



**Standalone Access Control  
for Single Door**



**User Manual**  
**VIS-3002**

[www.visionistech.com](http://www.visionistech.com)

**Need help?**

If you're having trouble installing our product, our support team is ready to assist you remotely via phone, or email.

**Contact us at [support@visionistech.com](mailto:support@visionistech.com) or call 1-800-340-0727**

## 1. Description

The VISIONIS VIS-3002 is a metal standalone access control keypad and proximity card reader designed for both security and convenience. Supporting EM and MFR card types, it delivers fast and accurate card reading with strong anti-interference capability. Compact and durable, the VIS-3002 is ideal for residential, commercial, and industrial access control applications requiring dependable, standalone security. This device can be used as standalone and connected to a central Access Control Panel.

## 2. Features

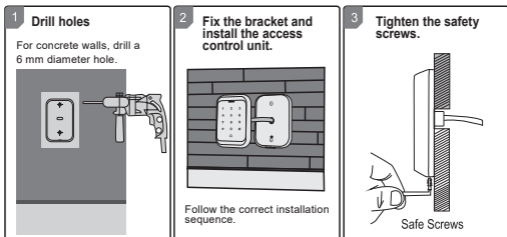
- Ultra-low power consumption: Standby current less than 30 mA.
- Input & Output: Wiegand 26.
- Search Time: Less than 0.1 s after reading a card.
- Backlit Keypad: Easy to operate at night.
- Doorbell Interface: Supports an external wired doorbell.
- Access Methods: Card, code, or card + code.
- Independent Codes: Allows code use without an associated card.
- Change Codes: Users can change their own codes.
- Delete Users by Card Number: Delete card numbers from the keypad to eliminate security risks completely.
- User Capacity: Supports up to 2,000 users (1,000 users if connected to the mini controller VIS-MINI-CNTRL).

## 3. Specification

- Input Voltage: DC 12V - Idle Current:  $\leq 25\text{mA}$
- Card Reading Distance: 2 - 3 cm (0.78 - 1.18 in.)
- Card Frequency: 125KHz for EM, 13.56MHz for Mifare
- Card Transmission Format: Wiegand 26
- Keypad Transmission Format: 4bit, 8bit and Virtual card number
- Operating Temperature:  $-45\text{ }^{\circ}\text{C} \sim 60\text{ }^{\circ}\text{C}$  ( $-49\text{ }^{\circ}\text{F} \sim 140\text{ }^{\circ}\text{F}$ )
- Operating Humidity: 10% - 90% RH

## 4. Installation

Mount the base plate on the wall and secure the device using the bottom screw.



## 5. Wiring

No.	Marks	Color	Description
1	BELL_A	Pink	Doorbell button
2	BELL_B	Pink	Doorbell button
3	D0	Green	Wiegand output D0
4	D1	White	Wiegand output D1
5	+12V	Red	Positive pole of power supply
6	GND	Black	Negative pole of power supply
7	OPEN	Yellow	Exit button
8	D_IN	Brown	Door contact
9	ALARM	Gray	Alarm Output
10	NO	Blue	Relay NO end
11	COM	Purple	Relay Com end
12	NC	Orange	Relay NC end

## 6. Sound and Light Indication

Operation	LED Color	Buzzer
Standby	Red flash	
Press key		Di
Read card	Green	Di
Door Open	Green	Di
Operation Successful	Green	Di
Operation Failed		Di Di Di
PIN Inputting	Red	
Card&PIN Inputting	Red	
Multi Card Reading	Red	
Under Menu	Red	
Under Setting	Orange	
Manager Card Enter	Orange	Di Di
Manager Card Exit	Red Flash	Di
Alarm	Red Quick Flash	Alarm

## 7. Quick Programming Guide

### 7.1 Administrator Setting

Stand by	Master Code	Menu	Setting	Remarks	Functions
Red Flash	Red	Red	Orange		
*	Master code# (Code length: 6-8 digits)	00	New master code# Repeat new master code #	Factory default: 999999	Change the master code
		01	Read Manager Add Card		Set Manager Add Card
		02	Read Manager Delete Card		Set Manager Delete Card
		03	Read Anti-duress card		Set Anti-duress card
		05	Anti-duress PIN#		Set Anti-duress PIN
		07	0000#		Delete All Users
		51			Master open Lock

### 7.2 System Setting

Stand by	Master Code	Menu	Setting	Remarks	Functions
Red Flash	Red	Red	Orange		
*	Master code# (Code length: 6-8 digits)	30	0-15 #	Default 0	To set facility code
		31	0 #	Unable to initialize	Wiegand reader mode
			1 #		Standalone mode (factory default setting)
			5 #		Anti-passback mode
		32	26 #	Default 26	To set Wiegand format
		33	0-2 #	Unable to initialize	To set keypad transmission format
		34	1-3 #	Default 1	To set alarm time
		35	0 #	Default 0	Safe mode 0
			1 #		Safe mode 1
			2 #		Safe mode 2

### 7.3 User Setting

Stand by	Master Code	Menu	Setting	Remarks	Functions
Red Flash	Red	Red	Orange		
*	Master code# (Code length: 6-8 digits)	11	Read card #	Users can be added continuously without exiting programming mode	To add card users
			ID number # read card#		
			Card number #		
			ID number # card number #		
			ID number # PIN #		
		12	Read card #	Users can be deleted continuously without exiting programming mode	To delete users
			ID number #		
			Card number #		
		13	0 #	Default 2	Entry by Card
			1 #		Entry by card+PIN
			2 #		Entry by Card or PIN
		14	0-99 #	Default 5	Set door relay time
		15	0 #	Default 0	Relay Setting-Pulse mode
			1 #		Relay Setting-Toggle mode
		16	1-10 #	Default 1	To set open door by multi cards
		17	ID number#, card number#, card quantity#		To add a series cards users

## 7.4 User Optional Setting

Stand by	Master Code	Menu	Setting	Remarks	Functions
Red Flash	Red	Red	Orange		
*	Master code# (Code length: 6-8 digits)	41	0 #		Buzzer remains silent except when entering programming mode.
			1 #	Default 1	Buzzer sounds when a key is pressed
		42	0 #		Disable keypad backlight
			1 #		Enable keypad backlight
			2 #	Default 2	Automatic mode
		43	0 #		LED light is disabled in standby mode
1 #	Default 1		LED flashes continuously when the device is in standby mode		

### Instruction:

- The master code must be 6–8 digits, the anti-duress PIN must be 8 digits, and the user PIN must be 4–6 digits.
- The user ID number is 1–4 digits, ranging from 1–2000. The number “0” is invalid and can be omitted. The card number must be 8 or 10 digits. If the card number has fewer digits, add leading zeros.
- The door open time can be set between 0–99 seconds (0 = 50 ms).
- When registering a new card user, the device automatically assigns PIN 1234. This default PIN cannot open the door; it must be changed to another number.
- If an invalid master PIN is entered, the device returns to standby mode after 5 seconds. When a valid master PIN is entered, it returns to standby mode after 30 seconds.
- On the keypad:  
Press # to confirm input digits.  
During batch card addition or deletion, press # to end the cycle and return to the previous operation.  
Press \* to exit the operation.
- When adding a series of cards, the device uses the initial ID and card numbers and automatically increases them for each user added until the specified number of cards is registered. The card numbers must be consecutive, and the total quantity must be between 1 and 2000.
- The working mode and keypad transmission format are preset before shipping. The customer can modify them as needed, but factory settings cannot be restored through initialization.
- When a user is successfully registered, the LED turns green.

## 8. Administrator Setting

### Administrator setting on keypad

Press \*  Master code  # factory default: 999999

## 8.1 Change the Master Code

Press 00 new code # repeat new master code #

**Note:** Master Code length: 6~8 digits

## 8.2 Set Manager Card

Set Manager Add Card »» Press 01 read manager add card

Set Manager Delete Card »» Press 02 read manager delete card

**Note:** When adding a new manager card, the new card will automatically overwrite the previous one. Only one manager card can be assigned per device.

## 8.3 Set Anti-duress Card

Set Anti-duress Card »» Press 03 read anti-duress card

**Note:** When adding a new anti-duress card, the new card will automatically overwrite the previous one. Only one anti-duress card can be assigned per device.

## 8.4 Set Anti-duress PIN

Set Anti-duress PIN

Press 05 8-digit duress PIN #

**Note:** 1. The anti-duress PIN must be 8 digits long.  
2. When setting a new anti-duress PIN, it will automatically overwrite the previous one. Only one anti-duress PIN can be assigned per device.

## 8.5 Delete All Users

Press 07 0000 #

**Caution:** This option will delete all users. Use it with care.

## 8.6 Set Administer open lock

Set Administer Open Lock »» Press 51 #

## 8.7 Users Setting

### 8.7.1 Read card to add user

Press 11 read card # read card ... #

### 8.7.2 Use ID Number and read card to add user

Press 11 ID number # read card ... ID number # read card ... #

### 8.7.3 Use card number

Press 11 card number # ... card number # ... #

**Note:** 1. The card number must be 8 or 10 digits. If the card number has fewer digits, add leading zeros.  
2. The user ID is generated automatically by the device, ranging from 1 to 2000. The device automatically searches within this range when assigning new IDs.

## 8.7.4 Use ID number and card number to add user

Press **11** ID number # 8-digits card number # ... ID number # 8-digits card number # ... #

- Note:**
1. The ID number is 1~4 digits, within the range of 1–2000. For example, 1, 01, 001, and 0001 all represent ID number 1.
  2. When adding a card user, the device automatically generates a default PIN “1234.” This PIN cannot open the door and is only used for changing the user’s PIN.

## 8.7.5 Use ID number and PIN to add user

Press **11** ID number # PIN # ... ID number # PIN # ... #

Note: It applies to PIN user, pin is irrelevant with card, the PIN is any 4-6 digits, but cannot be “1234”.

## 8.8 Delete User

### 8.8.1 Read card to delete user

Press **12** read card read card ... #

### 8.8.2 Use ID number to delete user

Press **12** ID number # ID number # ... #

### 8.8.3 Use card number to delete user

Press **12** card number # card number # ... #

### 8.8.4 Delete all users

Press **07** 0000 # **Note:** All users will be deleted

## 8.9 Set Opening Door Mode

### 8.9.1 Entry is by card only

Press **13** 0 #

### 8.9.2 Entry is by card and PIN together

Press **13** 1 #

### 8.9.3 Entry is by card or PIN (factory default)

Press **13** 2 #

## 8.10 Set Door Relay Time

Press **14** 0~99 #

**Note:** A value of 0–99 sets the door delay time from 0 to 99 seconds. The factory default is 5 seconds.

## 8.11 Set Relay Mode

Relay Setting - Pulse Mode »» Press **15** 0 #

Each time a valid card/tag is read or a PIN is entered, the relay operates for the preset relay pulse time (factory default setting).

Relay Setting - Toggle mode   »»   Press 15 1 #

Each time a valid card/tag is read or a PIN is entered, the relay changes state and will not return to its previous state until another valid card/tag is read or PIN is entered.

## 8.12 Set Opening Door by Multi Cards

Press 16 card quantity #

**Note:** It is only for card entry mode (Factory default setting : 1, card quantity "1-10")

## 8.13 Add a Series Consecutive Cards Users

Press 17 ID number # card number # card quantity #

**Note:** The card numbers must be consecutive, with a total quantity between 1 and 2000. Each card number must be 8 or 10 digits.

## 8.14 System Setting

### 8.14.1 To set facility code

Press 30 0~15 #

Note: The code should be set between 0 and 15. The factory default is 0.

### 8.14.2 Wiegand Reader Mode (Wiegand 26)

Press 31 0 #

### 8.14.3 Standalone Mode (Factory default setting)

Press 31 1 #

### 8.14.4 Anti-passback Mode

Press 31 5 #

## 8.15 To Set Wiegand Format

Press 32 26 #

**Note:** Factory default setting: WG26

## 8.16 Setting Keypad Transmission Format

Press 33 0~2 # (Unable to initialize)

**Note:** The keypad transmission format options are 0, 1, and 2. The factory default is 0.

## 8.17 Setting Alarm Time

Press 34 1~3 # (Unable to initialize)

**Note:** Factory default is 1 minute.

## 8.18 Setting Safe Mode

### 8.18.1 Normal Mode (factory default)

Press 35 0 #

## 8.18.2 Dead Mode

Press 35 1 #

If an invalid card is read or an incorrect PIN is entered 10 times within 10 minutes, the system will lock for 10 minutes.

## 8.18.3 Alarm Mode

Press 35 2 #

If an invalid card is read or an incorrect PIN is entered 10 times within 10 minutes, the external alarm and built-in buzzer will activate.

## 8.19 User Optional Setting

### 8.19.1 Setting buzzer silence in non-setting state

Press 41 0 #

Set the buzzer to normal operation (factory default setting).

Press 41 1 #

### 8.19.2 Setting Keypad Backlight

Disable keypad backlight »» Press 42 0 #

Enable keypad backlight »» Press 42 1 #

Automatic mode (factory default setting) »» Press 42 2 #

The keypad light is off in standby mode and turns on when a key is pressed.

### 8.19.3 Setting LED Light (stand-by status)

Disable LED light

Press 43 0 #

Flash LED light (factory default setting)

Press 43 1 #

## Manager Card Operation

### 8.20 Add User

Read the Manager Add Card, then read the user cards continuously, and read the Manager Add Card again.

### 8.21 Delete User

Read the Manager Delete Card, then read the user cards continuously, and read the Manager Delete Card again.

## 9. User Operation

**9.1 Entry by card mode:** Set multiple cards to open door when card quantity is 1. When a valid user card is presented, the lock will unlock.

**9.2 Entry by Card Mode (Multiple Cards):** Set multiple cards to open door when card quantity is 2-10. Present each card one by one within 5 seconds; the lock will unlock after all required cards are read.

**9.3 Entry by card and PIN:** Present a card, then enter the PIN (4 to 6 digits) followed by #. The lock will unlock.

**9.4 Entry by card or PIN mode:** Present a card to unlock the door, or enter the PIN (4 to 6 digits) followed by # to unlock.

## 9.5 Relay Mode

Relay Setting – Pulse Mode

Each time a valid card/tag is read or a PIN is entered, the relay operates for the preset relay pulse time.

Relay Setting – Toggle Mode

Each time a valid card/tag is read or a PIN is entered, the relay changes state and will not return to its previous state until another valid card/tag is read or PIN is entered again.

## 9.6 Modify User PIN (Don't need to enter programming mode)

### Change User PIN (by card)

1. Press \*.
2. Present the user card.
3. Enter the old PIN (4–6 digits), then press #.
4. Enter the new PIN (4–6 digits), then press #.
5. Re-enter the new PIN (4–6 digits), then press # to confirm.

### Change User PIN (by ID)

1. Press \*.
2. Enter the user ID number, then press #.
3. Enter the old PIN (4–6 digits), then press #.
4. Enter the new PIN (4–6 digits), then press #.
5. Re-enter the new PIN (4–6 digits), then press # to confirm.

**Notice:** Users who do not have a user card must obtain their user ID and original PIN from an administrator.

## 10. Alarm Function

### 10.1 Door contact alarm

When connected to a door contact, if the door is opened illegally, the buzzer and the external alarm will activate.

### 10.2 The Anti-duress alarm

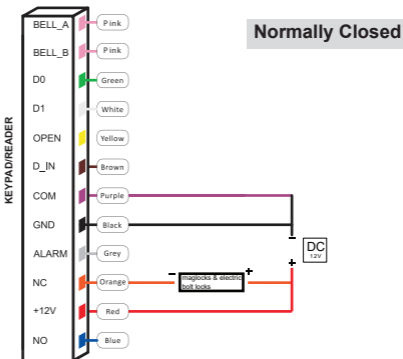
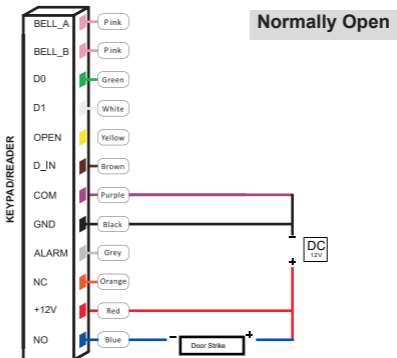
When an anti-duress card is read or an 8-digit anti-duress PIN is entered and # is pressed, the lock will open and the external alarm will activate. The device buzzer will not sound.

### 10.3 Remove alarm

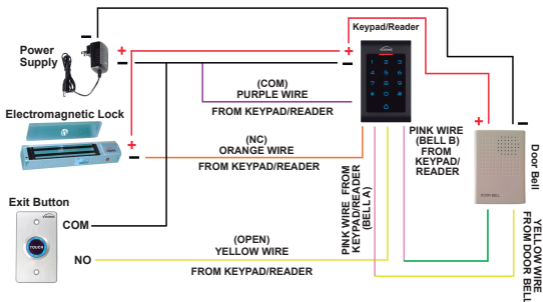
When a valid user card, manager card, or master code is used, the alarm will be deactivated. If no action is taken, the alarm will deactivate automatically.

# 11. Connection Diagram

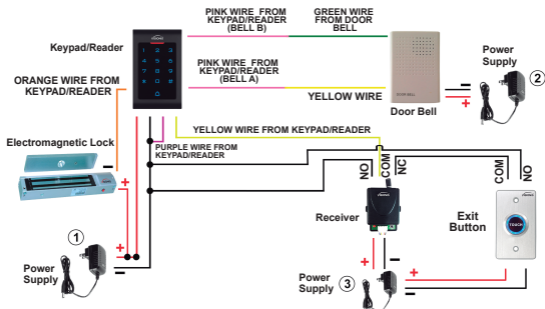
## 11.1 NO/NC Locks



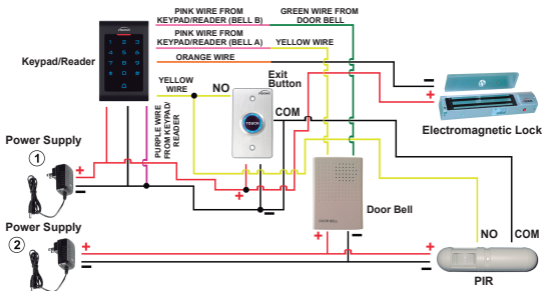
## 11.2 Connection with Accessories: Doorbell and Exit Button



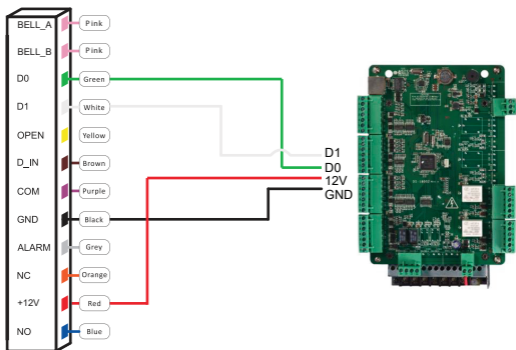
## 11.3 Connection with Accessories: Doorbell, Exit Button, and Wireless Receiver



## 11.4 Connection with Accessories: Doorbell, Exit Button, and PIR



## 11.5 Connection with Access Control Panel



## 12. Reset to Factory Default

- Power off the device.
- Press and hold the # key, then power on.
- Release the # key after hearing two short beeps. When a long beep sounds, the device has entered normal operating mode and has been reset to factory default settings. *Note: User data will not be deleted.*

## 13. Packing List

Name	Model/size	Quantity	Remarks
Keypad		1	
User manual		1	
Self-tapping screws	Φ4mm×28 mm	2	Used in fixing
Rubber plug	Φ6mm×30 mm	2	Used in fixing
Star screw driver	Φ20mm×60mm	1	Special for Keypad

### Warning Tips:

- Do not attempt to repair the device yourself. If any issues occur, contact the supplier.
- Before mounting the device on the wall, carefully check for concealed wiring or conduits to avoid damage. Wear safety glasses when drilling.
- Product updates may cause differences between the actual product and this manual. Changes may be made without prior notice.

