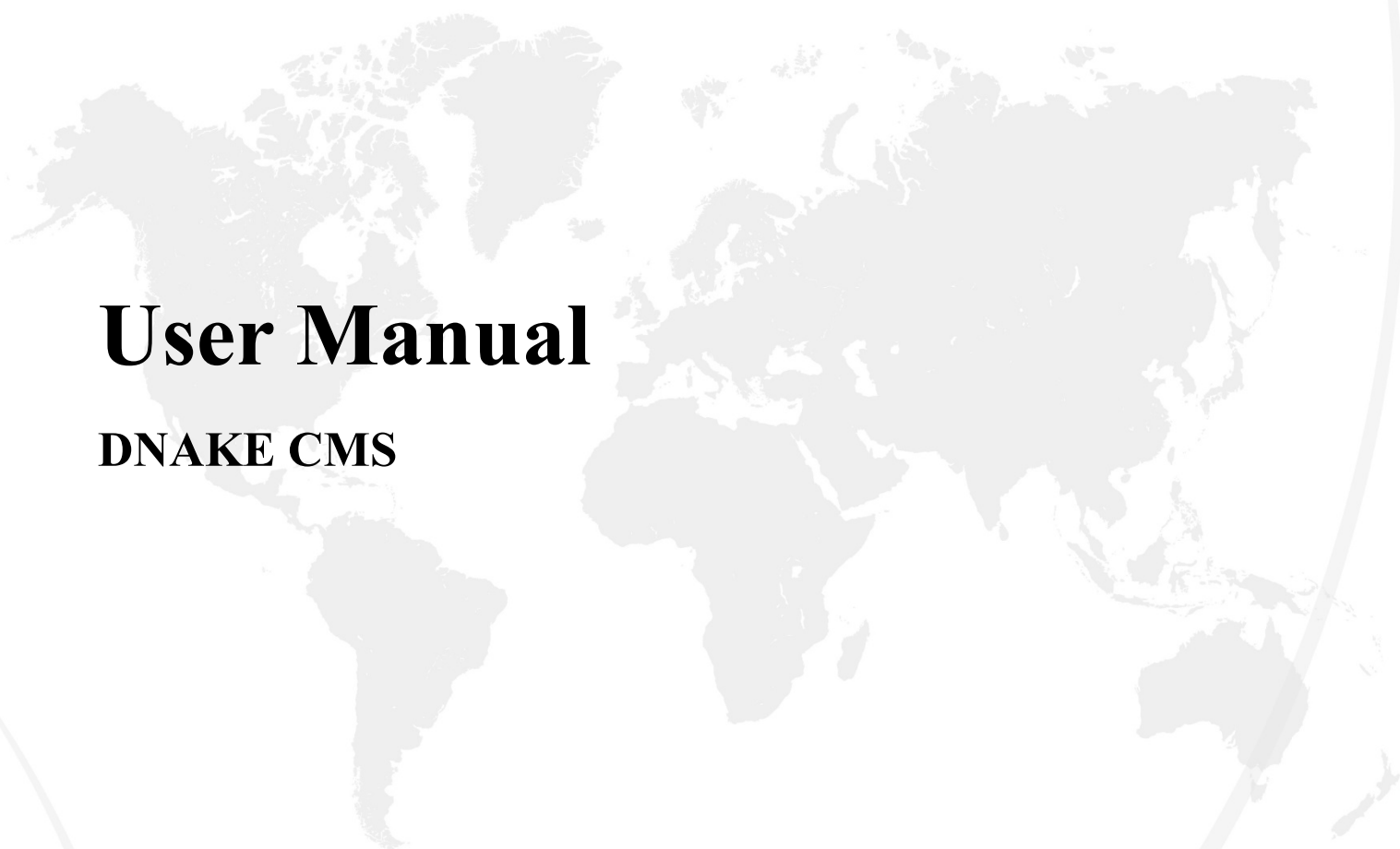




# User Manual

**DNAKE CMS**



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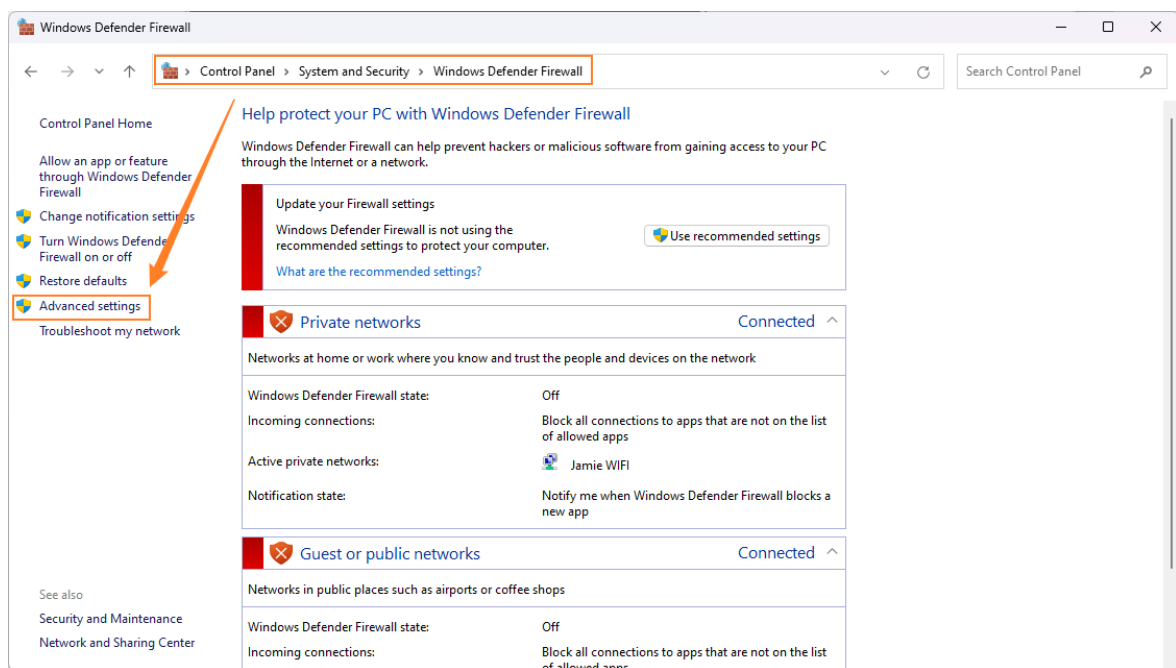
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# 1 Installation and Login

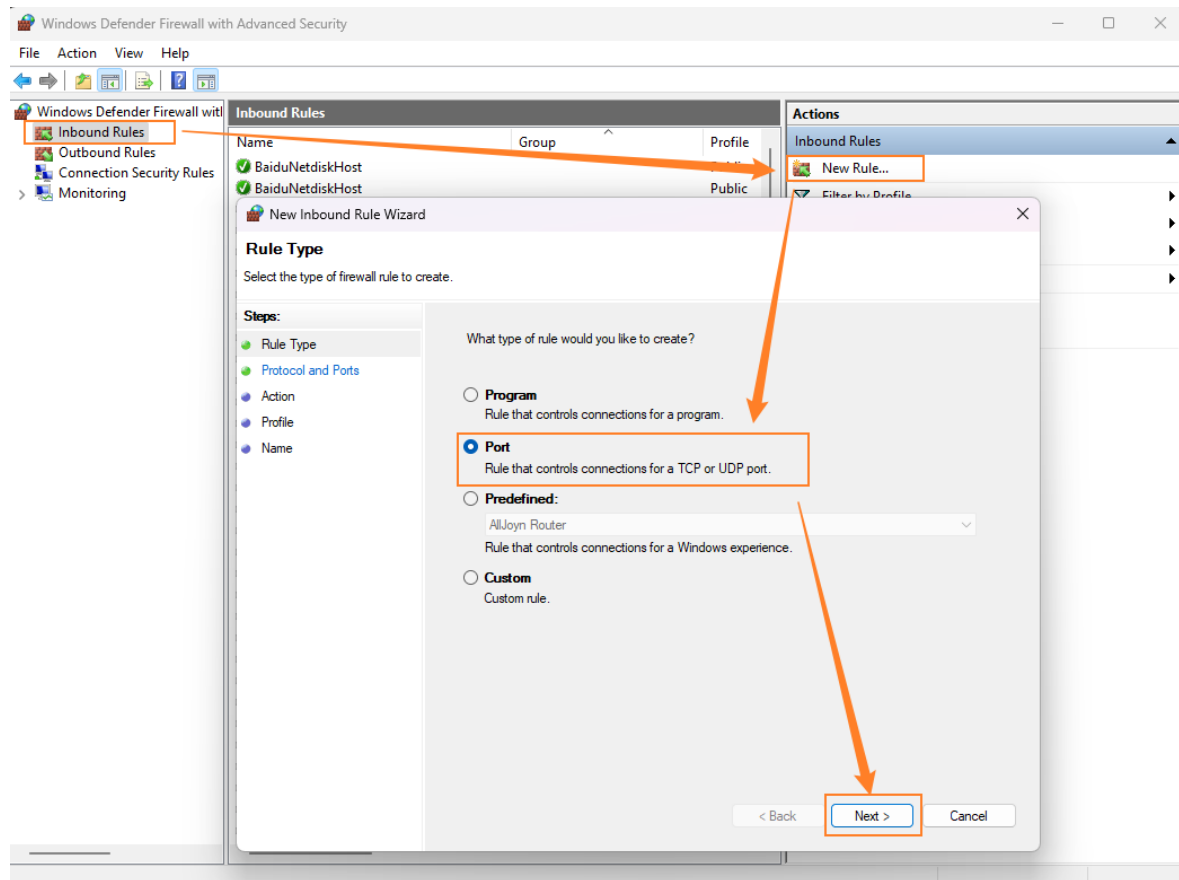
## 1.1 Configure computer Firewall

1. It's suggested to shut down all firewalls and antivirus software in the computer to run CMS. Otherwise, the devices added to CMS may stay offline. If you are worried about the safety of your computer, you can configure Microsoft firewall as the way below so you can keep firewall running.

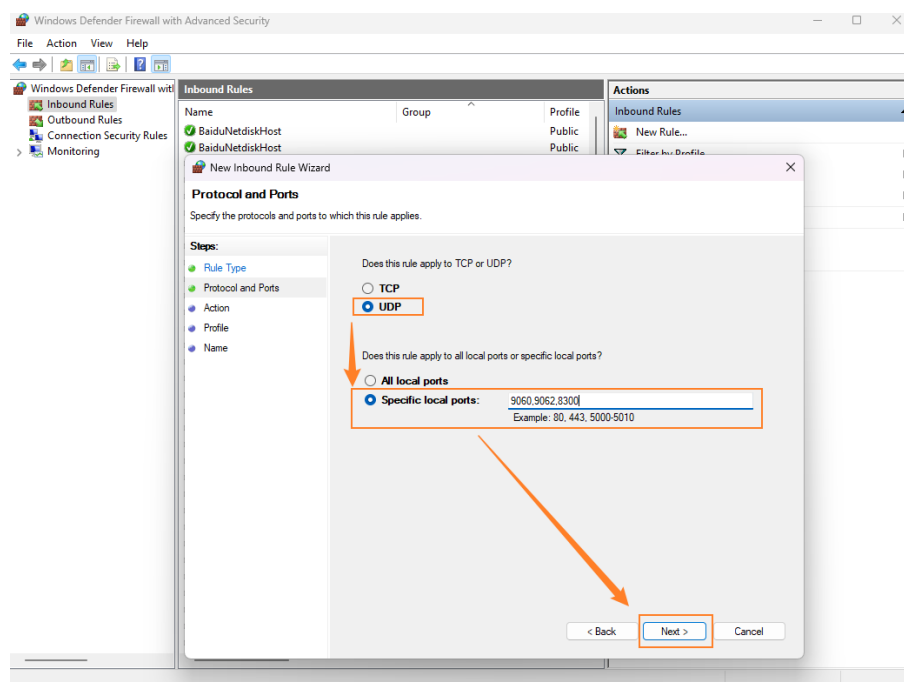
- ◆ Step 1: Go to Control Panel\System and Security\Windows Defender Firewall.
- ◆ Step 2: Click Advanced settings.



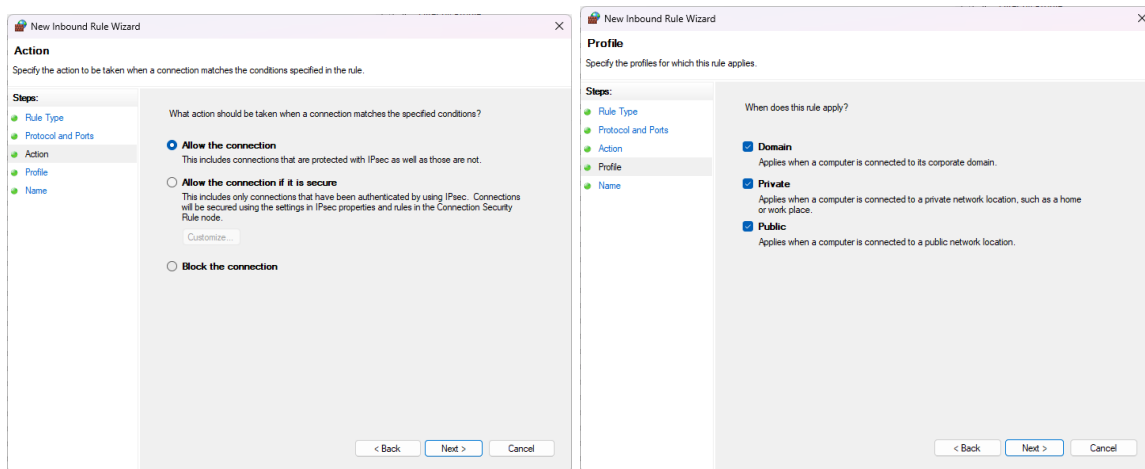
- ◆ Step 3: Go to Inbound Rules and create a New Rule on the right.
- ◆ Step 4: Choose Port and click Next to move on.



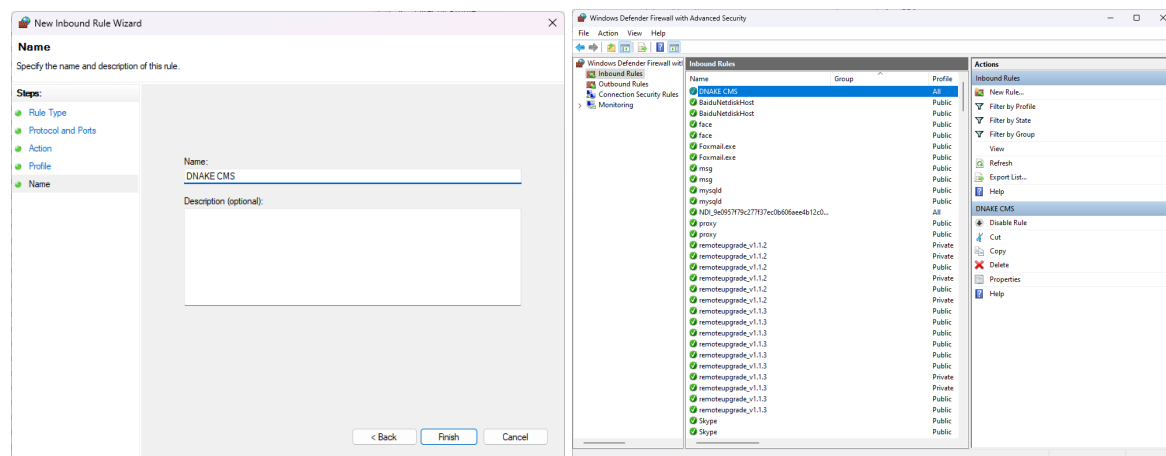
◆ Step 5: Choose UDP and fill in Special local ports with 9060,9062,8300.



- ◆ Step 6: Click Next to move on.



- ◆ Step 7: Customize the name of this rule. Now you may find this rule is created.

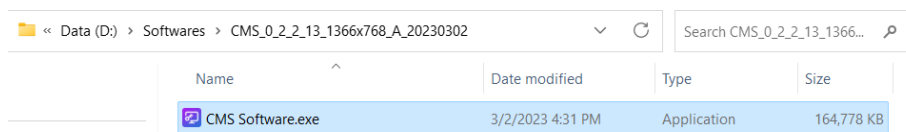


## 1.2 Install CMS

### 1. Install CMS

- ◆ Step 1: Please contact us to get the latest CMS software.

- ◆ Step 2: Run **CMS Software.exe** as administrator.

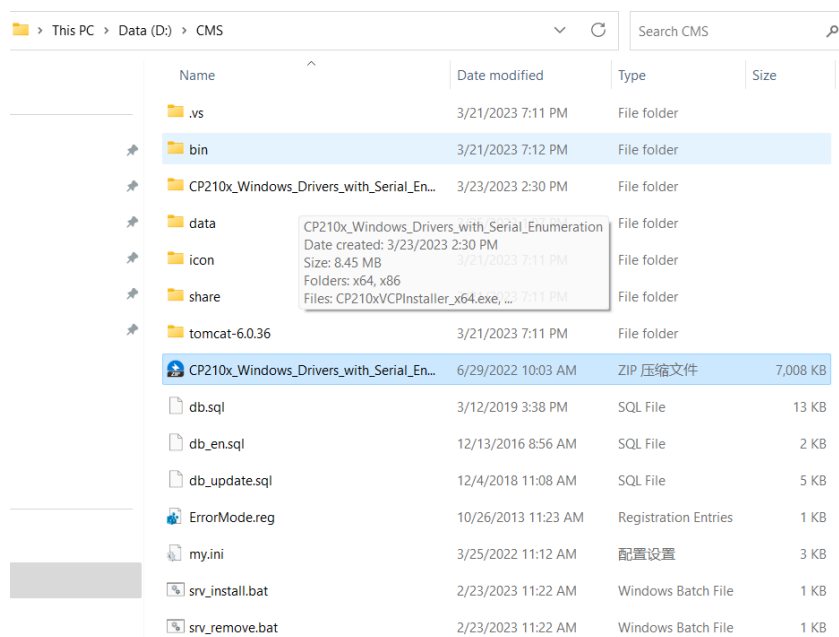



- ◆ Step 3: **Please restart computer to take effect**, or unspecified error might occur.

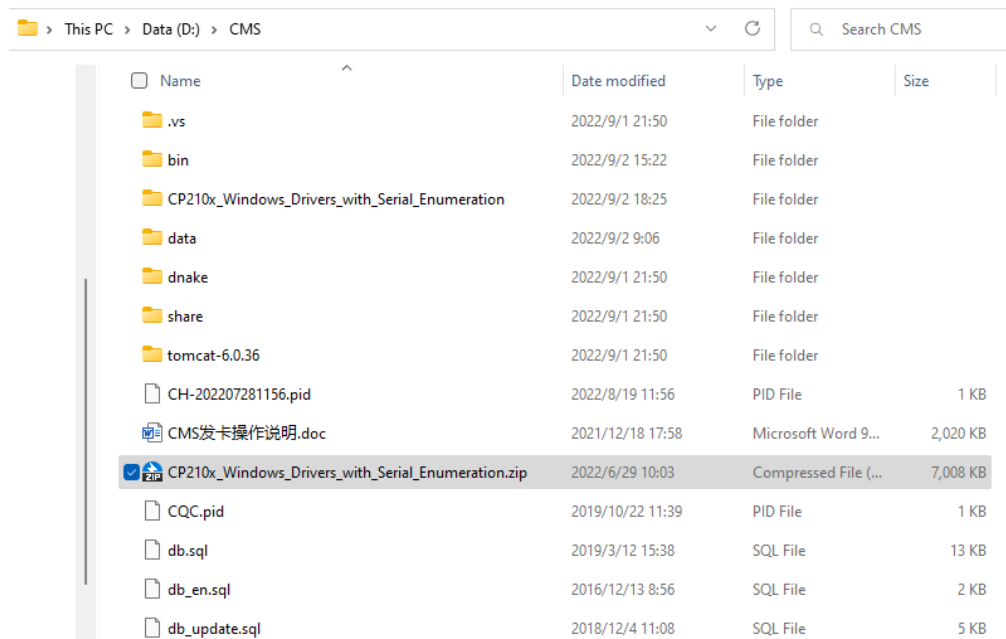
### 1.3 Install driver for card reader

1. Driver needs to be installed to support card reader. Please follow the steps to install DNAKE driver.

- ◆ Step 1: Open CMS file location D:\CMS.

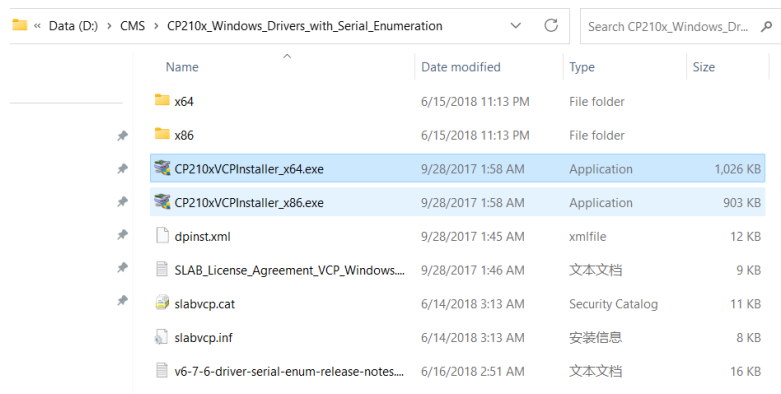


- ◆ Step 2: Unzip  **CP210x\_Windows\_Drivers\_with\_Serial\_Enumeration.zip** to CMS file.




◆ Step 3: Open **CP210x\_Windows\_Drivers\_with\_Serial\_Enumeration** to install

**CP210xVCPIInstaller\_x64.exe**




## 1.4 Login


After downloading and installing the CMS, double-click  to run CMS. The default account is admin and password is 123456. Click to log in CMS.



**CMS**

Central Management System

Welcome

 English ▼

 admin

 123456 

Login

## 2 Configure DNAKE Devices

Please make sure devices and CMS-installed computer are connected to Internet and under the same LAN. The following will take Indoor Monitor settings as an example. Please refer to it when configuring on other DNAKE devices.

### 2.1 Fill in IP address of CMS and password on Indoor Monitor

1. Fill in IP address of CMS and password on Indoor Monitor webpage

- ◆ Step 1: Please go to Network on the webpage of Indoor Monitor to configure. Fill in CMS IP address which is the IP address of CMS-installed computer.
- ◆ Step 2: Set a password for Indoor Monitor which will be used to fill in CMS later.

The screenshot displays the Indoor Monitor web interface. On the left is a sidebar menu with categories: General (Information, Basic, Time, Password, System), Intercom (Device, Network, SIP, Call, Phonebook, Call Logs), Security (Zone, Scene), and Advanced (Video, Relay, More). The 'Network' section is selected. The main content area is divided into two panels. The top panel, titled 'Network', has a 'DHCP' toggle switch turned on. Below it are input fields for IP Address (192.168.1.105), Mask (255.255.255.0), Gateway (192.168.1.1), and DNS (8.8.8.8), each with a 'Save' button. The bottom panel, titled 'Register To CMS', has a 'CMS' toggle switch turned on. It contains input fields for CMS IP (192.168.12.40) and Password (masked with asterisks), also with a 'Save' button. The top right of the interface shows 'English' and 'Hello, admin'.

2. If you don't want to login to webpage to set CMS IP address and password, you can also set it on Indoor Monitor GUI.

- ◆ Step 1: Please go to Room Settings on Indoor Monitor GUI to configure. Fill in Server of CMS which is the IP address of CMS-installed computer.

- ◆ Step 2: Set a password for Indoor Monitor which will be used to fill in CMS later.

Settings	Value
DHCP	<input checked="" type="checkbox"/>
IP	192.168.1.105
Mask	255.255.255.0
Gateway	192.168.1.1
DNS	8.8.8.8
CMS IP	192.168.12.40
Password	.....

### 3 CMS Introduction and Dashboard

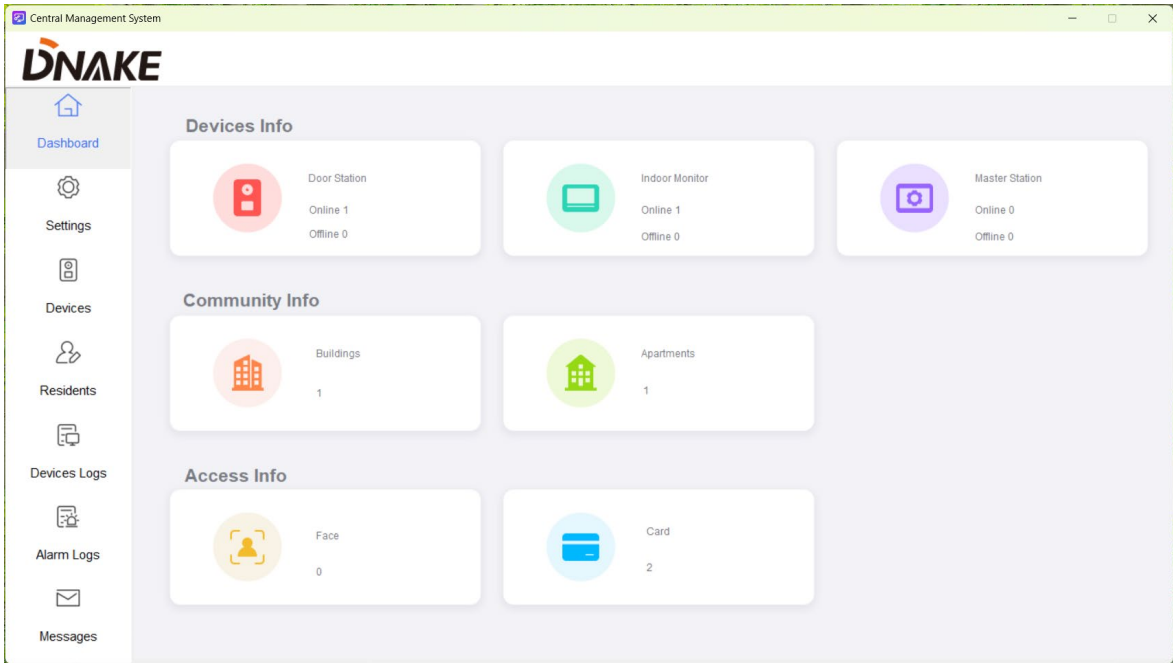
#### 3.1 Brief Introduction to CMS

1. CMS main interface is mainly composed of 7 modules. CMS aims to manage all DNAKE intercom with one software. Take a look at the chart below to have an overview of CMS.

No.	Modules	Description
1	Dashboard	The status (online or offline) of all the devices registered to CMS, numbers of building and apartment, numbers of face and card.
2	Settings	Set up face recognition, alarm zones, groups, CMS accounts and schedule send email.
3	Devices	Add and manage devices such as Indoor Monitor, Door Station, Villa Station, Gate Station and Master Station.
4	Residents	Add and manage users. Add access cards and faces.
5	Devices Logs	Check call and unlock logs.
6	Alarm Logs	Check the alarm logs.
7	Messages	Send messages to devices.

#### 3.2 Dashboard (Dashboard)

1. Dashboard shows the status (online or offline) of all the devices registered to CMS, numbers of building and apartment, numbers of face and card.

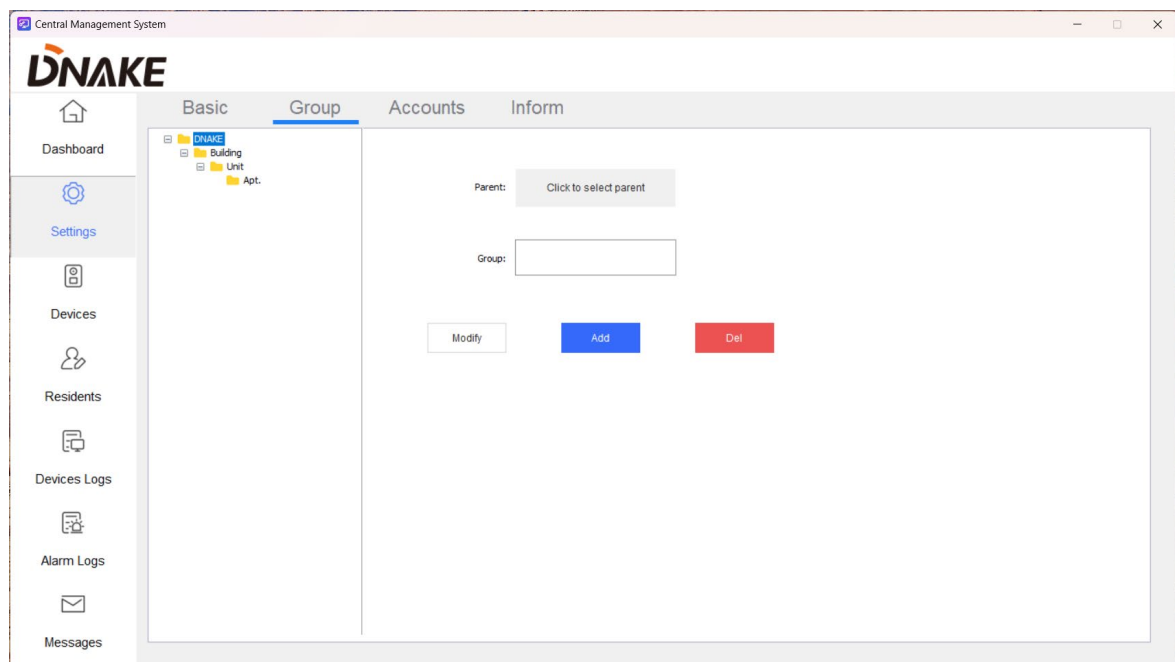


## 4 Add Devices to CMS

### 4.1 Manage Groups (Settings > Group)

#### 4.1.1 Modify groups

- ◆ Step 1: Go to Settings > Group to configure.
- ◆ Step 2: Click to select parent or click the group on the left.
- ◆ Step 3: Name this group by filling in Group text box.
- ◆ Step 4: Click  to modify this group.

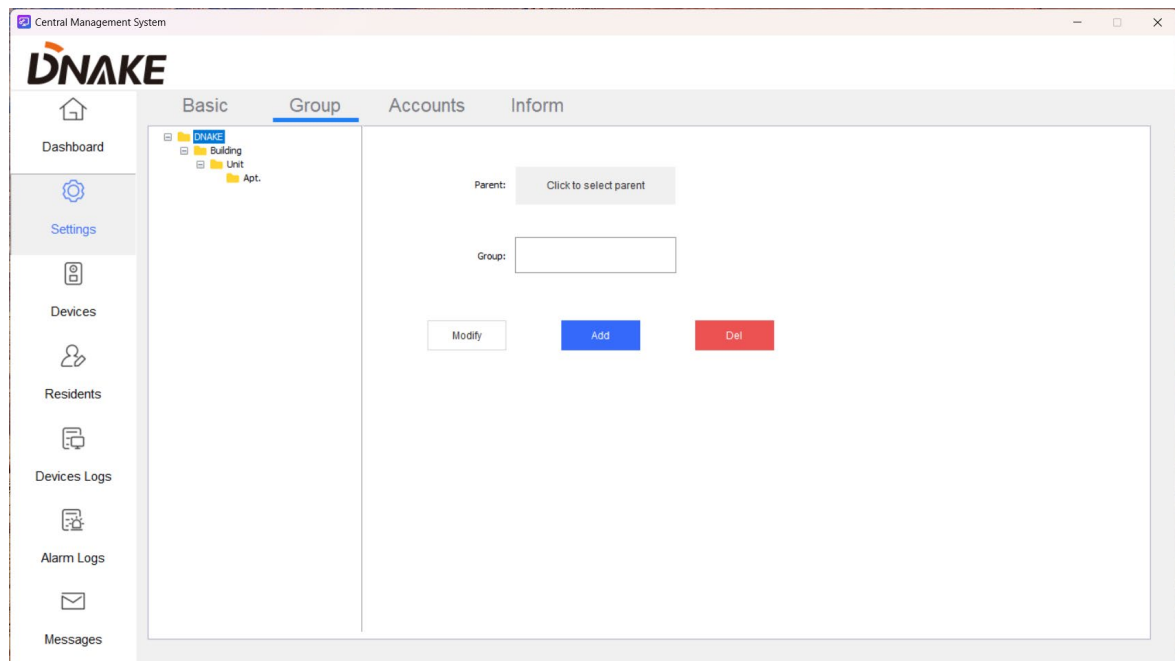


#### 4.1.2 Add groups

- ◆ Step 1: Click to select parent or click the group on the left. New group will be created under the selected group.

◆ Step 2: Name this group by filling in Group text box.

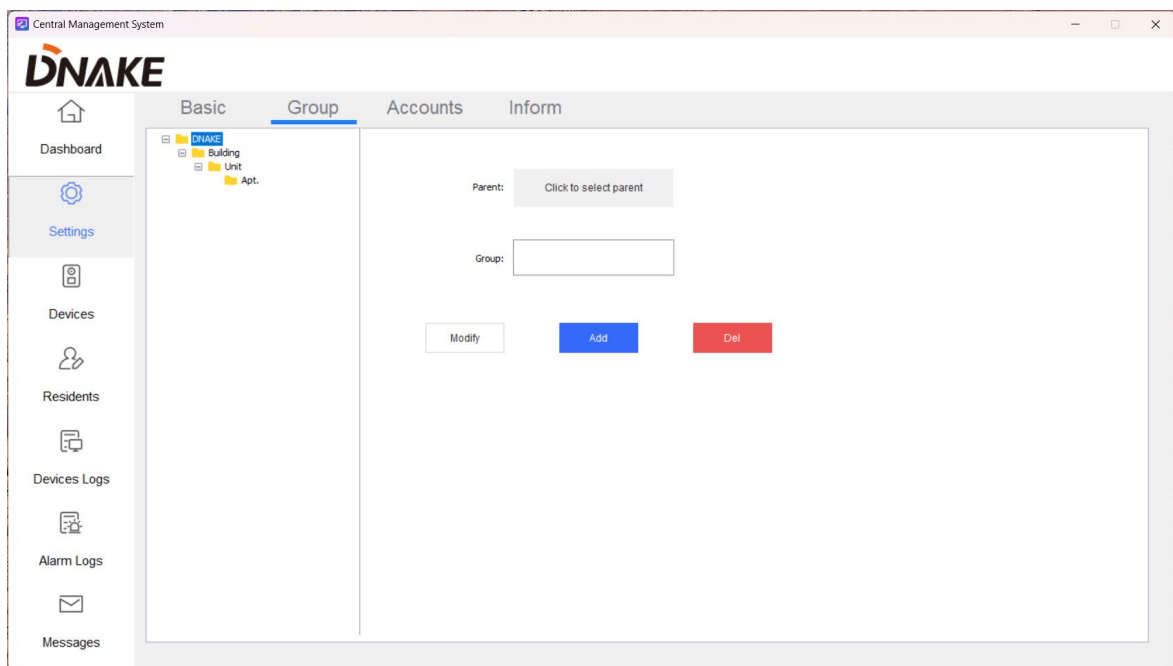
◆ Step 3: Click **Add** to add this group.



### 4.1.3 Delete groups

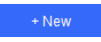
◆ Step 1: Click to select parent or click the group on the left.

◆ Step 2: Click **Del** to delete this group.



## 4.2 Add Indoor Monitors one by one on CMS (Devices > Indoor Monitor)

1. After configuring on Indoor Monitor, Indoor Monitor can be added to CMS now.

- ◆ Step 1: Go to Devices > Indoor Monitor and click  to add.
- ◆ Step 2: Fill in Indoor Monitor's Building, Unit, Apartment No., Device No., Password and Device Name. ID will be generated according to this Indoor Monitor automatically. **Password should be the same with the one filled in Indoor Monitor. If password is different, it'll fail to add.**

The screenshot shows the DNAKE web interface. On the left is a sidebar menu with categories: General (Information, Basic, Time, Password, System), Intercom (Device, Network, SIP, Call, Phonebook, Call Logs), Security (Zone, Scene), and Advanced (Video, Relay, More). The main content area has two tabs: 'Network' and 'Register To CMS'. The 'Network' tab is active, showing a DHCP toggle (checked), IP Address (192.168.1.105), Mask (255.255.255.0), Gateway (192.168.1.1), and DNS (8.8.8.8) fields, with a 'Save' button. The 'Register To CMS' tab is also visible, showing a CMS toggle (checked), CMS IP (192.168.12.40), and Password fields, with a 'Save' button.

◆ Step 3: Click **Submit** to save.

The screenshot shows the 'Create New Indoor Monitor' dialog box. It has two tabs: 'Basic' (selected) and 'Batch'. The 'Basic' tab contains the following fields:
 

- \* Group : Apt.
- \* Building : 1
- \* Unit : 1
- \* Apartment No. : 1111
- \* Device No. : 0
- \* Password : \*\*\*\*\*
- \* ID : IM-1-1-1111-0
- Device Name : Indoor Monitor

 On the right side of the dialog, there is an 'Auto Settings' checkbox (unchecked) and fields for:
 

- \* MAC address :
- IP address :
- Mask :
- Gateway :
- DNS :

 At the bottom right of the dialog are 'Close' and 'Submit' buttons. The background shows a blurred view of the main interface with a sidebar menu.

2. If you want to remotely set the basic settings of indoor monitor from CMS, you can select Auto settings to synchronize data to the device. It's labor saving, it will synchronize settings once the indoor monitor power on.

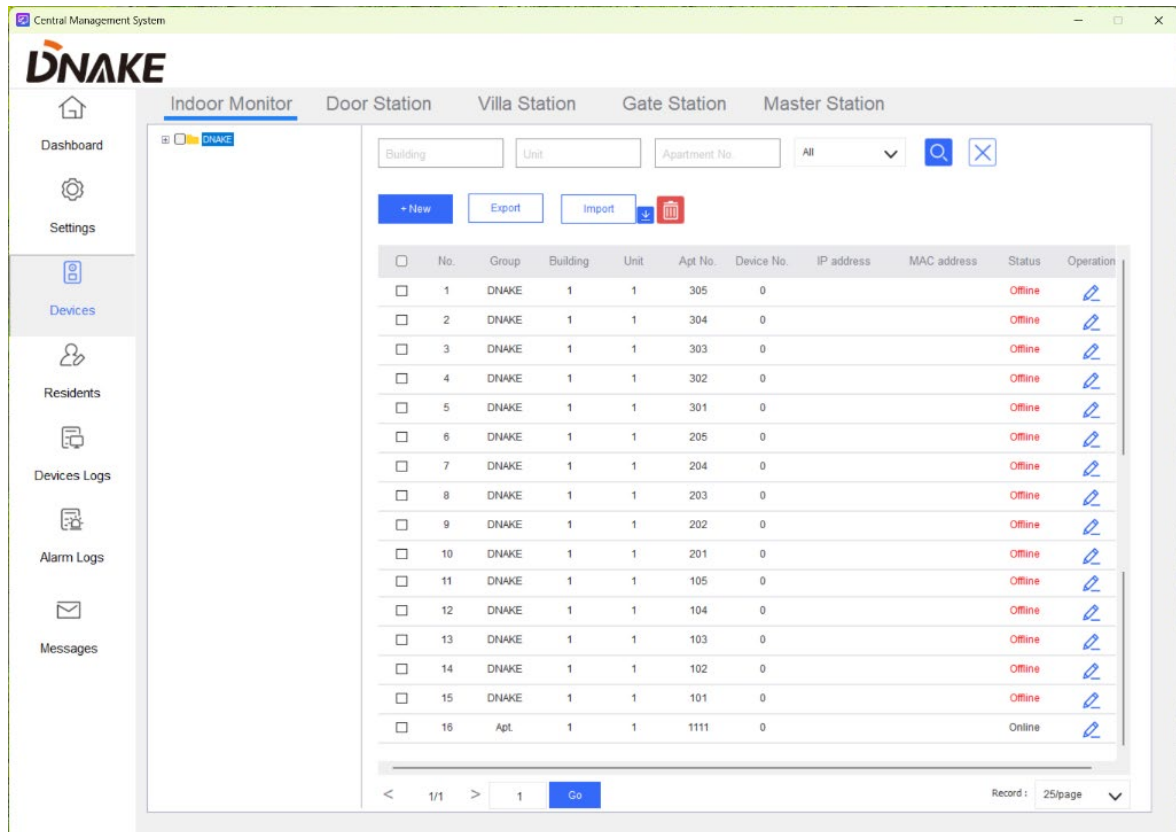
◆ Step 1: Fill in MAC address of the device.

- ◆ Step 2: Fill in all the other parameters. CMS will synchronize data to the device, but you need to wait for 3-5 minutes to make the device online and synchronize the data.

### 4.3 Add Indoor Monitors in batches on CMS (Devices > Indoor Monitor)

1. Add Indoor Monitors in an orderly manner.

- ◆ Step 1: Click Batch to add Indoor Monitors in batches.
- ◆ Step 2: Click to select parent. All Indoor Monitor will be put under this group.
- ◆ Step 3: Fill in Building and unit number of Indoor Monitors.
- ◆ Step 4: Fill in apartment number. Apartment numbers range from 1 to 9899. For example, if you fill in apartment numbers from 101 to 305. You'll add Indoor Monitor to CMS with apartment number 101, 102, 103, 104, 105, 201, 202, 203, 204, 205, 301, 302, 303, 304 and 305. Take Apartment number 102 as an example. 1 stands for the floor of the building and 02 stands for room number on 1st floor.



- ◆ Step 5: Fill in Password. Password should be the same with the one filled in Indoor Monitor. If password is different, it'll fail to add.
- ◆ Step 6: Click Submit to make Indoor Monitors arranged in an orderly manner.

**Create New Indoor Monitor**

Basic Batch

\* Group : DNAKE

\* Building : 1



\* Unit : 1

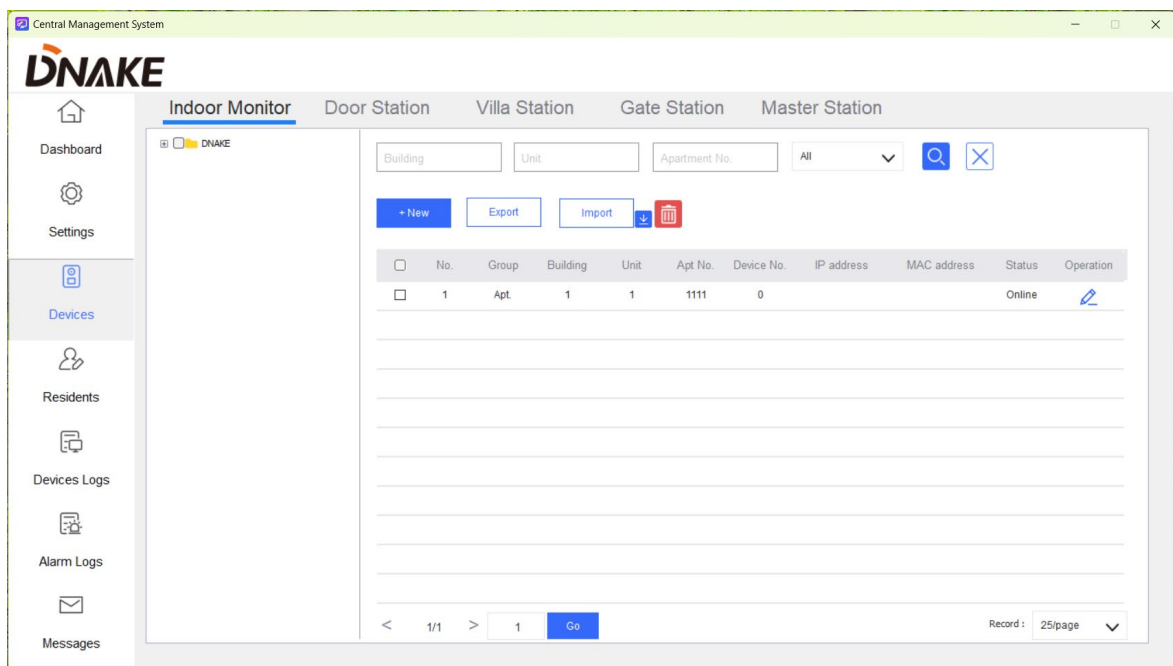
\* Apartment No. : 101 — 305

\* Password : \*\*\*\*\*

Close Submit

## 2. Import Indoor Monitors in batches

- ◆ Step 1: Click  to download template.
- ◆ Step 2: Open the template to fill in devices' information.
- ◆ Step 3: Click  to import the template. All the devices will be added to CMS.

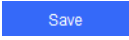



#### 4.4 Add Door Station, Villa Station, Gate Station and Master Station to CMS

1. Please go to Devices > Door Station / Villa Station / Gate Station / Master Station to configure. Door Station, Villa Station and Master Station can be added to CMS here.
2. The way to add Door Station, Villa Station, Gate Station and Master Station is similar to Indoor Monitor's. Please refer to the previous instruction to add them to CMS.

## 5 Manage Cards and Face Recognition

### 5.1 Turn on Face recognition (Settings > Basic)


1. Face Recognition: Please enable face recognition if you prepare to use this function on Door Station. Remember to click .

2. Face model: **It needs to be the same with the face model on Door Station.** Default face model on Door Station is 6.0. You can check it on Door Station's webpage. Remember to click .

Face Recognition:   Face Model:   

### 5.2 Register cards and Face Recognition one by one (Residents)

1. Create new resident data

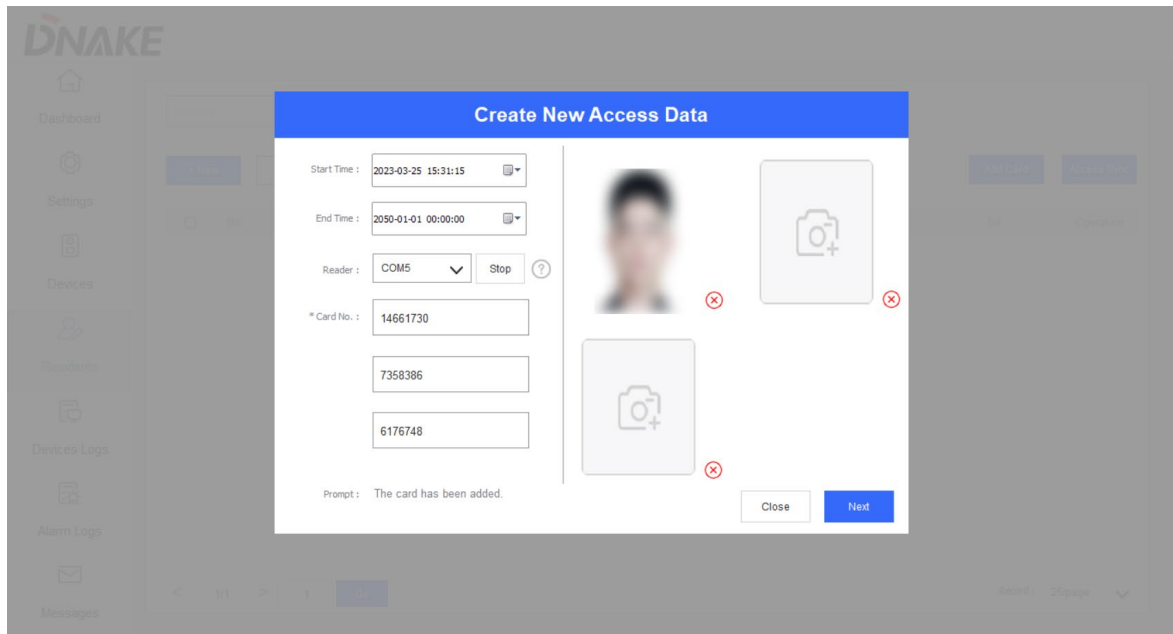
- ◆ Step 1: Go to Residents and click  to add users.
- ◆ Step 2: Click to select device. Building, Unit and Apartment number will be filled in automatically according to the selected device.
- ◆ Step 3: In order to distinguish different residents, user name can't be empty. But telephone number is optional.

- ◆ Step 4: Click **Next** to add access card and upload photo for face recognition.
- ◆ Step 5: Decide on the period of validity for access card and face.
- ◆ Step 6: Select the driver COM for card reader. Click **Start** and tap cards on card reader.
- ◆ Step 7: Click **Stop** and **Next**, if face recognition is not needed.

- ◆ Step 8: If face recognition is needed, upload face info by clicking .



ID Photo should be like the one used in the ID card and should be jpg. format. The photo size is not limited. CMS will compress photo. But photo size is not suggested to be too big.

- ◆ Step 9: Click **Next**.




### 5.3 Add residents in batches (Residents)

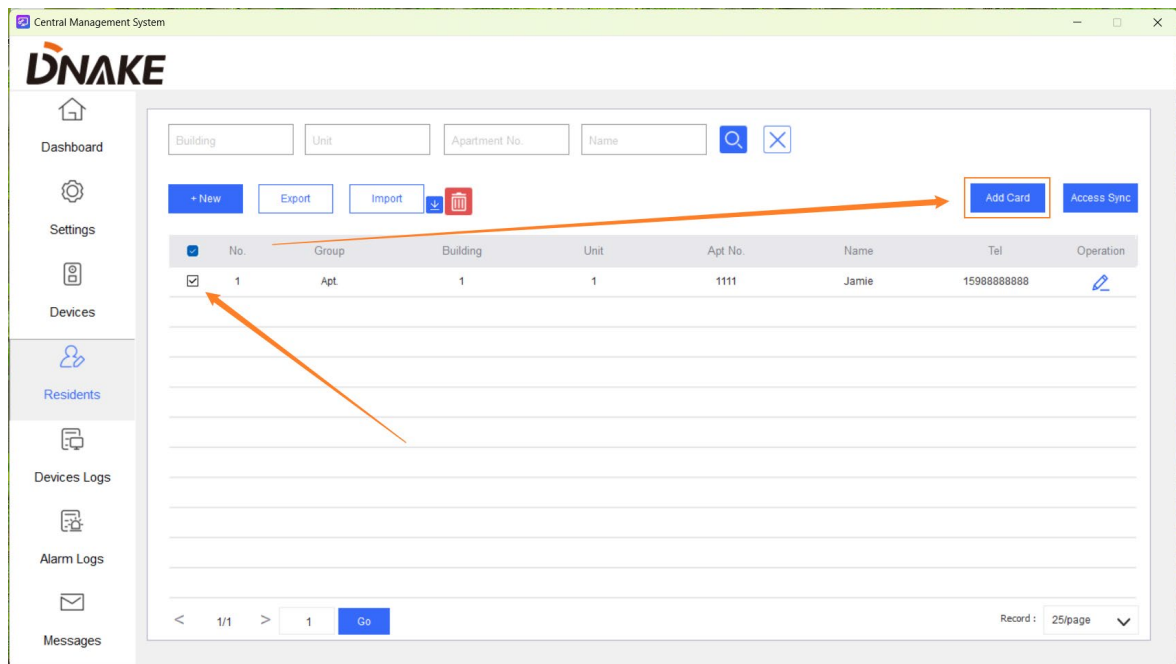
1. Import residents in batches.

- ◆ Step 1: Click  to download template.
- ◆ Step 2: Open the template to fill in residents' information.
- ◆ Step 3: Click  to import the template. All the residents will be added to CMS.

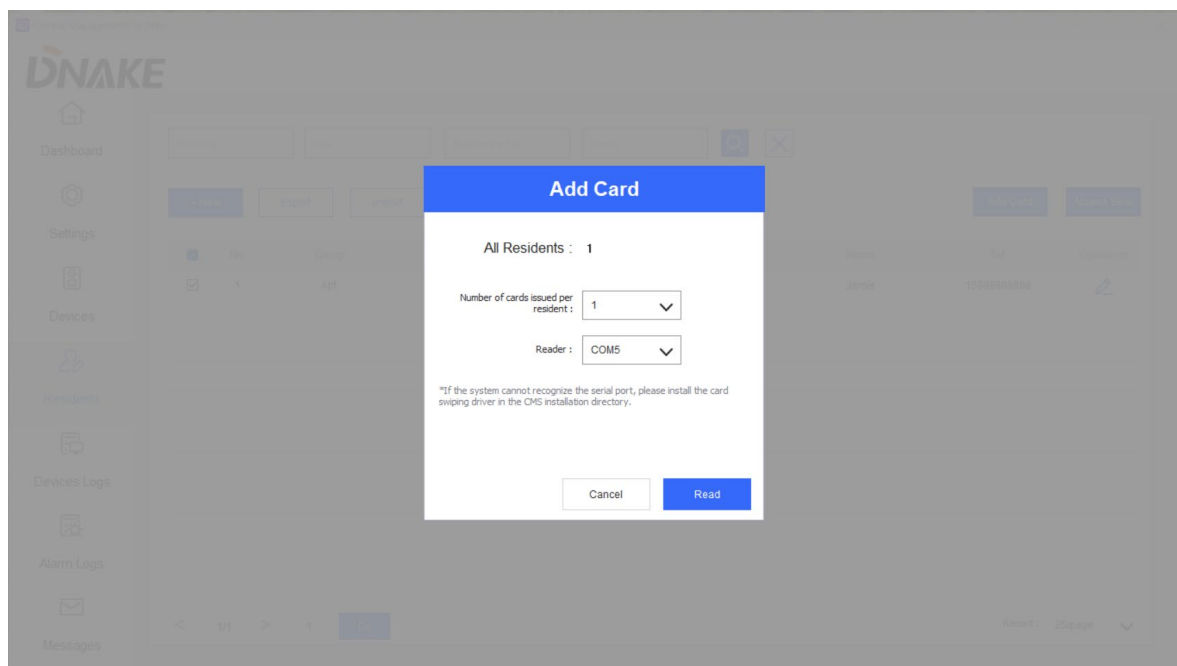
### 5.4 Register cards in batches (Residents)

1. Add cards in batches.

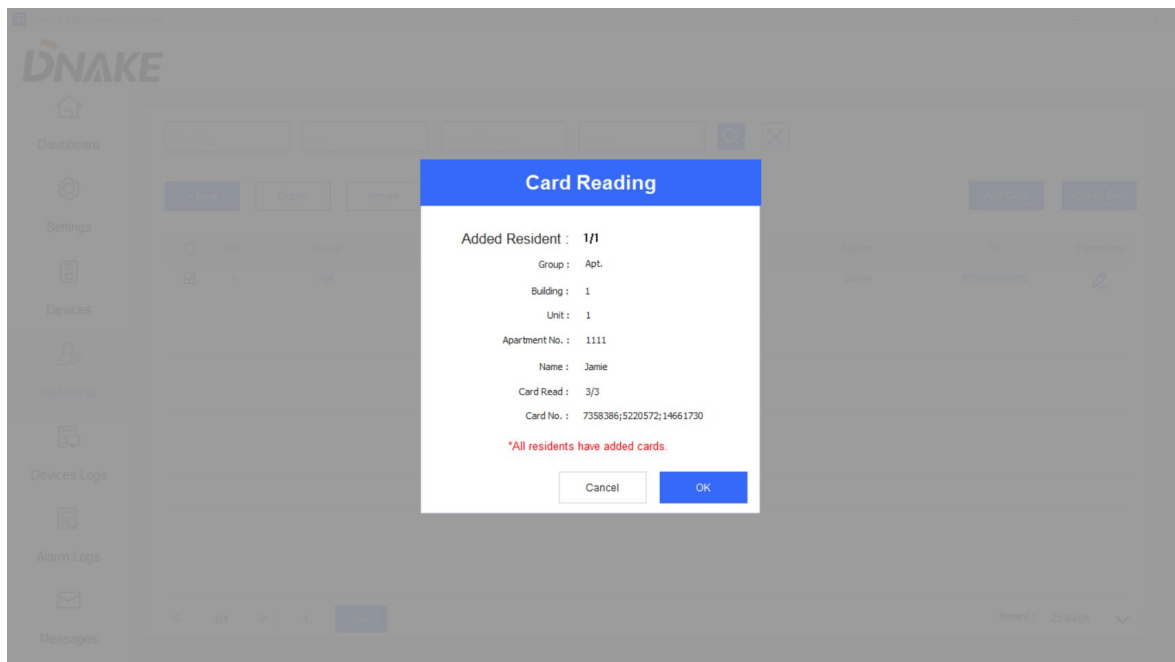
- ◆ Step 1: Select residents to add cards.
- ◆ Step 2: Click  to add cards.



- ◆ Step 3: Choose how many cards residents will be related to (1, 2 or 3) and the card reader port.



- ◆ Step 4: Tap cards to card reader until all cards related to the residents. If the card reader fails to add cards, please make sure the port is right and the driver is working normally.



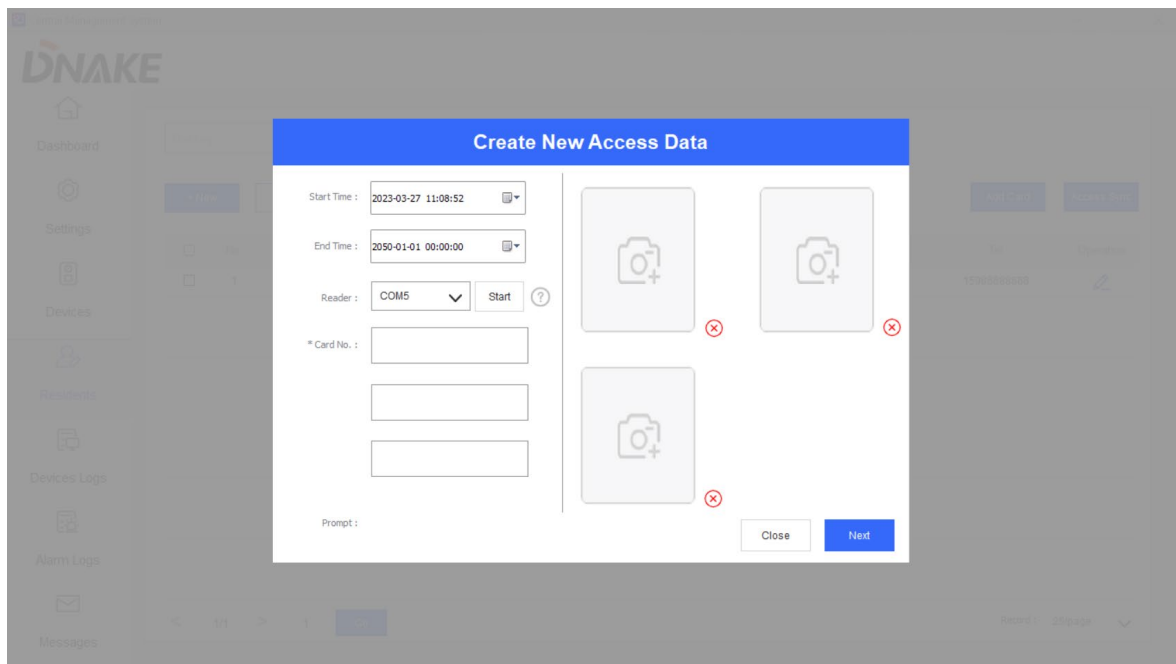
## 5.5 Cards for property personnel

1. Some community need cards for staff to access to all the buildings so the way below is for property personnel. You need to first create a “999-99-9899” Indoor Monitor, and then create a new resident and add cards for it.

- ◆ Step 1: Go to Devices to add an Indoor Monitor.
- ◆ Step 2: Building should be 999 and Unit should be 99. Apartment number should be 9899. Group, Device No, Password and Device Name can be customized.

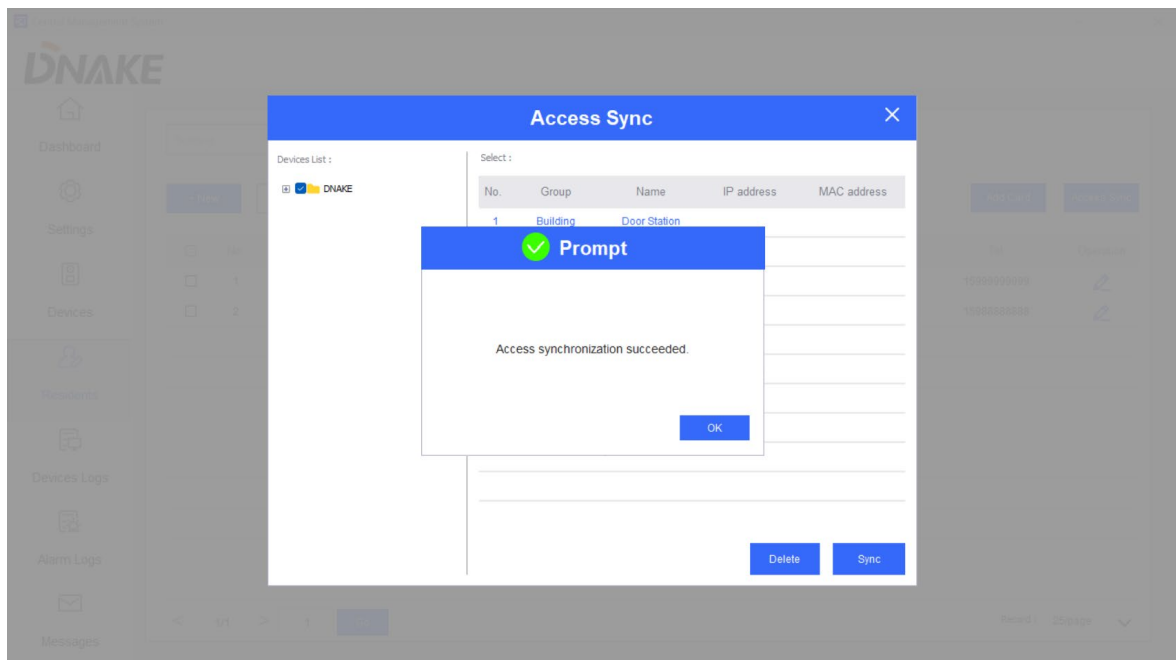
- ◆ Step 3: Go to Residents to create a new resident under “999-99-9899” Indoor Monitor.

- ◆ Step 4: Decide on the period of validity for access card and face.
- ◆ Step 5: Select the driver COM for card reader. Click Start and tap cards on card reader.



◆ Step 6: Click **Stop** and **Next**.

◆ Step 7: Select devices and click **Sync**.

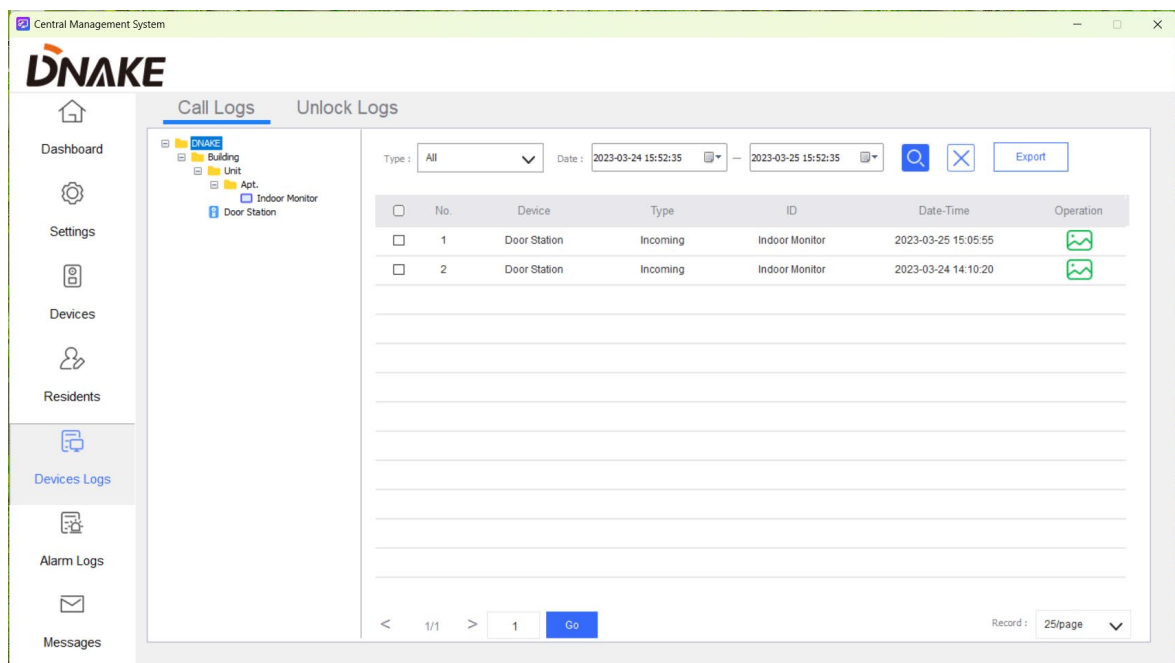


◆ Step 8: Click **OK**.

## 6 Logs from Devices

### 6.1 Call Logs (Devices Logs > Call Logs)

1. All devices' call logs will be displayed here. It's clear to see outgoing, incoming calls, which device the call come from, when the call started and even the screenshot of the caller.



### 6.2 Unlock Logs (Devices Logs > Unlock Logs)

1. All unlock logs will be displayed here. It's clear to see user name, unlock type, which device unlocked, when the door unlocked and even the screenshot of the user who unlocked.

Central Management System

**DNAKE**

Dashboard

Settings

Devices

Residents

Devices Logs

Alarm Logs

Messages

Call Logs

**Unlock Logs**

Type: All ID Date: 2023-03-24 15:54:41 2023-03-25 15:54:41 Export

No.	Device	From	ID	User Name	Unlock Type	Date-Time	Operation
1	Door Station	1011111	Indoor Monitor	Jamie	Call	2023-03-25 15:54:34	
2	Door Station	1011111	Indoor Monitor	Jamie	Call	2023-03-25 15:54:33	
3	Door Station	6176748	Indoor Monitor	Jamie	Card	2023-03-25 15:52:21	Succeed
4	Door Station	5220572	None	None	Card	2023-03-25 15:52:19	Failed

1/1 Go Record: 25/page

### 6.3 Alarm Logs (Alarm Logs)

1. The module will display the details of all alarm records. Administrators can expand the tree menu on the left and select a device to view all alarm records of the device. You can select the alarm log and click **Confirm** to confirm the alarm.

Central Management System

**DNAKE**

Dashboard

Settings

Devices

Residents

Devices Logs

**Alarm Logs**

Messages

Alarm Logs

Date: 2023-03-24 15:37:57 2023-03-25 15:37:57

Building Unit Apartment No. Export Confirm

No.	Building	Unit	Apt No.	Zone	Alarm	Confirm	Date-Time
1	1	1	1111	5	Smoke	Confirmed	2023-03-25 15:56:23
2	1	1	1111	5	Smoke	Unconfirmed	2023-03-25 15:56:23

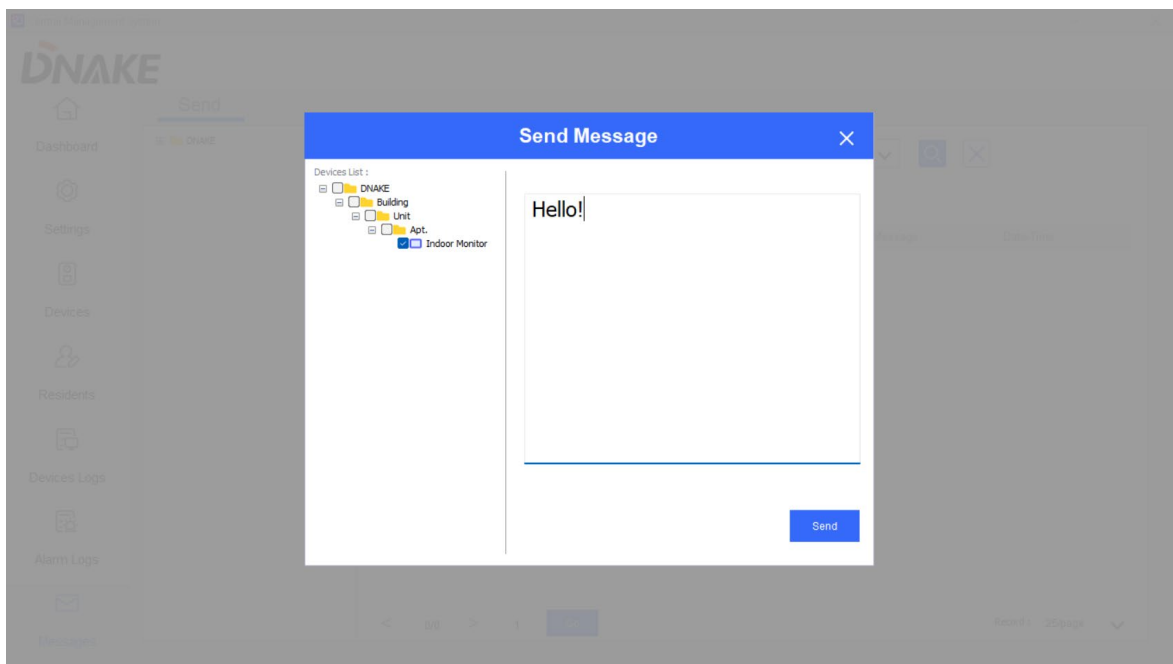
1/1 Go Record: 25/page

## 7 Send Messages to Devices

### 7.1 Send the same message to one or more devices (Message)


1. Please follow the steps below to send the same message to one or more devices.


- ◆ Step 1: Click + New to edit new message.
- ◆ Step 2: Fill in the message. The text should be less than 250 characters.
- ◆ Step 3: Select device or user to whom you want to send the message on the left and click Send.



### 7.2 Send different messages to one or more devices at one time

1. Please follow the steps below to different messages to one or more devices at one time.

- ◆ Step 1: Click  to download template.

- ◆ Step 2: Open the template to fill in the message and the receiver. The text should be less than 250 characters.
- ◆ Step 3: Click  to import the template. All the receivers will get the messages you want them to receive.

## 8 Alarm zones and CMS Accounts

### 8.1 Alarm zones (Settings > Basic)

1. Alarm zones is reserved for update in the future.

The screenshot displays a configuration page for alarm zones. It contains 16 dropdown menus arranged in a 4x4 grid, labeled Zone1 through Zone16. Each dropdown menu is currently set to 'None'. Below the grid, there is a blue 'Save' button.

### 8.2 Manage CMS Accounts (Settings > Accounts)

1. Add CMS accounts.

- ◆ Step 1: Go to Accounts and click [+ New](#) to create an account.
- ◆ Step 2: Choose types of account (Administrator, Property Manager, and Security Guard).  
Three types of accounts (Administrator, Property Manager, and Security Guard) will have different authorities. Please check the chart below.

Account Permission	Administrator	Property Manager	Security Guard
Dashboard	√	√	√
Settings	√	×	×

Devices	✓	×	×
Resident	✓	×	×
Devices Logs	✓	✓	✓
Alarm Logs	✓	✓	✓
Messages	✓	✓	✓

" ✓ " Indicates having the authority to access; " × "Indicates the contrary;

- ◆ Step 3: Fill in User name, password and confirm the password.

The screenshot displays the 'Create New Account' modal in the DNAKE system. The modal is centered and has a white background with a blue header. It contains the following fields and controls:

- Type:** A dropdown menu currently showing 'Administrator'.
- User Name:** A text input field.
- Mailbox:** A text input field.
- Password:** A text input field with a toggle icon for visibility.
- Confirm:** A text input field.
- Buttons:** 'Close' and 'Submit' buttons at the bottom right.

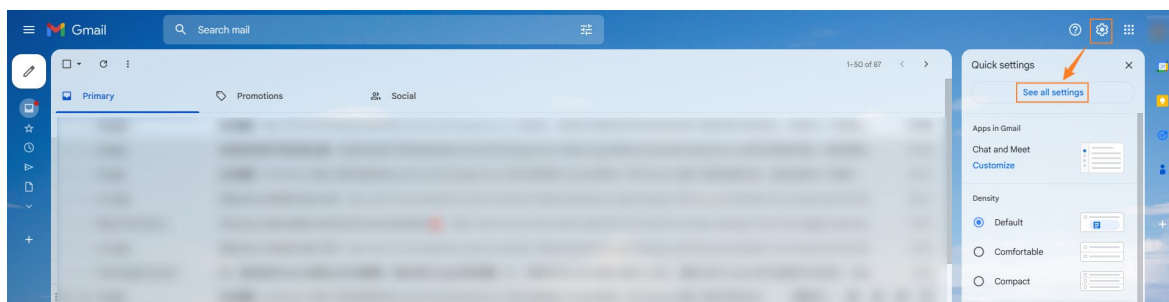
The background shows the main DNAKE interface with a sidebar on the left containing icons for Dashboard, Settings, Devices, Residents, Devices Logs, Alarm Logs, and Messages. The top navigation bar includes 'Basic', 'Group', 'Accounts', and 'Inform'.

## 9 Receive Schedule Send Logs by email

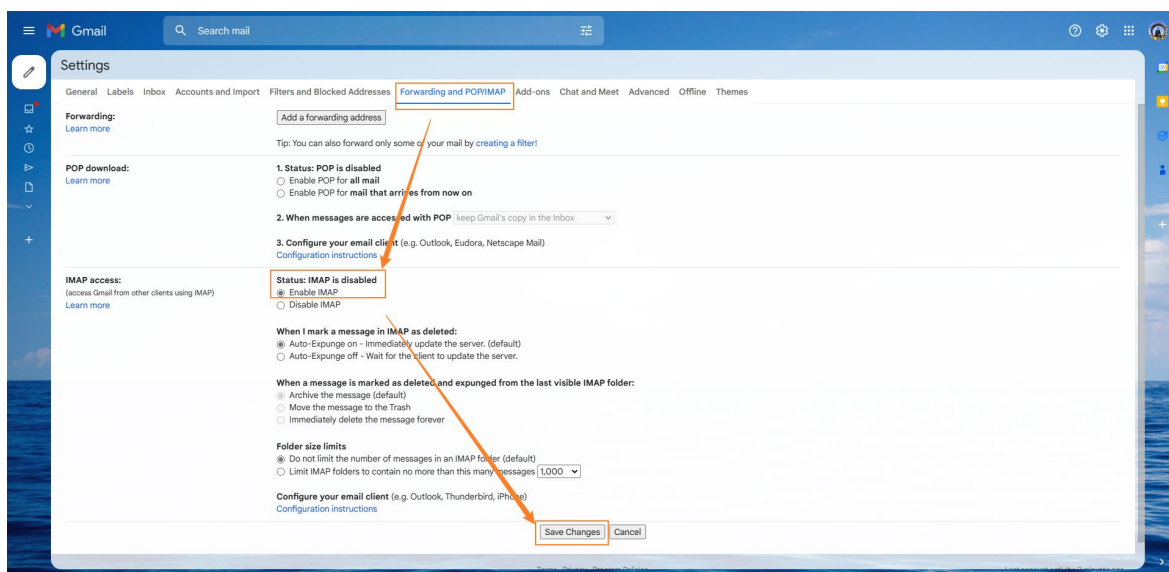
### 9.1 Configure email beforehand

1. Enable POP/IMAP or IMAP/SMTP: In order to add email to CMS, some email configurations needed to be done. You need to set up your email POP/IMAP or IMAP/SMTP. The steps below are taking Gmail as an example to enable IMAP.

◆ Step 1: Log in your Gmail account, go to its settings and unfold all settings.

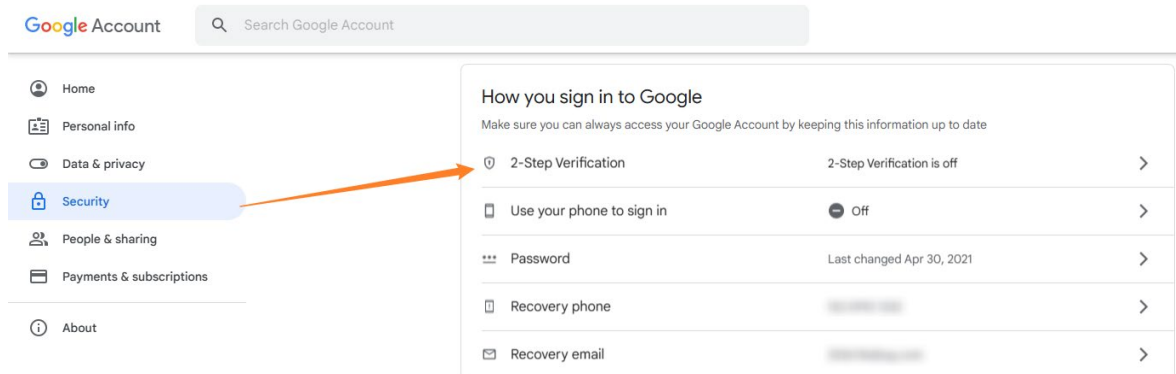


◆ Step 2: Go to Forwarding and POP/IMAP to enable IMAP. Please remember to save changes.

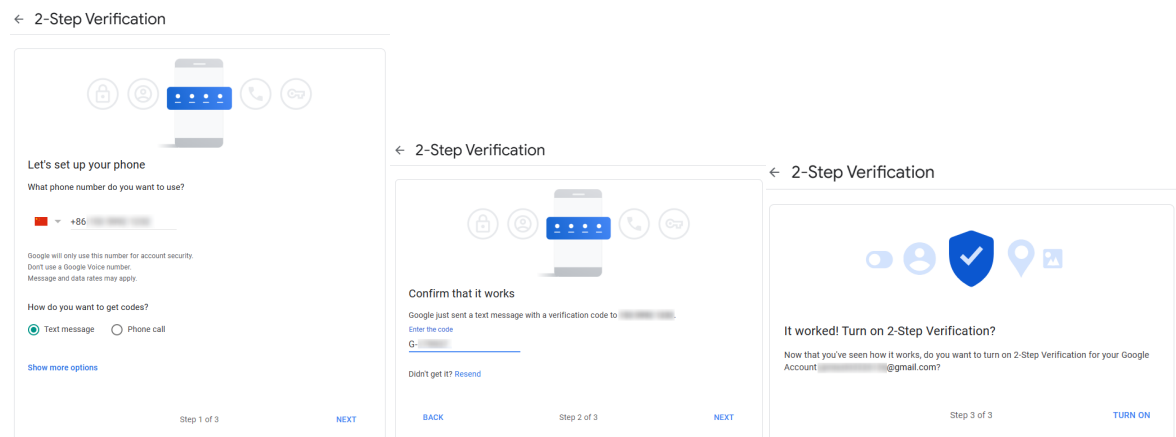


2. 2-Step Verification and App passwords: The steps below are instructions to enable 2-Step Verification and get App passwords.

- ◆ Step 1: Go to your google account and enable 2-Step Verification in the Security column.



- ◆ Step 2: Follow the instructions to set up your phone and fill in verification code to enable 2-Step Verification.



- ◆ Step 2: Scroll down to find App passwords.

← 2-Step Verification

Use a second step to verify your identity

**Authenticator app**

Use the Authenticator app to get verification codes at no charge, even when your phone is offline. Available for Android and iPhone.

>

**Security Key**

A security key is a verification method that allows you to securely sign in. These can be built in to your phone, use Bluetooth, or plug directly into your computer's USB port.

>

Devices that don't need a second step

You can skip the second step on devices you trust, such as your own computer.

**Devices you trust**

Revoke trusted status from your devices that skip 2-Step Verification.

[REVOKE ALL](#)

App passwords

App Passwords aren't recommended and are unnecessary in most cases. To help keep your account secure, use "Sign in with Google" to connect apps to your Google Account.

**App passwords**

None

>

◆ Step 3: Select app and device to set up App passwords.

← App passwords

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)

You don't have any app passwords.

Select the app and device you want to generate the app password for.

Select app

Select device

[GENERATE](#)

◆ Step 4: Remember or copy this generated app password which will be used in CMS.

← App passwords

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)

**Generated app password**

Your app password for your device

qfvv

**How to use it**

Go to the settings for your Google Account in the application or device you are trying to set up. Replace your password with the 16-character password shown above. Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.

[DONE](#)

← App passwords

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)

**Your app passwords**

Name	Created	Last used
DNAKE CMS	5:28 PM	—

Select the app and device you want to generate the app password for.

Select app

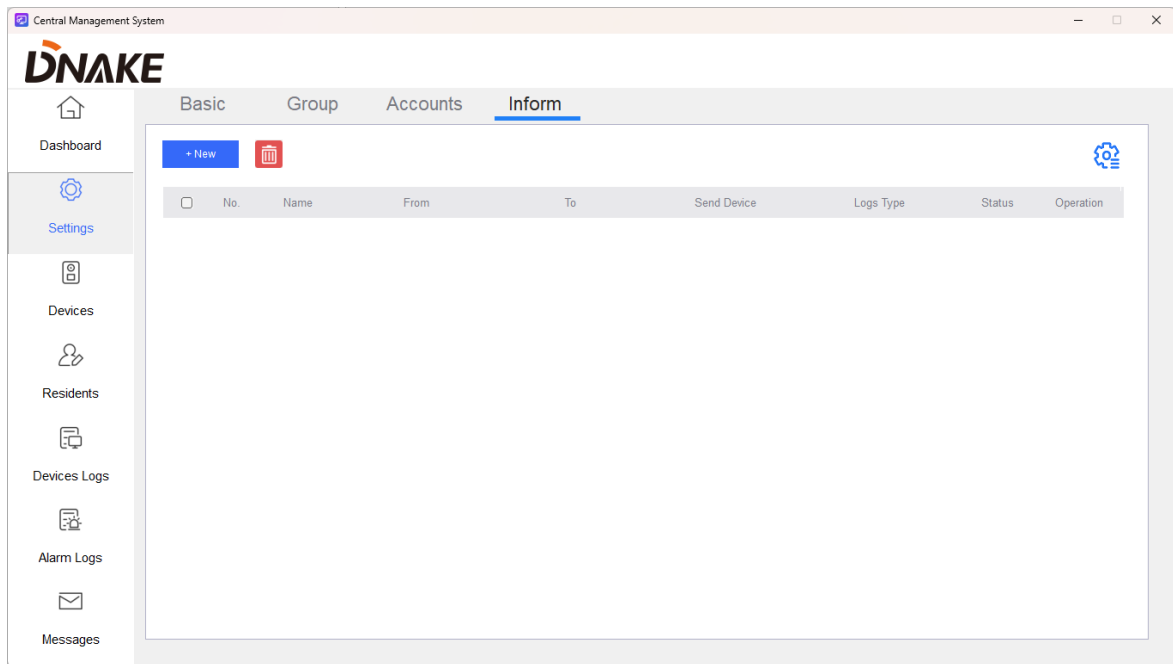
Select device

[GENERATE](#)

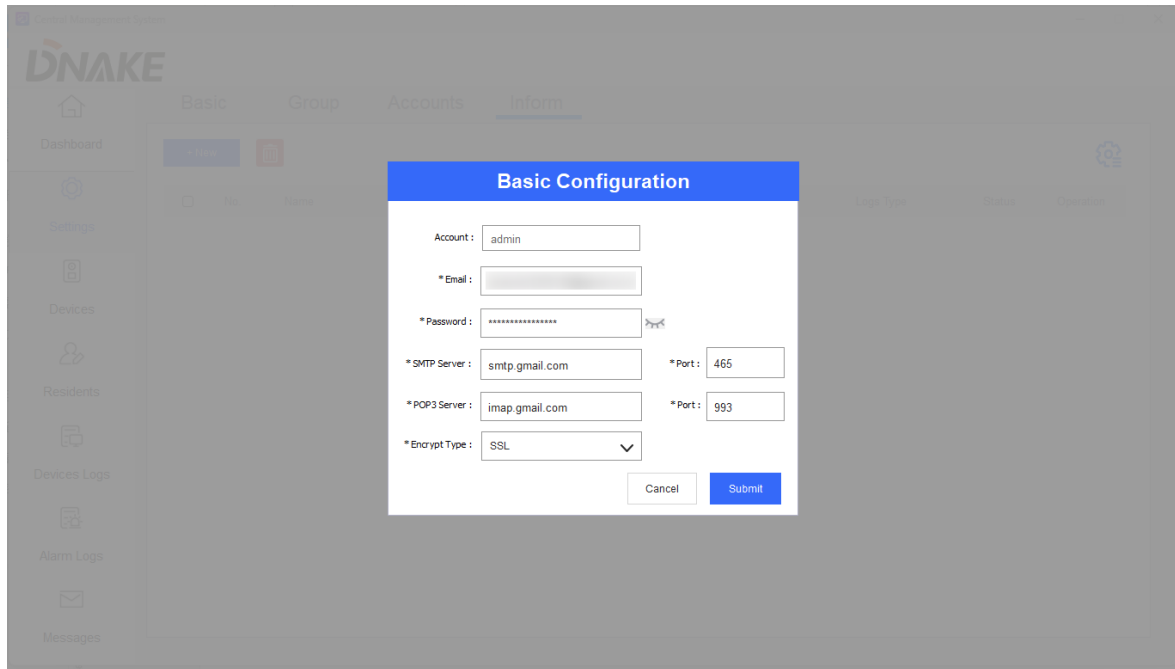
## 9.2 Add email account to CMS

1. The first thing to receive schedule logs from CMS is to add an email address as a receiver. Please follow the steps below to add an email.

◆ Step 1: Go to Settings > Inform.



◆ Step 2: Click the settings icon on the right. Fill in all the parameters of your email. The chart below is for your reference.



No.	Email	SMTP Sever	Port	POP3 Sever	Port	Encrypt type
1	Gmail	smtp.gmail.com	465	imap.gmail.com	993	SSL
2	Outlook	smtp.office365.com	587	outlook.office365.com	995	TLS
3	QQ	smtp.qq.com	25	pop.qq.com	25	NONE

### 9.3 Edit details of schedule send email task

1. After add email account to CMS, you need to create task for schedule send email by click [+ New](#). The Information Configuration includes Notification Name, Recipient Mailbox, The Devices, Log Type, Log Range, Schedule Time. You can even send a test email to test the communication between email and CMS.

Dashboard

Settings

Devices

Residents

Devices Logs

Alarm Logs

Messages

Basic

Advanced

System

Information Configuration

Enabled : ☐

\* Notification Name :

\* Recipient mailbox :  CC :

Subject :

Content :

\* Select Device : 

Device

\* Log Type : ☐ Call Logs ☐ Unlock Logs ☐ Alarm Logs

\* Log Range : 

16:52:44

 - 

16:52:44

\* Date Sent : 

2023-03-25

 - 

2023-03-25

 \* Sending time : 

16:52:44

\* Transmission cycle : ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Everyday

Test : 

Send test mail

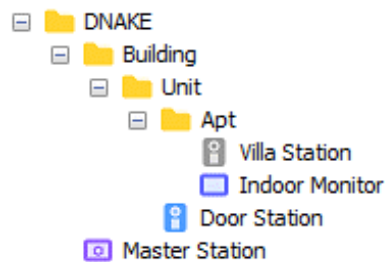
Cancel

Submit

## 10 Manage Data

### 10.1 Filter data

1. Click the groups on the left to check devices in this group.



2. Choose Type or fill in Building, Unit or Apartment No. and click  to filter data. Click  to clear the filter criteria.


### 10.2 Import and Export data

1. Click  to export data.

2. Click  to export data.

### 10.3 Edit or Delete data

1. Click  to edit.

2. Select data and click  to delete.