



Operators Manual



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Lighthouse Worldwide Solutions

ApexZ3 and ApexZ50

Airborne Particle Counters





Operators Manual

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Manufactured by: **Lighthouse Worldwide Solutions** 1221 Disk Drive Medford, Oregon 97501

LWS Part Number: 123456789-1 Rev 1

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Safety

About this Manual

This manual describes the setup, operation and use of the Lighthouse Worldwide Solutions ApexZ family of Portable Airborne Particle Counters. The word "ApexZ", "unit" or "instrument" may be used in place of a specific model in this ApexZ Operators Manual.

General Safety

Warnings and cautions are used throughout this manual and the reader should become familiar with the meaning of a warning before operating the particle counter. Most warnings will appear in the left margin of the page next to the subject or step to which it applies. Take care when performing any procedures preceded by or containing a warning. The classifications of warning are defined as follows:

- Laser pertaining to exposure to visible or invisible LASER radiation.
- Electrostatic pertaining to electrostatic discharge.
- Network Connection pertaining to communication ports and instrument damage.

WARNING: There are no user serviceable components inside the particle counter.

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Laser Safety

This product is considered to be a Class 1 LASER product (as defined by FDA 21 CFR, §1040.10 and IEC 60825-1:2014) when used under normal operation and maintenance. Performing service on the internal sensor can, however, result in exposure to invisible radiation. The particle counter has been evaluated and tested in accordance with EN 61010-1:2012, "Safety Requirements for Electrical Equipment for Measurement, Control and Laboratory Use" and IEC 60825-1:2014, "Safety of LASER Products". For further technical assistance, contact our Technical Support Team at 1-800-945-5905 (USA Toll Free), or 1-541-770-5905.



Laser Warning Label

WARNING: There are no user-serviceable components inside the particle counter. The use of controls, adjustments or procedures other than those specified within this manual may result in personal injury and/or damage to this instrument.

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Battery Safety

Battery Type:

National Power Sm-Energy®

Model: SM221

Lithium-Ion Rechargeable Battery, 14.4V, 6.45Ah, 93Wh



WARNING: Only use batteries provide with the ApexZ by Lighthouse Worldwide Solutions. Use of unauthorized batteries may cause damage to equipment, void warranty, and pose a threat to safety.

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Power Safety

Start Up

This is the Power Button. POWER ON/OFF BUTTON Press the power button to turn on the ApexZ particle counter. Note with a large database of 10,000 records, startup will extend while the database is being loaded. 5.86" 12.76"

Shut Down

To shut down press the power button ONCE and DO NOT hold it down.

It is permissible to shut down the ApexZ particle counter from any one of the user interface screens.

Users are not required to logout before ApexZ is shut down. If Users are enabled, shutting down the ApexZ will logout the current user and will require a user to login when the ApexZ is next started.

> WARNING: DO NOT PRESS AND HOLD THE POWER BUTTON TO SHUT DOWN. THIS WILL CAUSE A HARD POWER SHUT DOWN AND WILL CORRUPT THE DATABASE.

WARNING: If the ApexZ is shut down during a sample, that sample will not be completed or saved.

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Sampling Safety

WARNING: Do not attempt to sample reactive gasses (such as hydrogen or oxygen) with this instrument. Reactive gasses create an explosion hazard in the instrument. Sampling any gas under pressure can damage the instrument and void the warranty. Sampling any gas that is not the same density as ambient air can result in inaccurate data. Do NOT allow water, solvents, or other liquids to enter the instrument via the inlet tube - the instrument will be damaged and the warranty voided.

Operating Safety

WARNING: The use of controls, adjustments or procedures other than those specified within this manual may result in personal injury and/or damage to this instrument. Attempts by untrained personnel to disassemble, alter, modify or adjust the electronics or optics may result in personal injury and damage to the instrument and will void its warranty. There are no user-serviceable components inside the particle counter. Only factory authorized service personnel should repair or service this instrument and its optical system. If replacement of the power supply or its AC power cord is required, replace it only with a power supply or cord having as good as or better ratings than specifications provided by Lighthouse Worldwide Solutions. Attempting to use an underrated power supply or cord can expose the instrument and adjacent equipment to the user to dangerous shock and fire hazards. Failure to meet this requirement will void the CE certification, void the instrument warranty and can result in serious personal injury.

Electrostatic Safety Information

WARNING: Electrostatic discharge (ESD) can damage or destroy electronic components. Therefore, any service or maintenance work should be done at a static-free work station. A static-free work station requires an ESD consultant to evaluate the work environment and propose the equipment and apparel needed for a work station to be successful.

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Compliance

FCC Notice



This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Class A Digital Devices

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his expense.

NOTE: Any changes or modifications not expressly approved by Lighthouse Worldwide Solutions could void your authority to operate this equipment.

FCC RF Exposure Statement

This equipment complies with FCC RF exposure limits set forth for an uncontrolled environment. This equipment was verified for RF exposure and found to comply with FCC OET-65 RF exposure requirements.

WARNING: Making changes to the antenna or the equipment is not permitted. Doing so may result in the equipment exceeding the FCC RF exposure guidelines. This equipment must not be co-located or operated in conjunction with any other antenna or radio transmitter.

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CE Notice

EU CE DECLARATION OF CONFORMITY

Manufacturer's Name: Lighthouse Worldwide Solutions, Inc. Manufacturer's Address: Lighthouse Worldwide Solutions, Inc. 1221 Disk Drive Medford, OR 97501 USA **Declares the product: Product Name:** ApexZ Model Number(s): ApexZ3, ApexZ50 **Conforms to the following Product Specifications:** SAFETY EN61010-1:2010 Safety Requirements for Electrical Equipment for Measurement, Control, and Laboratory Use Part 1: General Requirements IEC 61010-1:2010 CAN/CSA C22.2 Safety Requirements for Electrical Equipment for No. 1010.1-1992 Measurement, Control and Laboratory Use, Part 1: **General Requirements EMC** EN61326-1:2006 Electrical Equipment for Measurement, Control and Laboratory Use EN 61326-1:2006 **Supplementary information** The product herewith complies with the requirements of the Low Voltage Directive 73/23/EEC amended by Directive 93/68/EEC and the EMC Directive 89/336/EEC amended by Directive 93/68/EEC and carries the CE marking accordingly. Fremont, CA. Jerry Szpak – Director, Engineering

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Introduction

Overview

This operating manual introduces the Lighthouse **ApexZ** portable particle counters and includes instructions for inspecting, installing, using and maintaining the instrument.





Description

The ApexZ portable particle counter comes standard with 6 particle-size channels (ApexZ3: 0.3, 0.5, 1.0, 3.0, 5.0, 10.0 microns), (ApexZ50: 0.5, 0.7, 1.0, 3.0, 5.0, 10.0 microns) and a flow rate of (ApexZ3: 1.0 CFM), (ApexZ50: 100LPM). The instrument uses a LASER diode light source and LASER beam shaping optics to illuminate a cross section of the air flow path. As particles move along this path, they cross the LASER beam and scatter light. The scattered light rays from particles cutting through the beam are steered to a photodiode using a system of collection optics. The photodiode converts the image into a current which is converted to a voltage and amplified by an electronic circuit. The amplitude of the voltage pulse is proportional to the light scattered, which in turn is proportional to the size of the particle. The voltage pulses created by the particle are then processed by additional electronics that analyze the height of each pulse and therefore, the size of each corresponding particle. The result is that the number of particles of various sizes is determined. The ApexZ is effective in both ultra-clean areas (such as ISO Class 1 or Grade A) and in more traditional clean zones rated as ISO Class 3 or higher. Refer to Specifications in this manual for additional instrument information.

Accessories

ApexZ Includes: USB cable A to B, USB flash drive 512 MB with lanyard, tripod mini 7" telescoping, ISO probe (ApexZ3: 1 CFM, ApexZ50 100 LPM), ISP clamp, tubing (ApexZ3: 3/8" ID x 1/2" OD BevXX 10 feet, ApexZ50 ½" ID x 5/8" OD BevXX 10 feet), Zero count filter, 24 VDC 5.0 amp power adapter and power cord, *1 Li-Ion Smart battery included (2 battery slot capacity), 2x rolls of printer paper, Calibration certificate, USB key with Datasheet, Read Me First and Operators Manual.

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Specifications

Size Range ApexZ3: $0.3 - 10.0 \mu m$; ApexZ50: $0.5 - 10.0 \mu m$.

Standard 6 Channels ApexZ3: 0.3, 0.5, 1.0, 3.0, 5.0, 10.0 μm; ApexZ50: 0.5, 0.7, 1.0, 3.0, 5.0, 10.0 μm.

Flow rate ApexZ3: 1.0 CFM (28.3 LPM), ApexZ50 100 LPM.

Laser Source Laser Diode.

Zero Count Level < 1 count / 5 minutes (per ISO 21501-4).

Concentration Limits 1,000,000 particles / ft3 @ 10% coincidence loss suitable for ISO classes 1-8 cleanrooms.

Counting Efficiency 50% @ 0.3 µm; 100% for particles > 1.5 X first channel particle size.

Calibration Designed for ISO 21501-4 compliance.

Self-Diagnostics Laser power/current/supply, flow out-of-range, no flow, PA background/supply/health.

Count Modes Sample, Concentration, Beep, Custom Recipes and Certification Modes.

Data Storage 10,000 sample records, 1,000 locations, 50 recipes, 50 report sessions, 25 users.

Communication Ethernet, Wi-Fi (802.11 a/b/g/n)
Supporting Software LMS Express, LMS Express RT

Environmental Sensors Temperature/relative humidity probe: 32-122 °F(0-50°C)+/-1°F(0.5°C),15-90%+/-2%RH.

Touch Screen Display 7.0 inch (8.89 cm), 1200 x 800 IPS color touch screen. Speakers 2x adjustable up to 70 dB to indicate status and alerts.

Carry Handle With RGB LED's for status and alarms.

Printer Embedded panel-mount printer.

Reports EU GMP, FED-209E, ISO-14644-1:1999, and ISO-14644-1:2015 regulatory pass/fail reports

displayed on screen or printed.

Alert User configurable warnings and alarms.

Sample Inlet ApexZ3: 3/8 inch Inlet nozzle; ApexZ50: ½ inch inlet nozzle.

Sample Output Internally filtered to HEPA standard (>99.97% @ 0.3 µm); with rotatable exhaust fitting for

directed flow.

Vacuum Source Internal blower, automatic flow control

Enclosure Chemically Resistant Polycarbonate blend, conductive lining, VHP compatible

Power External power supply: 24 VDC, 5 A max draw Battery 2x Li-lon, removable and rechargeable

Battery Run Time ApexZ3: 2 batteries 11 hours nominal use, 50% duty cycle no printing

ApexZ50 2 batteries 8 hours nominal use, 50% duty cycle no printing

Dimensions 12.76" (I) x 6.23" (w) x 8.88" (h), (32.41 x 15.82 x 22.55 cm)

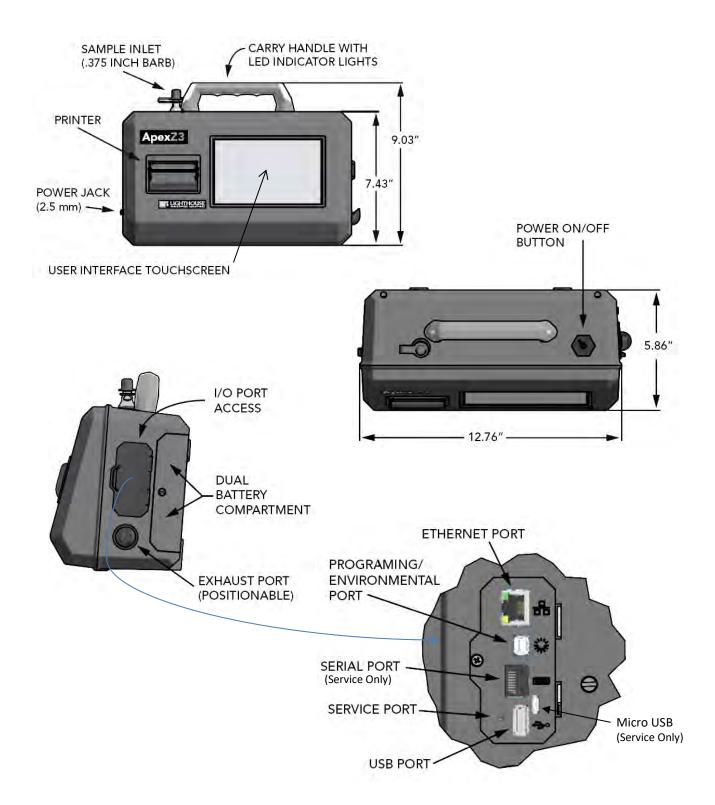
Temperature Range 50°F to 104°F (10°C to 40°C), 20% to 95% relative humidity, non-condensing

Weight 7.05 lbs. (3.19 kg) without batteries, battery weight 1.35 lbs. (0.61 kg)

Languages English (U.S.)

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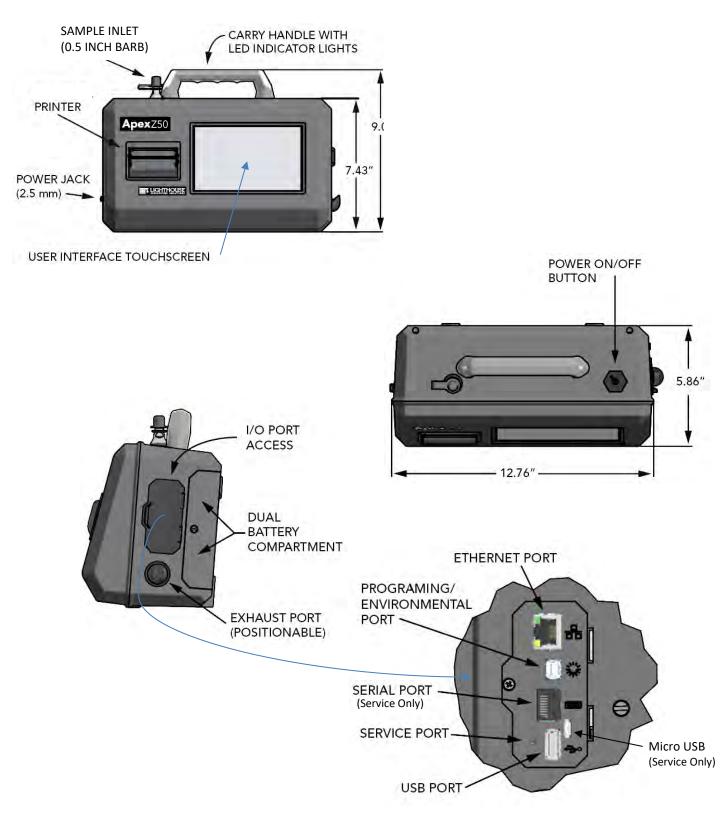
Enclosure and Ports – ApexZ3



Pre-Release Review Copy

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Enclosure and Ports - ApexZ50

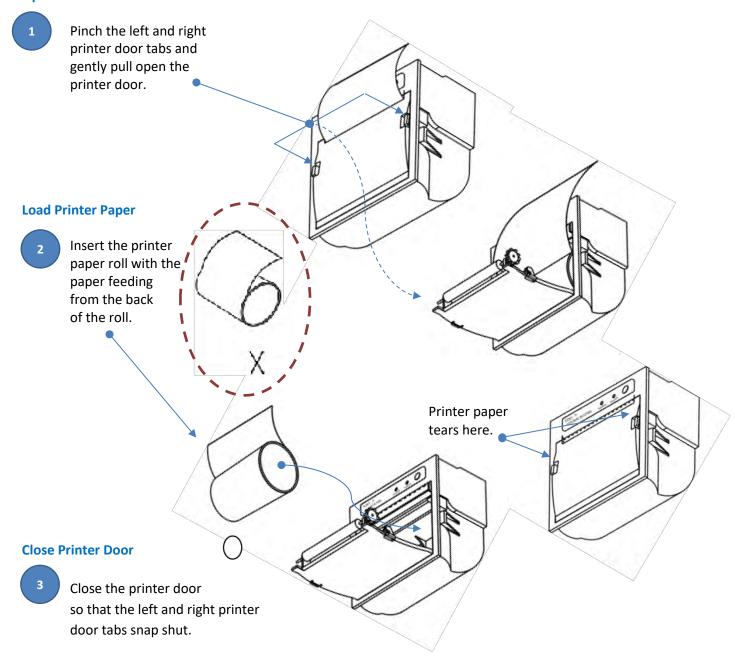


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Printer Paper Installation

Load the printer paper with the paper coming from the back side of the roll.

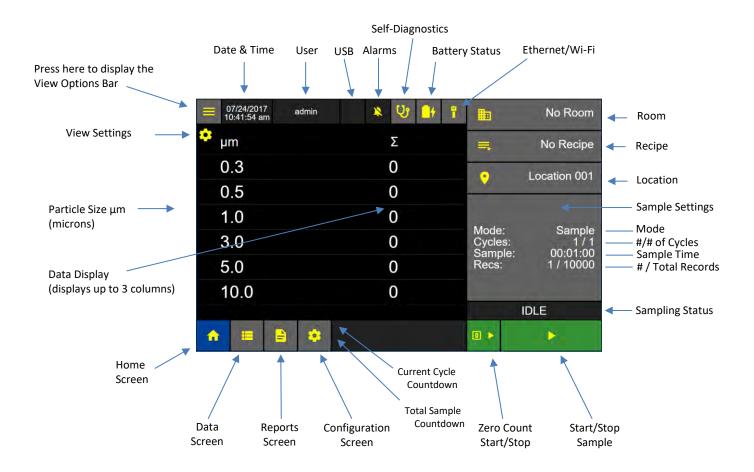
Open Printer Door



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Welcome to the ApexZ

The Home Screen on the ApexZ can be thought of as your particle counting dash board. You have access from the Home Screen to all functions of the ApexZ portable particle counter. Let's take a tour of the major functional areas of the ApexZ Home Screen User Interface.



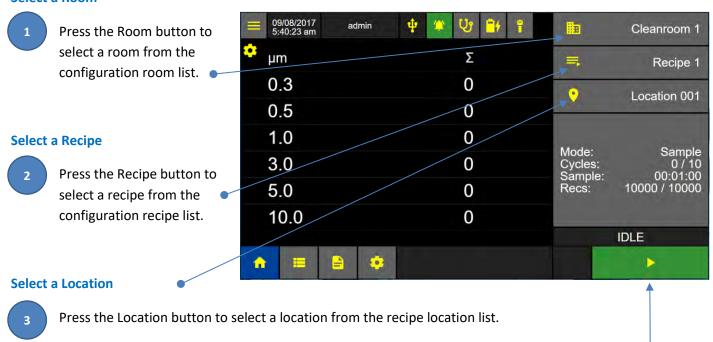
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Running a Sample from the Home Screen

Home

. To run a sample from the Home Screen select a Room, a Recipe, a Location and then press START.

Select a Room



Ready to Start Sample!

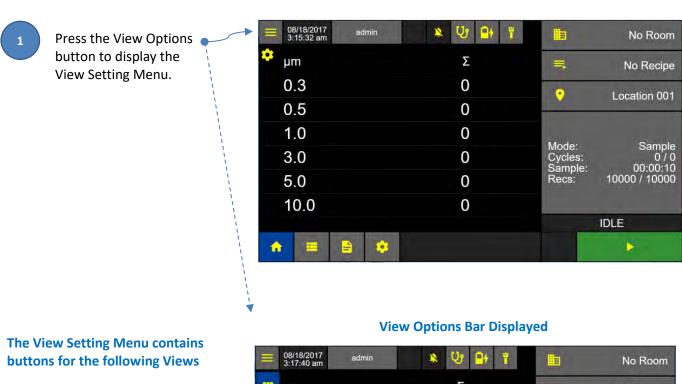
- Press the start button to START the sample.
- 5 To stop a sample, press the STOP button.

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View Options

While a sample is running particle count data may be viewed through multiple View Options. Data, while being sampled can be viewed in a Data Table, on a Histogram, Grid, or Graph, or be viewed as it is being sampled.

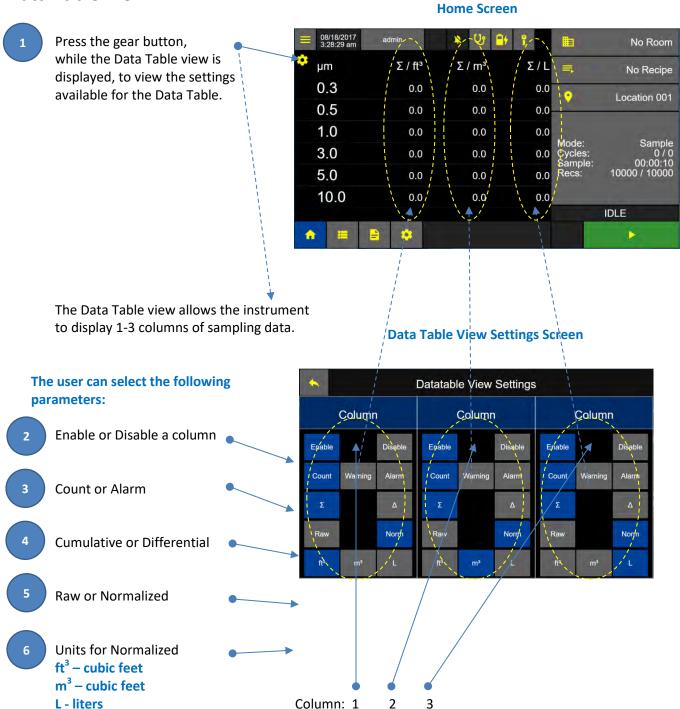
Home Screen





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Data Table View

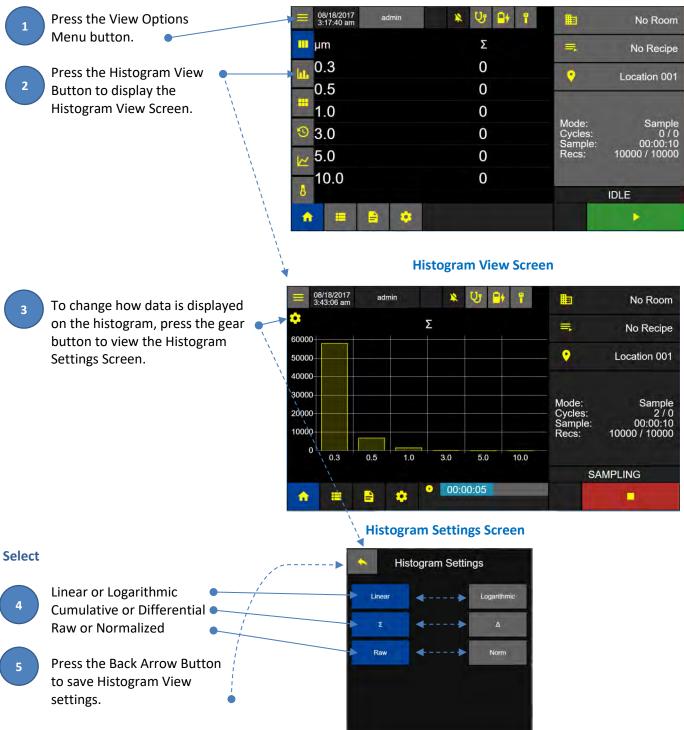


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Histogram View

The Histogram View displays real time particle count data as a Histogram.



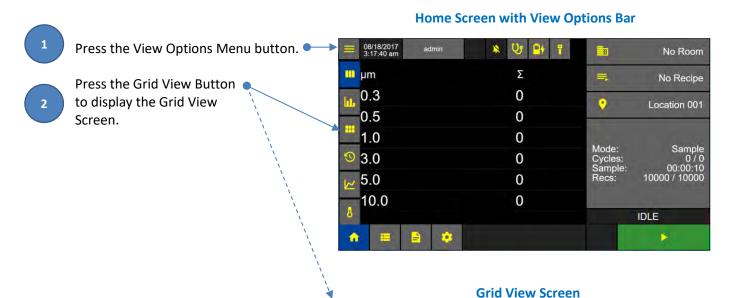


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Grid View

When the user is running a recipe, the Grid View can be used to keep the user, at a glance to see the status, state and progress of the recipe.

Grid View displays a location button for each location assigned to the currently selected recipe. The background color of each button indicates if the location is selected, and if it has been sampled, passed, failed or in fault. ApexZ will move to the next sequential location by default after the current location is complete. Alternatively the user may manually select a different location by pressing the desired location button.



When the user is running a recipe, the Grid View can be used to keep the user, at a glance to see the status, state, and progress of the recipe.



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Grid View Screen

Location Background Color

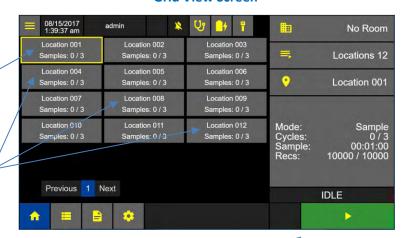
Yellow Outline:

Press a location button to select that
Location. The yellow outline indicates

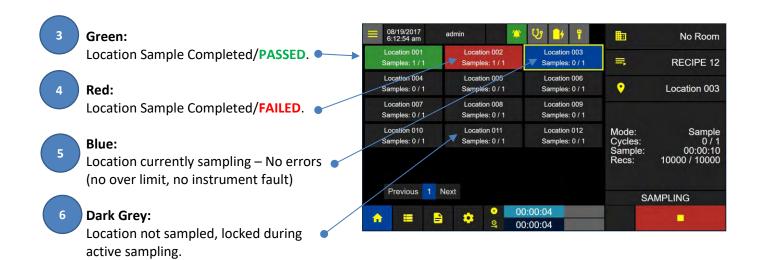
Grey:

The grey background location button indicates that location has not been sampled yet and is available to be selected as the next location.

that the location has been selected.



Press Start to start sampling at the selected location.



Note: When a Recipe is being run the user will be prompted to start each sample at each location. The user may select any of the available locations from that Recipe to be the next location. When the desired next location has been selected and the sample probe is at the matching location, the user may press Start to begin sampling at that location.

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Grid View Button Colors

When ApexZ is in the following states, buttons representing the locations associated with the current recipe will display as follows:

Idel - When the ApexZ is idle and not running.

Grey Not sampled yet, location is available to select for next sample.

Sampling – when the ApexZ is actively sampling.

Red: Location sample completed - failed.
 Yellow: 1 or more samples are over the limit.
 Blue: Currently sampling and no errors.
 Green: Completed sample passed no errors.
 Dark Grey: Not sampled yet, locked during sampling.

Sample Completed – Immediately after an ApexZ sample has been completed.

Red: Sample over the limit and/or Instrument fault.

Green: Sample passed limits, no instrument faults.

Grey: Not sampled yet, available to select for next sample.

Note: The Grid View will only be available while a recipe is being run. If No Recipe is selected then the Grid View will not display and locations.

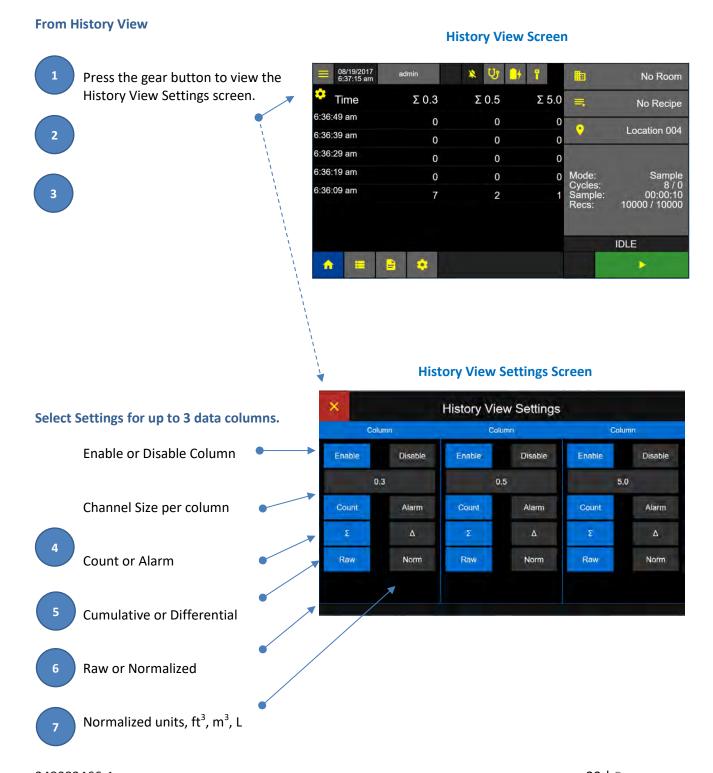
This is an example of Grid View when "No Recipe" has been selected.



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History View

The History View displays the last 5 recorded data records. The user can customize up to 3 columns of data to be displayed on the History View.

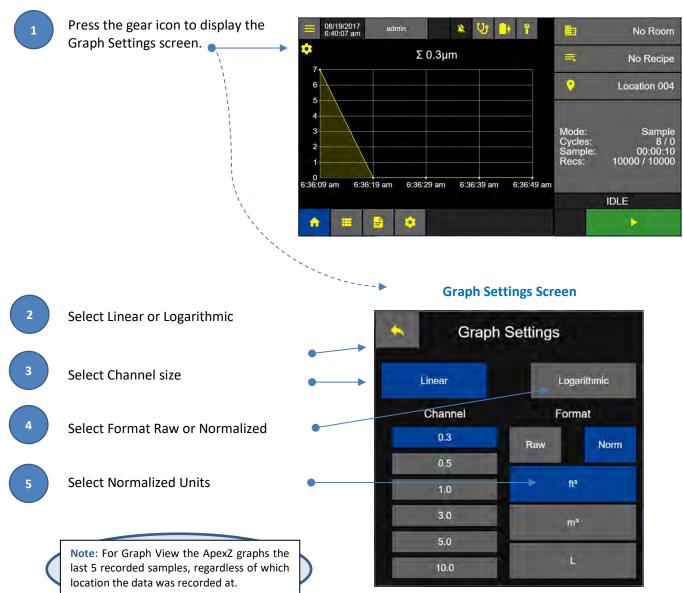


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Graph View

The Graph View displays the last 5 recorded samples on a line graph.

From Graph View Screen Graph View Screen



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Environmental View

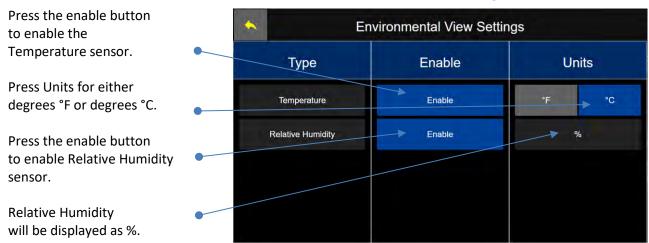
If one or more environmental sensors are attached to the ApexZ, the ApexZ will record environmental data along with particle counts. Environmental data for the currently running sample can be viewed on the Environmental View. Connect a Temperature / Humidity probe to ApexZ and then enable the Temperature and Relative Humidity Settings.

08/08/2017 4:41:41 am admin h No Room Press the gear icon • Type Value to view the No Recipe Environmental Temperature 23.11 °C 40.75 % Relative Humidity View Settings Screen. 0 Location 017 Concentration 12 / 10000 Mode: Recs: Temperature • **Humidity** IDLE

Environmental View Screen

Enable Temperature and Humidity Sensors

Environmental View Settings Screen



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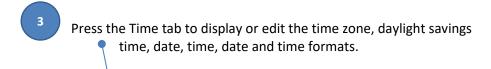
Instrument Settings

The Instrument Settings screen allows the user to view or edit settings for Time Zone, Daylight Savings Time, Date, Tim, Date and Time Formats, Audio/Visual and Options. In addition a Maintenance tab is provided for importing and exporting configurations, updating firmware and resetting instrument and factory settings. The About tab displays the Instrument Name, Model #, Serial #, Sensor #, Calibration Due, and Firmware version #'s.

From the Home screen press the Configuration button to display the configuration screen.

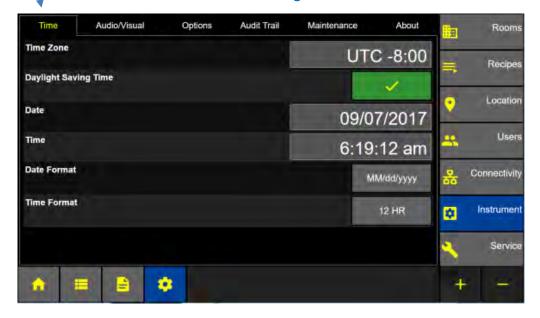


From the Configuration screen press the Instrument button to display the Instrument Settings screen.





Instrument Settings Time Screen

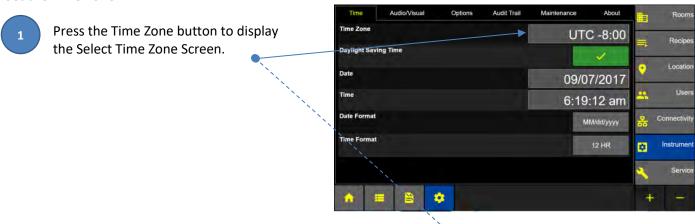


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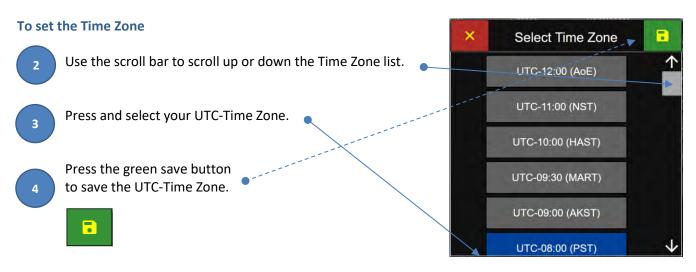
Time Zone & Daylight Savings

Set the Time Zone

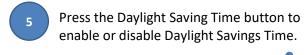


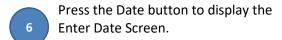


Select Time Zone Screen

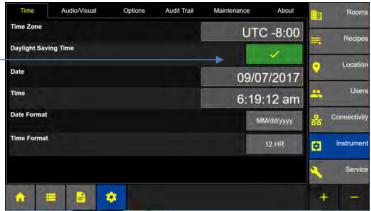


Set Daylight Saving Time









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Date

HOME - CONFIG - Instrument - Time

Instrument Settings: Time Screen

Set Today's Date Audit Trail UTC -8:00 Recipe Press the Date Input button Daylight Saving Time to display the Pick Date screen. 09/07/2017 6:19:12 am MM/dd/yyyy Time Format Select Day/Month/Year **Pick Date Screen** Press right/left arrow buttons Pick Date to Increase / decrease the month. July 2017 Wed Thu Fri Mon Press the month/year button to display 02 the Pick Date - Month/Year Screen. 04 06 08 09 Select Today's Date Press the green SAVE button to save the date settings.

Pick Date - Month/Year Screen

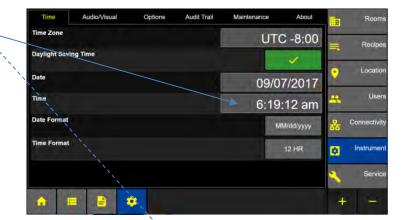


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Time

Instrument Settings: Time Screen

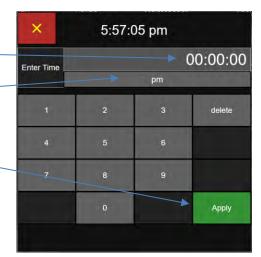
Press the Time input button to display the Enter Time keypad.



Enter Time Screen

Enter Time on the keypad

- 2 Enter the current time on the numeric keypad: HH:MM:SS.
- 3 Select am or pm.
- Press the green Apply button to save the current time. •



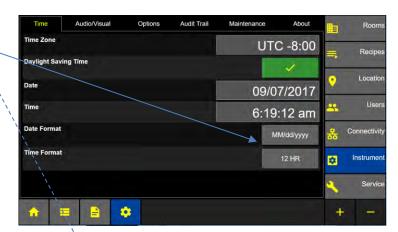
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Date and Time Format

Set Date Format

Press the Date Format Input button to display the Select Date Format Screen.

Instrument: Time Screen



Select Date Format

Select one date format:

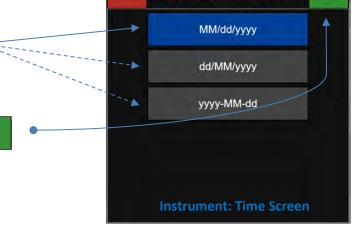
MM/dd/yyyy (Month/Day/Year) dd/MM/yyyy (Day/Month/Year) yyyy-MM-dd (Year/Month/Day)

Press the green Save button to save the date format.

Set Time Format

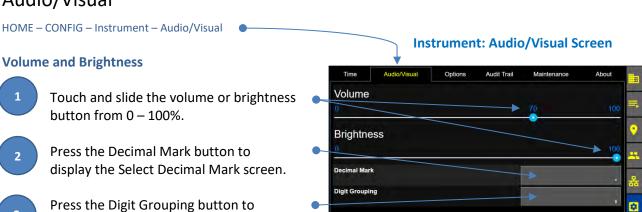
Press the Time Format button to Toggle between 12 or 24 hour time format.





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Audio/Visual



Note: When Alarms are enabled Alarms will sound at 100% volume.

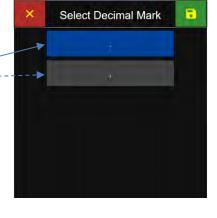
display the Select Digit Separator screen.

Select Decimal Mark Screen



- Select the Period or Comma for the decimal mark.
- Press the green save button to Save the Decimal Mark.





Digit Separator

- Select the Digit Separator.
 The digit separator will be applied to normalized data counts.
- Press the green save button to Save the Digit Separator.

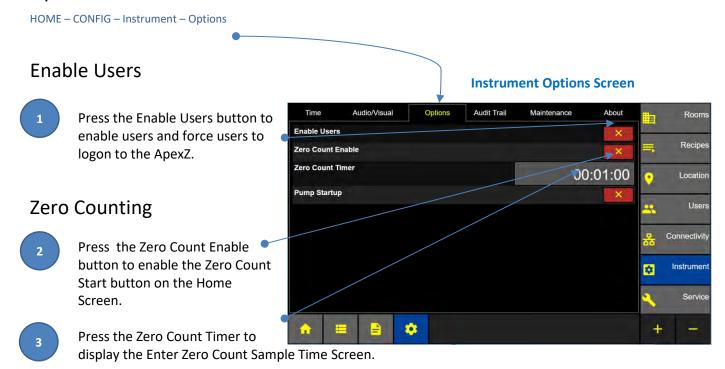


Select Digital Separator Screen



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Options



- Enter the zero count sample time on the keypad
- Press the green Apply button to save the zero count time setting.

Pump Startup

- Enable Pump Startup to:
 Start pump immediately after pressing START.
 (Pump will run during delay time period).
- 7 Disable Pump Startup to:
 Start pump after the sample Delay Time has completed.



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Audit Trail

Audit Trail

- Press the Audit Trail Tab to display the Audit Trail Screen.
- Press the arrow button or slide the elevator bar to scroll up and down the audit trial history.
- Insert a USB key prepare to export the audit trail.

Audit Trail Screen



Export Audit Trail

- Insert a USB key into the instrument.
 If no USB key is inserted then the Export button will be inactive.
- Press the Export button to export the audit trail to USB key.
- A countdown message box will appear until 100% has been exported to USB key.
- 7 The USB file will be named:
 Audit_YYMMDD_HHMMSS_ApexName.csv

USB Export

100 %

Cancel

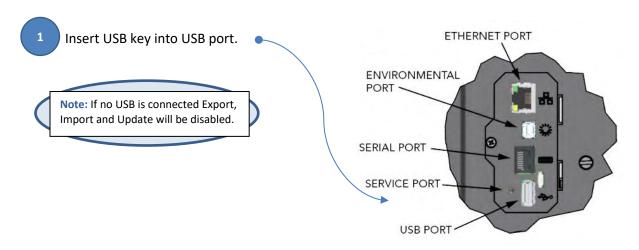
Note: Export Audit Trail requires that a USB key is inserted into ApexZ. If no USB key is present then the Export button will have a dark background. When the USB key is present the Export button will have a green background.

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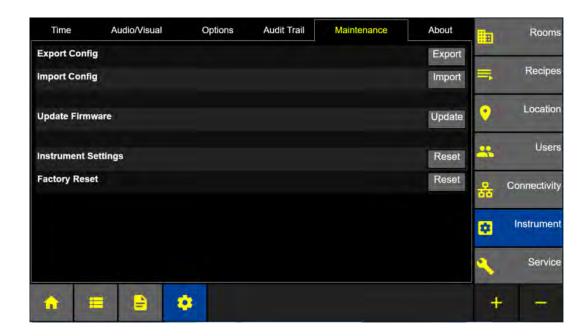
Maintenance

HOME - CONFIG - Instrument - Maintenance

The Maintenance screen allows the user to import and export configurations, update firmware and reset instrument and factory settings. A USB key will be required to activate Export/Import/Update.



Instrument: Maintenance Screen with USB inserted



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Export Configuration

ApexZ can export it's configuration to a file on a USB key. This configuration file can be saved as a backup or it can be Imported onto another ApexZ instrument (see Import Configuration).

Export Configuration



Note: If no USB is connected Export, Import and Update are disabled.

Note: All locations, rooms, recipes, user settings will be saved to the configuration file.

Instrument: Maintenance Screen



Export Configuration Screen



Press the green check box to export the ApexZ's configuration to the USB stick.

Or press the red x box to cancel the Export.

Note: Exported configuration files will be named: config_YYMMDD_HHMMSS_SERIALNUMBER.json or Config_YYMMDD_HHMMSS_InstrumentName.json (if the unit has been assigned an Instrument Name) HHMMSS will be in UTC, not local time.



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Import Configuration

ApexZ can import it's configuration from a file on a USB key. This configuration file can be imported from a backup copy or it can be Imported as a clone of another ApexZ instrument configuration (see Export Configuration).

Import Configuration

- Insert a USB stick into the USB slot on ApexZ.
- Press the Import button to display the Select File to Import screen.

Note: When no USB is connected Export, Import and Update will be disabled.



Select File to Import Screen

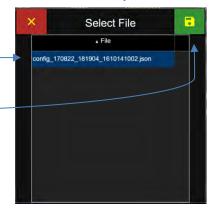
- Select a saved configuration file to import from the USB stick.
- Press the green Save button to display the Import Configuration pop up screen.

Note: Importing Configuration will remove all current configuration settings.

Press the green check box to Import the Configuration or press the red x box to cancel and the configuration will not be imported.

WARNING: Importing a configuration file will replace the ApexZ's current configuration entirely.

WARNING: Do not pull the USB stick out during operation.



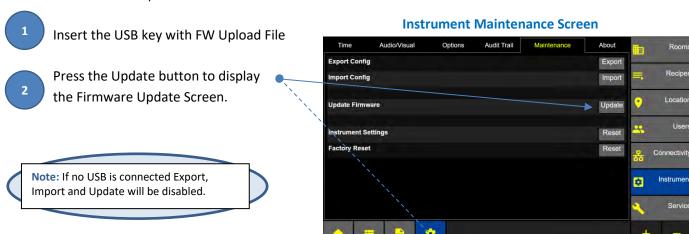
Import Configuration Confirmation



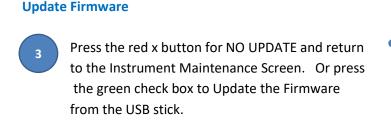
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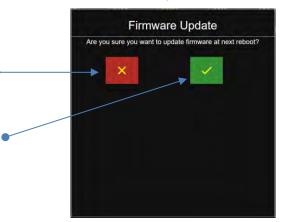
Update Firmware

To update the instruments firmware make sure the firmware upload file is copied on a USB key and then follow these steps.

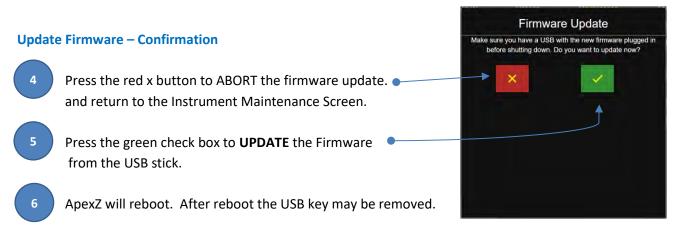


Firmware Update Screen





Firmware Update Confirmation Screen



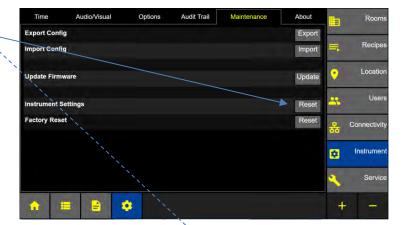
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Instrument Settings Reset

Instrument Settings

Press the Instrument Settings Reset button to display the Settings Reset Screen.

Instrument: Maintenance Screen



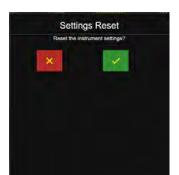
Reset Instrument Settings

Press the green check box to RESET the instrument settings.

3

Press the red x box to CANCEL and abort resetting the Instrument.

Settings Reset Screen



Settings Reset List (these settings will be reset from Instrument Settings Reset)

Instrument Settings:

Users enabled/disabled, volume, brightness, decimal mark, digit grouping, date, time, time zone, daylight savings time.

View Settings:

Data table, Histogram, History, Graph, and Environmental view settings.

Connectivity Settings:

Ethernet enabled/disabled, IP, Subnet, MAC address, DHCP enabled/disabled Wi-Fi enabled/disabled, Bluetooth enabled/disabled, Print output settings, USB output settings.

Print Options:

Data Raw or Normal, Data Cumulative or Differential, Statistics (mean, minimum, maximum, standard deviation, standard error, 95% UCL), Formatting (model, serial #, calibration date, user name, tag, separator, company, address), Output (on sample, on alarm), font size.

Zero Count Settings:

Zero count enabled/disabled, Zero count sample time.

Pump Startup:

Pump start up enable/disabled.

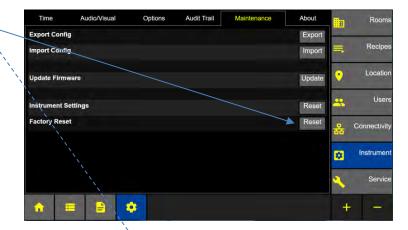
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Factory Reset

Pressing Factory Reset will DELETE all data on the ApexZ and return the instrument's configuration to it's original factory default configuration. There is no data recovery after a Factory Reset. .

Instrument: Maintenance Screen

Press the Factory Reset button to display the Database Reset Screen.

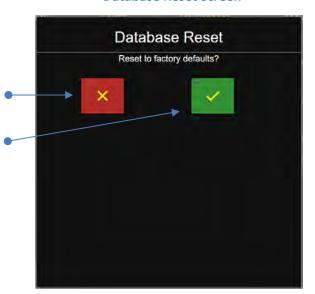


WARNING: Factory Reset will delete all data and configuration from ApexZ.

Database Reset Screen

Reset to Factory Defaults

- Press the red x box to cancel and abort resetting the instrument to factory defaults.
- Press the green check box to RESET the instrument to factory defaults.
- All Data will be deleted and the instrument will be restored to factory defaults.



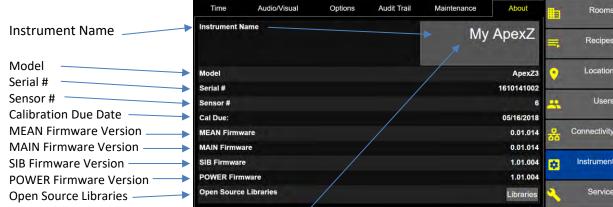
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Settings: About Screen

About Screen

HOME - CONFIG - Instrument - About

View Firmware Versions



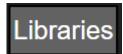
0

Press the Instrument Name button to display the Enter Instrument Name Screen.

The ApexZ name will be used exporting configuration to USB and by the mobile app Basecamp.

- Enter the new instrument name on the keyboard.
- After entering the Instrument Name
 Press the green Apply button.

Press the "Libraries We Use" button to pop up a list of Open Source Libraries used by ApexZ.



Enter Instrument Name Screen



Licenses/Libraries Screen



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Users

User Levels

The ApexZ has 3 different User Groups, Operators, Power Users and Administrators.

Users in the Operator Group:

Operators can start and stop samples.
Operators can change locations.
Operators can start and stop recipes.
Operators cannot make new users.
Operators cannot access configuration.

Users in the Power User Group

Power Users can do all that Operators can do. Power Users can view and edit configuration. A Power User cannot make new users.

User in the Administrator Group

Administrators can do what Power Users can do. Administrators can create new users.



Note: Changing the admin account password, first and last name is recommended.

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User Settings Screen

and Password Screen.

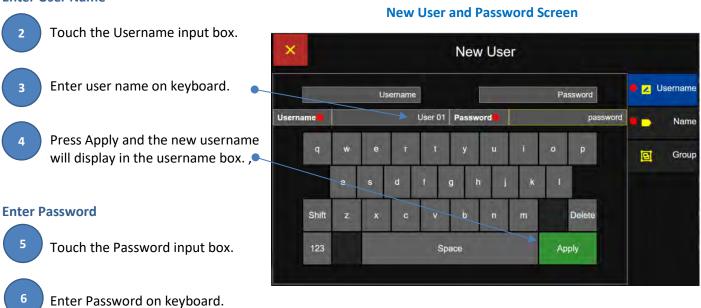
Press Apply and the new password will be displayed in the Password box

as "*******".

Add a New User

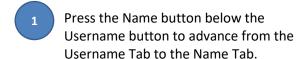
User Settings Name Rooms Home - CONFIG - Users - + Username Admin Recipe **Add New Users** User 1 User 2 Location Password Note: In order to add new users Login as Administrator an Administrator level user. Instrument Press the + sign to Service Add a new User and Display the New User

Enter User Name



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Enter First and Last Name



First and Last Name Screen

Enter First Name

- 2 Touch the First Name input box.
- Enter First Name from the keyboard.
- Press Apply and the first name will be displayed above.



Enter Last Name

- 5 Touch the Last Name input box.
- 6 Enter the Last Name from the keyboard.
- Press Apply and the last name will be displayed in the last name box.
- Press the Group button to move to the Select User Group screen.

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Select User Group



Press to select either Administrator, Power User or Operator.

Administrator

has full instrument configuration access and can create new users on ApexZ.

Power User

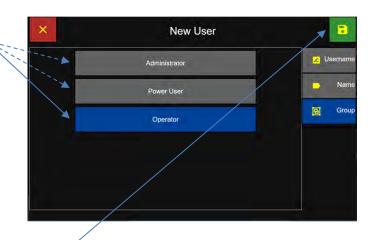
has full instrument configuration access, but CANNOT create new users on ApexZ.

Operator

has full instrument access to preset configurations but no access to edit configuration.

Press the green Save button to save the User Group and display the User Name List Screen





User Name List Screen



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User Login

Logging in to the ApexZ requires both a Username and a Password.

Enter Username

Touch the Username box then enter "admin" (lower case) from the login keypad.

The username "admin" will display in the username box.

Press the green Apply button

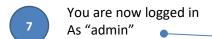
Login Screen User Name



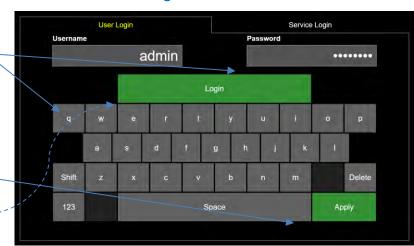
Login Screen Password

Enter Password

- 3 Touch the Password box
- Then enter "password" (lower case) from the login keypad and "******* will appear in the password box.
- 5 Press the green Apply button.
- Press the Login button.



Note: To display the login screen when the ApexZ is powered on, Enable Users on the Configuration Instrument Options Screen.

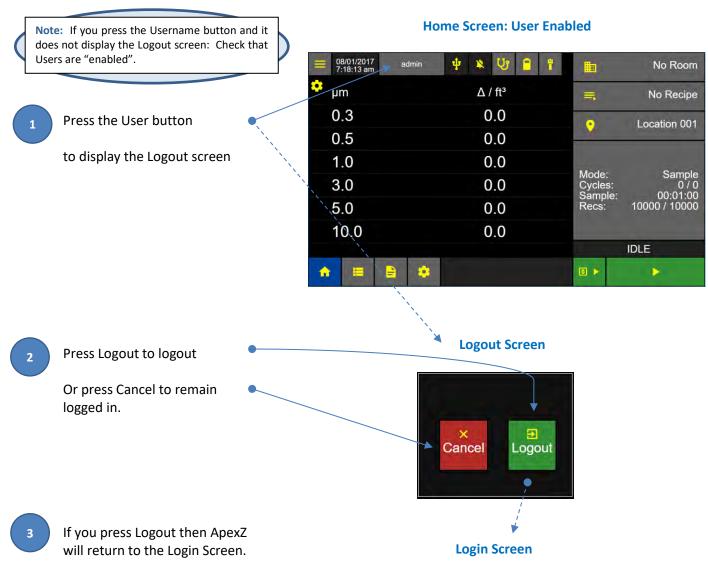


Home Screen "admin" logged in



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User Logout





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Change User Password

HOME - CONFIG - Users - User Settings

Change the "admin" user password.

ApexZ is shipped with one user name: "admin" and the password is preset to "password" (case sensitive).

Press the Password button to Change the user password.



Configuration: Users Screen - User Settings Tab

Change User First and Last Name

Change the "admin" First Name

- Press the Name Tab to display the User First and Last Name Screen.
- Press First Name to display the input keyboard.
- Enter the users First Name and press apply to save.

Change the "admin" Last Name

- Press Last name to display the input keyboard.
- Enter the users Last Name and press apply to save.

Configuration: Users Screen - Name Tab

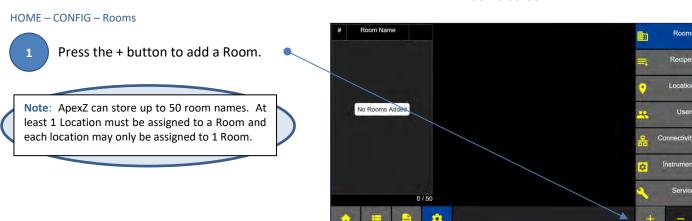




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Rooms

Add a Room Rooms Screen



Assign Locations to a Room

Select Locations to Include in Room

Press the red x button to include each location for the new room. The button will change to a green checkmark.

- Press a location name button to rename a location.
- Press the Name button to display the Enter New Room Screen.

Include Locations Screen



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Enter Room Name

Enter Room Name

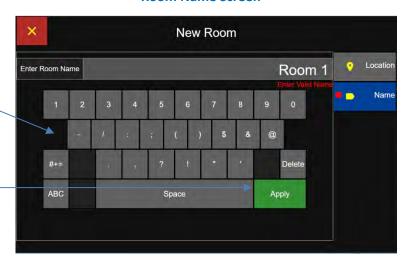
Use the keyboard to enter the New Room's Name.

Press Apply

Then press the green Apply button to save the Room name.

Note: A Room may contain multiple locations but a location may only be assigned to one room. Duplicate room names are permitted.

Room Name Screen



Save Room Screen

Press Save

Press the green Save button to Save the new room name.



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Locations

HOME - CONFIG - Location

Edit Location Name

- Press the Location Name button to display the Enter Location Name screen.
- Press the Room Name button to display the Select Room screen to assign or reassign the location to a room.

Note: The Room Locations list will display locations assigned to that Room Name. If room "No Room" is selected then all locations will display.

Location Screen



Enter Location Name Screen

Enter Location Name

- Enter the Location Name with the keyboard.
- Press the green Apply button to save the location name.

Enter Location Name Council Delete Linealian 0001 Linealian 0001 Council Delete A S D F G H J K L Shirt Z X C V B N M Delete 123 Space Apply

Assign Location to a Room

- Select the room for the new location from the Room list on the left.
- Press the green Save button to save the Room selected.

Note: If a room has only one location selected, the user cannot reassign that location to a different room. Instead enable the new location then disable the undesired location.

Select Room Screen



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Recipes

Custom and Certification Standard Recipes

The ApexZ supports multiple Sample Recipes and Cleanroom Standards including: Custom, EU GMP, Federal Standard 209E, ISO 14644-1: 1999 and ISO 14644-1: 2015. To add, edit, or delete recipes, if users are enabled, login as an Administrator or Power User account. If users are not enabled on the instrument, anyone can add, edit, or delete the instruments' recipes.

Certification Standard Recipes conform to the certified standard specifications for room size, room class, and room operation.

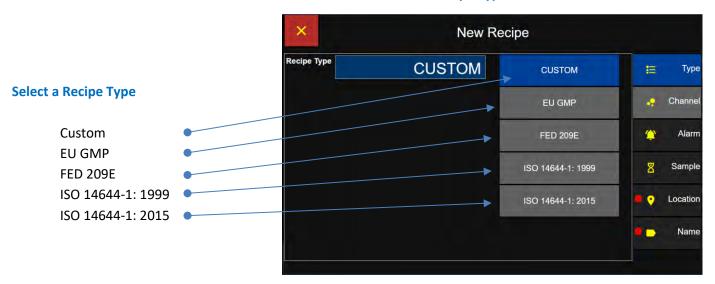
To view the Certification Recipe Types:

From the Home screen press the Configuration button to display the Configuration Screen.

From the Configuration Screen press the Recipe button.

Press the + button to Add a New Recipe.

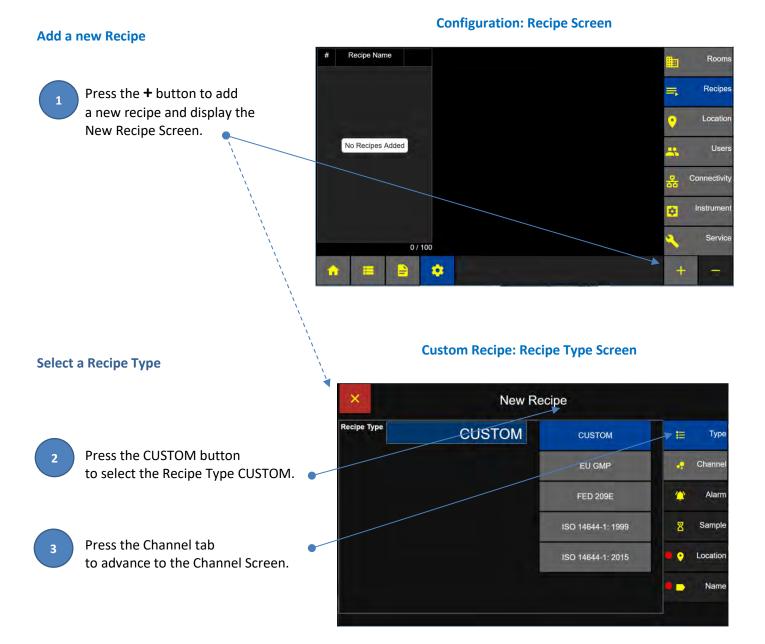
Recipe Type Screen



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Custom Recipes

ApexZ Custom Recipes allow the operator to select customized sampling parameters for channel, alarm, sample times, and location.



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Custom Recipe - Channel Sizes

Enable or Disable Particle Size Channels

Press the Enable/Disable button to Enable or disable any channel for the New Recipe.



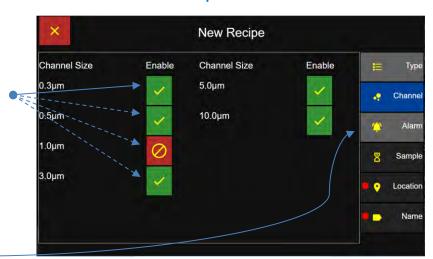


Disabled

Enabled

Press the Alarm tab to display the Alarm Screen.

Custom Recipe: Channels Screen

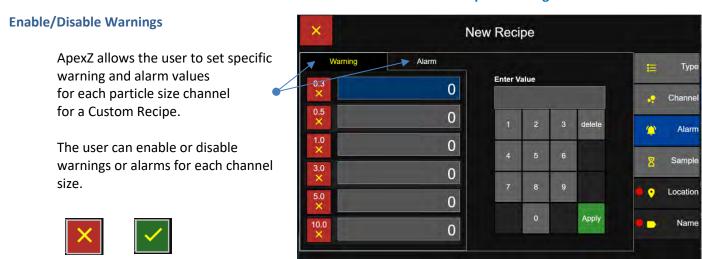


Note: The user may not disable all channels. At least 1 channel must be enabled to create a new recipe.

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Custom Recipe - Warning and Alarm Thresholds

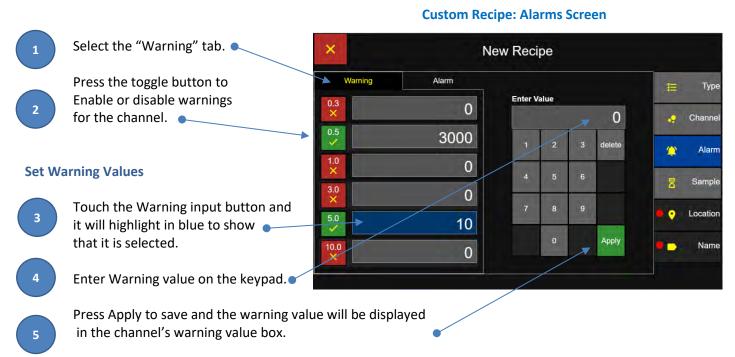
Custom Recipe: Warnings Screen



Enable Warning Channels

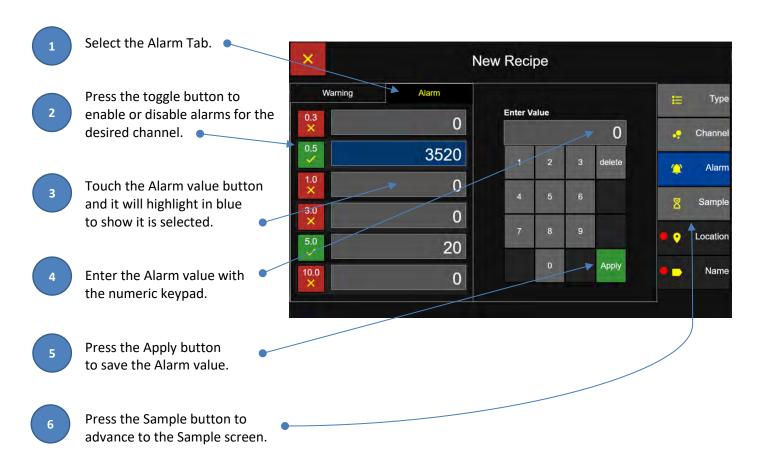
Disabled

Enabled



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Set Alarm Values



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Custom Recipe - Sample Settings

Delay

Press the Delay button and the button will turn blue . to indicate that it is selected.

Enter the delay time with the numeric key pad.

Press Apply to store the value.



Sample

Press the Sample button and change the sample time with the numeric keypad.

Press Apply to store the value.



Hold

Press the Hold button and change the hold time between cycles using the numeric key pad.

Then press Apply.



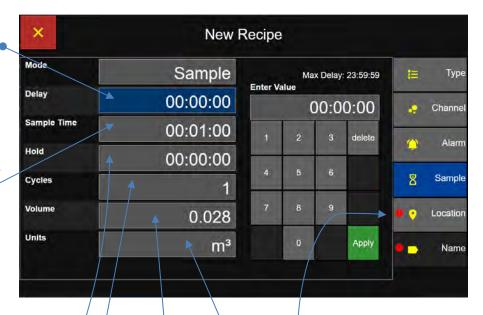
Cycles

Press the Cycles button, and change the # of cycles with the numeric keypad.

Then press Apply.



Custom Recipe: Sample Settings Screen



Location

Press the Location Tab to advance to the Location screen.

Units

Press the Units button to change the units:

> ft³ - cubic feet m³ - cubic meters L - liters

Volume

Press the Volume button and change the sample volume with the numeric keypad.

Then press Apply.

Apply

Note:

The sample time will change accordingly to the Volume; and vis versa.

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Custom Recipe – Locations

Select Room

Select a room.

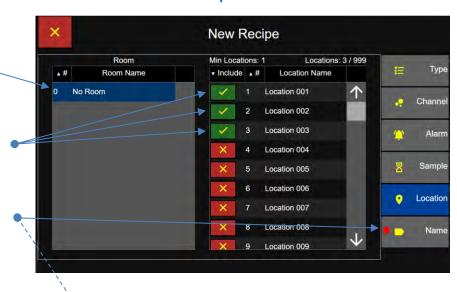
Select Locations

- Press the enable/disable toggle button to enable the desired locations to be sampled.
- Press the Name tab to display the Enter Recipe Name Screen.

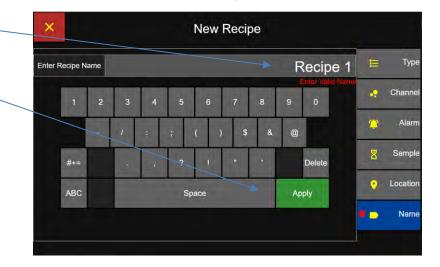
Enter Custom Recipe Name

- Enter the Custom Recipe Name
 Using the keypad
- Press the Apply button to save the Name and display the Save Recipe Screen.

Custom Recipe Location Screen

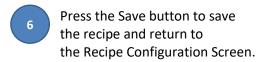


Enter Recipe Screen



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Save Custom Recipe



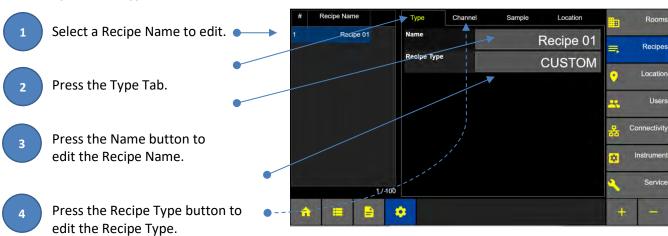
Configuration: Save Recipe Screen



Configuration: Recipes Screen

Edit - Custom Recipes

Edit Recipe Name/Type



Press the Channel Tab to display the Channel, Warning and Alarm settings.

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Recipe Name

Alarm

0

Recipe

Locatio

User

Edit Custom Recipe Channels

3

Warning

0

0 >

Size

0.3 µm

0.5 µm 🗸

1.0 µm

3.0 µm

5.0 µm

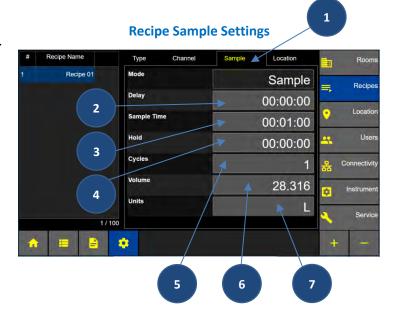
10.0 µm 🗸

Edit Custom Recipe Channel, Warning and Alarms

- Enable or disable the particle channels by pressing the enable/disable toggle button.
- Enable or disable the particle warning limit by pressing the enable/disable toggle button.
- Enter Warning limits by pressing the warning limit value buttons and use the pop up key pad to enter the value.
- Enable or disable the particle Alarm limits by pressing the enable/disable button for the desired channels.
- 5 Enter Alarm limits by pressing the alarm limit button and using the pop up key pad to enter the value.

Edit Custom Recipe Sample Settings

- Press the Sample Tab to Edit Sample Settings.
- Press the Delay value button to enter a value using the keypad.
- Press the Sample Time button to enter the sample time using the pop up keypad.
- Press the Hold button to enter the hold time using the pop up keypad.
- Press the Cycles button to enter the number of cycles using the pop up keypad.



- 6 Press the Volume button to enter the sample volume using the pop up keypad.
- Press the Units button to edit the Volume Units: ft³ (cubic feet), m³ (cubic meters) or L (liters).

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Edit Custom Recipe Room/Locations

Edit Custom Recipe Locations

Sample

Туре

Press the Room button to edit the Room associated with this Custom Recipe.

Press the enable/disable toggle button to include or not include specific locations for the Custom Recipe.

Press the enable/disable toggle button to include specific locations for the Custom Recipe.

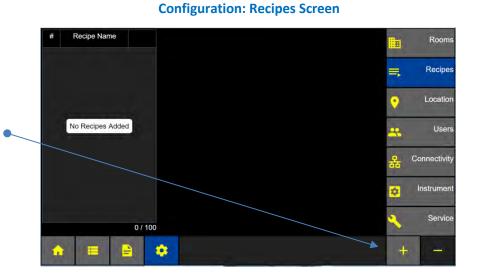
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Certification Recipes

HOME – CONFIG – Recipes

Add a Recipe

Press the + button to add a new recipe and display the New Recipe screen.



Certification Recipe Types

EU GMP

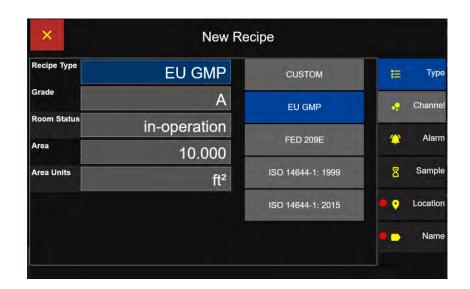
European Union Good Manufacturing Processes

FED 209E

Federal Standard 209E

ISO 14644-1: 1999

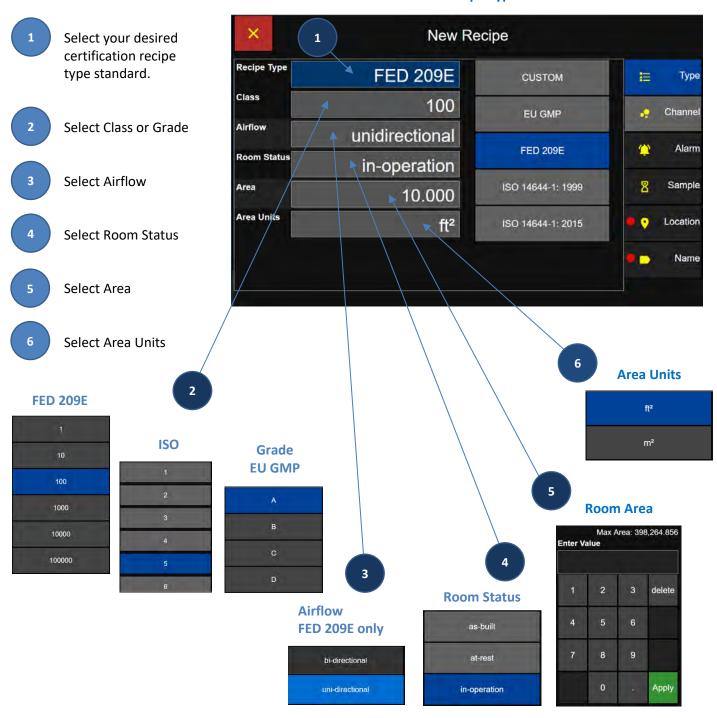
ISO 14633-1:2015



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Certification Recipe - Type Settings

Certification Recipe Type Screen



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Certification Recipe - Channels and Target Limits

ApexZ certification recipes will automatically enable the required channels and assign target limits according to the selected standard type for each particle size channel. Channels not required for the standard will be disabled and no values will be shown. The user cannot edit any of the enabled or disabled channels, nor may any target limits be modified.

Enable/Disable Channels

Example: EU GMP Recipe Channels Screen

Target limits may not be added, modified or deleted.

Shown here are the target limits calculated for:

EU GMP Recipe

Grade: A

Room Status: In Operation

Area: 10.000

Area units: Square feet (ft²)



Press the Sample button to display the Sample Screen.

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Certification Recipe - Sample Settings

Delay

- Press the Delay button and the button will turn blue to indicate that it is selected.
- Enter the delay time
 with the numeric key pad.
- Press Apply to store the value.

Apply

Sample

- Press the Sample button and change the sample time with the numeric keypad.
- 2 Press Apply to store the value.

Apply

Hold

- Press the Hold button and change the hold time between cycles using the numeric key pad.
- Press Apply to store the value.



Cycles Press t

Press the Cycles button and change the # of cycles with the numeric keypad.

Press Apply to Store the value.



Certification Recipe Sample Screen



- Press the Location Tab to advance to the Location screen.
- Units
 View the volume units preassigned per the standard.
 - ft³ cubic feet m³ - cubic meters L - liters

Volume

- Press the Volume button and change the sample volume with the numeric keypad.
- Press Apply to Store the value.



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Certification Recipe - Locations

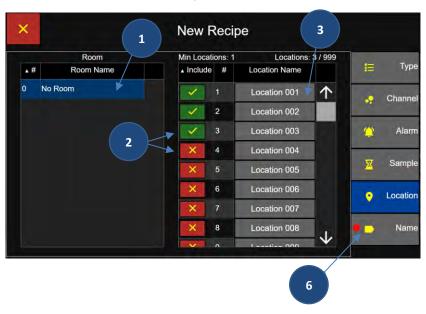
Select Room

Select a Room Name button.

Select Locations

- Press the enable/disable toggle button to enable the desired locations to be sampled.
- Press a Location Name button to edit the location name.
- 4 Using the keypad enter a new location name for the selected location number.
- Press the Apply button to save the new location name for that location number.
- Press the Name Tab to display the Enter Location Name Screen.

EU GMP Recipe Location Screen



Enter Location Name Screen



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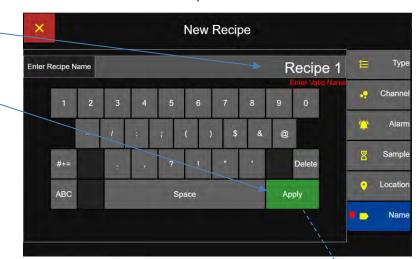
Certification Recipe - Name

Enter Certification Recipe Name

Enter the Certification Recipe Name using the keypad.

Press the Apply button to save the new Recipe Name and display the Save Recipe button.

Enter Recipe Name Screen



Save Certification Recipe Name

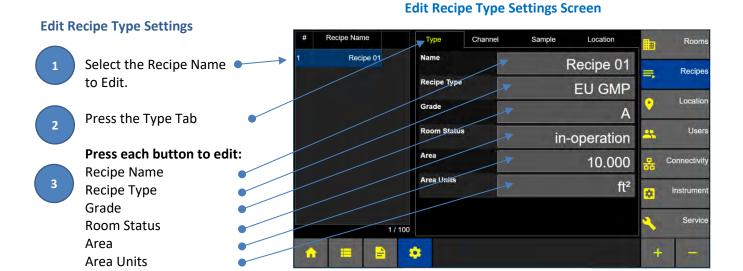
Press the Save button to save the recipe and return to the Recipe Configuration Screen.

Save Recipe Screen



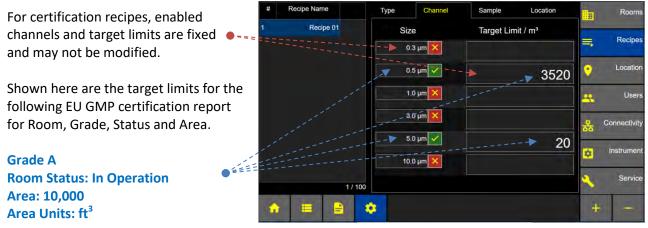
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Edit - Certification Recipes



View Recipe Channels and Target Limits

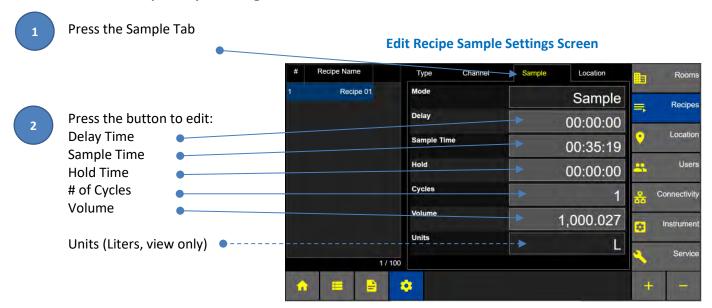
Edit Recipe Channel and Target Limits Screen



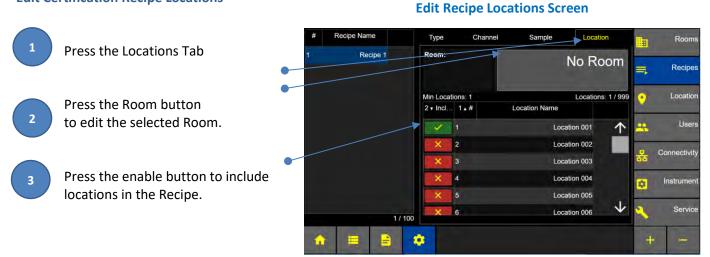
Note: Particle size channels enabled and target limits are fixed for each specified certification standard.

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Edit Certification Recipe Sample Settings



Edit Certification Recipe Locations



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Communications

Communication to the ApexZ can be set up via a wired Ethernet connection or a wireless Wi-Fi connection. With the Ethernet connection enabled, data from the ApexZ can be transferred manually or real time to the LMS Express 8 Software. The ApexZ can also be remotely controlled and configured via Lighthouse's mobile device application Basecamp.

Ethernet

HOME - CONFIG - Connectivity - Ethernet tab

Ethernet Address Enabled

When Ethernet is enabled the IP Address and Subnet buttons will be locked. | PAddress | DHCP | Print | USB | Rooms | Recipes | Recipes

Ethernet Address Disabled

To set or change the instruments IP or Subnet addresses you must disable Ethernet first.

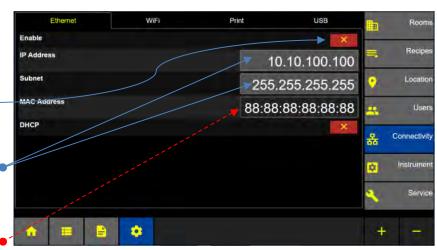
Press the enable/disable toggle button to disable Ethernet and allow input of a new setting.

The IP and Subnet buttons will change to light grey indicating the button is available to edit.

MAC Address is fixed and cannot be changed.

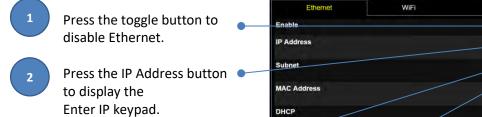
Ethernet Disabled Screen

Ethernet Enabled Screen



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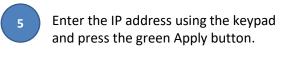
Enter a new Ethernet Address



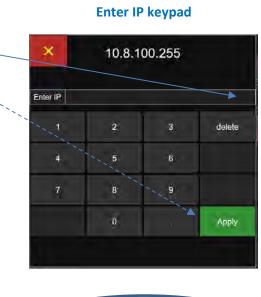
- Press the Subnet button to display the Enter Subnet keypad.
- To enable the new Ethernet settings press the Ethernet enable toggle button.



The MAC Address is fixed.



Enter the Subnet Address using the keypad and press the green Apply button.



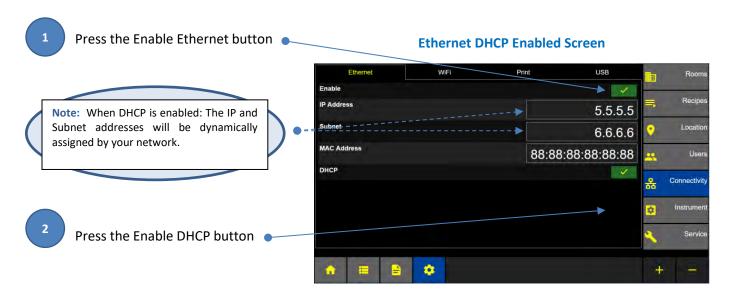
Enter Subnet Keypad



Note: Once Ethernet is enabled the IP and Subnet addresses will be locked and greyed out. They cannot be changed while Ethernet is enabled.

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DHCP (Dynamic Host Configuration Protocol)



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Wi-Fi

HOME – CONFIG – Connectivity – Wifi tab

Enable Wi-Fi

- Press the Wi-Fi Enable button to enable Wi-Fi.
- Press the + button to Configure one to five Wi-Fi connections.

Configuration: Wi-Fi Screen

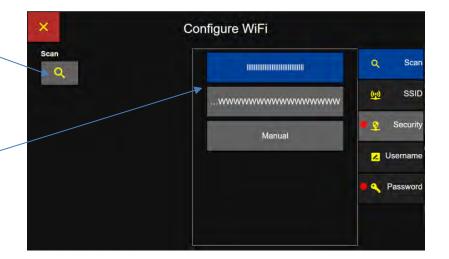


Press Scan to search for available Wi-Fi networks or routers in the area.

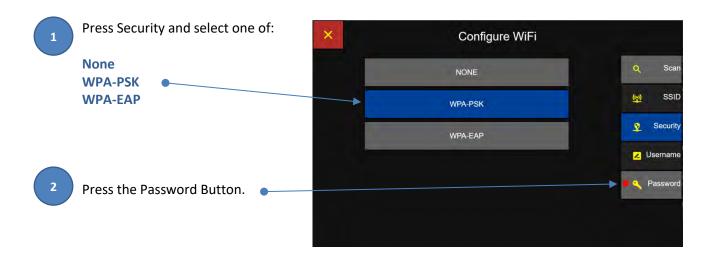
ApexZ will scan for available Wi-Fi networks

- Select a Wi-Fi network for your ApexZ communications.
- 5 Press the Connect Button.

Connecting Message...
Connection Successful Message...
Press the check mark.
Wi-Fi is status active.



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- Enter password on the keyboard screen and press Apply.
- When the ApexZ successfully connects to the Wi-Fi network, a

Press Save to Connect.

"Connection Successful" message will appear.



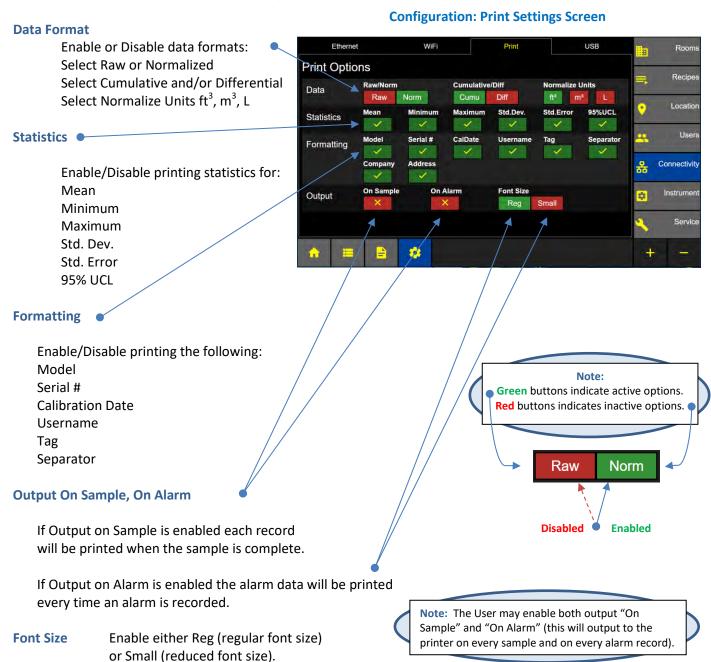
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Print

HOME - CONFIG - Connectivity - Print tab

Print Options

The Print Options screen allows the user to setup how printouts will be formatted. Users can set data formats to Raw or Normalized, Cumulative or Differential and choose the normalized unit of measure (cubic feet, cubic meters or Liters). Certain statistics can also be enabled to print on reports. These include: Mean, Minimum, Maximum, Standard Deviation, Standard Error and 95% UCL.



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Configuration: USB Screen

to USB every sample and every alarm record).

USB

HOME - CONFIG - Connectivity - USB tab

USB Options

The USB Options screen allows the user to select how to format data exported to USB. Data can be exported to USB as .csv (comma separated value) or .lsd (Lighthouse Secure Data) files. The format for particle data can be set to Raw or Normalized; cubic feet, cubic meters or liters. The user may also select to output data records to USB on every sample, every alarm, or both.

Output File Format, On Sample, On Alarm Ethernet WiFi Print **USB** Options Select .csv or .lsd file format On Alarm On Sample Data Format Users Note: Green buttons indicate active options. Red buttons indicates inactive options. Instrumer .csv .lsd Service 1 **Enabled Disabled** Select Data Format: Raw or Normalized. Note: The User may enable both output "On Sample" and output "On Alarm. (This will output Select Output on Sample and/or On Alarm.

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ApexZ Operators Manual

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Data Screen

Scroll data records

The ApexZ can store up to 10,000 sample data records and display them via the Data Screen. By default data for the first channel, first environmental sensor, first alert, and first fault will be displayed. Additional columns can be displayed by clicking on the column headings with arrow buttons to the right. Press the right arrow button to expand and the left arrow button to collapse that column grouping.

There are three ways to scroll through the data records on the ApexZ.

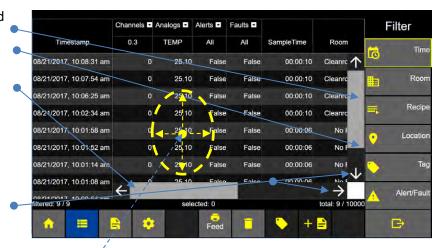
Slide Elevator Bars

- Slide the vertical elevator bar up and down to scroll through data records saved on the ApexZ.
- Slide the horizontal elevator bar right and left to view additional data columns.

Press the Arrow Keys

The user can also press the arrow buttons to scroll data records up/down or right/left.

Data Screen



Swipe the Data display region to scroll

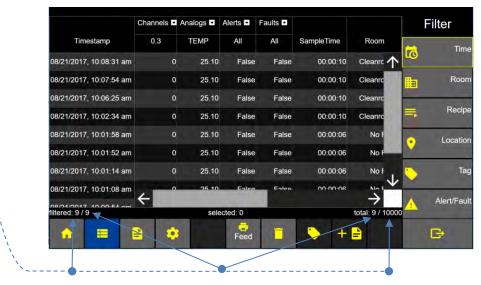
Using your finger and swipe the data screen region up or down, right or left. The data displayed will scroll accordingly up or down, right or left.

Data Screen

Total Data Records View

View the Data Record Totals for

Data Records Filtered
Data Records Saved
Data Records Capacity



Total Records Filtered T

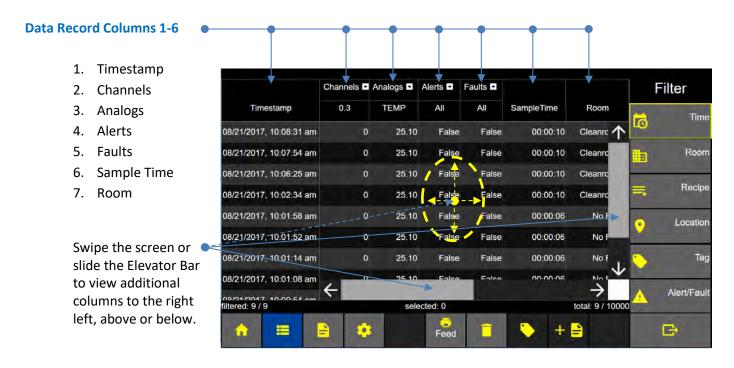
Total Records Saved

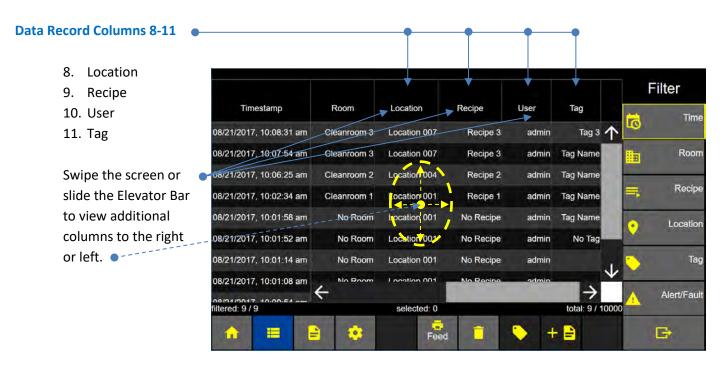
Total Record Capacity

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Data Columns

By default channels, analogs, alerts, and fault columns are compressed. To expand a columns press the arrow button on each of the corresponding column headings.



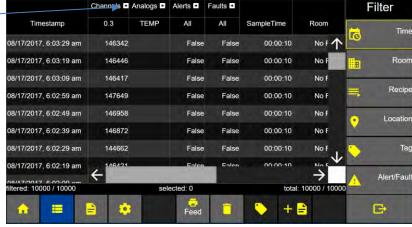


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Data Columns - Expanded

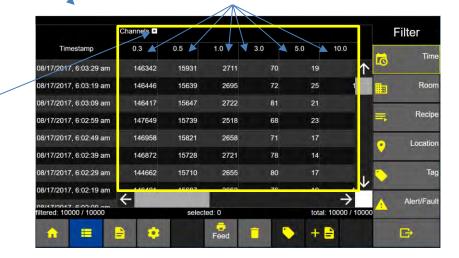






Expanded Channel Sizes columns:

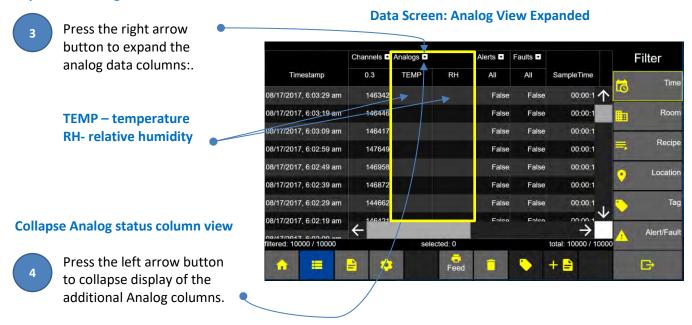
Data Screen: Channels View Expanded



Press the left arrow button to collapse the Channels columns

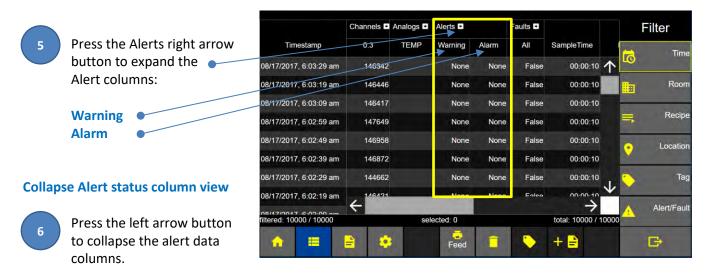
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Expanded Analog status column view



Expanded Alerts status column view

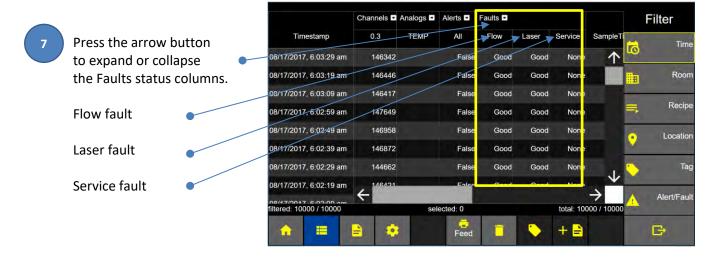
Data Screen: Alert View Expanded



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Expanded Fault status column view

Data Screen: Faults View Expanded



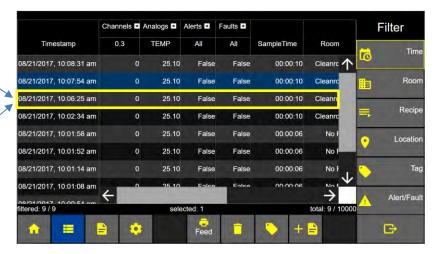
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Data Records - Select

Select a single record

- To select a single data record on the Data Screen, press the data record and it will highlight blue to indicate it has been selected.
- Press the same record again and the blue highlight will be removed, indicating that the record is no longer selected.

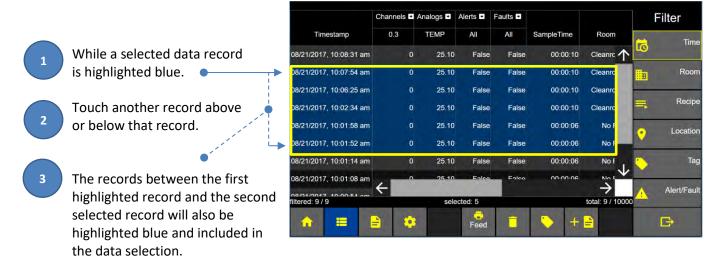
Data Screen



Select multiple records

To select a continuous range or set of data, do the following.

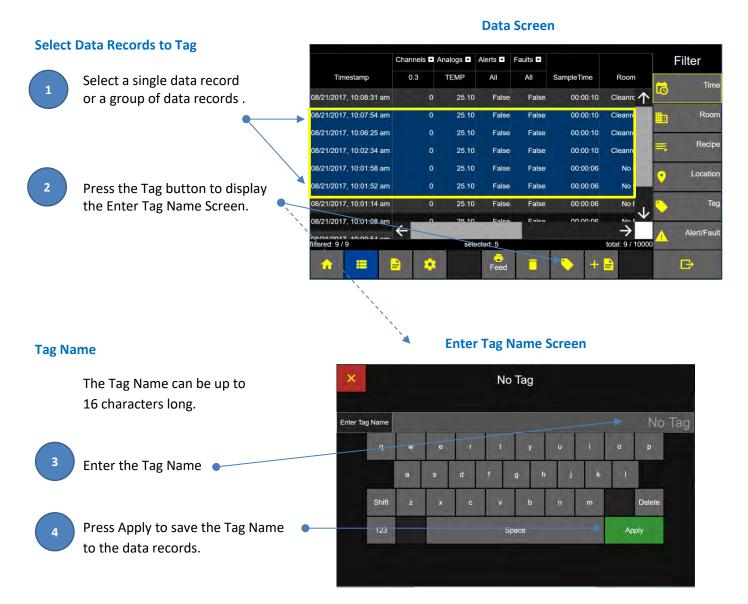
Data Screen



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Data Records - Tag

Tags can be used to add batch names or numbers, short notes, or notations to a single data record or a group of selected data records.



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Data Records - Export to Print or USB.

Data on the ApexZ can be output to the ApexZ printer or exported to a file on a USB key.

Select Data Records to Export or Print.

- Select a single data record or a group of data records.
- Press the Export button to display the Export Screen.



Data Screen

Select Export to Printer or USB



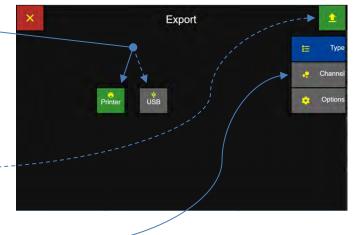
Note: At any time the user may press the green and yellow Export button to export with the given settings.

Press the Channel button to display the Export Channels.

Note: If the USB button is grey or disabled,

attach a USB key to the ApexZ USB port.

Export Type Screen



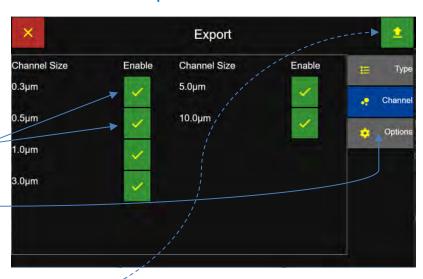
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Export Channel Screen

Select Export Channels

- Press the Channel button to display the channels enabled or disabled for the Export.
- The user may press any channel to disable or enable for the Export.
- Press the Options button to display the Export Options Screen.

Note: At any time the user may press the green and yellow Export button to export with the given settings.



Select Export Options

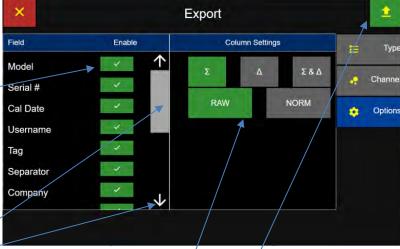
Model

Press the Enable/Disable toggle buttons to enable/disable the following fields from the export.

Serial # Calibration Due
Username
Tag
Separator
Company

- Slide the elevator bar or press the up/down arrows to scroll up/down of the field list.
- Set the column settings to Cumulative, Differential or Both; Raw or Normalized with units of measure.
- Press the green Export button to Export the selected data records using the current settings.

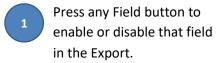
Export Options List 1 Screen



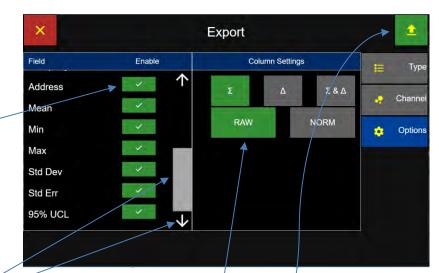
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Export Options List 2 Screen

Select Export Options continued



Address
Mean
Minimum
Maximum
Standard Deviation
Standard Error
95% UCL



Slide the elevator bar or press the up/down arrows to scroll up/down the field list.

Set the Column Settings for the data to be exported to Cumulative, • Differential or Both; Raw or Normalized with units of measure.

Press the green Export button to Export with the current settings.

Note: At any time the user may press the green and yellow Export button to export with the given settings.

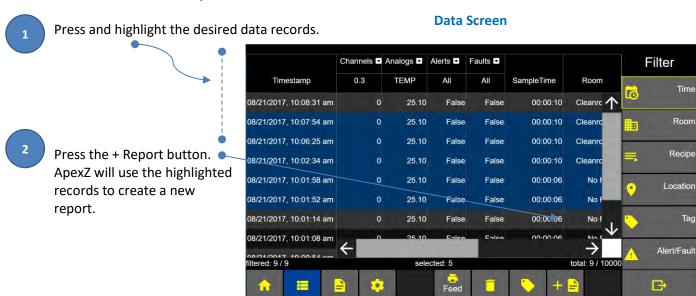
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Data Records - Select Data Records for Report

While a single data record or a group of data records are selected, the user can press the "+ Report" button to use the selected data records to create a new report.

Follow these steps to select the data records, report type, channels; enter a new report name and save the report.

Select Data Records to Make Report



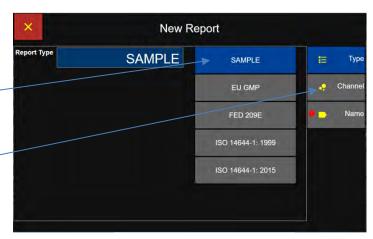
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Report Type: Sample

Sample Report Type Screen



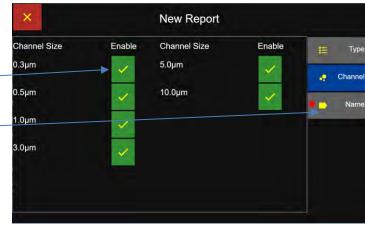
- 3 Press the Sample button to select Report type Sample.
- Press the Channel button to display the Report Channels Screen.



Sample Report Channels Screen

Sample Report Channels Screen

- To disable a channel press the green check box and it will change to a red x box indicating that that channel is disabled for the Report.
- Press the Name button to display the Report Name Screen.



Report Name Screen

- 7 Enter the Report Name from the keyboard.
- Press the green Apply button to apply the report name.
- Press the green Save button to save the report and return to the Data Screen.

Report Name Screen



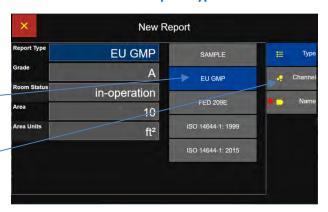
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Report Type: Certification Standard

EU GMP Report Type Screen

EU GMP Report Type Screen

- Press the EU GMP button to select Report type EU GMP.
- Press the Channel button to display the Report Channels Screen.



EU GMP Report Channels Screen

EU GMP Report Channels Screen

- To disable a channel press the green check box and it will change to a red x box indicating that that channel is disabled for the Report.
- Press the Name button to display the Report Name Screen.



Report Name Screen

- 5 Enter the Report Name from the keyboard. •
- Press the green Apply button to apply the report name.
- Press the green Save button to save the report and return to the Data Screen.

Report Name Screen



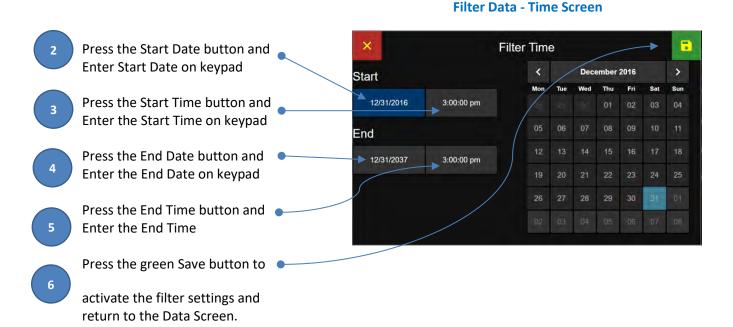
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Filter Data Records - Date and Time



Enter the start and end dates to filter data records.

The ApexZ3 will display only the data from the Start date/time to the End date/time.



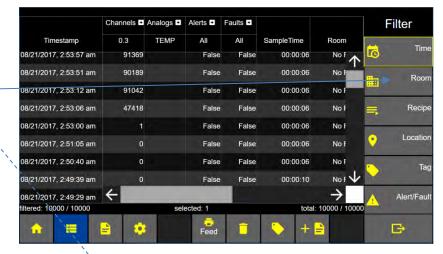
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Filter Data Records - Rooms

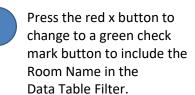
Select the Filter Room Tab



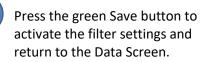
Data Screen



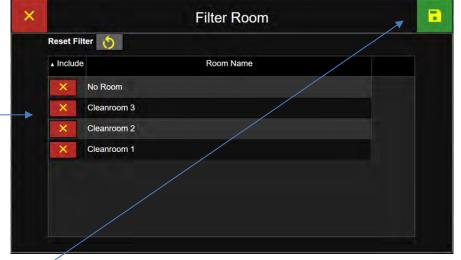
Include Rooms in the Data Filter



Room Name List



Filter Room Screen



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Filter Data Records - Recipe

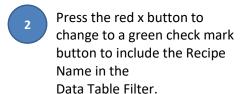
Select the Filter Recipe Tab



Data Screen



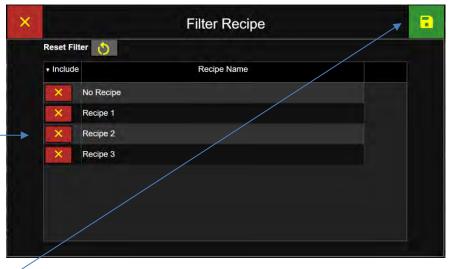
Include Recipes in the Data Filter



Recipe Name List

Press the green Save button to activate the filter settings and return to the Data Screen.

Filter Recipe Screen



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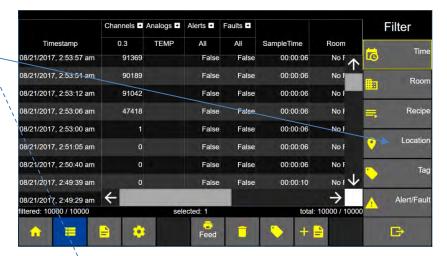
Filter Data Records - Locations

Select the Filter Location Tab



Press the Location button to display the Filter Location Screen.

Data Screen



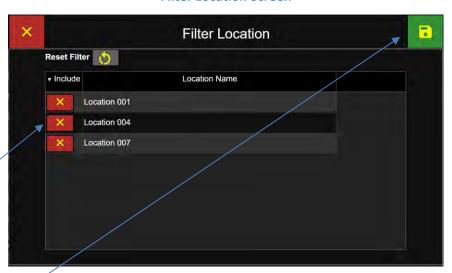
Include Locations in the Data Filter



To filter data records by the location they were recorded at, press the red x button to change to a green check mark button to include the Location Name in the Data Table Filter.

Location Name List





Press the green Save button to activate the filter settings and return to the Data Screen.

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Filter Data Records - Tag

Select the Filter Tag Tab

Press the Tag button to display the Filter Tag Screen.

Data Screen



Include Tags in the Data Filter

Press the red x button to change to a green check mark button to include the Tag Name in the Data Table Filter.

Tag Name List



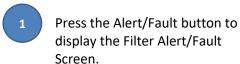


Press the green Save button to activate the filter settings and return to the Data Screen.

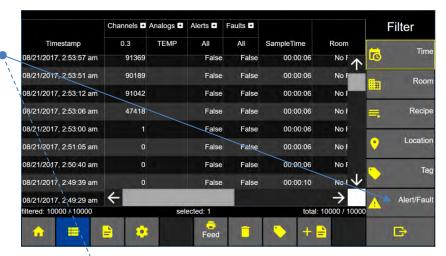
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Filter Data Records - Alert/Fault

Select the Filter Alert/Fault Tab



Data Screen



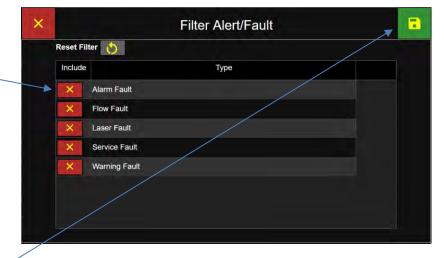
Include Alert/Faults in the Data Filter.

Press the red x button to change to a green check mark button to include the Alert/Fault name in the Data Table Filter.

Alarm Fault Flow Fault Laser Fault Service Fault Warning Fault

Press the green Save button to activate the filter settings and return to the Data Screen.

Filter Data - Alert/Fault Screen

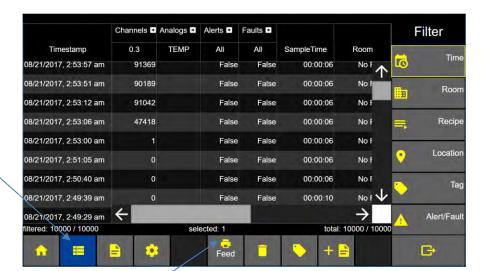


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Paper Feed

The printer paper feed button is located on the ApexZ Data Screen. Press the printer paper feed button to advance the printer paper. When the report is finished printing, pull the paper gently upward and to the side to tear the printer paper along the serrated edge of the printer enclosure.

Data Screen

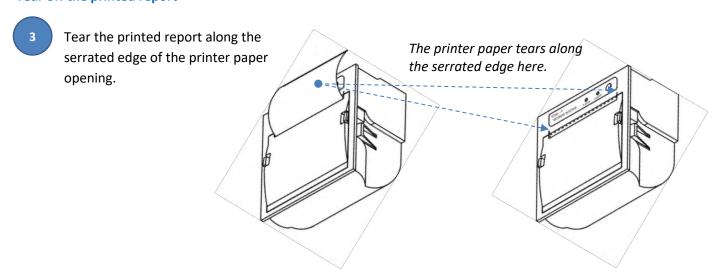


From the Home screen press the Data button of for the Data screen.

Advance the printer paper

Press the Paper Feed button to advance the paper from the ApexZ embedded printer.

Tear off the printed report



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Data Records - Delete All

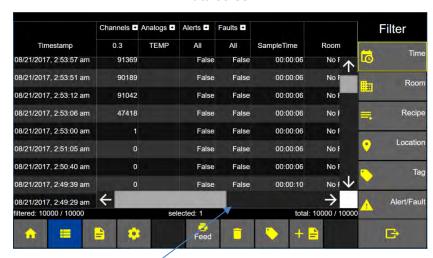
10,000 data records can be saved in the ApexZ database.

After the 10,000th data record has been saved the database will wrap and the next sample data record will overwrite the oldest data record.

Data records may not be deleted individually or in a selected group.

Deleting data records will delete ALL data records.

Data Screen



- Press the trash can button to display the Data Records Delete Screen.
- Press the red x button to cancel;
 Data records will NOT be deleted.
- 3 Press green check mark button to

DELETE ALL DATA RECORDS

Note: ApexZ can only delete all records. There is no option to delete individual records.

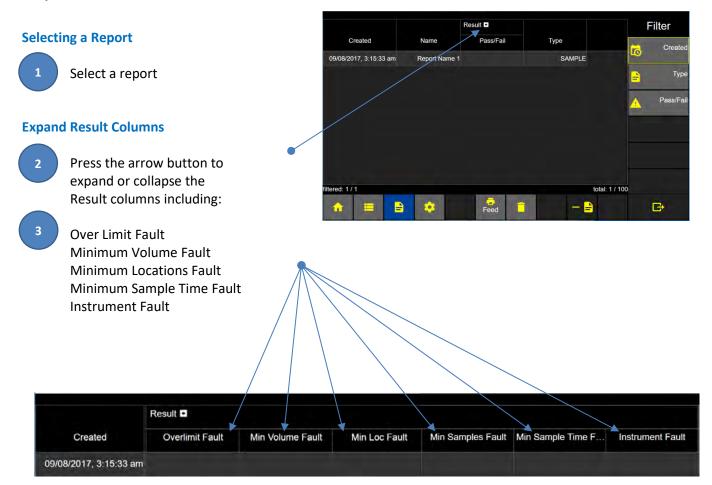
Confirm Delete Data Records Screen



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Reports

Report Screen



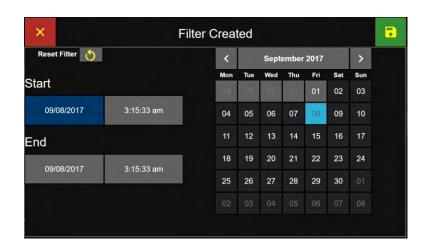
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Report Screen Filters

Filter by Created Date

Select a Data Record Start Date Range

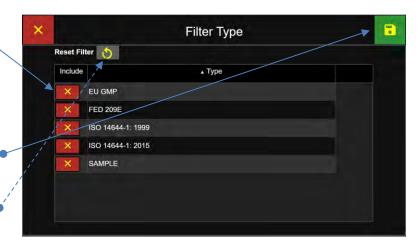
Select a Data Record End Date Range



Filter by Report Type

To filter by Report Type press the red x button in the include column. This will change to a green check button and enable the filter for that report type. The user may enable any number of report type filters.

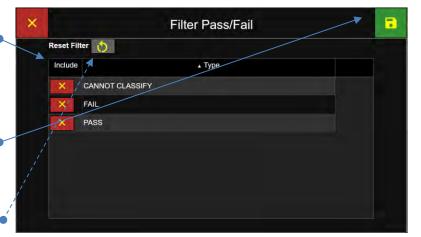
- Press the Save button to save and initiate the filter(s).
- To reset the filter list press the RESET FILTER button.



Filter by Pass/Fail

- To filter by report status
 Pass/Fail/Cannot Classify, press
 the red x button in the include column.
 This will change to a green check mark
 button and enable the filter for that
 report status.
- Press the green Save button to save the filter settings and initiate the report list filter.

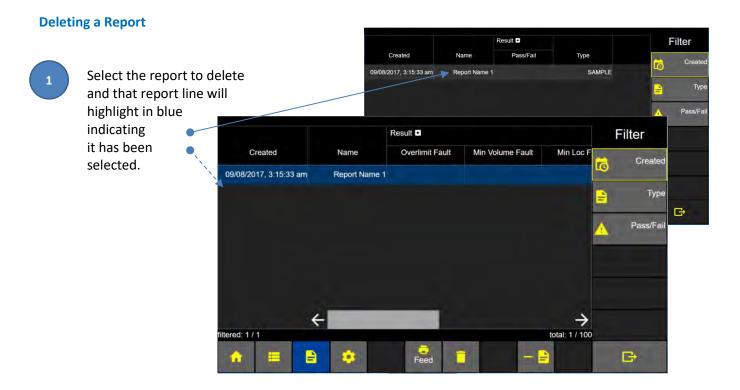
Press the Reset Filter button to disable all filters on the screen.

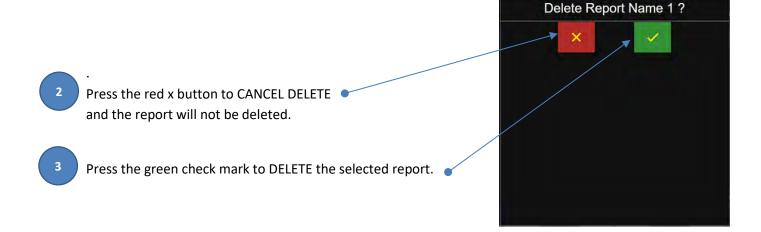


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Deleting a Report

To delete a report from the Report Screen list simply select the report line and press the Export Report button.





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Terminology:

Select: Touch the screen with your finger.

Press: Touch the screen with your finger.

Enter with the keypad: Touch the screen keypad with your finger and type the required input.

Button: area on screen user can touch to input data

Toggle button: this is a button that displays only 2 options, touch or slide to change between options.

Enable/Disable:

Red x box: this is a button that indicates disabled.

Green check mark box: this is a button that indicates enabled.

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