



# Digital Conversion Software

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## Staff Guide



### **3M Library Systems**

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# Safety Information

## Introduction

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We provide important safety information and warnings to assist you in understanding and avoiding potential harm to yourself and possible damage to equipment during installation and use of the 3M™ Digital Conversion Station Model 711 and the 3M™ Digital Staff Workstation Model 795.

- Although this manual describes potential hazards you may encounter during installation and operation of this product, we cannot predict all of the possible hazards and this list should not be a substitute for your judgment and experience.
- Before you install and use this equipment, please read and observe all safety information and instructions in this manual.
- If you are unsure about any part of this installation or of the potential hazards discussed, please contact your supervisor immediately.

## Intended Use Statement

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The 3M™ Digital Conversion Software is designed and tested for use in the library environment.

The Digital Conversion Software can be used in both the 3M™ Digital Conversion Station Model 711 and the 3M™ Digital Staff Workstation Model 795.

The Digital Conversion Software enables you to enter a library item's Item ID and then convert that information to digital technology so that it can be programmed to a 3M™ D1 Digital Identification Tag.

Only 3M™ D1 Digital Identification Tags are to be used with the Digital Conversion Station Model 711 and the Digital Staff Workstation Model 795. The use of other materials could lead to poor performance and unsafe conditions.

The product has not been tested or proven safe for other uses.

## Safety Messages


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We include safety messages and safety labels in this manual to help you protect your safety and the safety of others. This section contains important information to help you recognize and understand these safety messages.

NOTE: BEFORE YOU PROCEED WITH THE INSTALLATION, PLEASE READ ALL SAFETY MESSAGES.

### Safety Message Format

Safety messages are designed to alert you to potential hazards that can cause personal injury to you or others. They can also indicate the possibility of property damage.

Each safety message box contains a safety alert symbol (); one of three signal words: **DANGER**, **WARNING**, or **CAUTION**; and a safety message. The signal words and symbols, and their meanings, are shown below.

In addition to the symbols and words explained previously, each safety message:

- Identifies the hazard.
- Describes what you can and should do to avoid the risk of exposure to the hazard.
- Describes the probable consequences of not avoiding the hazard.

**DANGER** means you and/or someone else **WILL** be **KILLED** or **SERIOUSLY HURT** if you do not follow these instructions.



**WARNING** means you and/or someone else **MAY** be **KILLED** or **SERIOUSLY HURT** if you do not follow these instructions.



**CAUTION** means you and/or someone else **MAY** be **HURT** or property damage may result if you do not follow these instructions.



## Safety Messages Contained in this Manual

The following safety messages appear in this manual:



### WARNING

Some devices inside the Digital Conversion Station are high-voltage devices that operate at potentially lethal voltages. **To avoid exposure to high voltage and risk of electric shock, do not remove the protective panels in and on the conversion station while the conversion station is connected to a power source.** Only 3M-certified technicians should service this equipment. Electric shock may cause severe injury or death.



### WARNING

Repetitive motion over prolonged periods can lead to Repetitive Stress Injury. Operation of the Digital Conversion Station involves repeated body movements. **To minimize possibility of injury, avoid prolonged repetitive movements, rest when becoming fatigued and, when possible, alternate job functions with other people. Avoid awkward reaching for library items.** Failure to take appropriate precautions during conversion could lead to Repetitive Stress Injury.



### WARNING

Placing heavy items on the Digital Conversion Station or moving the conversion station with items stacked on the unit could result in tipping of the conversion station. **To avoid tipping the conversion station, do not move the station with items stacked on its top, and avoid placing heavy items on the station at any time.** Failure to take this precaution could lead to tipping of the conversion station, which may cause personal injury or damage to the conversion station or other property.



### WARNING

Climbing, sitting, or stepping on any part of the Digital Conversion Station could result in tipping of the conversion station or loss of balance. **To avoid loss of balance or tipping of the conversion station, do not climb, sit, or step on any part of the conversion station. Do not use the conversion station as a footrest.** Failure to take this precaution could lead to tipping of the conversion station, which may cause injury to personnel or damage to the conversion station or other property. You could be injured if you lose your balance and fall.



### WARNING

The lithium battery in the computer of the Digital Conversion Station could explode if it is replaced incorrectly or handled incorrectly. **To avoid an explosion of the lithium battery, replace the battery only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.** Failure to take this precaution could lead to an explosion, which could result in personal injury or damage to the conversion station or other property.



### WARNING

The Digital Conversion Station contains components that require proper disposal to avoid damage to the environment. **To avoid harm to the environment, dispose of this product and its components according to the manufacturer's directions and local disposal regulations.** Failure to take this precaution could lead to environmental harm or hazard.



### CAUTION

Connecting or disconnecting the display monitor while the Digital Conversion Station power is turned on may damage the monitor. **To avoid damage to the monitor, make sure the conversion station power is turned off when connecting or disconnecting the monitor.** Failure to disconnect power prior to connection or disconnection of the monitor may result in damage to the monitor.



### CAUTION

Setting up the Digital Conversion Station involves removing the station from its shipping container and some assembly. **To avoid injury when removing the station from its shipping container and assembling it, these tasks should be undertaken by two people working together.** Failure to take this precaution could result in personal injury or damage to the conversion station.



### CAUTION

The barcode scanner of the Digital Conversion Station contains a laser device. **To avoid possible eye injury, do not allow the scanner laser beam to reflect off a shiny, mirror-like surface into anyone's eyes.** Do not look directly into the scanner. Observe the labeling on the scanner. Failure to take these precautions could result in eye injury.



### CAUTION

AC power is required to operate the Digital Conversion Station. **To avoid injury, be sure the power cord does not present a trip hazard.** Failure to take this precaution could result in personal injury or damage to the Conversion Station.



### CAUTION

The Digital Conversion Station is heavy, weighing approximately 150 pounds (68.2 kg). Lifting the conversion station could lead to an injury. **To avoid such injury, never lift the conversion station. Use the conversion station wheels to move it between locations, or use appropriate mechanical aids to lift it for transportation between locations.** Failure to take this precaution could result in personal injury.



### CAUTION

The barcode scanner of the Digital Conversion Station contains a laser device. **To avoid possible eye injury, do not attempt adjustment of the scanner other than the adjustments indicated in this manual.** Only 3M-certified technicians should service the scanner. Failure to take these precautions could result in eye injury.




## Safety Labels

We include safety labels on the devices for your safety and the safety of others. Safety labels are designed to alert you to potential hazards associated with a piece of equipment that can cause personal injury to you or others. Safety labels can also indicate the possibility of property damage.

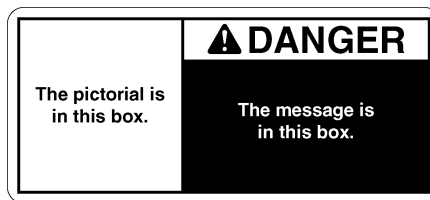
Please read all safety labels.

### Explanation of Labels and Symbols

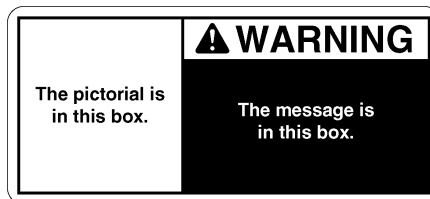
Each safety label contains a safety alert symbol (); one of three signal words: **DANGER**, **WARNING**, or **CAUTION**; a pictorial showing the nature of the hazard; and a safety message.

The signal words and symbols, and their meanings, are shown below:

**DANGER** means you and/or someone else **WILL** be **KILLED** or **SERIOUSLY HURT** if you do not follow these instructions.



**WARNING** means you and/or someone else **MAY** be **KILLED** or **SERIOUSLY HURT** if you do not follow these instructions.



The following labels may also be applied to the equipment:



Refer to accompanying documents.



Risk of electric shock. Refer all servicing to manufacturer.

### Safety Label Replacement

We consider safety labels to be an important part of all devices. Safety labels should be replaced immediately if they become hard to read.

If any of the safety labels are missing or cannot be read, please contact 3M Library Systems Technical Service for a replacement label (651-733-0175).



## EMC, USA, and Canada Compliance

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### FCC Radio Frequency Rules and Regulations

This equipment has been tested and found to comply with the limits for a Class A 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 emit radiated 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 own expense.

### FCC Intentional Radiator Certification

FCC ID: DGF-LSD711

This equipment contains an intentional radiator approved by the FCC under the FCC ID number shown above. 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.

NO MODIFICATIONS. Modifications to this device shall not be made without the written consent of The 3M Company. Unauthorized modifications may void the authority granted under Federal Communications Commission Rules permitting the operation of this device.

### Industry Canada Radio Frequency Rules and Regulations

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

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

CANADA: Pending

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

### EMC Compliance Europe

This equipment complies with the requirements of the RTTE and EMC directives.



# Introduction to the Conversion Software

The 3M Digital Conversion software makes it possible for you to enter library item IDs and to convert that information to be programmed to 3M™ Digital Identification Tags.

The Digital Conversion software can be used on both the 3M™ Digital Conversion Station Model 711 and the 3M™ Digital Staff Workstation Model 795.

## Entering Item IDs

The Conversion software provides several methods of item ID entry. You can enter items IDs via:

- **Barcode scanner**
  - The barcode label information is scanned through the use of a barcode scanner.
- **Direct keyboard entry**
  - Any other hardware device compatible with a keyboard wedge, such as an optical character reader (OCR) may also be used.
- **Touch keypad**
- **Order list**, which you export from **3M™ Digital Data Manager (DDM)**.

## Converting Items

After an item ID is entered, it is validated. Remove a tag from the tag dispenser and place it in the programming area. The tag will be programmed and then placed on the library item.



You can always cancel out of the conversion process by clicking or touching **Cancel**.

## Lists

The Conversion Software provides the option of using **order lists** to enter item IDs and **search lists** to find library items.

### Order Lists

An **order list** is a list of items in the order they are expected to appear on the shelf. An order list can be used for converting items to use digital identification tags, to confirm that items on the shelf are in proper order, and for other tasks.

If the Order List feature of the Conversion Software has been enabled, you can enter item IDs by selecting them from the order list you exported using DDM. Item ID entry via order list is an alternative to entering items via direct keyboard entry, barcode scanning, or touch keypad.

## Search Lists

A **search list** is a list of items the library would like to find. Search lists can include missing or lost items, items that are on hold, or items to be removed from circulation or “weeded.” Several search lists can be active at the same time.

If the Search List feature of the Conversion Software is enabled, the application automatically checks to see if the item being converted is on one of the search lists you exported using DDM. If it is, you will be notified of the list it is on and given the option of continuing to convert the item or canceling the conversion.

## Lists, DDM, and Memory Cards

The DDM software package processes the order lists and search lists you extracted from your library’s circulation system and exports them to a memory card for use with the Conversion Software. You load the memory card into the memory card drive connected to the unit on which you are running the Conversion Software. The Conversion Software then uses these lists on the memory card as an item ID input or as a basis for searching.



Some libraries may elect to export their order lists and search lists onto the unit’s hard drive.

For more information on *lists*, see **Exporting Lists using DDM** below, **Item ID Entry via Order List** on page 14, and **Finding Library Items with Search Lists** on page 16.

For more information on *DDM*, refer to a separate document, the **3M™ Digital Data Manager Owner’s Manual**.

For more information on *memory cards*, see **Inserting a Memory Card** on page 10 and **Removing a Memory Card** on page 17.

## To Begin Using Lists

Before you can enter item IDs via order list or use search lists to identify items, you must first export the lists from your library’s circulation system to a memory card using DDM.

### Exporting Lists using DDM

For detailed instructions on installing the DDM software and exporting lists to a memory card using DDM, refer to a separate document, the **3M™ Digital Data Manager Owner’s Manual**.



If you will not be using the List feature to enter item IDs or to perform searching while you convert items, you do not need to export lists using DDM and there is no need for a memory card.

# Getting Started

## Inserting the Memory Card

If you will be using the *List* feature to enter item IDs or to perform searching while you convert items, you can insert the memory card into the memory card drive now, before you apply power, or at any time after the Conversion Software is running.



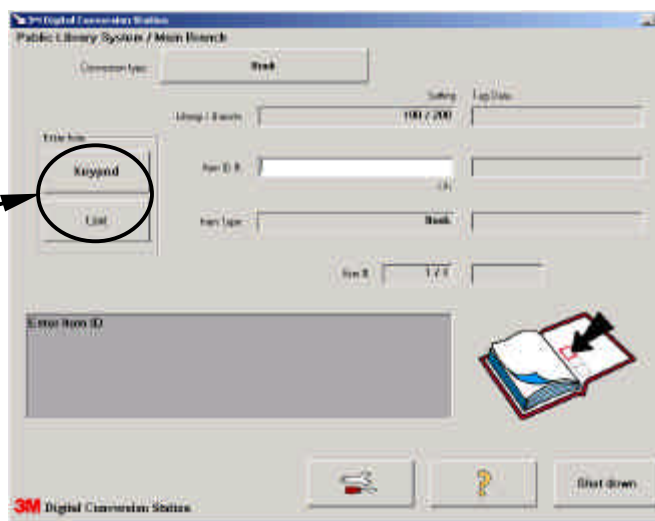
Although you can insert a memory card at any time, be very careful when *removing* a memory card. You will need to follow specific steps to avoid corrupting the data files on the memory card, which makes it impossible to read the data. See **Removing a Memory Card** on page 17.

## Starting the Conversion Software

### Digital Conversion Station Model 711

- 1 When you apply power to the Digital Conversion Station, the conversion software will automatically load in a few seconds.
- 2 When the system is ready, the main conversion window appears.

These buttons may or may not appear, depending on how your library administrator configured your system.



Main conversion screen

### Digital Staff Workstation Model 795

- 1 Exit the Digital Staff Workstation software.
- 2 Select the Digital Conversion Station icon at the Windows desktop.  
or

At the Windows desktop, select **Start > Programs > 3M Library Systems > 3M Digital Conversion Station > 3M Digital Conversion Station**.

When the system is ready, the main conversion screen appears.

## Configuring the Conversion Software

Before you can begin the conversion process, your library Administrator must configure the Conversion Software to the needs of your library.

For information about configuration options, see the **3M™ Digital Conversion Software Administrator's Guide**.

## Installing Tags in the Tag Dispenser

### Digital Conversion Station Model 711

Before you can begin the conversion process, you need to install a roll of Digital ID tags in the Digital Conversion Station's automatic tag dispenser. Refer to the tag loading label attached inside one of the Conversion Station doors.

See the **Automatic Tag Dispenser Guide**.

### Digital Staff Workstation Model 795

Before you can begin the conversion process, you need to install a roll of tags in the standalone manual tag dispenser that accompanies the Digital Staff Workstation.

See the **Manual Tag Dispenser Guide**.

## Selecting the Conversion Type

Before you start converting items, check to see what type of library item is currently selected.

- If the type of library item you will be converting is **different from** the conversion type currently selected, select the appropriate conversion type.

For example, if the conversion type is currently selected as Book, but you will be converting book sets, you must select Book Set.

- You do *not* need to select the conversion type for each library item to be converted. The conversion type will remain as selected until changed.

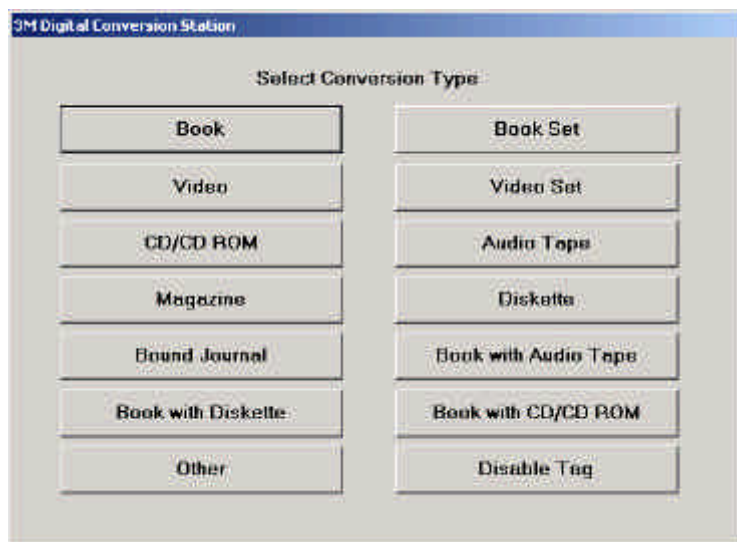
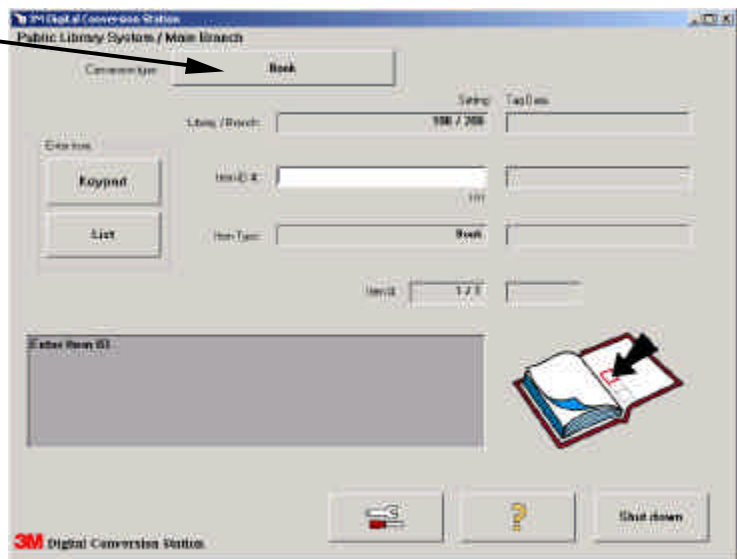
#### To select the conversion type:

- 1 Click or touch the currently selected **Conversion type** as shown in the screen above. The **Select Conversion Type** screen appears.
- 2 Select the conversion type of the library items you will be converting. The **Conversion type** button will change to the conversion type you selected.

If the item type you need to convert does not appear on the **Select Conversion Type** screen, contact your library Administrator to modify the allowed conversion types list.

You are ready to start converting items.

Follow the procedures under **The Conversion Process**.





# The Conversion Process

## Entering the Item ID

---

### 1 Enter the item ID.

You can enter item IDs via:

- **Barcode Scanner** – This feature is available if selected in the Administrative settings.
- **Keyboard** – This feature is always available.
  - Any other hardware device compatible with a keyboard wedge, such as an optical character reader (OCR), can be used.
- **Touch Keypad** – This feature is available if selected in the Administrative settings.
- **Order List** – This feature is available if selected in the Administrative settings.



Regardless of which method you use to enter item IDs (with the exception of barcode scanner), each character entered will appear in the **Item ID** field with spacer dots underneath.

Spacer dots make it easier for you to count characters and spaces. The total number of characters entered is displayed in parentheses.

### 2 Refer to the item ID entry procedures under **Methods of Item ID Entry**.

## Methods of Item ID Entry

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### Item ID Entry Via Barcode Scanner

- 1 Place the barcoded item under the scanner and scan the barcode (see **Figures 1** and **2**).
  - The barcode is entered into the **Item ID** field and is validated.
  - If the item passes validation, a message will appear telling you to present a tag for programming. After presenting the tag, it is programmed and the conversion is complete.
  - If the item fails validation, an error message appears and you will have to re-enter the item ID. Then press **Enter**.



You can cancel the conversion process by clicking or touching **Cancel**. You can then enter a new item ID.

### 2 Refer to **Applying Digital Identification Tags to Library Items** on page 18.



Figure 1: Scanning a barcode (Model 711)

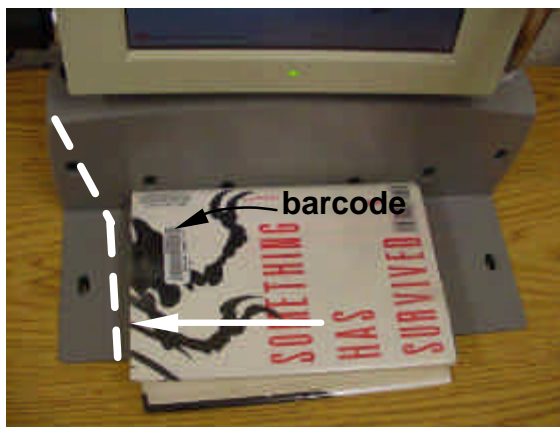


Figure 2: Scanning a barcode (Model 795)



## Item ID Entry Via Keyboard

- 1 At the **Item ID** field, enter the item ID on the keyboard.

**NOTE: For Conversion Station users, do not place the keyboard on the programming surface of the unit. The tag reader may interfere with normal keyboard operation.**

- As you enter each character, it will appear in the **Item ID** field with a spacer dot underneath. This enables you to view the total number of characters and spaces.

- 2 Press **Enter**. The item ID is validated.

- If the item passes validation, a message will appear telling you to present a tag for programming. After presenting the tag, it is programmed and the conversion is complete.
- If the item fails validation, an error message appears and you will have to re-enter the item ID. Then press **Enter**.



You can cancel the conversion process by clicking or touching **Cancel**. You can then enter a new item ID.

- 3 Refer to **Applying Digital Identification Tags to Library Items** on page 18.

## Item ID Entry Via Touch Keypad

- 1 At the main screen, click or touch **Keypad** to display the keypad dialog.

- 2 Touch a character key. As you touch each character, that character appears in the **Item ID** field with spacer dots underneath each character to assist in counting characters and spaces. Click or touch **Backspace** to erase backwards.

If **List** entry is enabled in the **Administrative Settings**, a **List** button appears. The **List** button gives you the option of accessing the shelf order lists from the keypad. See also **Item ID Entry via Order List**.

- 3 Click or touch **Done**. The item ID is validated.

- If the item passes validation, a message will appear telling you to present a tag for programming. After presenting the tag, it is programmed and the conversion is complete.
- If the item fails validation, an error message appears and you will have to re-enter the item ID. Then press **Enter**.



You can cancel the conversion process by clicking or touching **Cancel**. You can then enter a new item ID.

- 4 Refer to **Applying Digital Identification Tags to Library Items** on page 18.

## Item ID Entry Via Order List

This feature provides an alternative to entering item IDs via the keyboard or barcode scanner. You enter item IDs by selecting them from order lists exported to a memory card using DDM.

For example, a library whose items are not barcoded can use the List feature to input item IDs for conversion by exporting a shelf order list to a memory card and by selecting items from that list.

### Entering the First Item ID

Make sure you have inserted the memory card (containing the lists you exported from DDM) into the memory card drive connected to the unit on which you will be running the Conversion Software.

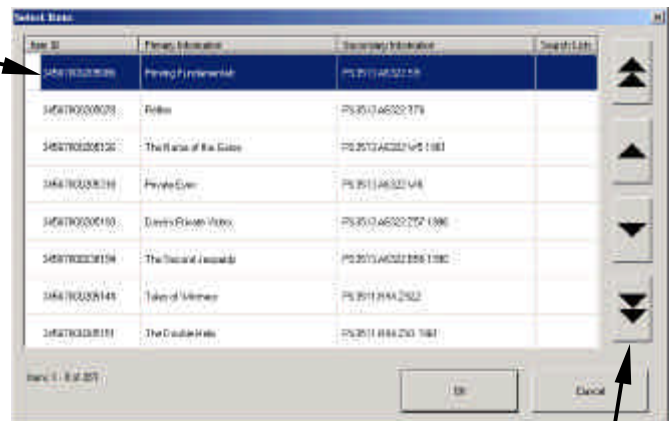
- 1 At the main screen, select **Keypad**.



The keyboard can be used in a similar manner.

- 2 Enter the item ID of the first item to be converted.
  - As you enter each character, it will appear in the **Item ID** field with a spacer dot underneath. This enables you to view the total number of characters and spaces.
  - Do not click or touch **Done** on the **Keypad** dialog box.
- 3 Select **List**.
  - The application will search for the item ID you entered and, if found, will display it at the top of the list.
    - Verify that the item at the top of the list is the item to be converted.
    - If not, select **Cancel** and enter the correct item ID.
    - After correcting the item ID, if the item at the top of the list is still not the item to be converted, select **Cancel** and try entering an item ID from a different item. There may be a problem with the first item ID you entered.
- 4 When the item ID at the top of the list is the item to be converted, select the item, and then select **OK**.

- 5 The item ID is validated.
  - If the item passes validation, a message will appear telling you to present a tag for programming.
  - If the item fails validation, an error message appears.
- 6 After presenting the tag, it is programmed and the conversion is complete. Refer to **Applying Digital Identification Tags to Library Items** on page 18.



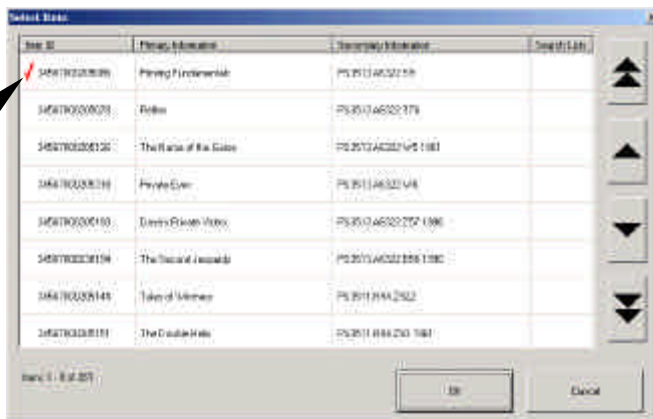
**Single arrows** – Move up or down one item at a time.

**Double arrows** – Move up or down one page at a time.

*Continued on next page...*

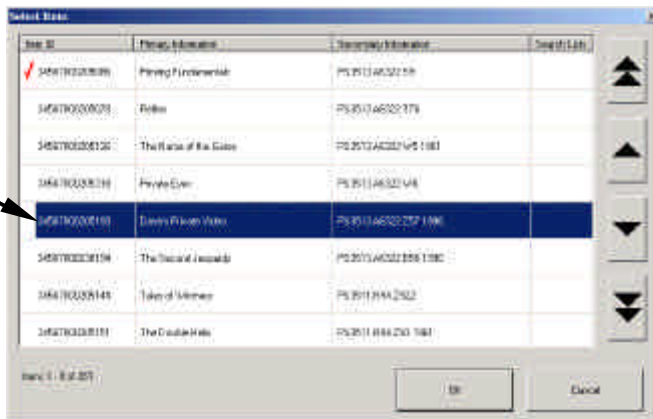
After the first item is successfully converted:

- If the **Auto Display Item ID List** option is enabled in the Staff Settings, the application will automatically re-display the list.
- Items that have been converted will have a check mark displayed on the line.
- If the **Auto Display Item ID List** checkbox is not enabled, the main screen remains in view. Click or touch **List** to select the next item from the item ID list.



## Entering Subsequent Item IDs

- 1 Select the next item to be converted.
- 2 Click or touch **OK** (or double tap the item to select it). The item ID is validated.
  - If the item passes validation, a message will appear telling you to present a tag for programming.
  - If the item fails validation, an error message appears.



You can cancel the conversion process by clicking or touching **Cancel**. You can then enter a new item ID.

- 3 After presenting the tag, it is programmed and the conversion is complete. Refer to **Applying Digital Identification Tags to Library Items** on page 18.
- 4 For subsequent items, the list should automatically re-display as described above. If not, you can always touch **List** to re-display the item ID list at the last position displayed.

## Finding Library Items with Search Lists

The conversion software provides a Search List processing option for identifying items your library would like to find, such as items that are missing, lost, on hold, or to be weeded.

If the Search Lists option is enabled, the software automatically checks to see if the item ID that was entered and validated is on one of the currently selected search lists (exported using DDM).

See a separate document, the **3M™ Digital Data Manager Owner's Manual**.

### Enabling the Search List Processing Option

Your library Administrator enables this option at the **Administrative Settings** screen. Only library Administrators have access to these settings.

For more information, refer to the **3M™ Digital Conversion Software Administrator's Guide**.

### Selecting the Lists to be Searched

Library staff select the lists to be searched at the **Staff Settings** screen.

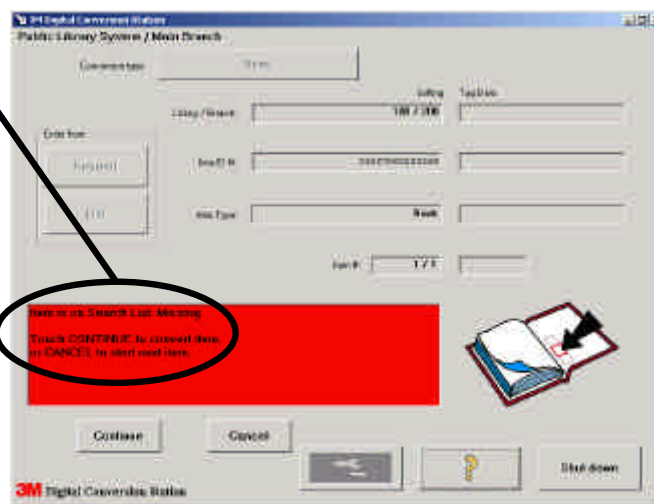
- 1 At the main conversion screen, click **Settings**. The **Staff Settings** screen appears.
- 2 Select the **List** button to enable or disable the lists to be searched after an item ID is entered and validated.

### When an Item ID is Found on a Search List

After an item ID is entered and validated, if the application finds the item ID on one of the search lists, an appropriate message appears.

You have two options:


- Select **Continue** to convert the item.
  - The tag is programmed and the conversion is complete.
- Select **Cancel** to stop the conversion.



## Removing a Memory Card

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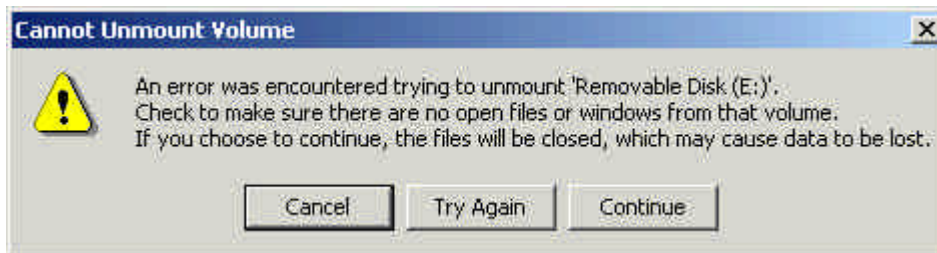
Always use the following procedure to remove the memory card from the memory card drive.

|   |
|---|
|  <b>CAUTION</b>  |
| <p><b>DO NOT</b> remove a memory card while the activity light on the memory card drive is flashing.</p> <ul style="list-style-type: none"><li>▪ If you remove the memory card before the activity light stops flashing, you may corrupt the data files on the memory card (making it impossible to read the data).</li><li>▪ If this happens, you may have to use Windows to reformat the memory card.</li></ul> |

- Wait until the activity light on the memory card drive stops flashing.

- 1 At the Windows desktop, double-click **My Computer**.
- 2 Right click on the **Removable Drive** icon in the **My Computer** window.
  - A pop-up menu appears.
- 3 At the pop-up menu, click **Eject**.

If you see the following error message, click **Continue**. This will not affect the data on the memory card.



- 4 Wait for ten seconds.
- 5 Remove the memory card.

# Applying Digital Identification Tags to Library Items

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Each library item type has a very specific designated tag placement location. For example, for audio tapes, you place the programmed tag inside the case as close as possible to the spine; for CDs, you place the tag on the jewel case.

After you have programmed a tag, on-screen pictures and “beep” sounds tell you where to place the tag on each library item. It is critical that you place each tag in the correct location for the item type you are converting.

To ensure correct tag placement, follow these general guidelines.

## Tag Placement for Books

To assist you in placing tags on library items, a tag placement template is included with the Digital Conversion Station Model 711 and Digital Staff Workstation Model 795.

Place tags as follows:

- As close as possible to the spine of the book without bending or creasing the tag when the book is closed.
- With the long length of the tag parallel to the book spine.
- Alternately in the **high**, **middle**, and **low** positions on the inside back cover of the book.
- Never lower than the **low** placement or higher than the **high** placement guidelines as shown on the following pages.

## Tag Placement for Media with Covers and Cases

For other media that require tagging of the case as opposed to tagging of the item itself, place tags as follows:

- In a covert location where it cannot be seen.
- On the outside of the medium or case **underneath the slipcover**, if possible, without bending or creasing the tag when the medium or case is closed.
- If it is not possible to place a *tag underneath the slipcover*, find another place inside the cover without bending or creasing the tag when the medium or case is closed.

## Exceptions

### Small Books

If the item is not large enough to place the tag at the indicated location, place the tag in a different location along the spine of the item.

### Oversized Books

For oversized books that must be placed on edge on the shelf, always place the tag so that it is close to the shelf face and near the spine of the book. If oversized books are to be placed spine up and bottom out, they should be tagged in the low position (see page 20).

### Special Situations

If you simply cannot place the tag in the indicated location without covering important information on the item, place the tag in a different location along the spine of the item.

## Converting Different Types of Items

### Converting a Book

- 1 At the main conversion screen, press the **Conversion Type** button and select conversion type as “**Book**.”
- 2 Enter the item ID using one of the methods described beginning on page 13.
  - The **Setting column** on the main conversion screen displays the item ID and other information that is going to be programmed onto the tag.
- 3 You will receive a message to present a tag for programming.
- 4 Remove a tag from the mouth of the tag dispenser. To remove a tag from the tag dispenser, grasp the tag at one of the corners and lift up. Removing a tag by grasping the tag in the middle may cause dispenser jams and is not recommended.

For the Digital Conversion Station Model 711, see the **Automatic Tag Dispenser Guide**. For the Digital Staff Workstation Model 795, see the **Manual Tag Dispenser Guide**.

- 5 Program the tag (**Figures 3 and 4**).
  - Place the tag on or slightly above the surface of the read/write (programming) area on the work surface. To avoid sticking the tag to the surface, you can hold it upside down.
  - The Digital Conversion Station/Digital Staff Workstation will indicate via a beep that the tag has been programmed. The touch screen will indicate “Tag programmed. Item complete. Apply tag and remove this item.”
  - Be sure the programming area is clear of any items such as the keyboard, mouse, etc.
  - The **Tag Data column** on the main conversion screen displays the information that has been programmed on the tag.



When an item is converted, the Conversion Software does not send any information to the circulation system.

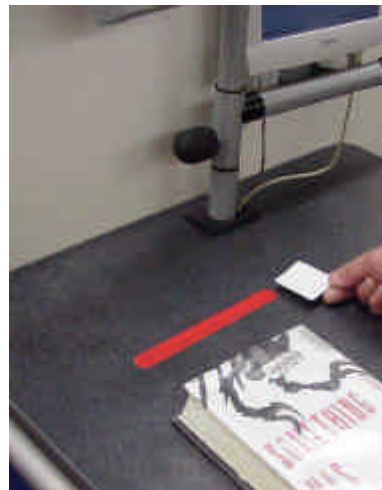


Figure 3: Present tag for programming (M711)



Figure 4: Present tag for programming (M795)

*Continued on next page...*



- 6 Place the tag on the book as indicated on the screen. Both on-screen pictures and “beep” sounds tell you where to place the tag on each library item.

Tags are to be placed:

- Alternately high, medium, and low in the book (**Figures 5, 6, and 7**).
- As close as possible to the spine of the book without bending or creasing the tag when the book is shut. This ensures proper operation.
- Inside the back cover of the book as specified on the screen. The long length of the tag should be parallel to the spine of the book.



To assist in tag placement, users of the Digital Conversion Station and Digital Staff Workstation are provided a tag template. For the Conversion Station, the tag template is located in the Operator Tool Kit.

### High placement

The bottom edge of the tag is positioned **five inches (12 cm to 13 cm)** up from the bottom of the inside back cover.

High placement is indicated by **three beeps**.



Figure 5: High Placement

### Middle placement

The bottom edge of the tag is positioned **three inches (7 cm to 8 cm)** up from the bottom of the inside back cover.

Middle placement is indicated by **two beeps**.

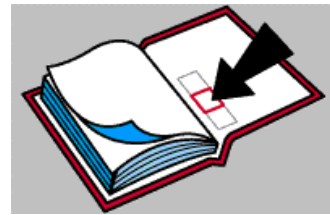


Figure 6: Middle Placement

### Low placement

The bottom edge of the tag is positioned **one inch (2 cm to 3 cm)** up from the bottom of the inside back cover.

Low placement is indicated by **a single beep**.



Figure 7: Low Placement



## Converting a Book Set

A book set is a grouping of books with the same barcode. The set may include a book case.

- 1 Count the number of books in the set.
- 2 At the main conversion screen, press the **Conversion Type** button and select conversion type as “**Book Set.**”
- 3 Press the **Book #** button to display the quantity screen and then select the quantity of books in the set.
- 4 If there is a case for the book set, press the **Case** button.
- 5 Enter the item ID using one of the methods described beginning on page 13.
- 6 You will receive a message to present a tag for programming. Program the tag (see page 19).
- 7 Place the tag(s) on the items(s) as indicated on the screen (see pages 18 and 20).
  - If there is a case, place the first tag on the case as indicated on the screen.
  - Subsequent tags are to be placed in each book as indicated on the screen.
- 8 Program all tags and place tags on all items. When all tags for the set are programmed, the application will indicate completion.

## Converting a Book with Audio Tape

Use the **Converting a Book** procedure, but select conversion type as “**Book with Audio Tape.**”



## Converting a Book with Diskette

Use the **Converting a Book** procedure, but select conversion type as “**Book with Diskette.**”



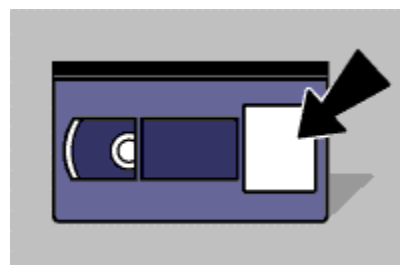
## Converting a Book with CD/CD-ROM

Use the **Converting a Book** procedure, but select conversion type as **"Book with CD/CD-ROM."**



## Converting a Video Tape

- 1 At the main conversion screen, press the **Conversion Type** button and select conversion type as **"Video."**
- 2 Enter the item ID using one of the methods described beginning on page 13.
- 3 You will receive a message to present a tag for programming. Program the tag (see page 19).
- 4 With the video tape positioned so that the cassette door is facing away, place the programmed tag in the middle of the right window (as indicated on the screen).



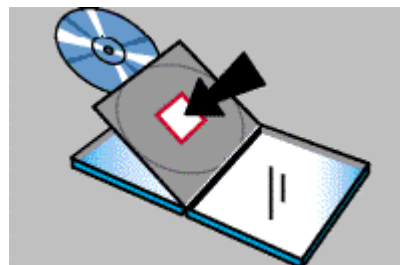
## Converting a Video Tape Set

A video set is a grouping of video tapes with the same barcode.

- 1 Count the number of videos in the set.
- 2 At the main conversion screen, press the **Conversion Type** button and select conversion type as **"Video Set."**
- 3 Press the **Video** button on the screen and then select the number of videos in the set.
- 4 If there is a case for the video tape set, press the **Case** button.
- 5 Enter the item ID using one of the methods described beginning on page 13.
- 6 You will receive a message to present a tag for programming. Program the tag (see page 19).
- 7 Place the tag(s) on the item(s) as indicated on the screen (see page 18).
  - If there is a case, place the first tag on the case as indicated on the screen.
  - Subsequent programmed tags are to be placed on each video tape as indicated on the screen.
- 8 Program all tags and place tags on all items. When all tags for the set are programmed, the application will indicate completion.

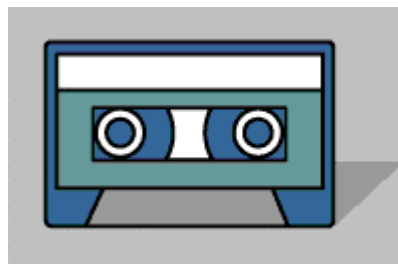
## Converting a CD/CD-ROM (or DVD)

- 1 At the main conversion screen, press the **Conversion Type** button and select conversion type as “**CD/CD-ROM**” (for both CD and DVD).
- 2 Enter the item ID using one of the methods described beginning on page 13.
  - The **Setting column** on the main conversion screen displays the item ID and other information that is going to be programmed onto the tag.
- 3 You will receive a message to present a tag for programming. Program the tag (see page 19).
- 4 Place the tag on the CD (or DVD) jewel case as indicated on the screen (see page 18).



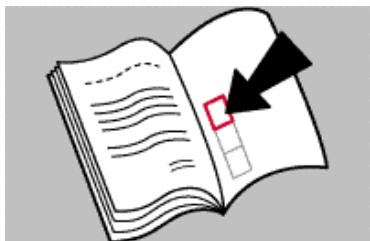
## Converting an Audio Tape

- 1 At the main conversion screen, press the **Conversion Type** button and select conversion type as “**Audio Tape**.”
- 2 Enter the item ID using one of the methods described beginning on page 13.
- 3 You will receive a message to present a tag for programming. Program the tag (see page 19).
- 4 Place the programmed tag inside the case as close as possible to the spine (as indicated on the screen). See page 18.



## Converting a Magazine

Use the **Converting a Book** procedure, but select conversion type as “**Magazine**.”



## Converting a Diskette

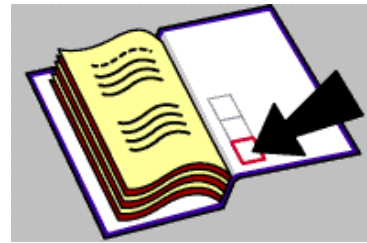
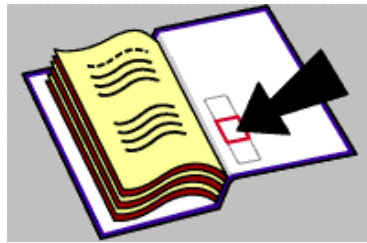
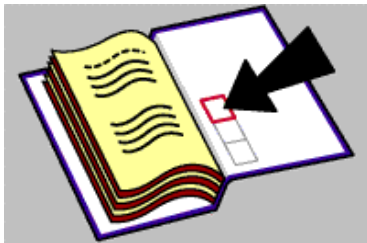
The only place to install a tag would be on the diskette packaging. If there is no packaging, you cannot install a tag.

- 1 At the main conversion screen, press the **Conversion Type** button and select conversion type as "**Diskette**."
- 2 Enter the item ID using one of the methods described beginning on page 13.
- 3 You will receive a message to present a tag for programming. Program the tag (see page 19).
- 4 Place the tag on the inside of the diskette package (see page 18).



## Converting a Bound Journal

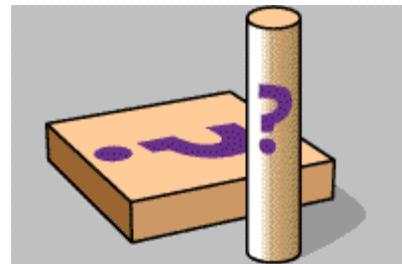
Use the **Converting a Book** procedure, but select conversion type as "**Bound Journal**."



## Converting Other Library Items

"Other" library items could include newspapers, puppets, kits, etc.

- 1 At the main conversion screen, press the **Conversion Type** button and select conversion type as "**Other**."
- 2 Enter the item ID using one of the methods described beginning on page 13.
- 3 You will receive a message to present a tag for programming. Program the tag (see page 19).
- 4 Position the tag inside the item in a place that will be close to the front of the shelf (see page 18).



## Disabling a Tag

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NOTE: If you disable a tag, it cannot be reprogrammed.

### Reasons to Disable a Tag

If an item is being removed from the library collection and sent out of the library, you may want to disable the tag.

If you previously converted a number of individual items and you now want to bind the items together, you may want to disable the individual tags.

### Procedure for Disabling a Tag

**1** At the main conversion screen, press the **Conversion Type** button and select the conversion type as “**Disable Tag**.”

**2** Move the tag into the programming area and select the **Disable Tag** button.

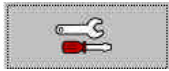
The tag is disabled and cannot be reprogrammed.

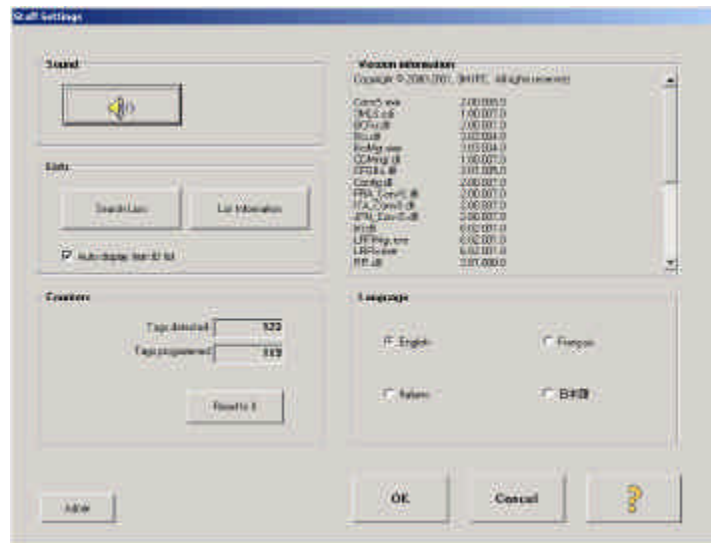
**3** Remove the disabled tag from the programming area.



# Staff Settings

## Accessing the Staff Settings

- 1 At the main conversion screen, click or touch the  button.  
Library staff have access to the settings on this screen.
- 2 The **Staff Settings** screen appears.



## Sound Volume button

The volume of the speaker can be changed by clicking or touching the screen at the **Sound** button and then sliding the controller up or down.

## Search Lists button

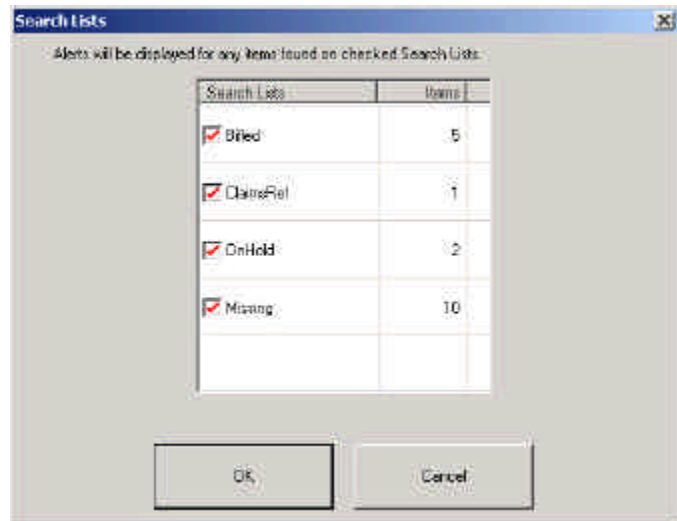
The **Search Lists** window displays search lists for the Memory Card Database and allows you to enable and disable *search lists*.

Click the check boxes next to search lists to enable and disable the lists. A red check mark indicates that the list is enabled.

A notification appears in a message box on the screen when an item included in an enabled search list is processed. The notification states that the item is on a search list.




The *search list* feature will not be available if *search list* processing is disabled. See the **Digital Conversion Software Administrator's Guide, Item ID Entry Tab**, for more information.



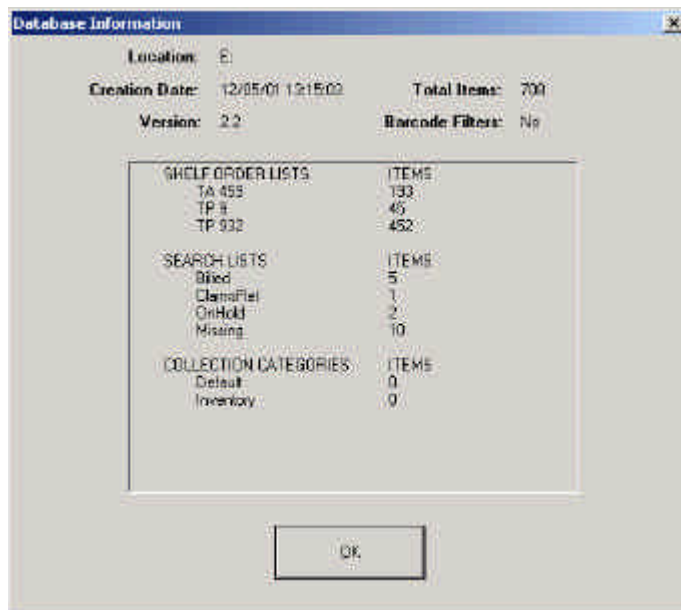
## List Information button

The **Database Information** window allows you to review the attributes of the Memory Card Database, such as what lists exist in the database and the number of items in specific lists.

 The **Database Information** window will not be available if a database location is not specified. See the **Digital Conversion Software Administrator's Guide, Item ID Entry Tab**, for more information.

The **Database Information** dialog box displays the contents of the memory card and the following information:

- **Creation Date** - the date that the data was exported to the memory card.
- **Version** – the version of database that was exported to the memory card.
- **Total Items** – the total number of items that were exported to the memory card.
- **Barcode Filters** – indicates if Data Manager exported a barcode filter collection to the memory card.



## Auto Display Item ID List check box

Select this checkbox to enable/disable automatic display of an item ID list.

When this feature is enabled, the shelf order list automatically appears after the tag from an item previously selected from this list is converted and removed following a successful conversion.

If not selected, the user must click the **List** button to display the item ID list.

 This checkbox is only displayed if Conversion from a List has been enabled by your library administrator.

## Counters

**Tags detected:** Counts the total number of tags detected in the program area. This includes all programmed and unprogrammed tags. Multiple detections of the same tag could increment this counter multiple times.

**Tags programmed:** Counts the number of tags programmed.

**Reset to 0:** Resets both counters for the Staff Settings.

## Version Information

Revision level for several components of the Conversion Station.

## Language selection

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Up to four languages can be displayed. These languages are selected in the Administrative Settings. If just one language is selected in the Administrative Settings, no languages will appear on the **Staff Settings** screen.

If **Language** option buttons appear on the **Staff Settings** screen, select the desired language.

## Admin button

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When you select the **Admin** button, a password dialog box appears. Then the **Administrative Settings** screen appears. See the **Digital Conversion Software Administrator's Guide**.