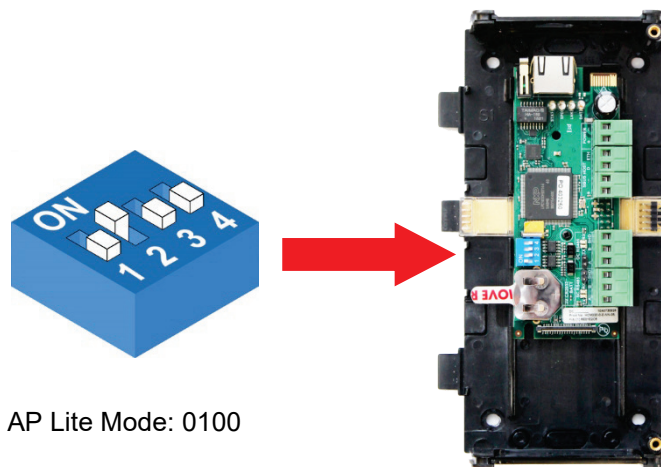

Access Portal Lite (AP Lite) Quick Guide

Note: this guide is only for use on controllers in APLite mode, on the web user interface.

AP Lite is only activated when the DIP Switches on the Cluster Controller Module are set for AP Lite Mode as shown below:



The DIP Switch settings are only effective on start up, so if you have to change them to 0100, you will also need to cycle the power to the Cluster Controller. In this case allow ten seconds for the module to boot up before attempting to logon.

How to connect to AP Lite for the first time

First option: You have a Router with an active DHCP server

NOTE: The DNS name function only works on a PC. If you wish to use DNS features with Mobile phones then you need to set the DNS setting within your router. (DNS setting is router manufacturer dependent.)

1. If you have only one AP Lite Controller on the network, follow this link: <http://aplite/> to launch the logon dialogue. Logon with the default login password (12345). Turn to page 3.
2. If you have MORE THAN ONE AP Lite Controller connected to the network you will need to:
 - a. Launch the Firmware Upgrade Tool and use the Device Discovery Feature to list all AP Lite Controllers on the network. (These will be listed with their DNS Names in the first column.)
 - b. Select each controller in turn and use the dialogue at the bottom of the screen to rename the multiple “aplite” instances to unique DNS names. You could call them aplite1, aplite2, etc, for example.
 - c. From the browser, navigate to <http://<the DNS.name you created>>
 - d. Logon using the password 12345, then skip to page 3

This Quick Guide is applicable to:
Cluster Controller Module Firmware Version 2.18 or later.

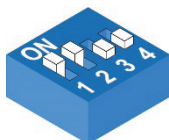
Second option: Switch or Direct connection

- Connect a PC/Laptop directly to the **CLUSTER CONTROLLER MODULE** network socket using an Ethernet cable – or via a network switch.
 - The PC needs to have an IP address in the same range as the **CLUSTER CONTROLLER MODULE**'s default address.
1. Click **Start → Control Panel**.
 2. Click the **Network and Sharing Centre** icon.
 3. Select **Local Area Connection**.
 4. Click the **Properties** button.
 5. Double-click **Internet Protocol Version 4 (TCP/IPv4)**.
 6. Set the IP Address to 192.168.100.X (X being any available number between 2 and 254, **NOT** 1).
 7. Set the **Subnet Mask** to 255.255.255.0.
 8. Click the OK button.
 9. If there is **only ONE** AP Lite Cluster Controller on the network then follow this link: 192.168.100.1 (or type it into the browser) – the AP Lite Login dialogue will launch.
 10. If you have **MORE THAN ONE** AP Lite Controller connected to the network you will need to do the following:
 - a. Launch the Firmware Upgrade Tool and use the Device Discovery Feature to list all AP Lite Controllers on the network. (These will be listed with their DNS Names in the first column, and their IP addresses in the third column)
 - b. Select each controller in turn and use the dialogue at the bottom of the screen to rename the multiple “aplite” instances to unique DNS names. You could call them aplite1, aplite2, etc, for example.
 - c. Make a note of their IP addresses.
 - d. From the browser, enter the IP address to logon to the desired AP Lite Controller.
 - e. Create shortcuts to these AP Addresses and name these shortcuts so that the user can easily launch the desired AP Lite Controller logon.
 11. It is advised to set up a static IP address for each controller for future use. This may be done with the Device Discovery Feature in the Firmware Upgrade Tool, OR under **Settings → Network Settings** on the relevant AP Lite Controller.

Recovering from a static IP address that falls outside of the subnet mask

In the event that the AP Lite Controller's static IP address is accidentally set outside of the subnet mask, the only way to recover is to initiate the factory default:

- a) Set the switches to 1100:



- b) Cycle the power to the module and wait ten seconds for the boot sequence to complete

- c) Return the switches to 0100



You may now return to step 9 or 10 on this page.

Logon using the default password of 12345, and you will be taken to the Live! Screen:

The screenshot shows the AP Live! interface. At the top is a blue navigation bar with icons for Live!, People, Doors, Reports, Settings, and About, along with a Log Out button. Below this are three buttons: Emergency Unlock (orange), Lockdown (red), and Help (blue). In the center, there is a 'Live!' status indicator with a monitor icon. To the right is a search bar. Below the search bar is a table with columns: Date, Time, Name, Location, Event, and Card Number. The table contains the text 'No matching records found'.

Help

Whenever you see a Help Button (or a question mark beside a heading) clicking on this will bring up help for the function (or page) that you are working with.

Required Settings

Using the menu-driven interface complete these steps:

1. Set the date and time: [Settings → Date & Time](#)
2. Update the master password: [Settings → Security](#)
3. Run the Device Discovery tool: [Doors → Device Discovery](#)
4. Use the Add Door button to add, name and configure the doors and readers using the labels and door names from the site plan sketched during the hardware installation.
5. If you intend for different groups of people to have different access rights then now would be the best time to add and name the **Access Groups**: [Settings → Advanced → Access Groups](#). (*Help button is top right of screen*).
6. Click on People to bring up the People screen
7. Add/Manage people on the people page using the Add Person button, or the Batch Enrolment button.

Note: You can save typing effort when adding many people by setting the **Person Template** (just above the Add Person button) so that common settings (like the access groups) are pre-filled to suite the batch of people you are adding.

People may be added as automatically sequenced primary Card numbers, in the case of batch enrolment, or manually typed in, or individually scanned. Scan by first clicking on the icon and then choosing the reader to enrol with. Note that the enrolment scan period lasts for approximately three seconds, and the card in question needs to be presented to the selected reader immediately AFTER the reader is selected.

The **Batch enrolment** process quickly adds (numbered) people, but with their name field containing card numbers. As cards are handed to people, you will still need to edit the People name field on the People screen to reflect the person you hand the card to.

End-Of-Line monitoring (with end of line resistors installed – see the hardware installation manual) is only functional when there is a non-zero value in the **Door open duration** field, as well as setting the **Enable Supervised Input** tick box on the [Doors →](#) reader dialogue panels.

AP Lite will now be ready to use. Exploring the menus and clicking on the relevant help buttons will familiarise you with the remaining functions. The following page shows the exploded menu structure, for your convenience.

Function Paths

Use the help buttons to summon help for the function that you have selected



Live!

- Displays transactions in real time, latest on top

People

- Add people and manage their access accounts and their cards

Doors

- Click on **Device Discovery** to search for connected modules
- Add Door
- Reset APB

Reports

- Access Report
- Status Report
- Audit Report
- Hours Worked Report

Settings



- Network Settings
- Date and Time
- Security (Changing the password)
- Special Days (Add public holidays, etc.)
- Language (Change language preference - *Preferencia cambiar idioma*)
- Advanced options:
 - Access Groups
 - Cloud Configuration (reserved for future development)
 - Controller Configuration
 - Reasons
 - UDP output (Destination Address setup)
 - APB Settings
 - Wiegand Settings

About

- Controller Module Firmware Version
- Web Application Version

System Overrides

These buttons are always available on screen as long as you are logged in.

| Button | Function |
|---|---|
|  | All controlled doors are UNLOCKED, allowing everybody to pass. |
|  | All controlled doors are LOCKED – and no cards will open doors. |

Emergency Unlock OR Lockdown will remain active until it is disabled by clicking on “Revert to Normal State” – on the right hand end of the thick stripe:

