



## User Manual

### Round Controller VIGICOM AP-3000S

Please read this manual carefully, before starting to operate the reader.



#### **Main Features**

AP-3000S Guard Tour Reader employs inductive data collection (RFID), and single-chip manufacturing technologies. It conveniently operates without needing a button, and automatically detects and reads radio-frequency ID cards. The AP-3000S product is used to collect relevant patrol information at set points such as route, guard, location, time, and events, then upload them to the PC for processing and verification.



#### **First-Time Usage**

Before reading signal cards, first connect with the PC and start the software to calibrate the reader's internal clock. Wait until it automatically shuts down before performing readings. After calibrating, please initialize the reader to make sure the reader does not have any useless records.

## Operation Instructions

### Turning On and Off

The system will turn on automatically to perform card reading when it is within the range of a valid signal card. It will automatically shut off when card reading is complete.

### Reading Cards

Position a card in front of the blue reading head. 4 flashes of the red indicator light accompanied by 1 “beep” sound means that a reading has been made.



## Status Indications

### 1 Beep With 4 Flashes

Reading is successful.

### After Reading a Card, 4 Beeps With 4 Flashes

The reading was not successful. The reader memory is full, the data needs to be uploaded before more readings can be made.

### After Reading a Card, 1 Beep With 4 Flashes, Followed By 4 Beeps With 4 Flashes

The reading was successful, but the reader's internal clock should be calibrated with the PC before further readings are made

### After Reading a Signal Card, The LED Light Flashes Continuously

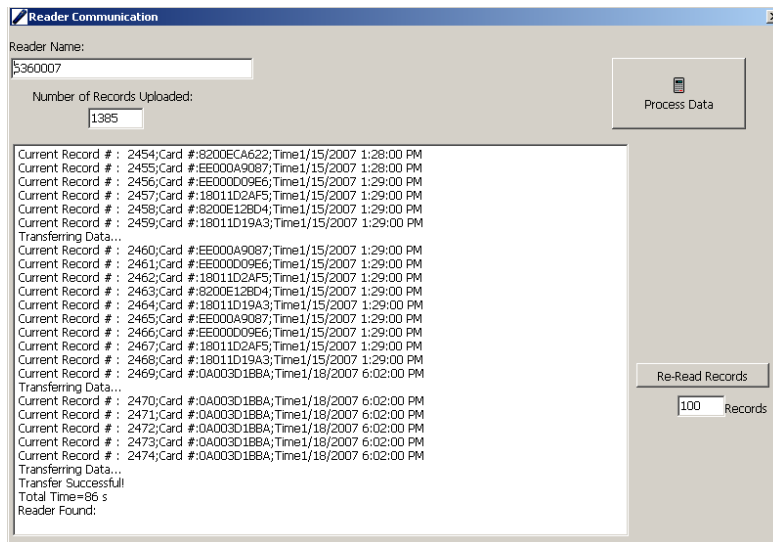
The battery is low and needs to be changed.

### After Reading a Signal Card, 1 Beep with 4 Flashes Followed by 8 “Beep” Sounds With 8 Flashes of the LED

There is an error within the reader. It needs to be connected with the computer, have its data uploaded, then initialized.

## Data Upload

AP-3000S reader could upload the data via communication station from BS-1000, **Please keep rest of the AP-3000S readers and EM Cards at least one foot away from the stations when the readers in the uploading process.**



## BS-1000

Connect the BS-1000 wireless communication station to the PC, and place the AP-3000S guard tour reader in its indentation. The reading head of the AP-3000S should be between the status lights of the BS-1000, and its top should be flush against the inside edge of the BS-1000. The "Connect" window should be started in the PC software, and the data upload process will be automatically started.

## Miscellaneous

After communicating with the PC, the AP-3000S will become capable of reading signal cards after 5 seconds.

The interval between signal card readings should be longer than 5 seconds.

## Working As Card Reader

The AP-3000S guard tour reader can be used as a standard signal card reader used for various applications.

## Troubleshooting

After reading a card, 1 beep with 4 flashings, followed by 4 beeps with 4 flashes

The reading was successful, but the reader's internal clock should be calibrated with the PC before further readings are made.

After reading a card, 4 beeps with 4 flashes

The reading was not successful. The reader memory is full. The data needs to be uploaded before more readings can be made.

After reading a card, 1 beep with 4 flashes, followed by 8 beeps with 8 flashes

There is an error within the reader. It needs to be connected with the computer have its data uploaded then initialized.

**IMPORTANT:** initialization function will remove all of the records saved in the reader.

The LED continuous flashes

The battery is low and needs to be charged. Please follow the "AP-3000S Reader Battery Change Instruction" to change the battery.

Failed to upload data to the software and followed by 8 beeps with 8 flashes

There is an error when uploading data. It needs to be initialized. Important, all of the data saved in the reader will be removed.

When the reader communicate with the software followed by 1 beep and 1flash

There is a hardware error within the reader. It needs to be returned to the manufactory.

Failed to scan signal card

**Solution 1:** after communicating with the PC, wait 5 seconds before starting to scan signal cards again

**Solution 2:** make sure the signal card was not read within 5 seconds of the previous reading. (when you finished once reading, please position the card out side of the reading range of the reader.)

**Solution 3:** the reader's memory may be full. Connect with a PC to upload data before scanning more signal cards.

**Solution 4:** the reader may run out of the battery, please change the battery

Failed to communicate with PC

**Solution 1:** check to see if the PC software is opening properly, and whether it is set up to communicate with the AP-3000S

**Solution 2:** make sure that the BS-1000 wireless communication station is properly connected to the PC, and that it has been found by the PC software.

**Solution 3:** check to see if the AP-3000S is placed properly on the BS-1000. The reading head of the AP-3000S should be between the status lights of the BS-1000, and its top should be flash against the inside edge of the BS-1000.

Failed to scan signal card, and failed to communicate with PC

The reader may run out of the battery, please change the battery.

The data has been successfully uploaded, but there is not data in Shift Report and Patrol Details

If the data has been successfully uploaded, which could provide the reader is working properly.

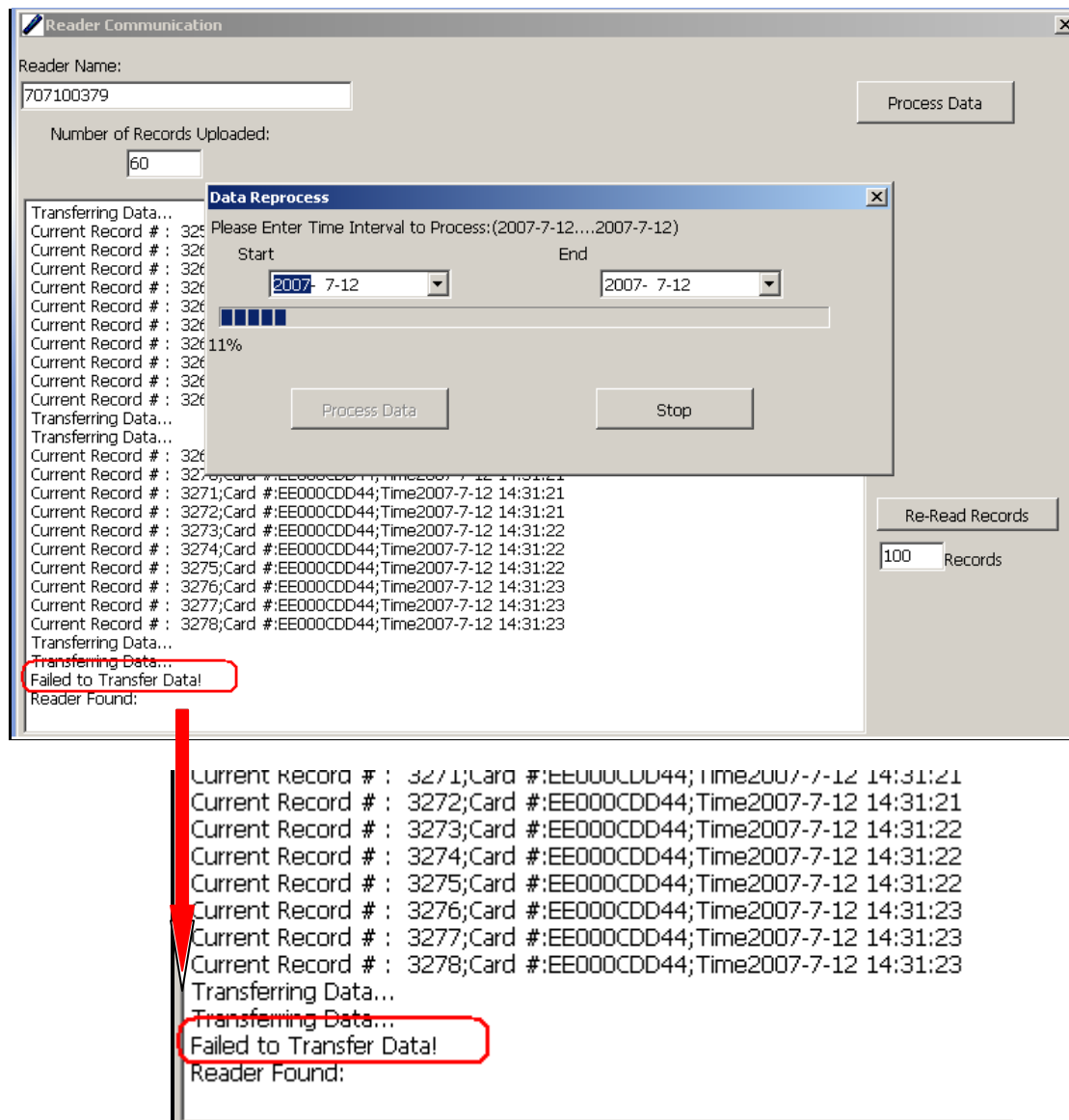
Please go to the "Basic Report" to inquiry the report. If the basic report can be generate properly, you could go to the "Reprocess" function to process the data and then inquiry the report in Shift Report and the Patrol Details.

Failed to calibrate the reader clock

Please initialize the reader and then calibrate the reader clock.

**IMPORTANT:** initialization function will remove all of the records saved in the reader.

"Failed to transfer data" message comes out in the records uploading process.



When you are uploading the records from AP-3000S reader into software via BS-1000, please keep rest of the AP-3000S readers and EM Cards at least one foot away from the BS-1000 station. Please refer to the following picture for the details



***Please contact with the technology support if you can not solve the problem by using above solutions.***

## **Battery Usage Guidelines**

Always follow your battery manufacturer's directions fully. Do not attempt to disassemble, recharge, short circuit, or subject the battery to high temperature or fire.

Please be sure to read this manual thoroughly before use. Also, refer to the manual of the equipment for which you see this battery pack.

Failure to replace the batteries when they are low may cause the reader to shut down and stop to reading the checkpoint cards.

**NOT ALL BATTERIES ARE CREATED EQUAL!** Battery life depends significantly on age, usage conditions, type and brand.

### **DANGER!**

- Keep the battery pack away from fire (or it might explode).
- Do not expose it to temperatures greater than 60°C (140°F). Do not leave it near a heater or inside a car in hot weather, for example.
- Do not try to disassemble or modify it.

## Changing the Battery on the AP-3000S Reader

**NOTE 1:** the battery type used on the AP-3000S reader is type CR123A, which can be purchased in many convenience stores. Below is an example of the battery:



### *Tools you need*



**OR**

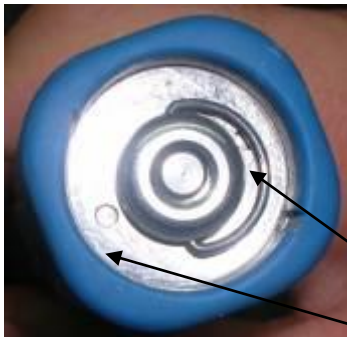




1. Lift up the label from the battery cover.



2. Two round depressions are revealed beneath the label.



Round depressions

3. Use needle-nosed pliers to hold onto the depressions and turn the battery cover counter-clock wise.



4. The battery cover is opened. Please note the location of the silicone-waterproofing ring. If the ring is damaged during the battery replacement process, please replace it with the spares provided. In addition, please note that the cathode (negative end) of the battery is facing outwards.



Silicone waterproofing ring

5. Open the battery cap and remove the battery You should be able to see the battery compartment of the reader, revealing its metallic battery contact.



6. Remove the silicone shock-absorption pad from the inside wall of the battery compartment. (Be sure to replace it after the completion of this process.)



7. Create a circuit between the round metallic contact on the bottom of the compartment and the compartment wall for approximately 2-5 seconds.



8. Replace the silicone shock-absorption pad, the battery, and the battery cap. If the reader makes a long beeping sound with LED flashing, it means the reader is resetting itself. Please wait for one minute then test to see if the reader is working. If it is working normally, please calibrate its time using the software before further usage.
9. Use the pliers to install the battery cover. Please note the notch on the inside tubing of the reader. The battery cover should go down to a same or lower level than the bottom of the notch.



Notch

