

# 3M

## SelfCheck™ System

### Models 6210 and 7210 Quick Start Guide for Libraries

The 3M™ SelfCheck System Models 6210 and 7210 allow library patrons to check out and check in library items on their own. The system emulates the checkout and checkin procedures performed by a librarian.

This Quick Start Guide will help you get to know your SelfCheck system as quickly as possible. It contains:

- Some general warnings and safety information
- Information for getting started
- An outline of what is included on the SelfCheck system CD

### Warning Statements and Safety Instructions



#### WARNING

This equipment contains high voltage. Do not remove protective panels. Only 3M factory-trained technicians should service this equipment.



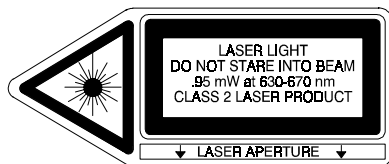
#### CAUTION

Using controls or adjustments, or performing procedures other than those specified herein may result in hazardous laser light exposure.

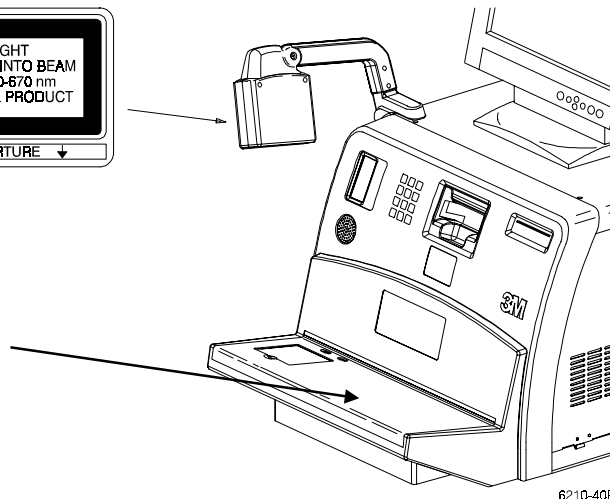


#### CAUTION

This product contains laser devices. Do not allow the scanner laser beam to reflect off a shiny, mirror-like surface into anyone's eyes. Observe the labels on the unit.



**Note:** Barcode laser power up to .95 mW with an average power of 3.9  $\mu$ W at 630 to 670 nm could be emitted onto the book cradle



**CAUTION**

Assembled unit weighs 135 lbs [61,3 kg]. Do not attempt to lift assembled unit alone.

**CAUTION**

Never lift unit from the front. Lifting from the front may cause the coil assembly to break and falling parts may cause injury.

**CAUTION**

Danger of explosion if internal battery is incorrectly replaced.  
Replace only with the same or equivalent type recommended by the manufacturer.  
Dispose of used batteries according to the manufacturer's instructions.

## FCC/Industry Canada/European/Australia EMC Compliance

### FCC Radio Frequency Rules and Regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can 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.

### 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.

### European EMC Compliance

#### **Warning**

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

### Australia

This unit complies with the EMC requirements for Australia.

## Getting Started

The SelfCheck Manager CD has extensive online documentation and computer-based training. The information you need is factory-loaded onto the internal computer of the SelfCheck system.

### Starting SelfCheck Manager

To start SelfCheck Manager, double-click on the SelfCheck Manager icon.

### What's on the CD?

#### SelfCheck Manager System software

The SelfCheck Manager CD contains the software that allows the library staff to:

- change the configuration of the SelfCheck system,
- run SelfCheck demonstration software,
- or to access online help, documentation, or computer based training (CBT) as described in the next section.

The SelfCheck Manager software allows the staff to make limited configuration changes in some policy and message areas.

#### Online Help

The SelfCheck Manager CD contains extensive online assistance that covers procedures, troubleshooting, and reference material.

#### *Online Documentation*

Extensive documentation and reference information exists online or can be printed as desired. To access online documentation, select *Help* from the main menu, then make your selection from the drop-down menu.

#### *Computer-based Training (CBT)*

The SelfCheck Manager software contains CBT that teaches the library staff, administrators, and computer support staff how to use and configure the SelfCheck system. To access CBT, select *Help* from the main menu and *Training* from the drop-down menu. Topics available to the library staff in the CBT are:

#### Overview of the SelfCheck System

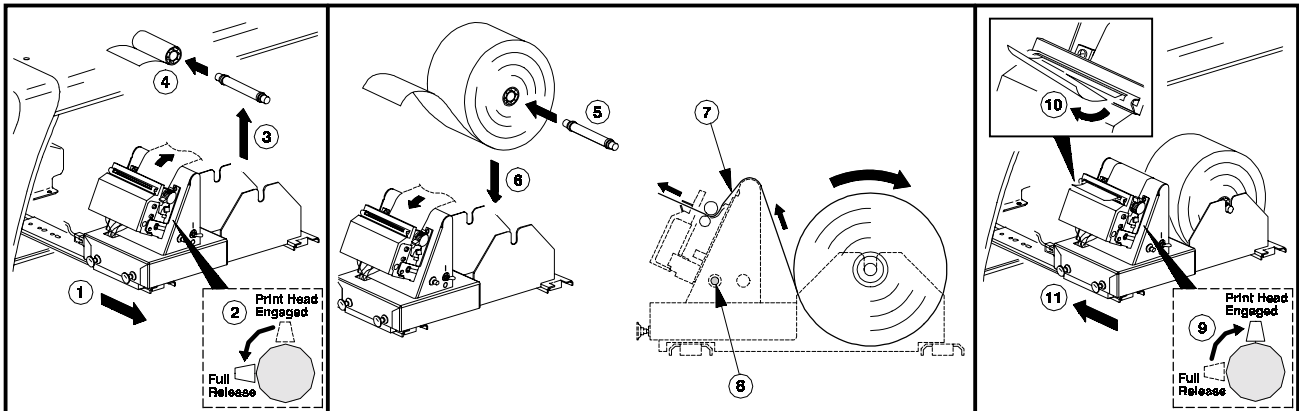
- Features and Benefits of the SelfCheck System
- Patron Use
- SelfCheck System Components
- Documentation and Training Components
- Self Assessment

#### SelfCheck Manager for the Library Staff

- Instructing Patrons
- Patron Screens and Exceptions
- SelfCheck Manager Software and Configuration Files
- SelfCheck System Modes
- Policy and Customizing Patron Messages
- Generating Reports
- Self Assessment

## Replace the Printer Paper

When the printer paper runs out, you will need to replace the depleted roll with a new roll of paper. Before beginning this procedure, open the right side panel. To replace the paper roll:



1. Slide the printer assembly out of the chassis.
2. Locate the print head lever and move the lever from the *Engaged* position to the *Full Release* position.
3. Lift the empty paper roll and roll pin out of the printer assembly.
4. Remove the paper roll from the roll pin.
5. Place a new paper roll on the roll pin.
6. Place the paper roll and roll pin on the printer assembly with the tag end of the paper coming off the bottom of the paper roll.
7. Feed the leading end of the paper roll into the printer assembly. Be sure the end of the paper roll is not ragged or it will not feed properly.
8. Press the line feed button on the side of the printer assembly until the paper feeds completely through the print head area of the printer.
9. Move the print head lever from the *Full Release* position to the *Engaged* position.
10. Tear off any excess paper.
11. Slide the printer assembly back into the chassis.
12. Close the side panel.