



# SelfCheckä System Model 8210

PRELIMINARY

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Staff Guide

## **3M Library Systems**

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1-800-328-0067

[www.3M.com/library](http://www.3M.com/library)

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Software Version 1.0

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# Safety information



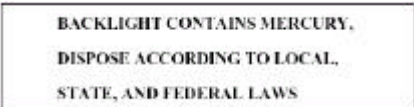

Read, understand, and follow all safety information contained in these instructions prior to installation and use of the 3M™ SelfCheck™ System Model 8210. Retain these instructions for future reference.

## Intended use

The 3M™ SelfCheck System Model 8210 is intended for use by library patrons in checking out books with minimal assistance by library staff. The system is flexible enough so that it may be installed into a desk unit from 3M (sold separately), or into furniture provided by the customer.

**The system must be installed as specified in the Model 8210 Site Planning Guide, and is intended for use in an indoor library environment. It has not been evaluated for other uses or locations.**

Explanation of Signal Word Consequences	
 <b>DANGER:</b>	Indicates a potentially hazardous situation, which, if not avoided, will result in death or serious injury and/or property damage.
 <b>WARNING:</b>	Indicates a potentially hazardous situation, which, if not avoided, could result in death or serious injury and/or property damage.
 <b>CAUTION:</b>	Indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate injury and/or property damage.
<b>CAUTION:</b>	Indicates a potentially hazardous situation, which, if not avoided, may result in property damage.

Explanation of Product Safety Label Symbols	
	<b>Attention: Read accompanying documentation</b>
	<b>Warning: Risk of electric shock</b>
	<b>Display Unit: Mercury disposal hazard</b>
	<b>Laser Scanner: Laser exposure</b>

## **WARNING**

**To reduce the risk associated with fire due to modification of any of the devices in the system:**

- Do not attempt to modify, service, or repair the interconnect box, appliance coupler, or PC — no user serviceable parts inside.

**To reduce the risk associated with fire due to the incorrect installation of system components or the use of non-approved replacement components:**

- Install system components into desk or enclosure according to instructions and specifications given in the Model 8210 Site Planning Guide.
- Use approved system components installed by 3M service personnel only.

**To reduce the risk associated with hazardous voltage due to a user attempting to service a component, incorrect installation of system components, or use of the system when damage has occurred:**

- Do not attempt to modify, service, or repair the interconnect box, appliance coupler, or PC — no user serviceable parts inside.
- Install system components into desk or enclosure according to instructions and specifications given in the Model 8210 Site Planning Guide.
- Do not use the interconnect box, appliance coupler, or PC if any cases or power cords are damaged.

## **CAUTION**

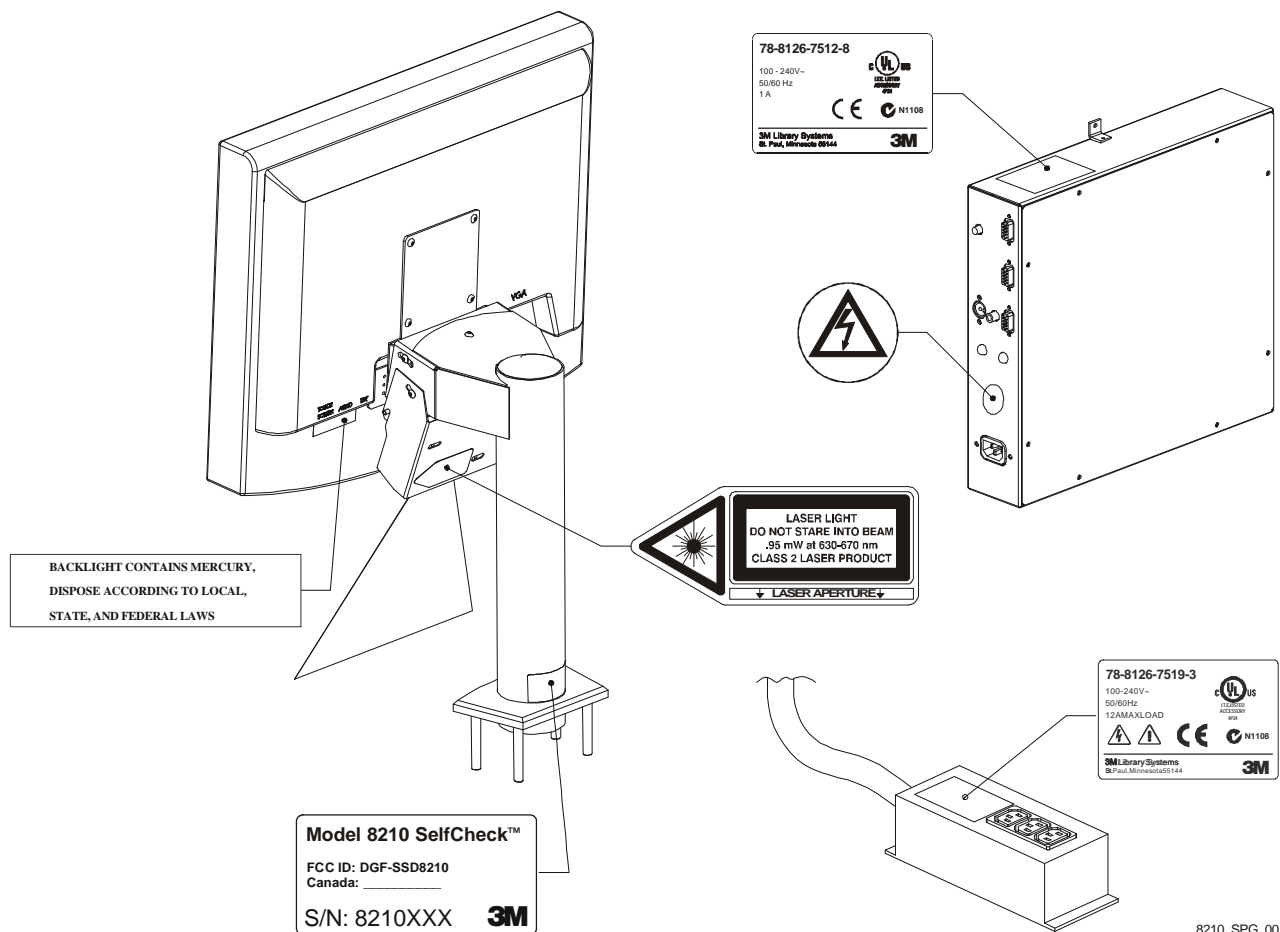
**To reduce the risk associated with environmental contamination due to the incorrect disposal of the lithium battery in PC, mercury in monitor/display, and/or any circuitry that contains lead in the solder:**

- At the end of service life, dispose of common box, appliance coupler, PC, monitor, and laser scanner in accordance with federal, state and local requirements.

**To reduce the risk associated with exposure to laser light due to a person looking into the laser scanner:**

- Do not look directly into laser scanner device.
- At the end of service life, dispose of laser scanner in accordance with federal, state and local requirements.

# Label locations



8210\_SPG\_00

**Note:** The barcode scanner uses a Class II laser. Up to 0.95 mW of laser power can be emitted onto objects.

# Regulatory compliance

## EMC compliance USA and Canada

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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 their own expense.

**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.

## FCC intentional radiator certification

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FCC ID: DGF-SSD8210

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

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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

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

## Australia

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This unit complies with the EMC requirements for Australia.

# Quick reference guide


## SelfCheck System overview

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Welcome to the 3M™ SelfCheck™ System Model 8210!

The SelfCheck system enables library patrons to check out library materials by themselves. The system emulates the check-in and checkout procedures performed by a librarian. In addition, the system can operate in off-line mode, independent of the library's automated circulation system (ACS).

The SelfCheck system uses a radio-frequency identification (RFID) reader to identify items being checked in or out of the library. It sends this information to the library's circulation database, and then unsecures the 3M™ RFID Tag in the item so it will pass through the 3M™ Detection System undetected or secures it if the item is being checked in.

 For RFID use, items must contain ISO 15693-3-compliant RFID tags, such as 3M™ RFID Tag Model D8, which can be detected by the 3M Detection System. Do not use 3M™ RFID Tag Model D1, which does not have this security feature.

The SelfCheck system can be configured with a barcode scanner to read patron barcodes or to read item barcodes during the transition from barcode to RFID identification. SelfCheck systems can read most of the barcode formats used by libraries around the world. The SelfCheck system barcode scanner can read up to seven different barcode formats out of 16 available. Codabar and Code 39 are the most common formats used in libraries.

The SelfCheck system also can be configured to read patron cards using a smart card reader or a magnetic stripe reader.

This *SelfCheck System Staff Guide* contains safety information, machine specifications, commonly used procedures, and other information useful in the day-to-day operations of library staff.


Administrator-level configuration procedures and problem-solving information are contained in the *SelfCheck System Administrator's Guide*.

Additional information about the SelfCheck system is available at <http://www.3m.com/us/library>.

Please take the time to read this guide. It will help you understand how your SelfCheck system works. Keep it accessible when the system is in use. It will serve as a reference guide when questions arise.

## Online help

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The library staff and administration can configure how the SelfCheck system works through a utility called the SelfCheck System Manager. The SelfCheck System Manager has extensive online assistance that includes procedures, troubleshooting, and reference material. For an explanation of an item in a dialog box, click , and then click the item. To read this document on-screen, on the SelfCheck System Manager **Help** menu, click **Help Topics**.



## Preparing your library for self-service checkout

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Several requirements must be met for the installation and operation of the 3M™ SelfCheck™ System. These requirements include adequate space and environmental conditions, electrical power connection, connection to the automated circulation system (ACS), and staff training.

### Installation checklists

Before installation can occur, personnel in your library are asked to fill out the *SelfCheck System Checklist*. This checklist provides information to 3M personnel about the specific needs of your library pertaining to the SelfCheck system. This document includes the general pre-installation requirements.

You also receive a *System Administrator's Packet*, which is used to provide technical information needed to set up communication between your ACS and the SelfCheck system.

### Staff preparation and training

The introduction of patron self-service fundamentally changes how your library circulates items. Because patrons are able to process their own routine checkouts, your staff has more time to respond to patrons with more complicated checkout problems or information requests. Because the new system affects the nature of their work, the entire library staff should be involved in the preparation for installation. The staff can help to identify the library functions that can be enriched with the added resources and time made available by the SelfCheck system.

A key element of any media loss prevention effort is a successful staff-training program. Your SelfCheck system is much more effective with the active cooperation and participation of your entire library staff. We recommend that you use the operator guides provided with the system as texts for periodic formal security training.

### Preparing library patrons for the SelfCheck System

To prepare to teach library patrons to use the 3M™ SelfCheck™ System, thoroughly review the SelfCheck system documentation. Then, consider scheduling patron orientation sessions to demonstrate the operation of the system.

A librarian may need to monitor the new machines for an extended period in order to assist patrons who are unfamiliar with the system.

### Site planning

A SelfCheck system *Site Planning Guide* is available to aid in planning the placement and installation of the SelfCheck system. Your library should have received this guide early in the planning process, before the SelfCheck system was ordered.

### Serial number

The serial number (S/N 8210XXX) is shown on the label at the base of the monitor support column.

## SelfCheck System specifications

### Physical characteristics (with cabinet)

<b>Overall height</b>	55.7 inches (141,5 cm)
<b>Counter height</b>	35 inches (88,9 cm)
<b>Width</b>	44.5 inches (112,9 cm)
<b>Depth</b>	26.5 inches (6,3 cm)
<b>Weight</b>	240 lbs. (109 kg)
<b>Shipping Weight</b>	290 lbs. (132 kg)

### Operating environment

<b>Humidity</b>	0% to 85% RH, non-condensing
<b>Operating Temperature</b>	50° F to 95° F (10° C to 35° C)
<b>Storage Temperature</b>	- 22° F to 131° F (- 30° C to 55° C)

### System power requirements

<b>Voltage</b>	100–120 VAC or 200–240 VAC
<b>Current</b>	6.0 A or 3.0 A
<b>Frequency</b>	50/60 Hz
<b>Phase</b>	Single
<b>Power</b>	600 Watts

## Communications

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The SelfCheck system communicates with the library's automated circulation system (ACS) over the library's local area network using 3M's Standard Interface Protocol (SIP 1.0 or SIP 2.0).

The system communicates with patrons by reading the patrons' IDs and leading them through the process of checking out materials. The SelfCheck system displays instructions to help the patron solve problems. If this fails, the system instructs the patron to ask for help at the circulation desk.

## Barcodes

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The 3M™ SelfCheck™ System can identify library materials by barcodes as well as by 3M™ RFID Tags. The barcode scanner is useful during the transition from barcodes to RFID tags, since it enables the library to schedule barcode conversions as time and budgets permit. The barcode scanner also can read barcoded patron cards.

### Barcode formats

The SelfCheck system identifies library cards and items by reading barcodes or RFID tags. There are several barcode formats. The following barcode formats are installed on the SelfCheck system by default:

- Codabar
- Code 39
- Plessey
- Code 128
- EAN-13
- UPC-A

Other barcode formats are available to the SelfCheck system. If your library uses a barcode format that is not installed, your administrator can install it from SelfCheck System Manager.

### Barcode placement

Consistent barcode placement on library materials is necessary for easy and consistent patron use. Inconsistent barcode placement can confuse patrons and slow the checkout process.

## Starting the SelfCheck System

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- 1 Press the power switch on the back of the system.
- 2 Log in using your designated password, if required. The system automatically starts the 3M™ SelfCheck™ System program.

## Shutting down the SelfCheck System

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You can shut down the SelfCheck system in any of several ways:

- Press **\*\*316#** on the onscreen administration keypad, wait for Windows to shut down, and then turn off the power switch on the back of the system.
- Place the SD command card in the RFID detection area. Wait for Windows to shut down, and then turn off the power switch.
- Using the keyboard, press **Esc** to end the SelfCheck system program. Then, in the Microsoft® Windows® taskbar, click **Start**, click **Shut Down**, and click **OK**. Wait for Windows to shut down, and then turn off the power switch.

## Starting SelfCheck System Manager

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SelfCheck System Manager is the SelfCheck system's management and configuration utility. Access to its features is password-controlled. Only administrators have complete access to its hardware and policy configuration options.

### To start SelfCheck System Manager

- 1 Choose one of the following options:
  - If the keyboard is not plugged into the SelfCheck system, start at step 2.
  - If the keyboard is already plugged in and the SelfCheck system is running, start at step 6.
- 2 Shut down the SelfCheck system.
- 3 Turn off the power switch on the back of the SelfCheck system.
- 4 Plug the keyboard into the computer keyboard port.
- 5 Turn on the power switch on the back of the SelfCheck system.
  - Microsoft® Windows® starts, and then the SelfCheck system program starts.
- 6 Press the **Esc** key on the keyboard anytime after the clock appears on the SelfCheck system screen.
  - The Windows desktop appears.
- 7 On the Windows desktop, double-click the **SelfCheck Manager** icon.
  - SelfCheck System Manager starts.
- 8 Log in using your designated password.



SelfCheck System Manager icon

## SelfCheck System Manager procedures

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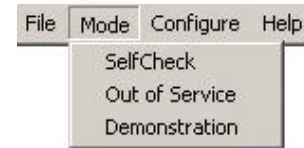
This section contains common procedures for configuring the 3M™ SelfCheck™ System through the SelfCheck System Manager.

### Operating modes

To put the SelfCheck system into different modes of operation, use the **Mode** menu.

#### To choose an operating mode

- On the **Mode** menu, click the mode you want to put the SelfCheck system into.
- In all modes, press the **Esc** key to return to the SelfCheck System Manager.



**Mode menu**

### SelfCheck mode

Click **SelfCheck** to start the SelfCheck System program while leaving the SelfCheck System Manager active. Use SelfCheck mode to observe changes to the SelfCheck program while making changes to the configuration.

### Out of Service mode

Click **Out of Service** to display the out-of-service graphic on the SelfCheck system screen.

### Demonstration mode

Click **Demonstration** to put the SelfCheck system into demonstration mode. This mode allows checkout of items for training or demonstration purposes. While in the demonstration mode, the SelfCheck system uses an internal database and does not communicate with any external system.

The demonstration database can be configured using the Demo Database Manager, described in the appendix to the *SelfCheck System Model 8210 Administrator's Guide*.

## Circulation properties

The 3M™ SelfCheck™ System can be set to allow the patron to choose check-in or checkout, or it can be set for check-in or checkout only.

### To set the SelfCheck system use

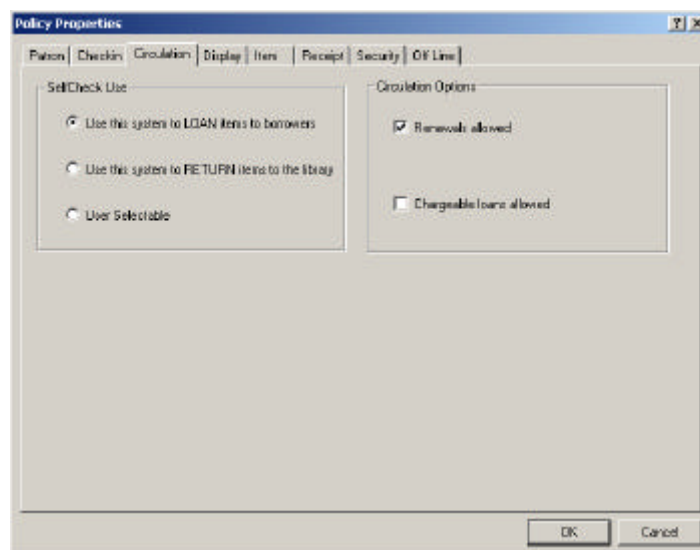
- 1 On the **Configure** menu, click **Policy**.
- 2 In the **Policy Properties** dialog box, click the **Circulation** tab.
- 3 Click the button next to the desired mode.
- 4 Click **OK**.

### To allow renewals

- In the **Circulation Options** area, select **Renewals allowed**.

### To allow chargeable loans

- In the **Circulation Options** area, select **Chargeable loans allowed**.



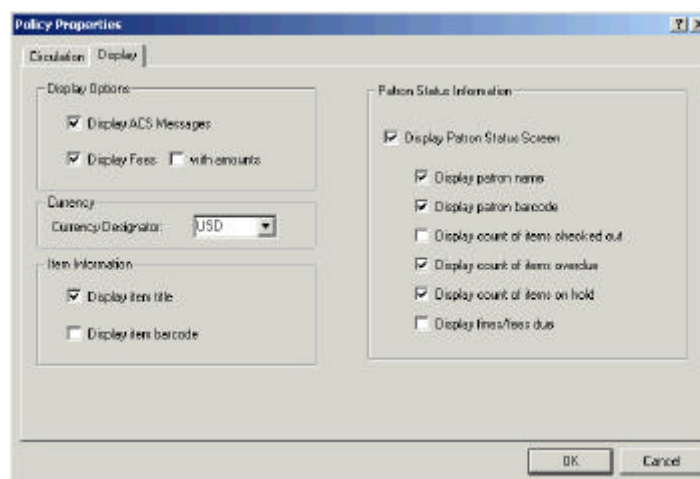
Policy Properties Circulation tab

## Display properties

The display properties control the presentation of information to the patron. Information can include automated circulation system (ACS) messages, fines, fees, item names and barcodes, patron identification, and patron record information.

### To set the display properties

- 1 On the **Configure** menu, click **Policy**.
- 2 In the **Policy Properties** dialog box, click the **Display** tab.
- 3 Select the checkbox for each item that you want to be displayed to the patron.



Policy Properties Display tab

## Patron messages

All messages displayed to patrons can be customized. For instructions on how to do this, see "Message Procedures" in the *SelfCheck System Model 8210 Administrator's Guide*.

## General maintenance

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### Replacing the printer paper

When the printer paper runs out, use the following procedure to replace it with a new roll of paper:



To order printer paper rolls, see "Obtaining service and supplies" on page 14.

- 1 Press the cover open button, and lift the printer cover.
- 2 Place the paper roll in the printer so the paper unwinds from the bottom.
- 3 Pull the front edge of the paper out until it is past the front edge of the printer.
- 4 Close the printer cover.

### Cleaning the components

The 3M™ SelfCheck™ System components can become dirty with normal use and may require cleaning. To clean the component exteriors, dampen a soft cloth with water or a mild cleaning solution and gently wipe away dirt from the affected areas.

### Cleaning the monitor

- Shut down the SelfCheck system.
- Use care when cleaning the SelfCheck system monitor.
- Use pre-moistened towelettes that are sold specifically for monitor cleaning. If these are not available, you can use a non-solvent based cleaner to dampen a soft cloth, but use it very sparingly.

# Obtaining service and supplies

## Printer paper and other supplies

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To order printer paper and other supplies in the U.S., call 1-800-328-0067, option 2. Outside the U.S., call your local 3M office. The following printer paper is recommended:

### Thermal Printer Paper

<b>Part number</b>	78-8126-xxxx-x (case of x rolls)
<b>Width</b>	3.15 inches [80 mm]
<b>Diameter</b>	4.0 inches [100 mm]

## Contacting Support

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To contact 3M to request a service call, installation, software support, or to provide Service Agreement information, in the U.S. call 1-800-328-0067. Outside the U.S., contact your local 3M office.

## 3M Library Systems Web site

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The 3M Library Systems Web site is at <http://www.3m.com/library>.

For additional information about 3M™ SelfCheck™ Systems, go to <http://www.3m.com/us/library> and select the information you want from the navigation bar on the left side of the page.