

KEISER NOVA Quick Start Guide: Admin & Facility Setup

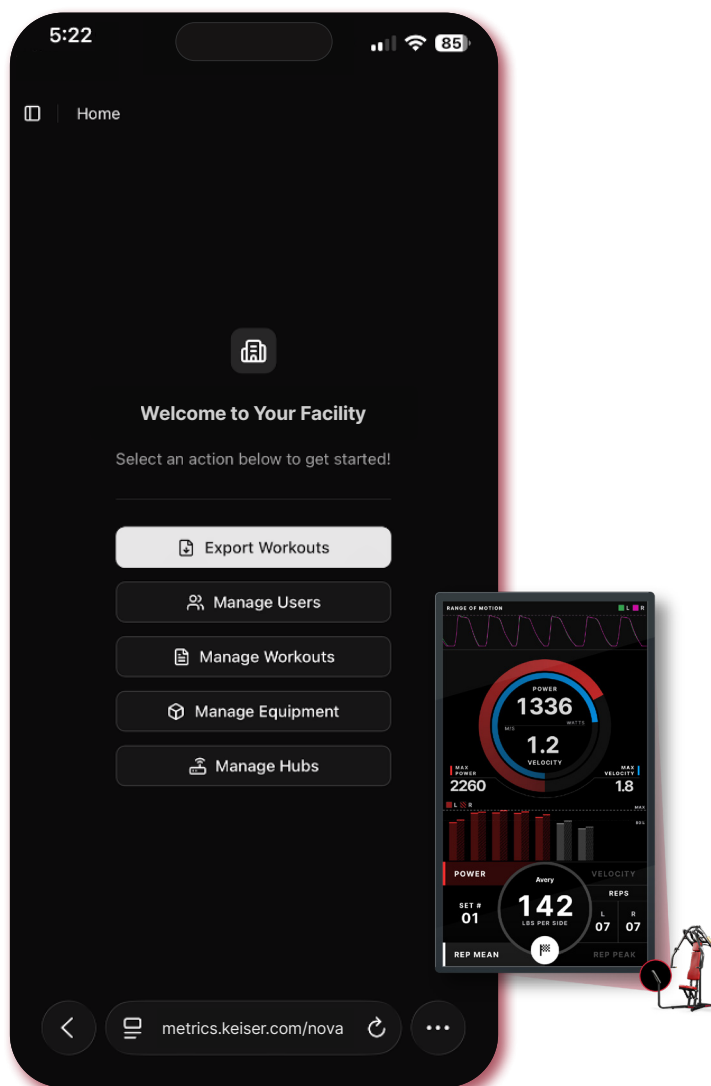


TABLE OF CONTENTS

2_INTRODUCTION
2_KEISER NOVA SYSTEM OVERVIEW
3_INITIAL ACCOUNT SET UP

4_REGISTER EQUIPMENT
5_SET UP USERS – MEMBERS & STAFF

INTRODUCTION

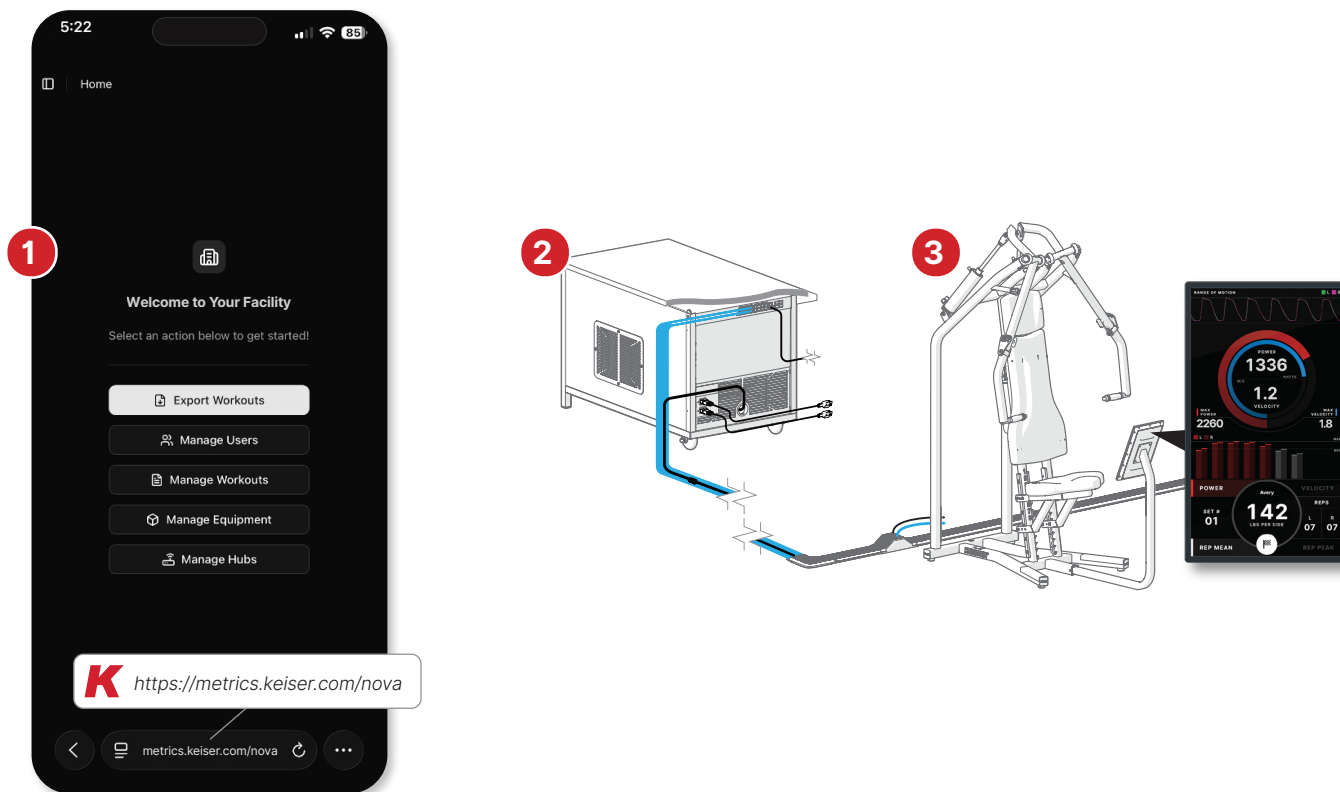
Keiser Nova is the cloud-based admin dashboard for your system. Accessible through any web browser, it provides one place to configure machines, monitor system health, download workout data, and manage user profiles across your network.

KEISER NOVA SYSTEM OVERVIEW

The Keiser Nova system is a cloud-connected platform consisting of three core components:

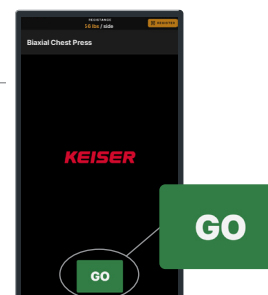
1. **Keiser Nova cloud account** - The web-based admin portal. Admins have full visibility of all machines, system data, and users. From here, you can manage profiles and export Member workout data to custom or off-the-shelf analytics platforms.
2. **Power Console system** - The central distribution unit. It supplies pneumatic air to the exercise machines, delivers power (via PoE) to the equipment displays, and routes system data to the Keiser Cloud.
3. **Exercise Machines** - Where the workout happens. Members log in via PIN at the machine's display, tying their workout metrics directly to their Nova profile.

Ensure the physical system installation is fully completed by your installer before proceeding with Keiser Nova setup.



Note: GO mode lets users start exercising without signing in. It is available on both registered and unregistered machines. Members without a PIN, or users who choose not to sign in, can tap GO.

In GO mode, workout data is not stored in Keiser Cloud after the checkered flag is tapped.



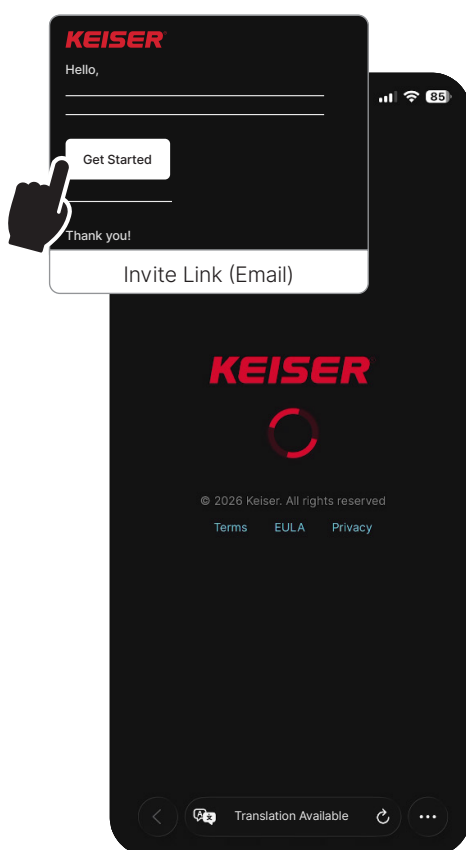
INITIAL ACCOUNT SET UP

❗ The designated Admin must initiate this setup using the provided invite link.

Note: In this guide, Nova dashboard illustrations depict iOS smartphone screens. Android and desktop views are similar.

1 Locate your invite link (check your email).

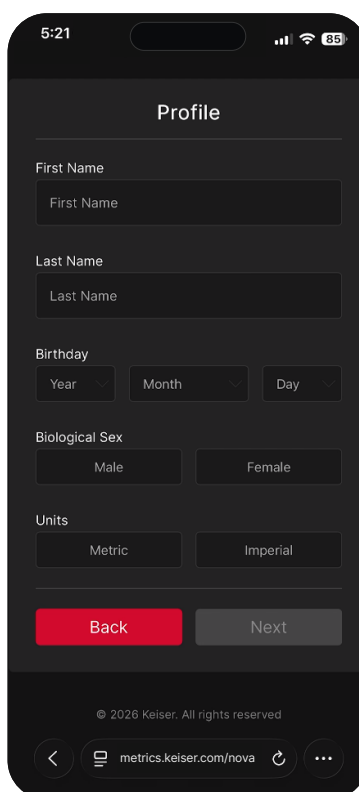
Find the Keiser Nova **Get Started** invite link sent to your designated email address. If you cannot locate it, contact Keiser Customer Support (see front page for contact info).



Login Screen

2 Configure your profile.

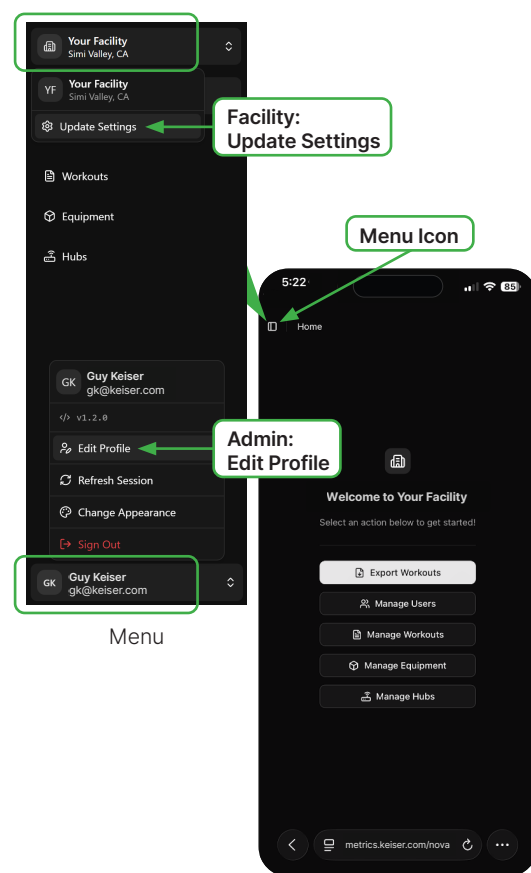
Open the link and follow the on-screen prompts to set your **Admin** account and log in to the dashboard.



Profile Setup Page

3 Update Settings / Profile.

- Tap the menu icon > facility icon > **Update Settings** to edit facility settings.
- Tap the menu icon > your name > **Edit Profile** to edit your profile.



Nova Dashboard

Your Nova Admin account is now active. Next, complete the following:

- **Register Equipment** — Add your Keiser exercise equipment to your Nova account.
- **Add Users (Members & Staff)** — Set up user profiles and PIN codes, and add Staff by assigning Admin or Trainer roles and sending email invitations.

The following pages guide you through each step.

REGISTER EQUIPMENT

To complete setup, register your machine(s) to your Keiser Nova account.

1 Open Nova.

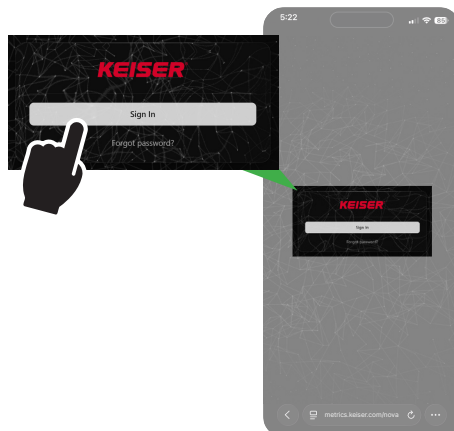
On a smartphone, tablet, or computer, open a web browser and go to:

K <https://metrics.keiser.com/nova>



2 Sign in.

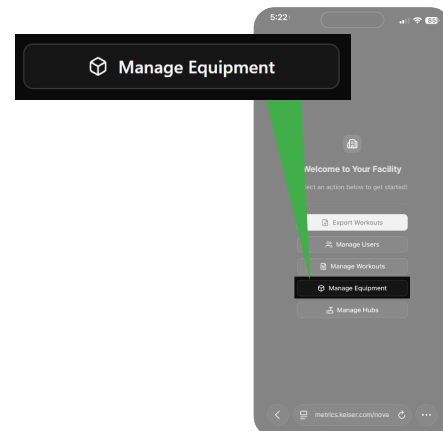
Sign in with your Keiser Nova account.



Nova Login Screen

3 Open Manage Equipment.

Tap **Manage Equipment** to view your facility's equipment list.

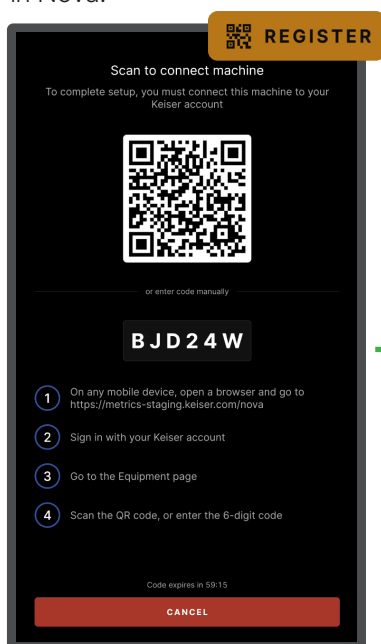


Nova Dashboard

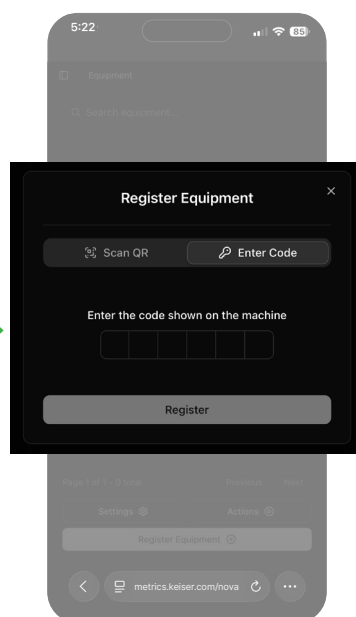
4 Register Equipment.

At the exercise machine screen, tap **Register** and scan the machine's QR code or enter the registration code manually.

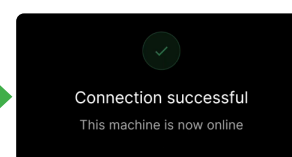
When **"Connection successful"** appears on the machine screen, the machine is online and registration is confirmed in Nova.



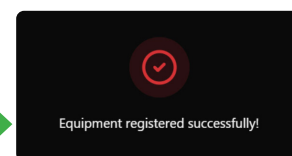
Machine Connect Screen



Nova Equipment Registration Screen



Machine Connection Confirmation



Nova Equipment Registration Confirmation

Tips

- **"Register" does not appear on screen?** From the machine's **GO** screen (main screen), swipe diagonally across the screen, from the machine name (top left) to the bottom-right corner of the screen. Select **Diagnostics > Settings**, then enter **"2470"**. Tap **Re-link Machine**, then **Confirm**.
- **Multiple Staff can register equipment.** Any registered Admin can register equipment, which can be useful when registering multiple machines at larger facilities.

SET UP USERS — MEMBERS & STAFF

Set up user profiles and PIN codes, and add Staff by assigning Admin or Trainer roles and sending email invitations.

User Types & Roles

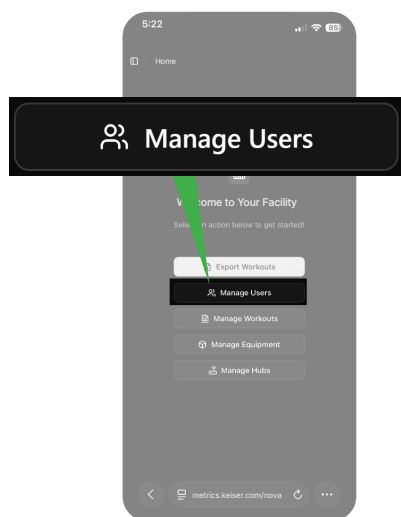
- **Staff: Admin** — Full access to the Nova dashboard, including account settings and user management.
- **Staff: Trainer** — Limited access to user controls. Staff can view all users, add and edit Member profiles, and access workout data. Staff have no access to facility controls.
- **Member** — Machine user only. Members use an assigned PIN code to sign in on exercise machines and record and save workout data to their profile. Members do not have access to the Nova application.
 - » **External ID:** If applicable, enter the Member's External ID to match exported workout data to the Member in an AMS or analytics platform.

Add Users

Continue in Nova. If you have navigated away from Nova, open it in your browser and sign in with your Keiser account.

1 Open Manage Users.

Tap **Manage Users** to view your facility's user roster.



Nova Dashboard

2 Create Users.

Tap **Create User** and choose one of the following options:

Option 1: Add users individually (all users).

Select **Member** or **Staff**.

- For **Staff**, select **Admin** or **Trainer** to send an email invitation.

 A screenshot of the 'Create User' form. The 'Member' tab is selected. Fields include: First Name (required), Last Name (required), Birthday (required), Gender (required), Pin Code, External ID, Weight (lb), and Height (ft, in). A 'Create' button is at the bottom.

Add User Individually

Import Member List

Option 2: Import Member list.

Tap **Import**, then **Download Template**. Add **Members** to the CSV file, including PIN codes, then save the file.

3 Create or Upload.

Option 1: Create users individually (all users).

Tap **Create** to add an individual user.

 A screenshot of the 'Create User' form. The 'Member' tab is selected. Fields include: First Name (required), Last Name (required), Birthday (required), Gender (required), Pin Code, External ID, Weight (lb), and Height (ft, in). A 'Create' button is at the bottom, highlighted with a green circle.

Option 2: Upload Member list.

Select **Import** > **Upload** to add users from a CSV file

 A screenshot of the 'Import Members' screen. It shows a 'Download Template' button and a 'bulk_import_template - Your Members File.csv' file. An 'Upload' button is at the bottom, highlighted with a green circle.

Tips

- **Staff Invitations** — Links expire after 24 hours. Contact an Admin to resend an expired invitation..
- **Access the User List** — Filter the Users page by user type or role to view the roster.