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# Nexus Lite (Web Interface)

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## QUICK START GUIDE

### Scope of Document

This document gives a brief overview of operation of the Nexus Lite Controller's Web user interface.

### Document Conventions

We use the following conventions in this document:



*Note – points out extra information*



*Tip – points out alternative methods to perform a task*



*Important – points out important information*



*Warning – points out potential danger to you or the product*

### Before You Begin

Ensure you have access to the Nexus Lite Controller.



# 1

# System Settings

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## Starting the Nexus Lite Web Interface

### Over a LAN



*Do NOT open more than 1 instance of the Nexus Lite Web Interface per Controller. Also, when using the Web Interface with the Touch Screen model, ensure the screen is locked.*



*If the Web Server resides on a Port other than Port 80, the URL becomes: **http://nexuslite:XX/**. The **XX** highlighted in the URL refers to the new Port number.*

1. Startup the Nexus Lite Web Interface from your Internet Browser using the following URL: **http://nexuslite/**.
2. At the Security Warning, click the **Run** button.
3. Click the **OK** button.
4. Select a location in which to save the Backup. Backup takes place automatically at startup, retaining the 5 most recent backups.
5. Click the **Open** button.

### Over a WAN




When the Nexus Lite Web Interface loads, it tries to connect to the Controller using the hostname and port configured on the Controller. This hostname is only valid on the LAN. If the Web Interface tries to connect to the Controller from another network or across the internet, you need to provide the router with a public static IP address or a dynamic hostname and configure port forwarding.

1. Start up the Nexus Lite Web Interface from your internet browser using the following URL: **http://nexuslite/**.

2. At the Controller Connection Error dialog, click the **Yes** button.
3. Enter the **Hostname or IP Address** for the Controller.
4. Click the **OK** button.
5. Enter the **Host Port** for the Controller.
6. Click the **OK** button.

The next time you load the Web Interface on the same computer, logged in as the same user, the values used for the alternative Hostname and alternative Host Port load as defaults into the **Hostname** and **Host Port** textboxes.

## Date or Time Setup

1. From the Main Menu, select **System>Date/Time**.
2. Synchronise the Nexus Lite Controller's Date and Time to your PC by clicking the  button.
3. Set the **Start** and **End Date** for Daylight Savings using the  buttons.
4. Set the time that Daylight Savings takes effect using the **Switch Time** textbox.
5. Set the duration of the Daylight Savings time shift using the **Shift Duration** textbox.
6. Click the  button.

## Auto-ID

For population of tables and identification of Terminals connected on the Terminal Bus, perform an Auto-ID as follows:

1. From the Main Menu, select **System>Auto ID**.
2. At the **Auto-ID** dialog, click the **Yes** button.
3. Click the **OK** button.

## Door Configuration

The Nexus Lite System supports a maximum of **8** Doors. Each Door has **3** Door Mode Patterns (each with **4** time period allocations). The user interface allows for configuration of each Door individually (labeled **1** thorough **8**) or configuration across all Doors at once (**All** label).

### General Settings

1. From the Main Menu, select **System>Doors**.

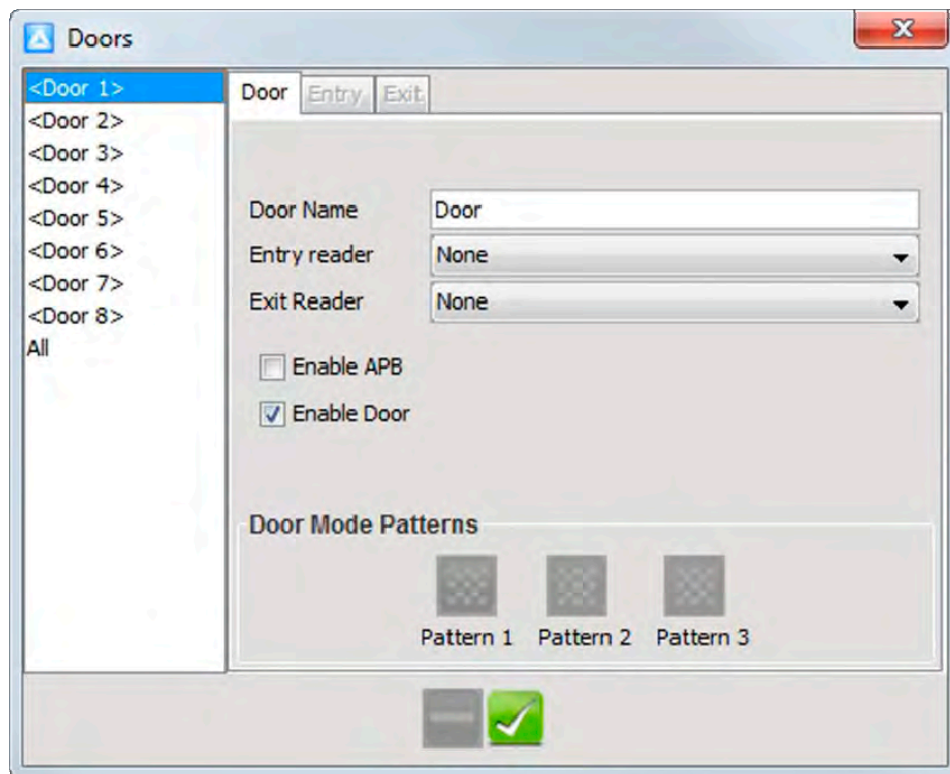




Figure 1 – Door Configuration Dialog

2. With the **Door** Tab selected, in the **Door Name** textbox, assign a suitable name. The **Door Name** textbox has a 16 character limit.
3. Select the **Entry Reader** using the drop-down list. Make your selection from the list of displayed Readers.
4. Select the **Exit Reader** using the drop-down list. Make your selection from the list of displayed Readers.
5. Add the Door to the Anti-passback (APB) Zone, by selecting the **Enable APB** checkbox.

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6. If necessary, de-select the **Enable Door** checkbox.
  7. Click the  button.
  8. Click the **OK** button.

### Entry Settings

1. Select the **Entry** Tab.
2. Select the **RTE Mode** using the drop-down list, your options include:
  - **Normally Closed**—sensor remains closed until opened by an operator.
  - **Normally Open**—sensor remains open until closed by an operator.
3. Edit the **DOS Mode** using the drop-down list, your options include:
  - **Normally Closed**
  - **Normally Open**
4. Edit the **DOS Usage** using the drop-down list, your options include:
  - **DOS**—alarm sounds if the Door remains open too long or if the Doors forced. Use this feature for monitoring real Door open states.
  - **Inhibit Reader**—deactivates the Reader as long as the Door is open; also there is no alarm for Doors forced open. Used to disable the reader while the Door remains open.
  - **Terminate Strike**—deactivates the relay if Door is opened and closed or forced. Use this feature where the lock must re-engage once the Door is closed.
5. Set the **Buzzer Volume (Allowed)** using the drop-down list, select from the options (Off, Soft, Medium and Loud) given.
6. Set the **Buzzer Volume (Denied)** using the drop-down list, select from the options (Off, Soft, Medium and Loud) given.
7. Set the amount of time (in seconds) the Door stays open before an alarm triggers using the **Door Open Duration** textbox.
8. Set the amount of time (in seconds) the Door remains unlocked using the **Strike Duration** (in seconds) textbox.

9. By default end-of-line sensing is disabled, to enable end-of-line sensing on the Door Open Sensor (DOS), select the **Enable DOS Line Sensing** checkbox.
10. Click the  button.
11. Click the **OK** button.

### Exit Settings

1. Select the **Exit** Tab.
2. Based on the similarity of the steps involved in Exit Settings, refer to the *Entry Settings* section (page 6) for more information.

### Door Mode Pattern Configuration

1. Select the **Door** Tab.
2. Click the **Pattern 1** button.

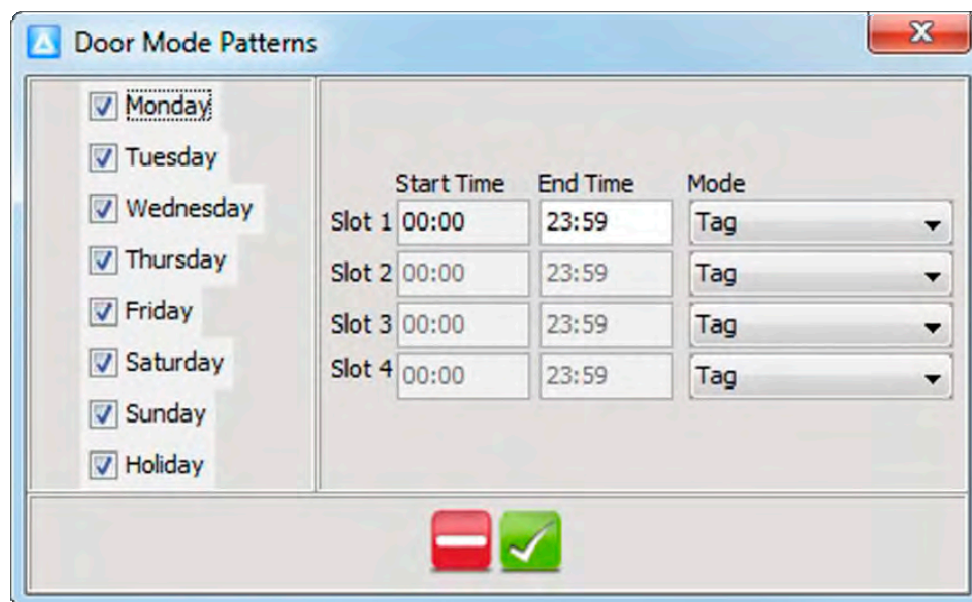


Figure 2 – Door Mode Patterns Dialog




3. Make your selection from the list of available access days (Monday to Sunday or Holidays).
4. For **Slot 1**, enter a **Start** and **End Time**.

5. From the **Mode** drop-down list, select from the following:
  - **Locked**—the Door is locked and cannot be overridden with any Tag.
  - **Tag**—requires presentation of a Tag to open the Door.
  - **Tag + PIN**—requires presentation of a Tag followed by entry of a PIN-code to open the Door. PIN-codes range from **2 to 65534**. After entering the PIN-code, complete the entry by pressing the **#** key). Selecting this mode without connecting a keypad reader, applies **Tag** rules.
  - **Tag + Reason**—requires presentation of a Tag followed by entry of a Reason Code to open the Door. Selecting this mode without connecting a keypad reader, applies **Tag** rules.
  - **Open on First Tag**—the door is opened when the first valid Tagholder presents their Tag and remains open.
  - **Open Now**—the Door opens at specified time. A Tag is not required to open the Door.
  - **Personal Access Code**—requires entry of a Personal Access Code (PAC) to open the Door. Your Personal Access Code may range from between **1 to 9999** followed by a **#** symbol.
6. Repeat steps 4 and 5 for the remaining Slots.



*For example, set 3 time periods for a Door open between 8 am and 5 pm, that is:*

- **Slot 1**—Start Time 00:00 (default), Stop Time 07:59.
- **Slot 2**—Start Time 08:00, Stop Time 17:00.
- **Slot 3**—Start Time 17:01, Stop Time 23:59.

7. Click the  button.
8. Set any remaining Door Mode Patterns.
9. Click the  button.
10. Click the  button.



## Access Group Setup



The **Default Access Group** allows ALL Tagholders assigned to the Group access to ALL Doors at ALL times. Therefore, create Access Groups to restrict or allow access as required.

### Add an Access Group

1. From the Main Menu, select **System>Access Groups**.

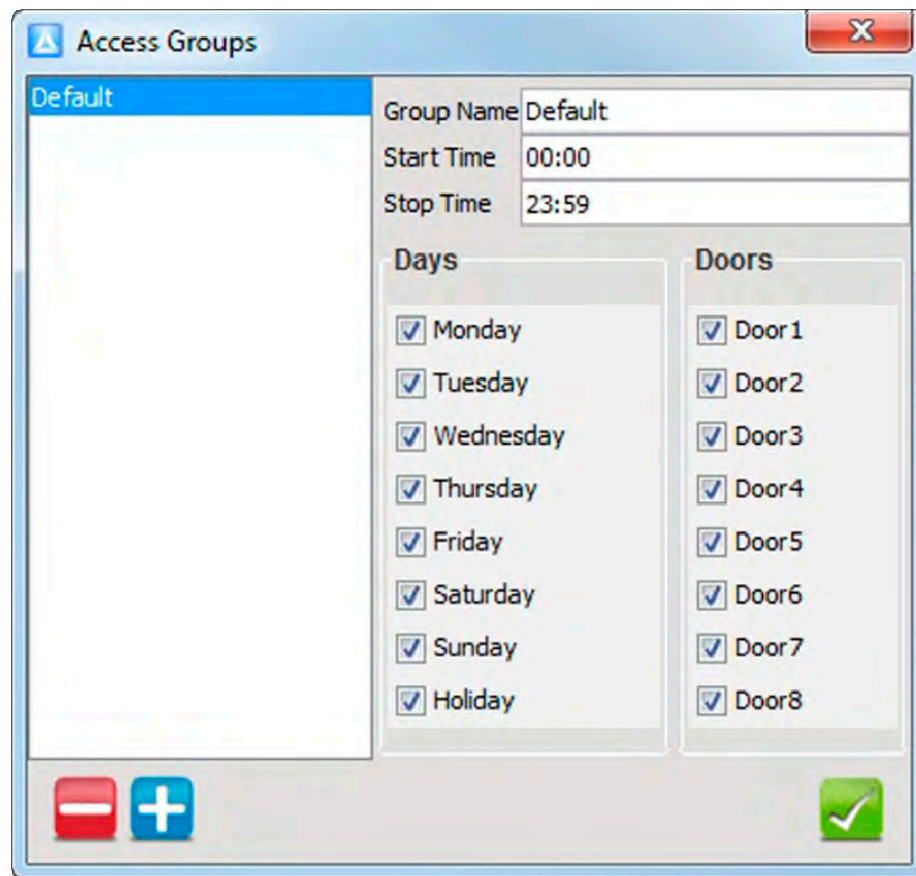






Figure 3 – Access Groups Dialog

2. Click the  button.
3. Enter a suitable name in the **Group Name** textbox.
4. Set the **Start** and **Stop Time**.
5. Make your selection from the list of available **Days**.
6. Make your selection from the displayed **Doors**.

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7. Click the  button.
  8. Click the **OK** button.
  9. Click the  button.

### Delete an Access Group





1. From the Main Menu, select **System>Access Groups**.
2. Select the **Group Name** for deletion.
3. Click the  button.
4. Click the **OK** button.

### Edit an Access Group


1. From the Main Menu, select **System>Access Groups**.
2. Select the Access Group for editing.
3. Based on the similarity of the steps involved in Editing an Access Group, refer to *Add an Access Group* (page 9) for more information.

## Holidays Setup

### Add a Holiday

1. From the Main Menu, select **System>Holidays**.
2. Click the  button.
3. Enter a suitable name in the **Holiday Name** textbox.
4. Set the **Start Date** by clicking the  button.
5. Set the **End Date** by clicking the  button.
6. Click the  button.
7. Close the dialog.

### Delete a Holiday

1. From the Main Menu, select **System>Holidays**.
2. Select the **Holiday Name** for deletion.
3. Click the  button.

## Edit a Holiday

1. From the Main Menu, select **System>Holidays**.
2. Select the **Holiday Name** for editing.
3. Based on the similarity of the steps involved in Editing a Holiday, refer to the section *Add a Holiday* (page 10) for more information.

## Reason Code Setup

The Nexus Lite System allows for storage of **up to 10 Reason Codes**. You may assign any number between **0** and **99** as a Reason Code, letting you to keep legacy Reason Codes to avoid retraining employees.

1. From the Main Menu, select **System>Reason Codes**.

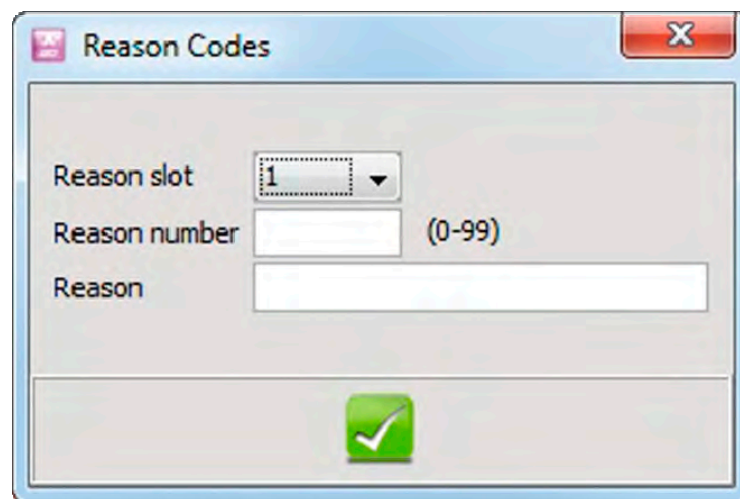



The image shows a software dialog box titled "Reason Codes" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the dialog, there are three input fields: "Reason slot" is a drop-down menu currently showing "1"; "Reason number" is a text box with "(0-99)" to its right; and "Reason" is a larger text box. At the bottom center of the dialog is a green square button with a white checkmark. At the top right of the dialog is a red square button with a white "X".

Figure 4 – Reason Code Dialog

2. From the **Reason Slot** drop-down list, select a number between **1** and **10**.
3. Enter a number between **0** and **99** in the **Reason Number** textbox.
4. Enter a suitable description in the **Reason** textbox.
5. Click the  button.
6. Click the  button.

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Return to the Main Menu by clicking the  button.

# 2

## Tagholder Configuration




*Setting up a Template before adding Tagholders, streamlines the Tagholder addition process.*

The Nexus Lite System supports a maximum of **1 000** Tagholders, each with a maximum of **3** Tags.

### Add Tagholder

#### Tagholder Information

1. From the Main Menu, select **Tagholders**.
2. Click the  button.

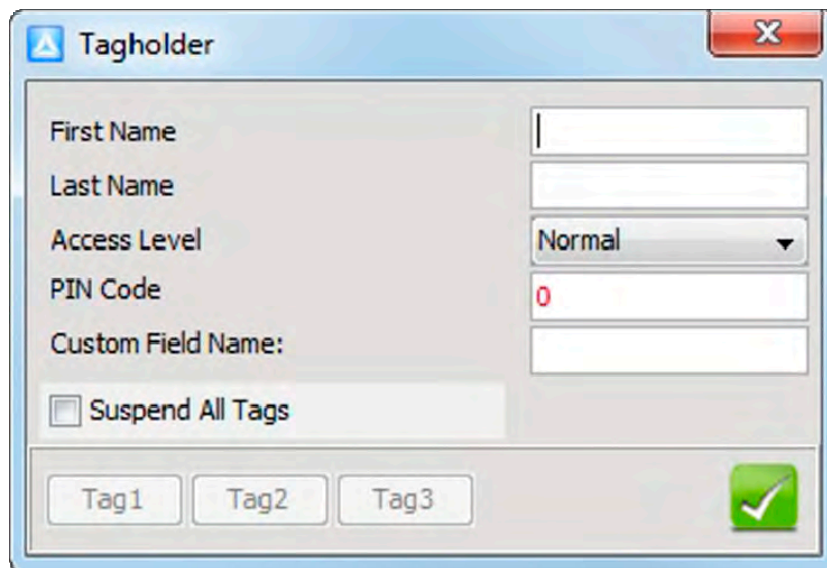



Figure 5 – Tagholder Dialog

3. Complete the **First** and **Last Name** textboxes.
4. Using the **Access Level** drop-down list, select from the following:
  - **Visitor**—restricted access, valid for day of issue only.

- **Normal**—employee Tagholder, access restricted by Door Mode.
  - **Administrator**—overrides APB Rules.
5. If necessary, complete the **PIN-code** textbox.
  6. Edit the **Custom Field** textbox.
  7. If necessary, select the **Suspend All Tags** checkbox.
  8. Click the  button.

### Tag Information

1. Click the **Tag1** button.

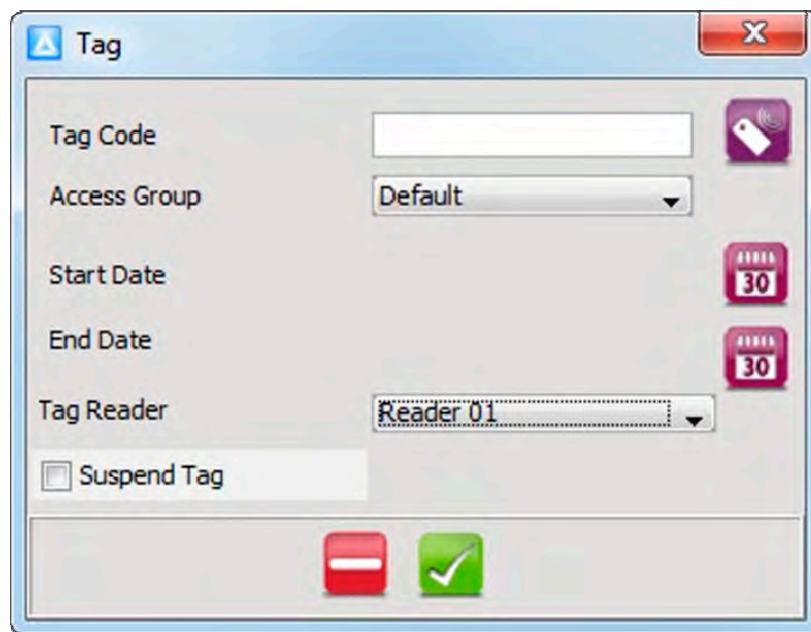





Figure 6 – Tag Dialog





2. Select your Tag registration reader using the **Tag Reader** drop-down list.
3. Click the  button alongside the **Tag Code** textbox.
4. Present a Tag to your chosen **Tag Reader**.




*Alternatively, enter a Personal Access Code (PAC) in the **Tag Code** textbox. Your Personal Access Code may range from between **1 to 9999**.*

5. From the **Access Group** drop-down list, make your selection.
6. Complete the **Start** and **End Date** requirements using the associated  buttons.
7. If necessary, select the **Suspend All Tags** checkbox.
8. Click the  button.

## Add a Batch of Tags

1. From the Main Menu, select **Tagholders**.
2. Click the  button.
3. Select your Tag registration reader using the **Select Reader** drop-down list.
4. At the Batch Enrollment screen, click the  button.
5. Present each Tag in succession to the Nexus Lite Controller.
6. After enrolling the batch of Tags, click the  button.
7. Click the  button.


## Delete a Tagholder or Tag

1. From the Main Menu, select **Tagholders**.
2. Select the **Tagholder** you wish to delete.
3. Click the  button.
4. At the confirmation message, click **Yes**.




*Alternatively, if you would like to delete just the Tag (keeping the Tagholder enrolled in the System), click the **Tag1**, **Tag2** or **Tag3** button representing the Tag for deletion.*

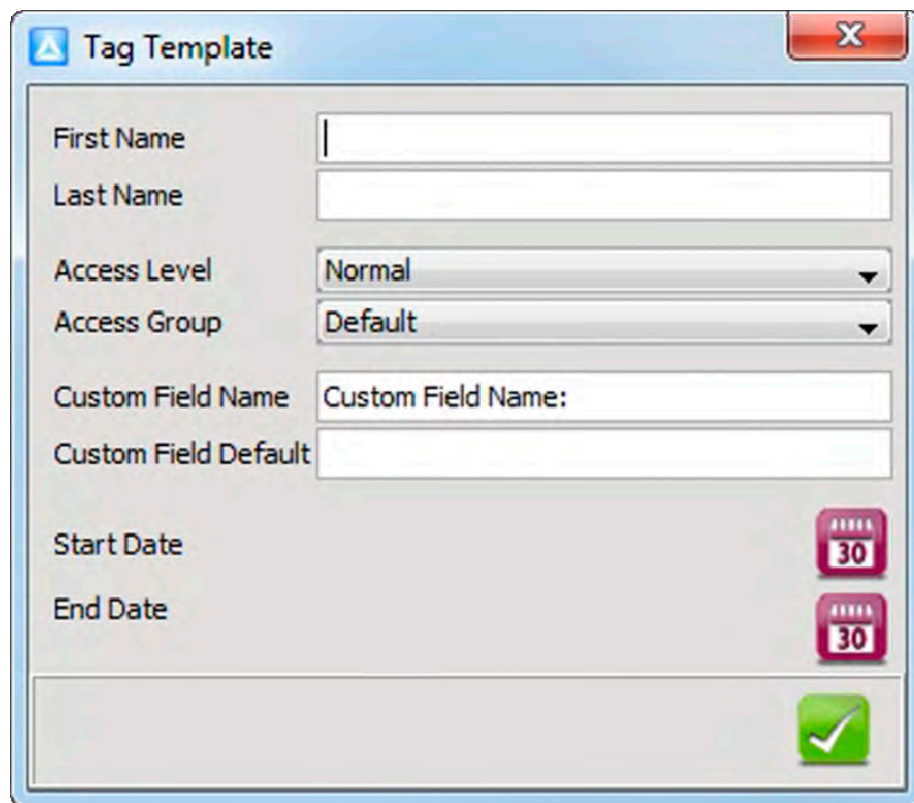
## Edit Tagholders or Tags

1. From the Main Menu, select **Tagholders**.
2. Select the **Tagholder** for editing.
3. Click the  button.

4. Based on the similarity of the steps involved in Editing a Tagholder or Tag details, refer to the *Add Tagholder* section (page 13).

## Template Setup

1. From the Main Menu, select **Tagholders**.
2. Click the  button.





The image shows a 'Tag Template' dialog box with the following fields and controls:


- First Name**: A text input field.
- Last Name**: A text input field.
- Access Level**: A drop-down menu with 'Normal' selected.
- Access Group**: A drop-down menu with 'Default' selected.
- Custom Field Name**: A text input field containing 'Custom Field Name:'.
- Custom Field Default**: A text input field.
- Start Date**: A date picker showing '30'.
- End Date**: A date picker showing '30'.
- A green checkmark button at the bottom right.

Figure 7 – Tag Template Dialog

3. Complete the **First** and **Last Name** textboxes.
4. From the **Access Level** drop-down list, select from the following:
  - **Visitor**—restricted access, valid for day of issue only.
  - **Normal**—employee Tagholder, access restricted by Door Mode.
  - **Administrator**—overrides APB Rules.
5. Select an **Access Group**, using the drop-down list.
6. Edit the **Custom Field Name** textbox.



- 
7. Complete the **Custom Field Default** textbox.
  8. Complete the **Start** and **End Date** requirements using the associated  buttons.
  9. Click the  button.

Return to the Main Menu by clicking the  button.

# 3

## Reports



### View Reports

1. From the Main Menu, select **Reports>Selected Report**.



*Replace the term “Selected Report” with one of the following available Reports:*

- **Access**—this Report provides access data for the selected Tagholder over a specified date range.
- **Status**—this Report displays all the status transactions from Controllers and Terminals on a selected date.
- **Audit**—this Report provides a list of Tags added, edited or deleted over a specified date range.
- **Hours Worked**—this Report calculates hours worked from the IN and OUT Transactions of all APB Zones.

2. Select the **Tagholder** using the drop-down list.
3. Set the Report’s **Start** and **End Date** by clicking the  button.
4. Click the  button.

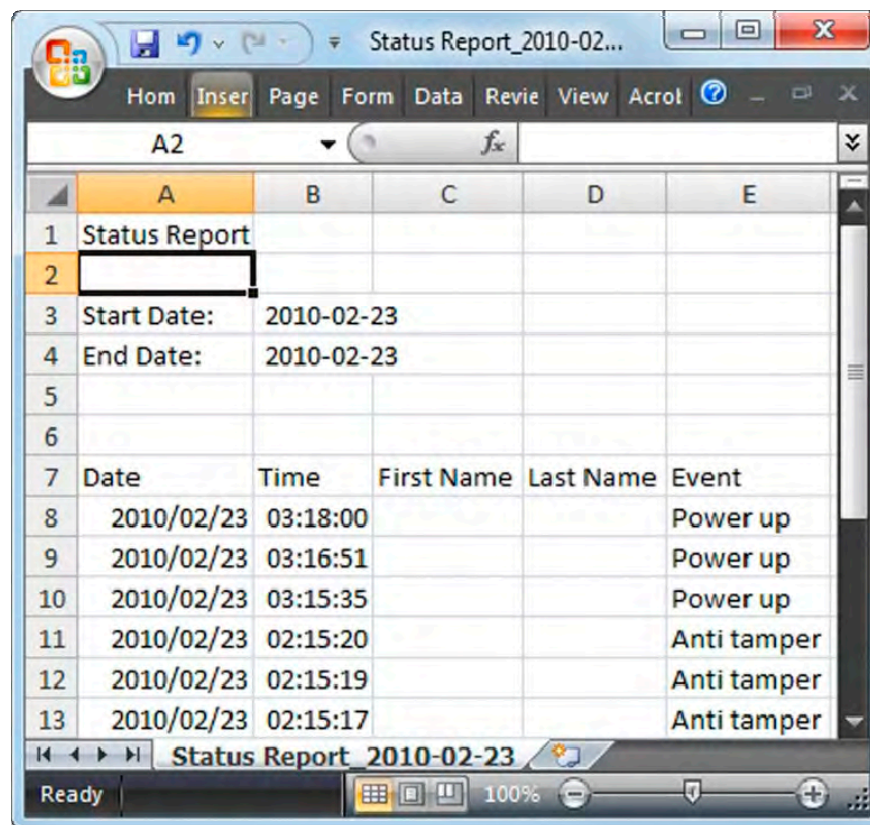
### Export CSV (Comma Separated Value)



*The **Export CSV** button displays after you submit the filter data. If there is no available data, the **Export CSV** button is disabled.*


Export a Report as follows:

1. Click on the **Export CSV** button.
2. In the **Select Output File** dialog select one of the following button options:
  - **Save**—clicking the Save button, gives you the option to save the exported data to a location of your choice.
  - **Cancel**—clicking the Cancel button, cancels the export process.



	A	B	C	D	E
1	Status Report				
2					
3	Start Date:	2010-02-23			
4	End Date:	2010-02-23			
5					
6					
7	Date	Time	First Name	Last Name	Event
8	2010/02/23	03:18:00			Power up
9	2010/02/23	03:16:51			Power up
10	2010/02/23	03:15:35			Power up
11	2010/02/23	02:15:20			Anti tamper
12	2010/02/23	02:15:19			Anti tamper
13	2010/02/23	02:15:17			Anti tamper

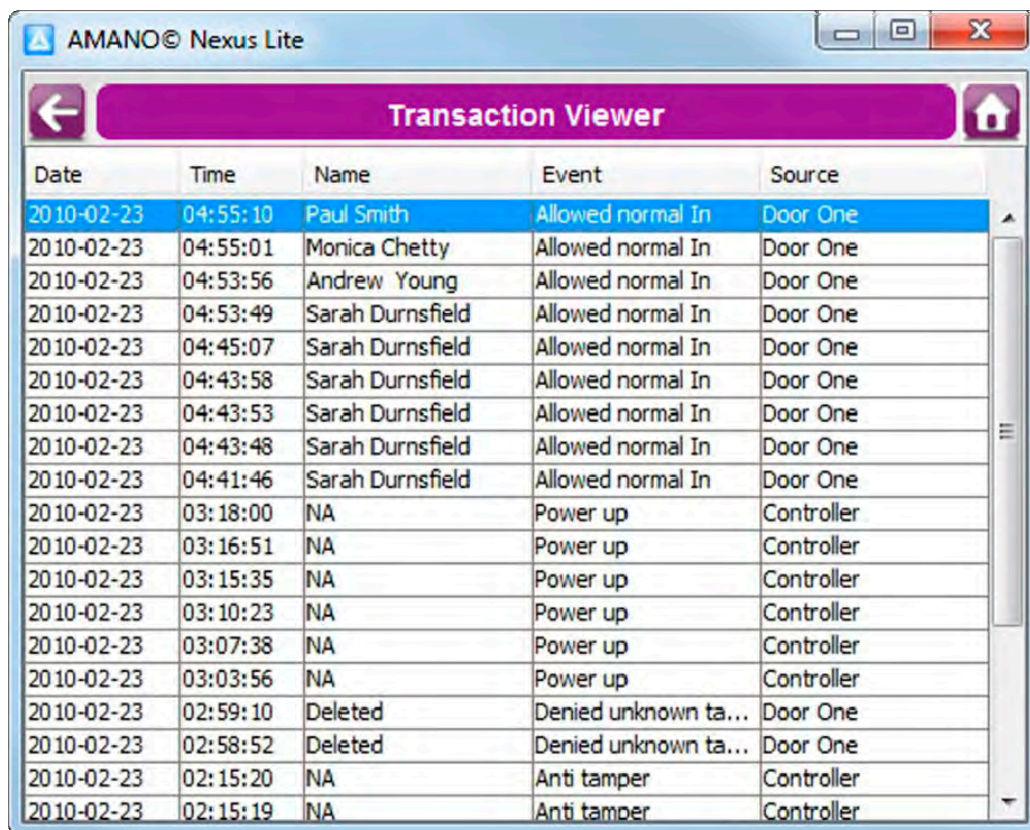
Figure 8 – Message Board Report Exported in CSV Format

Return to the Main Menu by clicking the  button.

# Live Transaction Viewer


## Viewing Live Transactions

1. From the Main Menu, select **Live Transactions**.



Date	Time	Name	Event	Source
2010-02-23	04:55:10	Paul Smith	Allowed normal In	Door One
2010-02-23	04:55:01	Monica Chetty	Allowed normal In	Door One
2010-02-23	04:53:56	Andrew Young	Allowed normal In	Door One
2010-02-23	04:53:49	Sarah Durnsfield	Allowed normal In	Door One
2010-02-23	04:45:07	Sarah Durnsfield	Allowed normal In	Door One
2010-02-23	04:43:58	Sarah Durnsfield	Allowed normal In	Door One
2010-02-23	04:43:53	Sarah Durnsfield	Allowed normal In	Door One
2010-02-23	04:43:48	Sarah Durnsfield	Allowed normal In	Door One
2010-02-23	04:41:46	Sarah Durnsfield	Allowed normal In	Door One
2010-02-23	03:18:00	NA	Power up	Controller
2010-02-23	03:16:51	NA	Power up	Controller
2010-02-23	03:15:35	NA	Power up	Controller
2010-02-23	03:10:23	NA	Power up	Controller
2010-02-23	03:07:38	NA	Power up	Controller
2010-02-23	03:03:56	NA	Power up	Controller
2010-02-23	02:59:10	Deleted	Denied unknown ta...	Door One
2010-02-23	02:58:52	Deleted	Denied unknown ta...	Door One
2010-02-23	02:15:20	NA	Anti tamper	Controller
2010-02-23	02:15:19	NA	Anti tamper	Controller

**Figure 9 – Transaction Viewer**

Return to the Main Menu by clicking the  button.




# 4

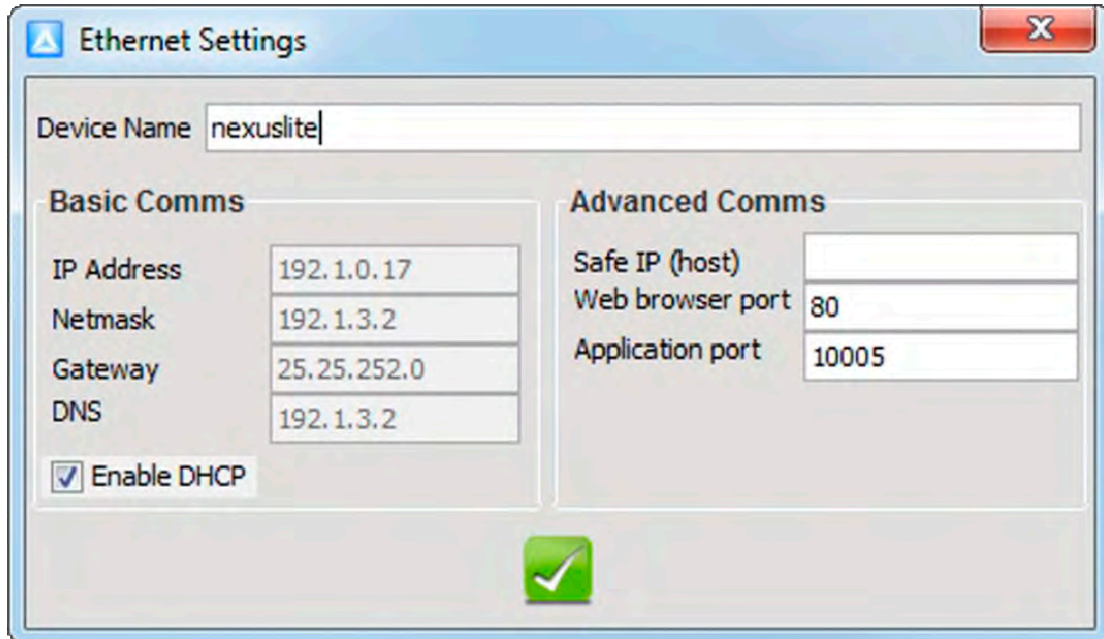
## Advanced Setup

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### Controller Setup

1. From the Main Menu, select **Advanced>Controller**.
2. Complete the **Site Name** textbox.
3. Using the **APB Type** drop-down list, select from the following:
  - **Strict**—enforced Anti-passback Zone rules for **in** and **out** directions. A Tagholder cannot enter or exit a Zone consecutively.
  - **Relaxed**—after entering a Zone, the Tagholder must exit the Zone using their Tag *before* they can re-enter. However, Tagholders can use their Tags for multiple, consecutive exits in this Mode.
4. Using the **Door Type** drop-down list, select from the following:
  - **Emergency Open**—opens all Doors immediately.
  - **Lock Down**—locks all Doors immediately.
  - **Normal**—Doors operate as set up.
5. Select the **Reset APB** checkbox if required.
6. The **Off-line Validation** checkbox is selected by default, de-select the checkbox if necessary.
7. The **Display TFT Transactions** checkbox is selected by default, de-select the checkbox if necessary.
8. Click the  button.

## Ethernet



The Ethernet Settings dialog box is shown with the following fields and values:

Basic Comms		Advanced Comms	
Device Name	nexuslite	Safe IP (host)	
IP Address	192.1.0.17	Web browser port	80
Netmask	192.1.3.2	Application port	10005
Gateway	25.25.252.0		
DNS	192.1.3.2		
<input checked="" type="checkbox"/> Enable DHCP			



A green checkmark button is located at the bottom center of the dialog box.

Figure 10 – Ethernet Settings Dialog

1. From the Main Menu, select **Advanced>Ethernet**.
2. Edit the **Device Name** textbox.
3. The **Enable DHCP** checkbox is selected by default, de-select the checkbox if necessary.
4. Complete the **Safe IP (Host)** textbox.



*The default Web Browser Port Number is **80** and the default Application Port Number is **10005**. Only change these Port Numbers, if they clash with other devices or services on your network.*

5. Complete the **Web Browser Port** textbox.
6. Complete the **Application Port** textbox.
7. Click the  button.
8. When prompted to re-start the Controller, click the  button.

## Restore

Restore the Controllers configuration settings as follows:


1. From the Main Menu, select **Advanced>Restore**.
2. In the **Open** dialog, browse to your chosen Backup location.
3. Select the file for restoration.
4. Click the **Open** button.
5. At the **Message** dialog, click the **OK** button.
6. At the **Restart Required** dialog, click the **OK** button. Thus restarting the Web Interface, restoring your configuration settings.

## UDP Output

1. From the Main Menu, select **Advanced>UDP Output**.
2. Select the **Enable UDP** checkbox.
3. Complete the **Receiving IP** textbox.
4. Complete the **Receiving Port** textbox.




*The default Receiving Port Number is **10010**. Only change this Port Number if it clashes with other devices or services on your network.*

5. Set the time (in seconds) between notifications using the **Keep Alive Time** textbox. The default Keep Alive Time is **60 seconds**.
6. Click the  button.

## Replace


1. From the Main Menu, select **Advanced>Replace Unit**.
2. Using the **Replace** drop-down list, make your selection.
3. Complete the **With** textbox referring to the Fixed Address of the replacement unit.




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4. Click the  button.
  5. At the confirmation message, click **Yes**.

## Security

Set or change the administrator password as follows:

1. From the Main Menu, select **Advanced>Security**.
2. Complete the **New Code** textbox.
3. Complete the **Confirm Code** textbox.
4. Click the  button.
5. Click the **OK** button.

Return to the Main Menu by clicking the  button.

## Other Advanced Features

### Manual Backup

Back up your Controller Configuration Settings as follows:

1. From the Main Menu, select **About**.
2. At the **About** Dialog, click the **Backup Now** button.

Backup saves to the same location selected in the section *Starting the Nexus Lite Web Interface* on page 3.



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# Troubleshooting

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## Restoring Factory Defaults



*Restoring factory defaults will reset the Nexus Lite Controller's device name to Nexus Lite.*

1. Set the **Door Lock Select** DIP-switch Switch 1 to the **ON** position.



*Refer to your Nexus Lite Controller's Hardware Installation Manual for location of the DIP-switch.*

2. Reset the Controller by removing and then reapplying the power source.
3. With the Controller running, set the **Door Lock Select** DIP-switch Switch 1 back to the **OFF** position.



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# Extra Information

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Further information is available at the following resources:

- **Nexus Lite (Touch Screen User Interface) Quick Start Guide** (ISC305-0-0-AC-XX).
- **Nexus Lite Controller Installation Manual** (ISC304-0-0-AC-XX).

## User Notes

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## User Notes

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## User Notes

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## User Notes



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This manual is applicable to the Nexus Lite Web Interface V 2.0. (The last two digits of the Amano stock code indicate the issue status of the product).			
ISC306-0-0-AC-00	Issue 01	Apr 2010	20\Software\Amano USA\LATEST ISSUE\NexWeb-swm-en-01.docx