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# Nexus Lite (Touch Screen)

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## QUICK START GUIDE

### Scope of Document

This document gives a brief overview of operation of the Nexus Lite Controller's Touch Screen 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***

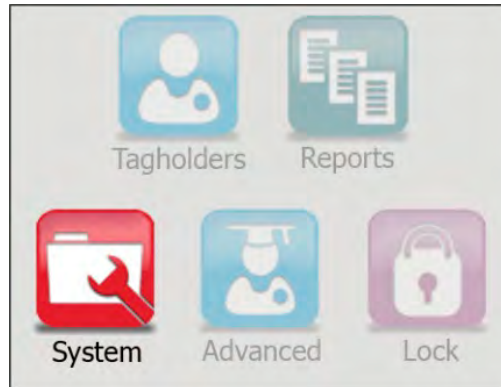
### Before You Begin

Ensure you have access to the Nexus Lite Controller.




# 1

## System Settings



**Figure 1 – Nexus Lite Main Menu – With the System Option Highlighted**



On initial start-up of the Nexus Lite Controller, the Controller prompts you to set the Date and Time. At the **No date set, set date/time?** prompt, click the  button. Continue from point 2 of the section **Date or Time Setup** to complete the process.






*If, during this process, you notice calibration problems refer to the section Touch Screen Calibration on page 23.*

### 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 **Run Auto-ID** prompt, click the  button.
3. Review the Auto-ID results and then click the  button.













*Units assigned and connected have a  indicator. Units unconnected but assigned have a  indicator. Units that are unassigned but connected display a  indicator.*



## 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 Nexus Lite user interface allows for configuration of each Door individually (buttons labeled **1** thorough **8**) or configuration across all Doors at once (**All** button).





### General Settings

1. From the Main Menu, select **System>Doors**.
2. Click the  button representing either a Door number (**1** through **8**) or alternatively the **All** option.
3. Click the  button.
4. Edit the **Door Name** textbox, by clicking the  button (use the multi-tap keypad provided).
5. Click the  button.
6. Add the Door to the Anti-passback (APB) Zone, by selecting the **Add to APB Zone** checkbox.
7. Select the **Disable Door** checkbox if required.
8. Click the  button.
9. Edit the **Entry Reader** textbox by clicking the  button. Make your selection from the list of displayed Readers.
10. Click the  button.
11. Edit the **Exit Reader** textbox by clicking the  button. Make your selection from the list of displayed Readers.
12. Click the  button.
13. Click the  button.


### Entry Settings

1. Click the  button.
2. Edit the **RTE Mode** textbox by clicking the  button, your options include:
  - **Normally Closed**—sensor remains closed until opened by an operator.




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- **Normally Open**—sensor remains open until closed by an operator.
  3. Click the  button.
  4. Edit the **DOS Mode** textbox by clicking the  button, your options include:
    - **Normally Closed**
    - **Normally Open**
  5. Click the  button.
  6. Click the  button.
  7. Edit the **DOS Usage** textbox by clicking the  button, your options include:
    - **Normal**—alarm sounds if the Door remains open too long or if the Door is forced. Use this feature for monitoring real Door open states.
    - **Inhibit**—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 the Door is opened and closed or forced. Use this feature where the lock must re-engage once the Door is closed.
  8. Click the  button.
  9. Complete the **Open Duration** (in seconds) textbox, by clicking the  button (use the keypad provided). This is the amount of time the Door is allowed to remain open before an alarm triggers.
  10. Click the  button.
  11. Click the  button.
  12. 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.
  13. Adjust the **Strike Duration** (in seconds) textbox, by clicking the  button (use the keypad provided).
  14. Click the  button.
  15. Click the  button.
  16. Click the  button alongside the **Valid Tag Buzzer Volume** textbox, select from the options (Off, Low and Loud) given.





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17. Click the  button.
  18. Click the  button alongside the **Invalid Tag Buzzer Volume** textbox, select from the options (Off, Low and Loud) given.
  19. Click the  button.
  20. Click the  button.

### Exit Settings

1. Click the  button.
2. Based on the similarity of the steps involved in Exit Settings, refer to the *Entry Settings* section (page 4) for more information.

### Door Mode Pattern Configuration


1. Click the  button.
2. Make your selection from the list of available **Access Days** (Sunday to Saturday or Holidays).
3. Click the  button.
4. Complete the **Pattern Mode** textbox, by clicking the  button and selecting from the following:
  - **Tag Only**—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 Only** 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 Only** rules.
  - **PAC**—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.
  - **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.



- **Locked**—the Door is locked and cannot be overridden with any Tag.
5. Click the  button.
  6. Set the **Start** and **End Time**, by clicking the  alongside the respective textbox.
  7. Select the **Hours** and **Minutes** using the  buttons.
  8. Click the  button.



*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.

*The  button only activates once you have indicated a Stop Time of 23:59.*

9. Click the  button.
10. Set any remaining Door Mode Patterns, alternatively click the  button to return to the Door Selection Menu.

Return to the System Settings Menu by clicking 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>Add**.

2. Enter a suitable name in the **Group Name** textbox, by clicking the  button (use the multi-tap keypad provided).
3. Click the  button.
4. Click the  button.
5. Set the **Start** and **Stop Time** by clicking the  button.
6. Select the **Hours** and **Minutes** using the   buttons.
7. Click the  button.
8. Make your selection from the list of available **Access Days** (Sunday to Saturday or Holidays).
9. Click the  button.
10. Make your selection from the displayed **Access Doors**.
11. Click the  button.

### Delete an Access Group

1. From the Main Menu, select **System>Access Groups>Delete**.
2. Select the **Group Name** for deletion using the   buttons.
3. Click the  button.
4. Click the  button.
5. At the confirmation message, click the  button.



### Edit an Access Group

1. From the Main Menu, select **System>Access Groups>Edit**.
2. Based on the similarity of the steps involved in Editing an Access Group, refer to *Add an Access Group* (page 7) for more information.











Return to the System Settings Menu by clicking the  button.

## Holidays Setup






### Add a Holiday

1. From the Main Menu, select **System>Holidays>Add**.
2. Enter a suitable name in the **Holiday Name** textbox, by clicking the  button (use the multi-tap keypad provided).
3. Click the  button.



4. Set the **Start Date** by clicking the  button.
5. Select the **Month** using the   buttons.
6. Select the **Day** using the   buttons.
7. Click the  button.
8. Click the  button.
9. Set the **End Date** by clicking the  button.
10. Select the **Month** and **Day** as shown in points 5 and 6 above.
11. Click the  button.
12. Click the  button.

### Delete a Holiday

1. From the Main Menu, select **System>Holidays>Delete**.
2. Select the **Holiday Name** for deletion using the   buttons.
3. Click the  button.
4. Click the  button.
5. At the confirmation message, click the  button.


### Edit a Holiday




1. From the Main Menu, select **System>Holidays>Edit**.
2. Based on the similarity of the steps involved in Editing a Holiday, refer to the section *Add a Holiday (page 8)* for more information.

Return to the System Settings Menu by clicking the  button.



## Reason Code Setup

The Nexus Lite System allows for storage of a **maximum of 10 Reason Codes**, letting you assign any number between **1** and **99** to your Reason Code. This feature allows you to keep legacy Reason Codes and avoid retraining employees.

1. From the Main Menu, select **System>Reasons**.
2. Enter a number between **1** and **99** in the **Code Number** textbox, by clicking the  button (use the keypad provided).





















3. Click the  button.
4. Enter a suitable description in the **Description** textbox, by clicking the  button (use the multi-tap keypad provided).
5. Click the  button.




*Scroll between Reason Codes using the   buttons. As you move through the Reason Code screens the screen header indicates the number of the Reason Code in relation to the number allowed by the System.*

6. Click the  button.

## Date or Time Setup

1. From the Main Menu, select **System>Date/Time**.
2. Set the **Current Date** by clicking the  button.
3. Select the **Month** using the   buttons.
4. Select the **Day** using the   buttons.
5. Click the  button.
6. Set the **Current Time** by clicking the  button.
7. Select the **Hours** and **Minutes** using the   buttons.
8. Click the  button.
9. Click the  button.
10. Set the **Daylight Savings Start** and **End Date** by clicking the  button.
11. Click the  button.
12. Set the **Daylight Savings Switch Time** by clicking the  button.
13. Select the **Hours** and **Minutes** using the   buttons.
14. Click the  button.
15. Select the **Shift Duration** by clicking the  button (use the keypad provided).
16. Click the  button.
17. Click the  button.

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.




**Figure 2 – Nexus Lite Main Menu – With the Tagholders Option Highlighted**

### Quick Add Tagholder






This wizard automatically creates a Tagholder and assigns the first Tag, allowing for rapid entry of information.

1. From the Main Menu, select **Tagholders>Quick Add**.
2. Present a Tag to the Nexus Lite Controller.














*Alternatively, enter a Personal Access Code (PAC) by clicking the  button alongside the **Tag Code / PAC** textbox. Your Personal Access Code may range from between **1 to 9999**.*

3. Click the  button.



4. Edit the **Last Name** textbox, by clicking the  button (use the multi-tap keypad provided).
5. Click the  button.
6. If necessary edit the **Tag Code** textbox, by clicking the  button.
7. Click the  button.
8. Click the  button.

## Add Tagholder

### Tagholder Information


1. From the Main Menu, select **Tagholders>Add**.
2. Complete the **First** and **Last Name** textboxes, by clicking the  button (use the multi-tap keypad provided).
3. Click the  button.
4. Click the  button.
5. Complete the **Access Level** textbox, by clicking the  button and selecting from the following:
  - **Visitor**—restricted access, valid for day of issue only.
  - **Administrator**—overrides APB Rules.
  - **Normal**—employee Tagholder, access restricted by Door Mode.
6. Click the  button.
7. If necessary, complete the **PIN-code** textbox, by clicking the  button (use the keypad provided).
8. Click the  button.
9. Click the  button.
10. Edit the **Custom Field Name** textbox, by clicking the  button (use the multi-tap keypad provided).
11. Click the  button.
12. Click the  button.









### Tag Information

1. Click one of the  buttons.
2. Click the  button alongside the **Tag Code** textbox.

3. Present a Tag to the Nexus Lite Controller.




*Alternatively, enter a Personal Access Code (PAC) by clicking the  button alongside the **Tag Code / PAC** textbox. Your Personal Access Code may range from between **1 to 9999**.*




4. Click the  button.
5. Complete the **Access Group** textbox, by clicking the  button and making your selection.
6. Click the  button.
7. Complete the **Start** and **End Date** requirements using the associated  buttons.
8. Select the **Month** using the   buttons.
9. Select the **Day** using the   buttons.





*Where a Start or End Date don't apply, select the **n/a** option from the calendar.*

10. Click the  button.
11. Click the  button.



## Add a Batch of Tags



1. From the Main Menu, select **Tagholders>Batch**.
2. At the Batch Enrollment screen, click the  button.
3. Present each Tag in succession to the Nexus Lite Controller.
4. After enrolling the batch of Tags, click the  button.
5. Click the  button.

## Delete a Tagholder or Tag


1. From the Main Menu, select **Tagholders>Delete**.
2. Select the **Tagholder** using the   buttons.



Click the  button alongside the **Find** textbox this lets you enter non-case sensitive search criteria to find the Tagholder for deletion. Alternatively, click the  button and present a Tag to the Nexus Lite Controller, the associated Tagholder is then selected, ready for deletion.



3. Click the  button.
4. Delete a Tagholder and all the Tagholder's associated Tags by clicking the  button.





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


5. Click the  button.

## Edit Tagholders or Tags

1. From the Main Menu, select **Tagholders>Edit**.
2. Select the Tagholder using the   buttons.





















Click the  button alongside the **Find** textbox this lets you enter non-case sensitive search criteria to find the Tagholder for editing. Alternatively, click the  button and present a Tag to the Nexus Lite Controller, the associated Tagholder is then selected, ready 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 12) for more information.

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## Template Setup

1. From the Main Menu, select **Tagholders>Template**.
2. Complete the **First** and **Last Name Prefix** textboxes (used with Batch Enrollment), by clicking the  button (use the multi-tap keypad provided).
3. Click the  button.
4. Click the  button.
5. Complete the **Access Level** textbox, by clicking the  button and selecting from the following:
  - **Visitor**—restricted access, valid for day of issue only.
  - **Administrator**—overrides APB Rules.
  - **Normal**—employee Tagholder, access restricted by Door Mode.
6. Click the  button.
7. Select an **Access Group**, by clicking the  button and selecting a Group from the list.
8. Click the  button.
9. Click the  button.
10. Click the  button alongside the **Custom Field Name** textbox, and enter a field name (for example, Employee Number or Identity Number) using the multi-tap keypad provided.
11. Click the  button.
12. Click the  button alongside the **Custom Field Default** textbox, and enter custom information using the multi-tap keypad provided.
13. Click the  button.
14. Click the  button.
15. Complete the **Start** and **End Date** requirements using the associated  buttons.
16. Select the **Month** using the   buttons.
17. Select the **Day** using the   buttons.




*Where a Start or End Date doesn't apply, select the **n/a** option from the calendar.*

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18. Click the  button.

19. Click the  button.

Return to the Main Menu by clicking the  button.



# 3 Reports



Figure 3 – Nexus Lite Main Menu – With the Reports Option Highlighted



## View Reports

1. From the Main Menu, select **Reports>View>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. Click the  button alongside the **Tagholder** textbox.
3. Select the Tagholder using the  buttons.



Click the  button alongside the **Find** textbox this lets you enter non-case sensitive search criteria to find the Tagholder. Alternatively, click the  button and present a Tag to the Nexus Lite Controller, the associated Tagholder is then selected.

4. Click the  button.
5. Set the Report's **Start** and **End Date** by clicking the  button.
6. Select the Month using the  buttons.
7. Select the Day using the  buttons.
8. Click the  button.
9. Click the  button.

## Delete Reports









*Deleting a Report deletes all the associated transactions.*

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



*Replace the term "Selected Report" with either **Access** or **Status** Report.*

1. Set the **Start** and **End Date** by clicking the  button.
2. Select the Month using the  buttons.
3. Select the Day using the  buttons.
4. Click the  button.
5. At the confirmation message, click the  button.

Return to the Main Menu by clicking the  button.

# 4

## Advanced Setup

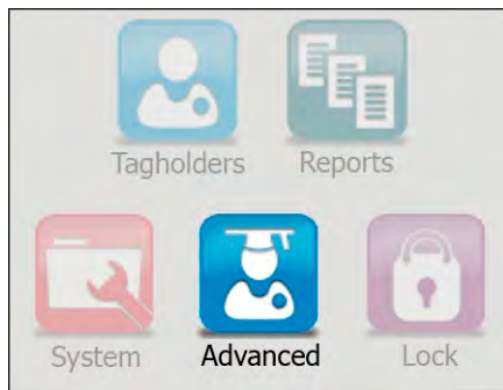










Figure 4 – Nexus Lite Main Menu – With the Advanced Option Highlighted

### Controller Setup






1. From the Main Menu, select **Advanced>Controller**.
2. Complete the **Site Name** textbox, by clicking the  button (use the multi-tap keypad provided).
3. Click the  button.
4. Complete the **Door Mode** textbox, by clicking the  button and selecting from the following:
  - **Emergency Open**—opens all Doors immediately.
  - **Lock Down**—locks all Doors immediately.
  - **Normal**—Doors operate as set up.
5. Click the  button.
6. Select the **Enable Off-line Validation** checkbox if required.
7. Click the  button.
8. Complete the **APB Type** textbox, by clicking the  button and selecting 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.
9. Click the  button.
  10. Select the **Reset APB** checkbox if required.
  11. The **Display TFT Transactions** checkbox is selected by default, de-select the checkbox to prevent transactions appearing on the Controller's screen as they occur on site.
  12. Click the  button.

## Communications




From the Main Menu, select **Advanced>Comms**.

### UDP Output

1. Click the  button.
2. Select the **Enable UDP** checkbox.
3. Complete the **Receiving IP Address** textbox, by clicking the  button (use the keypad provided).
4. Click the  button.
5. Click the  button.
6. Complete the **Receiving Port Number** textbox, by clicking the  button (use the keypad provided).










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

7. Click the  button.
8. Complete the **Keep-alive Time** (in seconds) textbox, by clicking the  button (use the keypad provided). The default Keep Alive Time is **60 seconds**. This sets the time between signal pulses.
9. Click the  button.



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10. Click the  button.

## Replace

1. Click the  button.
2. Complete the **Replace** textbox, by clicking the  button (using the  buttons select a unit Fixed Address for replacement from the displayed list).
3. Click the  button.
4. Complete the **With** textbox referring to the Fixed Address of the replacement unit, by clicking the  button (use the multi-tap keypad provided).
5. Click the  button.
6. Click the  button.






After replacing the unit, populate the tables and identify the Terminals connected on the Terminal Bus by performing an Auto-ID. Refer to the *Auto-ID* section on page 3.

## Ethernet

1. Click the  button.
2. Edit the **Device Name** textbox, by clicking the  button (use the multi-select keypad provided).









*Type the Device Name into your browser to access the Nexus Lite Web Interface. The default device name is **nexuslite**.*

3. Click the  button.
4. The **Enable DHCP** checkbox is selected by default, de-select the checkbox if necessary.
5. Click the  button.
6. Complete the **Safe IP (Host)** textbox, by clicking the  button (use the multi-tap keypad provided).
7. Click the  button.
8. Click the  button.










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


9. Complete the **Web Browser Port** textbox, by clicking the  button (use the keypad provided).
10. Click the  button.
11. Complete the **Application Port** textbox, by clicking the  button (use the keypad provided).
12. Click the  button.
13. Click the  button.
14. When prompted to re-start the Controller, click the  button.

## Security

Set or change the administrator password as follows:


1. From the Main Menu, select **Advanced>Security**.
2. Complete the **New Code** textbox, by clicking the  button (use the multi-tap keypad provided).
3. Click the  button.
4. Complete the **Confirm Code** textbox, by clicking the  button (use the multi-tap keypad provided).
5. Click the  button.
6. Click the  button.
7. At the confirmation message, click the  button.
8. Click the  button.

## Restart

1. From the Main Menu, select **Advanced>Restart**.
2. At the confirmation message, click the  button.

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## Touch Screen Calibration

1. From the Main Menu, select **Advanced>Calibrate**.
2. At the confirmation message, click the  button.
3. Tap the centre of the displayed circle as requested.

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# Troubleshooting

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## Restoring Factory Defaults



Loading the **Factory Defaults** menu automatically resets the Touch Screen calibration.






Ensure that you return Switch 1 of the Door Lock Select DIP-switch to the OFF position. Failure to do so automatically clears the system Database on the next restart.

1. With power applied to the Controller, toggle switch 1 of the Door Lock Select DIP-switch **ON** and then **OFF**.



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

2. Complete the **Action** textbox, by clicking the  button and selecting from the following:
  - **No Change**—maintains user settings.
  - **Reset Admin Password**—restores the administrator password to factory default (**12345**) without resetting the System Database.
  - **Reset System Database**—clears the Database, restoring it to factory default settings.
3. Click the  button.
4. Click the  button.





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# Extra Information

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Further information is available at the following resources:

- **Amano Nexus Lite (Web-based User Interface) Quick Start Guide** (ISC306-0-0-AC-XX).
- **Amano Nexus Lite Controller Installation Manual** (ISC304-0-0-AC-XX).

## User Notes

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This manual is applicable to the Nexus Lite Touch Screen Interface V 1.64. (The last two digits of the Amano stock code indicate the issue status of the product).

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