

Neptune[®] 360[™] Handheld Users' Guide Version 1.4



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FCC Conformity

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.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio / TV technician for help.

RF Exposure Information

This equipment complies with the FCC RF radiation requirements for uncontrolled environments. To maintain compliance with these requirements, the antenna and any radiating elements should be installed to ensure that a minimum separation distance of 20 cm is maintained from the general population.



Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Professional Installation

In accordance with Section 15.203 of the FCC rules and regulations, the MIU must be professionally installed by trained utility meter installers. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Industry Canada

This Class B digital apparatus meets all requirements of the Canadian Interference Causing Equipment Regulations. 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.

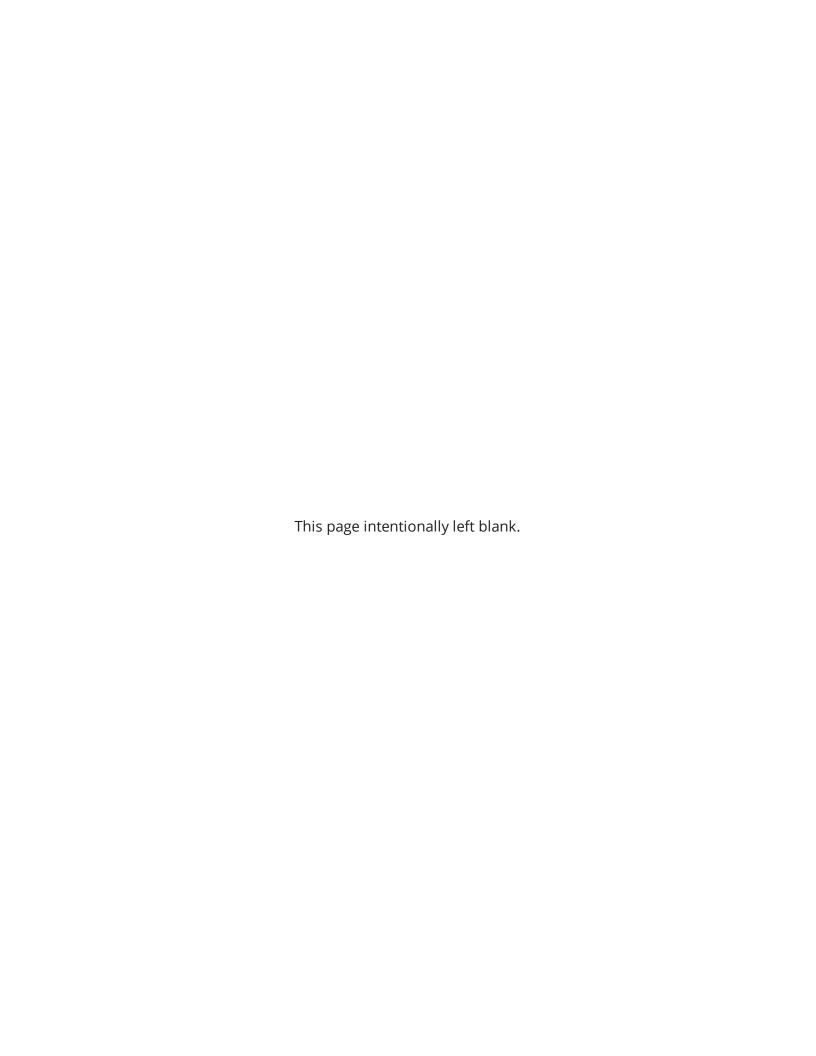
Cet appareillage numérique de la classe B répond à toutes les exigences de l'interférence canadienne causant des règlements d'équipement. L'opération est sujette aux deux conditions suivantes: (1) ce dispositif peut ne pas causer l'interférence nocive, et (2) ce dispositif doit accepter n'importe quelle interférence reçue, y compris l'interférence qui peut causer l'opération peu désirée.

Neptune[®] 360™ Handheld Users' Guide v 1.4 Installation and Maintenance Guide Literature No. UG Neptune 360 12.19

Neptune Technology Group Inc. 1600 Alabama Highway 229 Tallassee, AL 36078

Tel: (800) 633-8754 Fax: (334) 283-7293

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Chapter 1: Connect Handhelds to Your Computer	. 1
Gather the Components	. 1
Connect to the Host Computer and Power Supply	2
Connect the Router, Handheld Cradle, and Power Supplies	. 2
Configure the Host Computer	. 4
Configure the Handheld	4
Chapter 2: Handhelds	7
Handheld Requirements	7
Handheld Operating System Requirements	7
Handheld Software Requirements	7
View Handhelds	8
Search Handhelds	. 9
Create or Edit a Handheld	.10
Delete a Handheld	.11
Unassign a Reader	. 11
Chapter 3: Handheld Settings	. 12
View the Handheld Settings	.12
Edit the Handheld Settings	.15
Chapter 4: Neptune® 360™ Sync	.17
System Requirements	.17
Computer Requirements	.17
Computer Operating System Requirements	.17
Install Neptune® 360™ Sync	.18
Use Neptune® 360™ Sync	.19
View the Activity Window	. 21
View the Settings Window	.21
Log Out of Neptune® 360 Sync™ ·······	. 22
Glossary	23

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<u>Figures</u>

igure 1 – Connect the Nomad®	. 3
igure 2 – Connect the Ranger™	. 3
igure 3 – Connect Network Cable to the Router	3
igure 4 – Windows® Main Screen	4
igure 5 – Login Screen	. 5
igure 6 – Enter the Password	5
igure 7 – Handheld Management Menu	7
igure 8 – Handhelds Window	8
igure 9 – Handhelds Window Right Panel	. 8
igure 10 - Route Assignments Window	9
igure 11 – Handhelds Message1	10
igure 12 – Handheld Configuration Window1	10
igure 13 – Handheld Settings Window1	12
igure 14 – Nomad® Hotkeys Window1	15
igure 15 – Neptune® 360™ Sync Download Window1	18
igure 16 – Neptune® 360™ Sync Setup Message1	18
igure 17 – Windows® Dialog Box1	19
igure 18 - Neptune® 360™ Sync Login Window1	19
igure 19 – Neptune® 360™ Sync Home Window2	20
igure 20 - Neptune® 360™ Sync Activity Window	21
igure 21 - Neptune® 360™ Sync Settings Window	22

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Chapter 1: Connect Handhelds to Your Computer

You can connect a Trimble[®] Nomad[®] or Trimble[®] Ranger[™] handheld to your computer through a communication cradle. Before connecting your handhelds, make sure there is at least one handheld created and a reader assigned to it so you know the reader ID. See "Create or Edit a Handheld" on page 10 for more information.



If you do not have a communication cradle, you can connect your handheld using a USB connection to your computer. Windows Mobile Device Center or ActiveSync is required to assist with the connection process. If you can connect your handhelds through a USB connection, you can proceed to using Neptune® 360™ Sync.

Before you connect your handheld, see the important information regarding the CAB file in the handheld "Handheld Software Requirements" on page 7.

Gather the Components

If you are using a router to link cradles to exchange information with more than one handheld at a time, verify that you have:

- One or more handhelds.
- One communication cradle for each handheld.
- One AC adapter / battery charger cable for each cradle.
- One RJ-45 Ethernet cable for each communication cradle.
- One RJ-45 Ethernet cable to connect the router to the PC.
- One router / switch with one AC power supply cable.
- Connecting to the Host Computer and Power Supply.



You must use a standard RJ-45 Ethernet cable for error-free communication.

Connect to the Host Computer and Power Supply

This configuration is for handhelds not connected to a system network. If you are connected to a system network, see the network specialist or your system administrator for assistance.

This section outlines the steps to connect a handheld to your computer through a communication cradle. The procedures in this section describe how to connect the handheld to the host computer so that it can exchange information with the host. The procedures also describe how to connect a power supply to the communications cradle so that you can recharge the battery.



You do not need special tools to connect the devices that were shipped with your handheld.

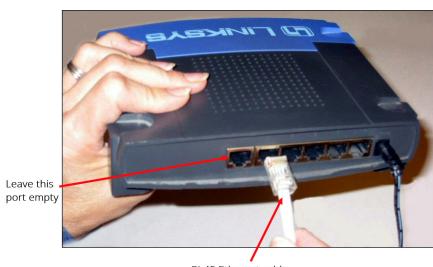
Connect the Router, Handheld Cradle, and Power Supplies

Make sure that you have all the equipment you need before beginning this connection procedure.



This procedure applies to both the Nomad and Ranger handhelds.

- 1. With the host computer OFF, connect the power supply to the router.
- 2. Leaving the far left port empty, connect one end of the RJ-45 Ethernet cable into one of the four slots in the router.



RJ-45 Ethernet cable

Figure 1 – Connect the Nomad®

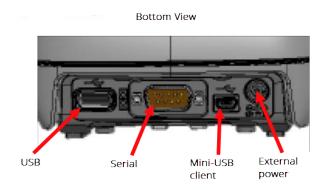


Figure 2 – Connect the Ranger™

- 3. Connect the other end of the Ethernet cable to the host computer.
- 4. Push the single-hole connector of the 110V AC adapter / battery charger onto the single-prong connector on the back of the communication cradle.
- 5. Connect the other end of the AC adapter / battery charger into a power source.
- 6. With an additional Ethernet cable, insert one of its connectors into the back of the cradle and the other into the back of the router.
- 7. Connect the network cable to the single router.

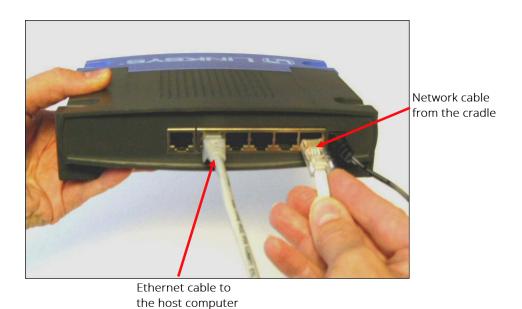


Figure 3 - Connect Network Cable to the Router

Configure the Host Computer

- 1. On the host computer, click **Start**.
- 2. Type CMD and press Enter.
- 3. In the DOS window, type **ipconfig** and press **Enter**.
- 4. Write the IP address here: _____
- 5. Type **exit** and press **Enter** to close the DOS window.

Configure the Handheld

Configure the Nomad or Ranger with the handheld in the cradle and connected to the host computer.

1. On the handheld, press in the bottom left of the screen.

The system displays the Main Windows screen with either a Neptune 360 icon if the latest CAB file is installed, or an N_SIGHT™ R900[®] icon if a CAB file is *not* installed, or if an older CAB file is installed.

If the meter reading app (either Neptune 360 or N_SIGHT) is installed on the handheld a CAB file was used for the install. The CAB file for N_SIGHT is simply an older version.



Figure 4 – Windows® Main Screen

2. Press either Neptune 360 or N_SIGHT.

The system displays either the Neptune 360 Login screen or the N_SIGHT R900 Login screen.

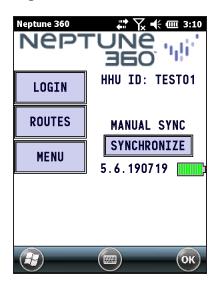


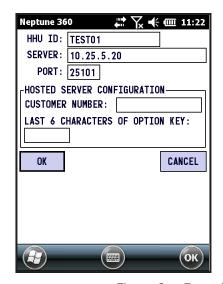
Figure 5 - Login Screen

3. Press Menu > Admin, and then press either Reset Handheld or Force Server.



Do not press Reset Handheld if the handheld is not in the communication cradle.

4. In the Password field, type bubba.



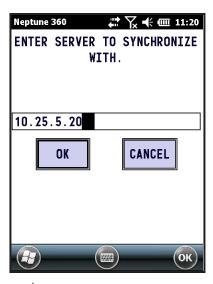


Figure 6 – Enter the Password

- 4. Enter the following in the fields indicated:
 - HHU ID use the handheld ID you entered when you created a handheld.
 - Server IP address of the PC that you wrote down when you configured the host computer.
 - Port 25101.

The handheld is reset, and the Login screen is displayed.

Chapter 2: Handhelds

In this window, you can view, set up, and manage handheld devices within your system. Working with handhelds in Neptune $^{\mathbb{R}}$ 360 $^{\mathbb{M}}$ requires that you have permission to set up handhelds for your utility.

You can view the handheld devices that are added to your utility and which users are assigned to specific devices. The handheld devices that Neptune 360 supports are:

- Trimble[®] Nomad[®] 900 and 1050.
- Trimble[®] Ranger™ 3 series.

If you do not yet have handhelds connected to your system, see "Connect Handhelds to Your Computer" on page 1 for the procedure.

Before you use your handhelds with Neptune 360, your site must have the Handheld Support option enabled in Utility Management. If it is not enabled, email Customer Support at support@neptunetg.com.

Handheld Requirements

This section defines the handheld operating system and software requirements.

Handheld Operating System Requirements

The Trimble handhelds require the Windows Mobile 6.0 (or higher version) Professional operating system.

Handheld Software Requirements

Your handhelds need either an existing N_SIGHT™ R900® CAB version installed or the latest meter reading application CAB file. Email Customer Support for access to the latest CAB file to install on any handhelds that have no meter reading application installed.

For handhelds with an existing N_SIGHT R900 CAB version installed, you can upgrade to the latest meter reading application by enabling the Automatic Updates option explained in Create or Edit a Handheld.



Figure 7 – Handheld Management Menu

View Handhelds

When you access the Handhelds window, a list of handhelds displays in the left panel, and each handheld has a unique name that you assign as the Handheld ID when you create the handheld in your system.

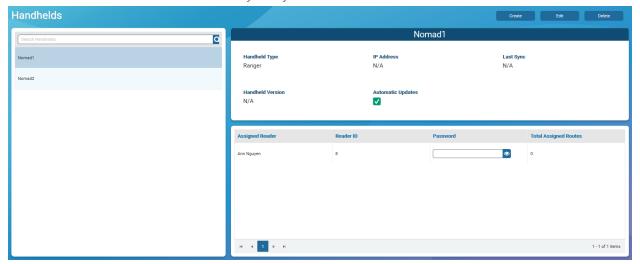


Figure 8 - Handhelds Window

Details for the selected handheld appear in the right panel and include:

- Handheld Type brand of handheld.
- IP Address IP address for the handheld. This field displays N/A until the handheld successfully syncs with Neptune 360.
- Last Sync date and time the handheld last synced to the Neptune 360.
- Handheld Version version number of the handheld meter reading application.
- Automatic Updates if enabled, when there is a new version of the meter reading application, the handheld automatically updates the application when it syncs with Neptune 360, via Neptune 360 Sync. Neptune 360 Sync facilitates the exchange of route and reading information between your handhelds and Neptune 360.



Figure 9 – Handhelds Window Right Panel

The bottom right panel shows Readers assigned to the specific handheld and the number of routes assigned to each reader. Each Assigned Reader page contains a maximum of 10 readers and you have grid navigation options so you can sort and refine the list of readers.

- Assigned Reader user assigned to the handheld.
- Reader ID ID of the user, which can be used when logging into the meter reading application on the handheld.
- Password password needed to log into the meter reading application on the handheld. If it is blank, there is no password for the user. Click to reveal the password, if one is assigned to the user.
- Total Assigned Routes number of routes assigned to the reader. You assign route assignments in the Route Assignments window.

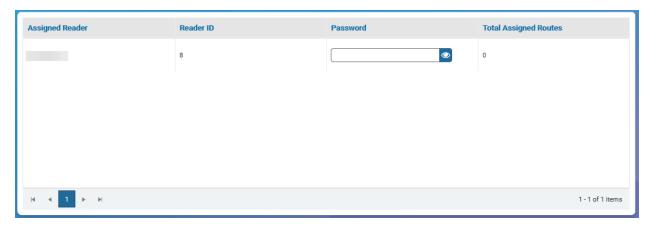


Figure 10 - Route Assignments Window

Search Handhelds

You can search for a specific handheld by the assigned ID. You define the ID when you create a handheld in the system.

- 1. In the **Search Handhelds** field, type the first few characters of the ID.
- 2. Click a to display the handhelds that match your search parameters.
- 3. Click the handheld to display the details in the top right section of the window, and the assigned reader and routes are displayed in the bottom right section of the window. See "View Handhelds" on the previous page for descriptions of the handheld details.

Create or Edit a Handheld

You must add your owned handhelds to sync the meter reading data with Neptune 360. If you have not added handhelds to the page, Neptune 360 displays the following message:



Figure 11 - Handhelds Message

- 1. Do one of the following. To:
- 2. Add a handheld to the system click Create,
- 3. Edit the details for an existing handheld, select the handheld to edit, and then click **Edit**.

The system displays the Handheld Configuration window.

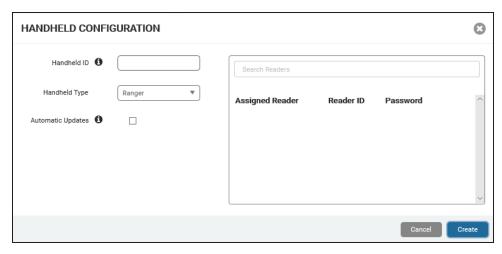


Figure 12 - Handheld Configuration Window

- 2. In the **Handheld ID** field, type the **ID for the handheld** as it appears on the main menu of the meter reading application of the handheld.
- 3. In the **Handheld Type** field, select the type of handheld you are adding.

- 4. Select **Automatic Updates** if you want the handheld to automatically update its meter reading software when it syncs with Neptune 360. The handheld syncs through Neptune 360 Sync, if there is a new version of the meter reading application available. Neptune 360 Sync facilitates the exchange of route and reading information between your handhelds and Neptune 360.
- 5. In the **Search Readers** field, begin typing a name to display available users not currently assigned to a handheld, and then click a name to assign the user. You must assign at least one reader to a handheld and you can assign a reader to only one handheld at a time. However, any user can log into any handheld.

Any route assignments made on the Route Assignments window are also loaded to the handhelds, based on the users who are assigned a handheld.

When you add a user, Neptune 360 assigns a reader ID to that user and the ID cannot be changed. The user must log into the meter reading application on the handheld using this ID.

6. You can create a password. By default, passwords are left blank and are not required.

Delete a Handheld

Deleting a handheld removes it from Neptune 360. If you delete a handheld in error, you can create it in the system again.

- 1. In the left panel, select the handheld from which you want to unassign the reader.
- 2. If the handheld does not display in the left panel, then in the **Search Handhelds** field, type the first few characters of the ID to display matching handhelds.
- 3. Select the handheld you want to delete, and then click **Delete**.
- 4. In the confirmation dialog box, click **Delete**.

Unassign a Reader

You can unassign a reader from a handheld, if there are multiple readers assigned. However, a handheld must have at least one reader assigned.

- 1. In the left panel, select the handheld from which you want to unassign the reader.
- 2. Click Edit to display the Handheld Configuration dialog box.
- 3. Click 🔞 next to the reader you want to unassign, and then click Save.

Chapter 3: Handheld Settings

The handheld settings define the device level preferences and the read method for various read type / meter type combinations. The settings apply to all handhelds that sync with Neptune[®] 360™ through Neptune 360 Sync.

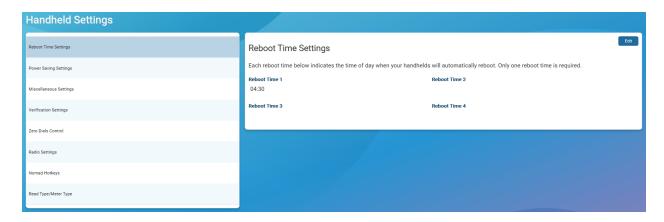


Figure 13 - Handheld Settings Window

It is recommended that you set your meter and read types before using Neptune 360 Sync.

View the Handheld Settings

A list of settings displays in the left panel of the Handheld Settings window and the details for the selected setting appear in the right panel.

The following table defines the settings you can edit.

Table 1 - Handheld Settings

Setting	Description
Reboot Time	Settings that control when the handhelds reboot. You can set the handhelds to reboot up to four times within a 24-hour period and the default is 4:30 A.M. The times display in 24-hour time format and you must set at least one reboot time.
Power Saving	The number of seconds a handheld remains active while out of the cradle before the handheld powers off.
Miscellaneous	 Settings that control the functionality of the handhelds: Administrator Password – password used on the handhelds to allow certain functions such as a reset. The default is bubba. Default Dial Prompt – changes the manually-read accounts display before

Table 1 – Handheld Settings (continued)

Setting	Description		
	a reading is entered. For example, an asterisk (*) in this field displays manual readings on the handheld as ***** before a reading is entered. Hold Route Default – indicates which types of accounts by default should remain on the handheld after unloading routes from a handheld. The options are: None – all accounts (read, unread, and skipped) are unloaded. Unread-Skipped – only read accounts are unloaded. Unread – only read and skipped accounts are unloaded. Allow Dial Decimal Change – indicates whether to allow a reader using a handheld to change the number of dials or decimals for the account. Backup Idle Time – indicates how many inactive seconds to wait after the Backup Interval time before performing the handheld database backup. The default is 20 seconds. Backup Interval (in minutes) – indicates how often the handheld backs up the database while logged into a route. The default is 30 seconds. Type of GPS – indicates the type of GPS system used. Selections are: EXTERNAL. SIRF. TYCO. Allow Re-Work – indicates whether a reader using a handheld can edit a previously-entered order. If checked, the Re-work menu item appears under the Meters menu item. Search Drop Downs by 1st Characters Only – indicates whether to search the selections by the first letter of an item on the handheld. If this is disabled, handhelds search only when continuously keying all letters to find specific words in the selection list.		
Verification	 Settings that control the high-low audit process on your handhelds: Digits to Verify Meter – indicates the number of digits required to verify a meter number on your handhelds. For example, if this is set to four and a reader fails the high-low audit, the reader is prompted to enter the last four digits of the meter number to continue reading. Zero is the default which means this option is not used. Verify Without Reentry – indicates whether to require your readers to verify a high-low fail audit by entering the reading again. If this is disabled, readers must manually key the reading again. Probe Validation – determines how readings with a probe device are handled if they fail the high-low audit. Options are: Verify Hi/Lo, Move On – moves on to the next incomplete account. 		

Table 1 – Handheld Settings (continued)

Setting	Description
	 Alarm, Stay at Meter – a beep sounds, and the handheld remains on the account. Force Reentry – a message appears, and the reader is required to read the meter again using the probe. Force Notification on Invalid Probe Read – Yes or No
Zero Dials Controls	 Settings that control the reading process when the number of dials for a meter is set to zero. Your handhelds use the number set in the Default Manual Dials field if the If Dials = 0 field is set to Use Digits Entered. If Dials = 0 - indicates what action to take on the handheld if the number of dials is set to zero or it is blank. The options are: Ask Meter Reader - the Read Parameters window displays on the handheld, prompting the meter reader to enter a value for the dials. Use Digits Entered - when this option is selected the handheld uses the number of dials from the Default Manual Dials field. Default Manual Dials - the number of manual dials on the handhelds for which the meter reader can enter values.
Radio	 Settings that define how the handhelds function during timeouts and pauses: Radio Scan Pause – indicates the time for the radio to pause between scans. The default is 1000 seconds. R900 Receiver Timeout – indicates the amount of time between R900[®] receiver timeouts. The default is 2000 seconds. Enable Keep Alive – indicates whether handhelds continuously pick up radio reads until the handhelds power off. The default is No.
Nomad Hotkeys	 Settings that specify the hotkeys used on the route reading menu of your Nomad® handhelds. You can create up to two pages of hotkey definitions. Line 1– label for the hotkey or handheld command. Each command requires at least one label. Line 2 – second label for the hotkey or handheld command. This label is optional.
Read Type / Meter Type	These settings are unique combinations of read types and meter types that appear in each of your import files. A read type pairs with a meter type to indicate a certain read method. You must define your read types and meter types before you can start reading meters using handhelds. In each field, use the codes defined in your import file: Read Type – code for the type of substance (water, electricity) that the handhelds read.

Table 1 – Handheld Settings (continued)

Setting	Description		
	• Meter Type – code for the type of meter used in connection with the Read Type as it appears in your import file.		
	 Read Method – method used to collect readings for the Read Type / Meter Type combination. R900® – meter reader uses an R900 radio to read meters 		
	 Advantage – meter reader uses an Advantage Wand or Pocket ProReader to read meters. 		
	 Keyed – meter reader manually enters readings. Note: A unique meter type can be tied with only one read method. For example, if you use 0001 as a meter type and its read method is Advantage, then you can use 0001 again only if its read method is Advantage. 		

Edit the Handheld Settings

1. In the left panel, select the group for the settings you want to edit.

The settings appear in the right panel. The following image shows the Nomad Hotkeys.



Figure 14 – Nomad[®] Hotkeys Window

- 2. In the right panel, click **Edit** to enable the settings fields.
- 3. Enter and select the desired settings in each field.
- 4. To delete a setting where applicable, click **Delete** next to the setting you want to remove.

- 5. Click **Set** in each field as required to set the individual settings within the overall group.
- 6. Click **Save** to save the settings.



You must log out and then log back into Neptune 360 Sync after making any changes to your handheld settings or read type / meter types.

Chapter 4: Neptune® 360™ Sync

Neptune[®] 360[™] Sync is an application that enables you to load route assignments onto your handheld devices and synchronizes route and reading information between Neptune 360 and your handhelds.

The hand-held devices that Neptune 360 supports include:

- Trimble® Nomad® 900 and 1050.
- Trimble[®] Ranger™ 3 series.



It is recommended that you set your meter and read types and add your handhelds before using Neptune 360 Sync.

System Requirements

This section defines the computer and operating system requirements.

Computer Requirements

Following are the minimum computer requirements for running Neptune 360 Sync.

- Processor: Intel[®] Core[™] 2 Duo 2-gigahertz (GHz) or faster processor.
- Memory: 4 gigabytes (GB) of RAM.
- Hard disk drive: At least 1.5 GB of available space on the hard disk.

Computer Operating System Requirements

Neptune 360 Sync supports these operating systems.

- Windows 7 Professional and Enterprise.
- Windows 8 Professional and Enterprise.
- Windows 10 Professional and Enterprise.

Install Neptune[®] 360™ Sync

It is recommended that you install Neptune 360 Sync on the computer from which you want to connect handhelds. The specifications for Neptune 360 Sync appear in the initial window:

- Neptune 360 Sync version number.
- Software release date.
- Operating system requirements.



Figure 15 - Neptune® 360™ Sync Download Window

- 1. Before you install Neptune 360 Sync, verify:
 - At least one route has been imported into Neptune 360.
 - Handhelds are added to your Handhelds page.
 - Meter types and read types for your import files are added to Handheld Settings.
 - At least one handheld is connected to your computer.
- 2. If you have "N_SIGHT and N_SIGHT PLUS" or "SQL Anywhere 16 Deployment" installed on your computer, go to step 3 to uninstall these programs. Otherwise, go to step 5.
- 3. On your computer, navigate to **Control Panel > Programs**. You can also search **Programs and Features** in your Microsoft[®] search bar.
- 4. Locate and select each program to uninstall, and then click Uninstall.
- 5. Click **Download Neptune 360 Sync** to download the latest version of the application.

The system displays the Neptune 360 Sync Setup.exe message.



Figure 16 - Neptune® 360™ Sync Setup Message

6. Click Run to begin the software installation.

The system displays the "Windows protected your PC" dialog box.



Figure 17 – Windows® Dialog Box

- 7. Click More Info, and then click Run anyway.
- 8. Follow the InstallShield prompts to complete the installation.

Use Neptune[®] 360™ Sync

Note that when you log into the Neptune 360 Sync screen, you see the Site ID field only if you have access to multiple sites.

1. Double-click the Neptune 360 Sync shortcut on your desktop to start the application and display the Login window.

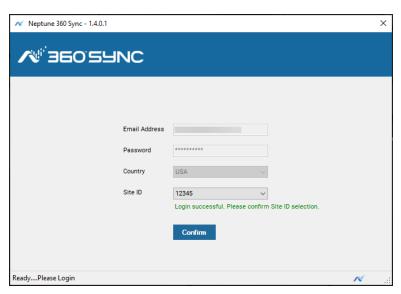


Figure 18 - Neptune® 360™ Sync Login Window

- 2. Type the following in these fields:
 - User Name your Neptune 360 user name.
 - Password your Neptune 360 password.
 - Country country where the utility resides.
 - Site ID ID for the utility. This field also displays if you attempt to login and the application detects that your account has access to multiple sites.
- 3. Click **Login** or **Confirm** to log in to the application.

The Neptune 360 Sync Home window is displayed.

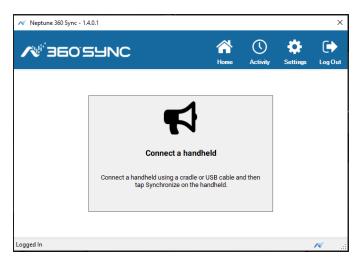


Figure 19 - Neptune® 360™ Sync Home Window



If you have not yet connected a handheld, the Home window displays a message. See "Connect Handhelds to Your Computer" on page 1 for the steps to connect handhelds.

4. On the handheld, press Synchronize.

Neptune 360 Sync shows a sync confirmation screen. After you capture readings on your handhelds and synchronize them again with Neptune 360 Sync, the application sends the readings to Neptune 360 and you can export the readings to your billing vendor.

See the *Neptune Handheld System Users' Manual* for instructions on how to read meters using handhelds.

View the Activity Window

1. On the Neptune 360 Home page, click Activity.

The Activity window shows the reading and synchronization activity logged for Neptune 360 Sync. If you are having any issues, copy the activity that is tracked on this page and email it in a support request to support@neptunetg.com.

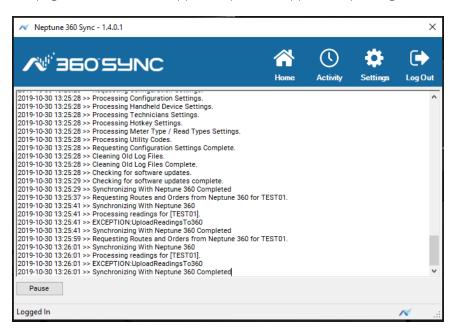


Figure 20 − Neptune® 360™ Sync Activity Window

View the Settings Window

1. On the Neptune 360 Home page, click Settings.

The Settings window shows the following information:

- Server Name device name of your local computer.
- IP Address IP address of your local computer. You need this address to connect your handhelds.
- Utility Name name of your utility.

- Latest Neptune 360 Sync Version latest version of Neptune 360 Sync that is available in Neptune 360.
- Latest Handheld Version latest version of the meter-reading software for handhelds. When you enable Automatic Updates while adding a handheld, the system updates the handheld with the latest software version whenever the handheld syncs with Neptune 360 Sync.



Figure 21 - Neptune® 360™ Sync Settings Window

Log Out of Neptune[®] 360 Sync™

1. Click **Log Out** to log your account out of Neptune 360 Sync and redisplay the login page. You cannot sync any connected handhelds unless you are logged in to Neptune 360 Sync.



If you close Neptune 360 Sync while logged in, it continues running in the background and you can still sync your connected handhelds.

A
AMR
Automated Meter Reading.
antenna (pit)
The MIU antenna used for pit installations.
В
BCT
The belt clip transceiver.
<u>F</u>
FHSS
Frequency-hopping spread-spectrum.
H
HHU
Handheld Unit.
I
inside version

The ProCoder™) R900*i*™ inside version has a laser sealed plastic body.

LCD

The Liquid Crystal Display (LCD) is the component where the meter reading and value-added icons are displayed.

M

MIU

The meter interface unit.

Ρ

PIN

Personal Identification Number for technical support.

pit version

The ProCoder™)R900*i*™ pit version has a roll-sealed metal body.

R

register read time

The default time is 15 minutes for all registers. Custom time is not available.

RF

Radio frequency.

RMA

Return Material Authorization.

5

seal pin

The small black plastic nail used to secure the ProCoder™)R900*i*™ to the meter.

serial number

A unique identification number given to each MIU at the factory. The default value is the last programmed plus one. Custom serial numbers are not available.

spud cap

Orange caps that are placed on the ends of a meter when shipping.

sweep hand

A sensitive dial that provides a visual representation of extreme low flows as well as reverse flows.

Т

transmission time

The time between the MIU transmissions. The default value is approximately 20 seconds. Custom time is not available.

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N		
N_SIGHT™ R900® 4		
Nomad Hotkeys settings 14		
Р		
port 6		
Power Saving setting 12		
R		
Radio settings 14		
Read Type / Meter Type settings 14		
Reboot Time 12		
RJ-45 Ethernet 1-2		
S		
server 6		
settings, handheld 12		
T		
Trimble		
models supported 7		
Nomad 1		
Ranger 1		
U		
USB 1		

V

Verification settings 13

W

Windows version 7, 17

Ζ

Zero Dials Controls settings 14



Neptune Technology Group Inc.

1600 Alabama Highway 229 Tallassee, AL 36078 USA Tel: (800) 633-8754 Fax: (334) 283-7293

Neptune Technology Group

(Canada) Ltd. 7275 West Credit Avenue Mississauga, Ontario L5N 5M9 Canada Tel: (905) 858-4211 Fax: (905) 858-0428

Neptune Technology Group Inc.

Avenida Ejercito Nacional No 418
Piso 12, Despacho 1203
Colonia Polanco V Sección
C.P. 11560 Delegación, Miguel Hidalgo
Mexico D.F.
Tel: (55) 5203-5708, (55) 5203-4032,
(55) 5203-5294

Online

www.neptunetg.com