3M

Model 795 Digital Staff Workstation

Intended Use

The 3M™ Model 795 Digital Staff Workstation is designed and tested for use in processing identification tags and barcodes. The workstation:

1. Reads item identification or barcode information from existing media and passes it to the library terminal connected to the library circulation system, and

2. Secures or unsecures 3M™ Tattle-Tape™ Strips in items as required.

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

Quick Start Guide

This Quick Start Guide will help you get to know your Digital Staff Workstation as quickly as possible. The Quick Start contains:

- General warnings, cautions, and safety information
- Information to help you get started
- An outline of what is included on the Digital Staff Workstation CD

Please review this document before you begin.

Staff Workstation Operations

The 3M Model 795 Digital Staff Workstation is designed to process library items with digital identification tags and/or bar codes. The workstation allows you to perform the following tasks:

- Check-in and check-out (includes securing/unsecuring and sending item IDs)
- Secure only and un-secure only (turn an item's security strip on or off)
- Send ID only (read and send an item ID to the library circulation system)
- Verify (confirm that security strips have been secured or un-secured)
- Read tags and display item IDs only (without securing the items or sending the IDs to the library circulation system)

Conversion Operations

The 3M Model 795 Digital Staff Workstation can also read barcode labels on library items (books, video cassettes, etc.), convert that information, and then program the information onto a 3M Brand Digital Identification D1 Tag.

Warning Statements and Safety Instructions

Explanation of Labels and Symbols

⚠️ Refer to accompanying documents.

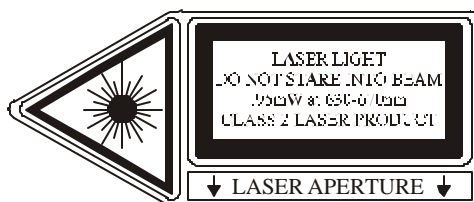⚡ Risk of electric shock. Refer all servicing to manufacturer.

⚠️ **WARNING**
▪ This equipment contains high voltage. Risk of electric shock. Do not remove protective panels. Only certified 3M technicians should service this equipment.
▪ Make sure power is off before disconnecting monitor. If power is not off, the monitor will be damaged.
▪ Possibility of personal injury. The operation of the Staff Workstation involves repeated body movements. To minimize any possibility of injury, avoid prolonged repetitive movements, rest when becoming fatigued, and, when possible, alternate job functions with other people. Avoid any awkward reaching for library items.
▪ Possibility of counter top mounted Staff Workstations tipping over. Ensure that the on-counter mounting skirt is secured to the counter top with 3M Command™ Adhesive strips.
▪ Danger of explosion if internal lithium battery is incorrectly replaced. Replace the battery only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.
▪ Dispose of this product and components according to the manufacturer's directions and local disposal regulations to avoid hazards and harm to the environment.

⚠️ **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.
▪ Possibility of personal injury. The Staff Workstation weighs 70 pounds (32 Kg). Attempting to lift the Staff Workstation may cause personal injury. To avoid any possibility of injury, the Staff Workstation should be lifted by more than one person. The Staff Workstation should be lifted more with the leg muscles and less with back and arm muscles.
▪ Using controls or adjustments or performing procedures other than those specified herein may result in hazardous laser light exposure.

LASER LIGHT
DO NOT STARE INTO BEAM
950nW at 630-0.1nm
CLASS 2 LASER PRODUCT

↓ LASER APERTURE ↓

EMC Compliance USA and Canada

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: Pending

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 numerique de la classe A respecte toutes les exigences du Reglement sur le materiel brouilleur du Canada.
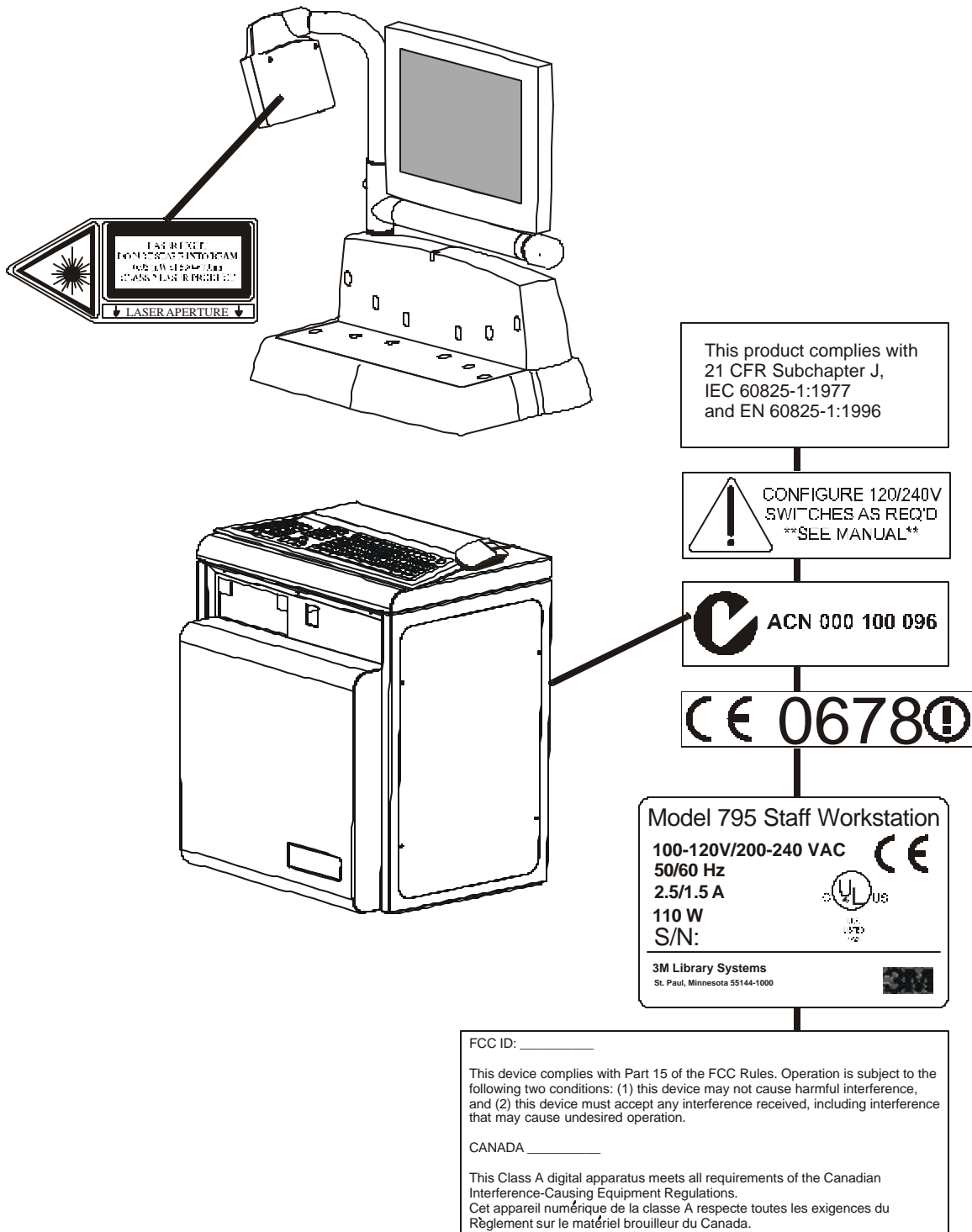
CANADA: Pending

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.

$C\epsilon$ 0678 ①

Safety Label Locations

LASER LIGHT
DO NOT STARE INTO BEAM
0.95 mW 654-664 nm
CLASS II LASER PRODUCT

↓ LASER APERTURE ↓

This product complies with
21 CFR Subchapter J,
IEC 60825-1:1977
and EN 60825-1:1996

CONFIGURE 120/240V
SWITCHES AS REQ'D
SEE MANUAL

ACN 000 100 096

CE 0678①

Model 795 Staff Workstation

100-120V/200-240 VAC
50/60 Hz
2.5/1.5 A
110 W
S/N:

3M Library Systems
St. Paul, Minnesota 55144-1000

FCC ID: _____

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.

CANADA _____

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.

795_QuickStart_02

Getting Started
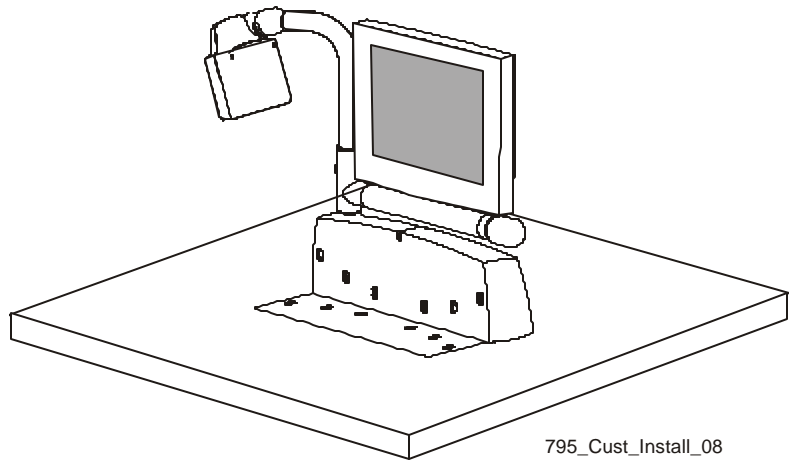
Physical Installation

The customer is completely responsible for the physical installation of the 3M Model 795 Digital Staff Workstation. Refer to the *Customer In-counter Installation Instructions* for detailed instructions on how to cut a mounting hole and install the Model 795 Digital Staff Workstation. These instructions are packed in a flat, cardboard container along with a metal template.

Important:

▪ All electrical installation and electrical connections are to be completed by a 3M factory-trained service technician. Do not connect the power cord to the power source!

▪ The customer installation must be complete **before** calling a 3M Service Technician to complete the electrical and checkout portions of the installation. The two types of physical installations are described below.

▪ It is very important that you determine the optimal location **before** attempting to install the 795 Digital Staff Workstation.

In-counter Installation

An in-counter installation provides a processing surface that is flush with the circulation counter. This type of installation requires the customer to cut a mounting hole in the circulation counter. Once the hole is cut, the customer uses the mounting brackets to secure the workstation upper unit to the counter.
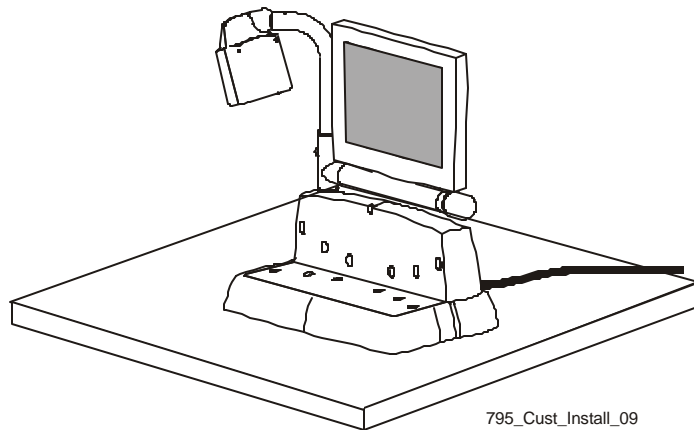
795_Cust_Install_08

Figure 1: You should be absolutely sure of the location before attempting an in-counter installation.

On-counter Installation

An on-counter installation includes a molded-plastic skirt that holds the workstation upper unit. The skirt is secured to the counter top with 3M Command™ Adhesive strips.

The cable from the workstation upper unit is routed out through the back of the molded-plastic skirt. The cable must go over the edge of the counter or through the counter to the electronics enclosure.

795_Cust_Install_09

Figure 2: An on-counter installation allows you to experiment with various locations before attempting an in-counter installation.

Related Documents

Customer In-counter Installation Instructions

Refer to the *Customer In-counter Installation Instructions* for detailed instructions on how to cut a mounting hole and install the Model 795 Digital Staff Workstation. These instructions are packed in a flat, cardboard container along with a metal template.

Model 795 Digital Staff Workstation Operator's Guide

Refer to the *Model 795 Digital Staff Workstation Operator's Guide* for detailed instructions on how to set up and operate the Model 795 Digital Staff Workstation. This manual is shipped with the Digital Staff Workstation.

Digital Staff Workstation Software

The Staff Workstation CD contains software that allows library staff to:

- Change the configuration of the Staff Workstation system
- Run the Staff Workstation demonstration software
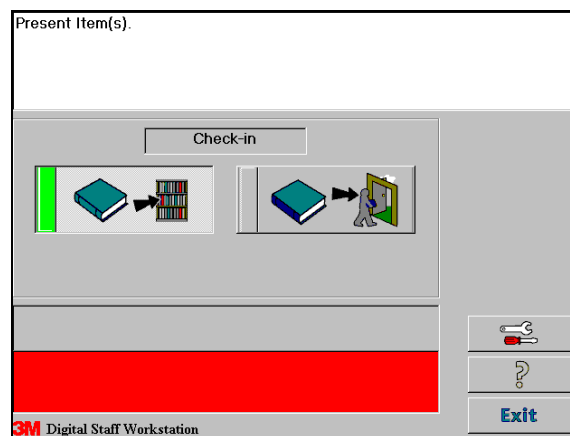- Access on-line help

On-line Help

The Digital Staff Workstation software includes on-line documentation. The information you need is already loaded onto the Staff Workstation's internal computer.

To access the Staff Workstation on-line help, click the [?] button on the main Staff Workstation screen.

Starting the Digital Staff Workstation

1. Switch the power switch (located on the large electronics enclosure box) to the **ON** position.

   - The software will take a few seconds to load. A splash screen will appear above the main Staff Workstation screen during startup and will remain visible for at least three seconds.

2. The main Staff Workstation screen appears.

3. Refer to the *Model 795 Digital Staff Workstation Operator's Guide* for detailed instructions on how to set up and operate the Model 795 Digital Staff Workstation.