting

The Devices module allows you to configure the device data transmission types, reboot the device, remote control the device's web interface, and conduct provisioning for the devices.

1. On the navigation column, select **Devices** module.

2. Click on  of the specific device, then click on Setting.

3. Configure the device data transmission type in the **Connect Type** field.
4. Reboot or log in to the device web interface remotely via remote control.
5. Enter the commands for the Auto-provisioning, then click on **Submit**.

The screenshot displays the 'Settings' dialog box for a device in the Akuvox SmartPlus Property Manager. The dialog is titled 'Settings' and has a close button (X) in the top right corner. It is overlaid on a background showing the 'Basic Information' section of a device configuration page. The 'Basic Information' section includes fields for Department, Location, MAC, SIP, Last Connection, Type, and Owner. The 'Settings' dialog contains the following elements:

- Connect Type:** A dropdown menu currently set to 'TCP'.
- Others:** A text input field containing the configuration string: `Config.Setting DATETIME.TimeFormat=1, Config.Setting DATETIME.DateFormat=d`. A green circular refresh icon is located to the right of the text field.
- Buttons:** A row of five buttons: 'Reboot' (red), 'Remote Control', 'Once AutoP', 'Cancel', and 'Submit' (blue).

23. Setting

Setting module allows you to configure and modify basic setting, time setting, motion detection and visitor access setting.

23.1. Basic Setting

You can configure and modify the office information, device access type and email notification.

1. On the navigation column, select **Setting** module, then **Basic Setting**.
2. Enter the community name, address.
3. Select on/off to authorize the users to create PIN code on their SmartPlus App.
4. Select on/off to enable or disable email notification when the device is disconnected.
5. Select on/off to enable or disable the email notification when door phones with LTE function exceeds the(SIM card) data package limit.

The screenshot shows the 'Basic Setting' configuration page. On the left is a dark blue navigation sidebar with icons and labels for: Dashboard, Department, People, Visitor, Access Group, Logs, Library, Messages, Devices, and Settings. The main content area has three tabs: 'Basic Setting' (active), 'Time Setting', and 'Motion Setting'. The 'Basic Setting' tab contains the following fields and options:

- Office Name:** A single-line text input field.
- Address:** A group of four input fields: 'Street', 'City', 'Post Code', and 'State/Province'.
- Country:** A dropdown menu currently showing 'United States'.
- Allow people to create PIN:** Radio buttons for 'On' (selected) and 'Off'.
- Send email when device was disconnected:** Radio buttons for 'On' and 'Off' (selected).
- Send SMS when SIM card data exceeds the limit:** Radio buttons for 'On' and 'Off' (selected).
- Submit:** A blue button at the bottom of the form.

23.2. Time Setting

You configure and modify your time setting based on your geographical location and time zone.

1. On the navigation column, select **Setting** module, then **Time Setting**.
2. Select your time zone.
3. Select your time format (24-hour or 12-hour format).
4. Select your data format(Y/M/D; M/D/Y; D/M/Y).

Akuvox Company >> Settings

Basic Setting **Time Setting** Motion Setting

Time Zone

GMT+12:00 McMurdo

Time Format

24H 12H

Date Format

Year-Month-Day

Submit

23.3. Motion Detection Setting

You can not only enable and disable motion detection on the door phone, but also set up the device motion detection type and alert trigger delay if needed.

1. On the navigation column, select **Setting** module, then **Motion Setting**.
2. Click **Enable** or **Disable** the motion detection according to your need.
3. Select motion detection type: IR detection (IR sensor) and video detection according to your need.
4. Set alert trigger delay time when the sensor is triggered.

Akuvox Company >> Settings

Basic Setting Time Setting **Motion Setting**

Motion Detection

Disable ▾

Alert Delay Time

10s ▾

Submit

24. Contact Us

For more information about the product, please visit us at www.akuvox.com or feel free to contact us by

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We highly appreciate your feedback about our products.

