



Digital Staff Workstation Model 795

Staff Guide

3M Library Systems

3M Center, Building 225-4N-14

St. Paul, Minnesota 55144-1000

www.3M.com/library

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Safety Information 3M Digital Staff Workstation

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

Although this manual describes many potential hazards that you may encounter during the 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

The 3M™ Digital Staff Workstation is designed and tested for use in processing library materials with 3M™ Tattle-Tape™ Security Strips B1, B2, R2, DVM-1, and DCD-2.

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


Safety Messages

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 for the Digital Staff Workstation


The following safety messages appear in this manual:


 DANGER
<p>This equipment contains high voltage. Risk of electric shock. Do not remove protective panels. Only certified 3M technicians should service this equipment.</p> <p>Make sure power is off before disconnecting monitor. If power is not off, the monitor will be damaged.</p>

 WARNING
<p>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.</p>

 WARNING
<p>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.</p>

 WARNING
<p>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.</p>

 WARNING
<p>Dispose of this product and components according to the manufacturer's directions and local disposal regulations to avoid hazards and harm to the environment.</p>

 CAUTION
<p>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.</p>

 CAUTION
<p>Possibility of personal injury. The Staff Workstation weighs 70</p>

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.



CAUTION

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



CAUTION

Flickering or color variations **may occur** on CRT-type monitors placed in proximity to the Digital Staff Workstation due to its electromagnetic properties. Maintain a separation of at least 18 in. to 48 in. (457 mm to 1,219 mm) between CRT-type monitors and the Digital Staff Workstation. The required separation distance varies depending on the type of monitor and the environment around the Digital Staff Workstation.


In most cases, LCD-type monitors do **not** exhibit any type of flickering, or color variations, when placed in close proximity to the Digital Staff Workstation.

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.

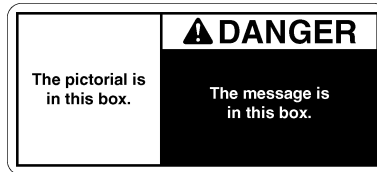
Please read all safety labels.

Explanation of Labels and Symbols

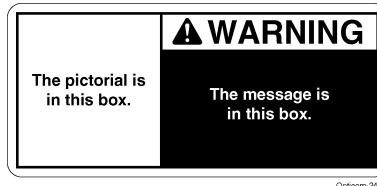
Each safety label contains a safety alert symbol (); one of three signal words: **DANGER**, **WARNING**, or **CAUTION**; a pictorial showing the nature of the hazard; and a safety message.

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.



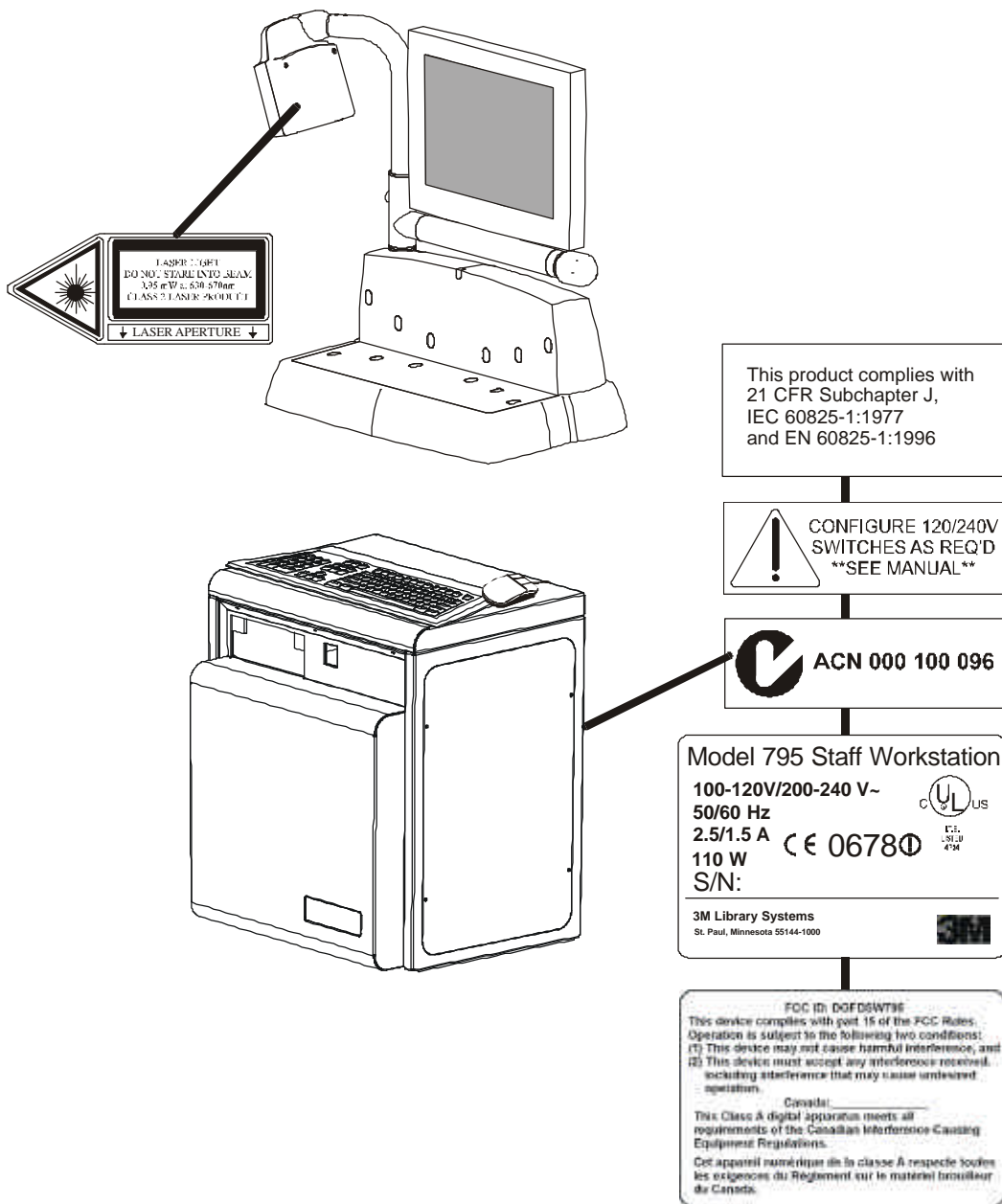
Risk of electric shock. Refer all servicing to manufacturer.

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).

Safety Label Locations



795_QuickStart_02

Figure 1: Safety Label Locations

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

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.

FCC ID: DGFLSD795

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.

CANADA: Pending

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

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.

CE 0678

Introduction

The 3M™ Digital Staff Workstation consolidates a number of library functions to enable staff to process items identified by either digital identification tags or bar codes.

The workstation reads item identification information from existing media and passes it to the library terminal connected to the library circulation system. The system secures and un-secures 3M Tattle-Tape™ Security Strips in items as required.

The Digital Staff Workstation can:

- a **Check-in and Check-out** – Send ID to circulation and secure or un-secure the item.
- b **Secure/Un-secure** – Change the status of an item's security marker without sending the ID to the circulation system.
- c **Send ID** – Send the item identifier read from the digital identification tag or bar code to the library circulation system.
- d **Verify** – Indicate if a secured security strip is present.
- e **Read Tags** – Read and display the digital identification tag information.

The workstation can be set up to match its intended functional requirements, whether as a backroom check-in unit or as a front counter/utility machine that checks items in and out and occasionally is used for special processing of items.



CAUTION

Flickering or color variations **may occur** on CRT-type monitors placed in proximity to the Digital Staff Workstation due to its electromagnetic properties. Maintain a separation of at least 18 in. to 48 in. (457 mm to 1,219 mm) between CRT-type monitors and the Digital Staff Workstation upper unit. The required separation distance varies depending on the type of monitor and the environment around the Digital Staff Workstation.

In most cases, LCD-type monitors do **not** exhibit any type of flickering, or color variations, when placed in close proximity to the Digital Staff Workstation.

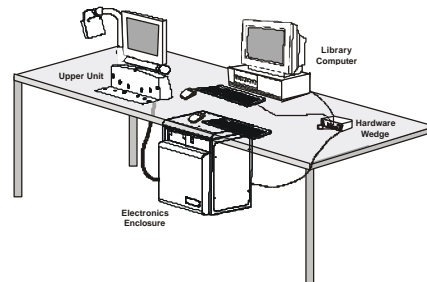
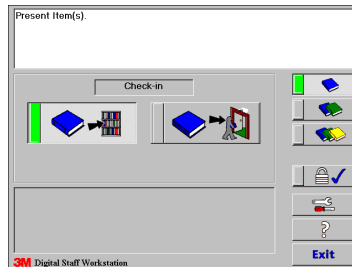
Digital Staff Workstation Configurations

There are three Digital Staff Workstation configurations.

Please note your system's configuration. Certain information in this guide is specific to configuration. This is noted throughout the guide.

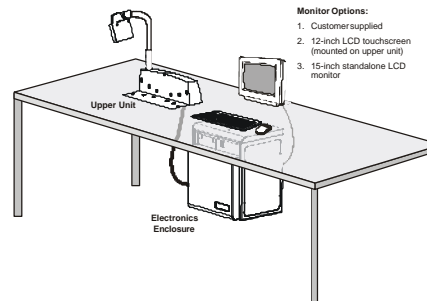
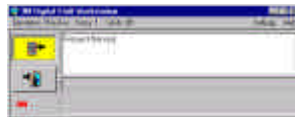
Standard Configuration

In this configuration, the main user interface controls the functions of the Digital Staff Workstation. The circulation system software runs on the library computer. The Digital Staff Workstation computer and the library computer communicate through a hardware wedge.



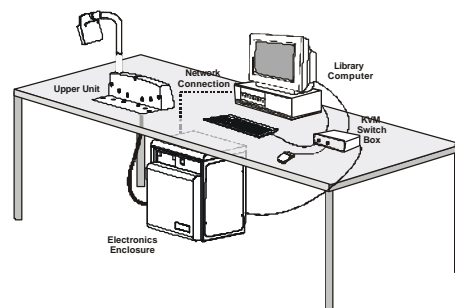
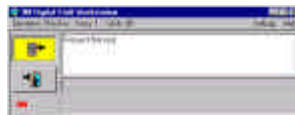
Local Configuration

In this configuration, the Companion user interface controls the functions of the Digital Staff Workstation. The circulation system software and the Companion software are installed on the Digital Staff Workstation computer.



Remote Configuration

In this configuration, the Companion user interface controls the functions of the Digital Staff Workstation. The circulation system software and the Companion software are installed on the library computer. The library computer and the Digital Staff Workstation computer communicate through a network connection.



Digital Identification Tags versus Bar Codes

Bar codes on patron cards or library items may be read to provide item identifier information to the library circulation system. Digital identification tags also contain information about the type of media being processed. This enables the workstation to inhibit security operations for magnetic materials.

Magnetic Materials

Recorded magnetic media, such as audio or video tapes, may be damaged by security operations of the Digital Staff Workstation. The workstation is not designed to secure or un-secure recorded magnetic media. The digital identification tag information inhibits security actions for magnetic media.

Conversion Software

As an option, the workstation can also be used to convert bar-coded items to digital identification technology.

A related product, the 3M™ Digital Conversion Station, uses software that converts bar-coded items to digital identification technology. The same conversion software used in the Digital Conversion Station can be run – and used to convert items – on the Digital Staff Workstation. Refer to **Running Conversion Software on the Digital Staff Workstation** in the appendix of this guide.

The conversion software programs identification information onto a 3M™ Digital Identification Tag. The touchscreen monitor shows where the Digital ID tag should be applied to the book or other media.

Components

The 3M™ Digital Staff Workstation consists of the following components:

Electronics Enclosure with computer

The Electronics Enclosure (Figure 2) contains the computer and the power switch for the Digital Staff Workstation. Communications and other cables are routed through the back of the enclosure.



Figure 2: Electronics Enclosure

Memory Card Drive

The memory card drive (Figure 3) is used to access memory cards containing the memory card database, which contains Search Lists and other information.



Figure 3: Memory Card Drive

Workstation Upper Unit

The workstation upper unit (Figure 4) can be set on the counter top and moved as needed or permanently installed in-counter so that the deck surface is flush with the counter top.

The upper unit consists of:

- the deck (**a**), where item bar codes are scanned, digital tags are read, or 3M™ Tattle Tape™ Security Strips are secured or un-secured;
- the bar code scanner (**b**) used for scanning bar codes on library items; and
- the touchscreen monitor (**c**) (optional).

The Digital Staff Workstation also includes a keyboard and mouse (not shown).

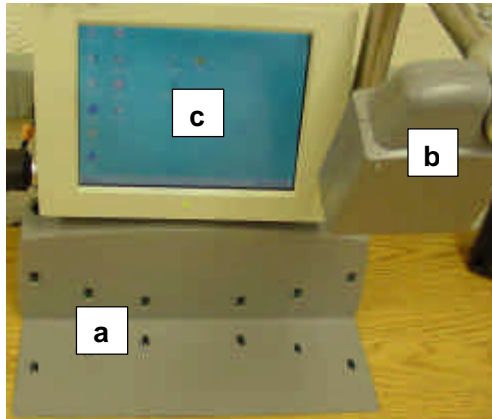


Figure 4: Workstation Upper Unit



A diagnostic program for the touchscreen monitor is included with the Digital Staff Workstation. Refer to the *3M Digital Staff Workstation Administrator's Guide* for the procedure to calibrate the touchscreen.

Keyboard Wedge (Standard Configuration only)

A **keyboard wedge (a)** may be installed on your Digital Staff Workstation. The keyboard wedge sends information from the Digital Staff Workstation to the library circulation system. A **light pen (b)** may be connected to the keyboard wedge. The light pen scans bar codes on materials that require special processing, such as materials that cannot be scanned by the bar code scanner mounted on the Digital Staff Workstation.

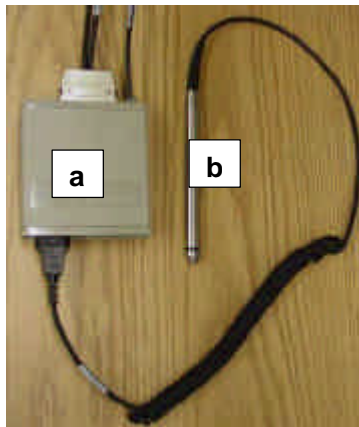

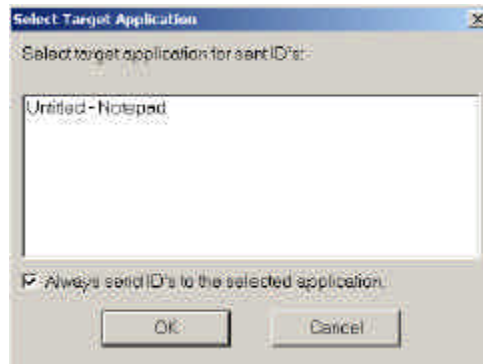


Figure 5: Keyboard Wedge and Light Pen


Software Wedge (Local and Remote Configurations only)

The software wedge is part of the Companion user interface and is responsible for sending ID information from barcodes, or Digital ID tags to the library circulation system. It works similarly to a hardware wedge, sending ID information to the currently active application. Normally this is your library circulation system.

-  If the software wedge is unable to determine which application to send the ID information to, it will prompt you with the **Select Target Application** window. If this happens, select the target application from this window and click **OK**.




Select Target Application window

-  If the target application is not active, you will have to start the application in order to select it.

You can also configure the software wedge to always send ID information to a specific application. The Digital Staff Workstation will always send ID information to the selected target application when the checkbox next to **Always send IDs to the selected application** is selected, and the selected target application is currently active. If the target application is not active when an item is processed on the Staff Workstation, you will be prompted to select an application in the **Select Target Application** window.

If you need to change the target application, follow these steps:

- 1** Start the target application. Normally, this is the library circulation system.
 - 2** Start the Companion UI (refer to *Startup Procedure* in this guide).
 - 3** Press **Ctrl+Alt+t** to display the **Select Target Application** window.
 - 4** Select the desired target application from the list in the window.
 - f** If you want the software wedge to always send ID information to the same application, select **Always send ID's to the same application** as shown in the figure above. This configuration causes ID information to always be sent to the same application, regardless other applications.
 - g** If you want the software wedge to send information to whatever application has the focus, deselect **Always send ID's to the same application**. In this case, if the Companion UI has the focus, you will be prompted to select a target application. Otherwise, the application that has the focus will receive the ID information.
 - 5** Click **OK**.
-  If the Companion UI is automatically brought to the focus, for example, to confirm a transaction, the focus will be automatically returned to the application that previously had the focus.

Using the KVM Switch (Remote Configuration only)

The KVM switch box allows the Digital Staff Workstation and a library computer to share one monitor, mouse, and keyboard.

The KVM switch box is typically configured as follows:

- **Computer 1** represents the library computer.
- **Computer 2** represents the Digital Staff Workstation computer.

Operating the KVM Switch

Using the Keyboard

- Press the **Ctrl** key twice in rapid succession to change the selected computer.

Using the Select Button on the KVM Switch

- Press the **Select** button on the front of the KVM switch box to change the selected computer.

The **indicator lights** on the front of the KVM switch show which computer has keyboard/monitor/mouse control. The "On Line" light indicates that the corresponding computer is connected to the KVM switch. The "Selected" light indicates that the corresponding computer has keyboard/mouse/monitor control.

Select button



KVM switch



KVM switch indicator lights

Startup Procedure

To apply power to the Digital Staff Workstation:

- Move the On/Off switch located on the front of the cabinet to the On position. (Figure 6).



Only 3M-trained service technicians should remove the cover of the unit.

Standard Configuration

- The main user interface appears on the screen after you apply power to the Digital Staff Workstation. The software will take a few seconds to load.

Local Configuration

- The Companion user interface appears on the screen after you apply power to the Digital Staff Workstation. The software will take a few seconds to load.

Remote Configuration

- Make sure the KVM switch is set to the library computer.



- Double-click on the desktop to start the Companion user interface (UI). The Companion UI can also be set to start automatically.

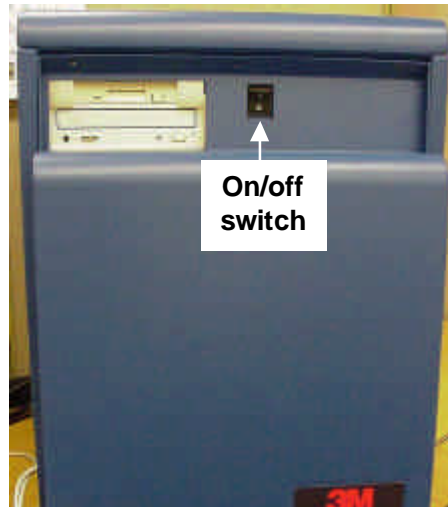
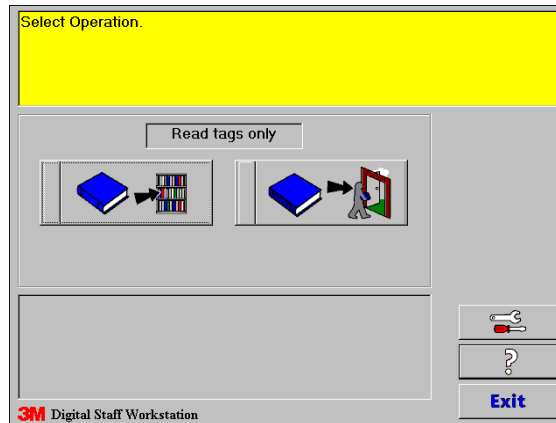


Figure 6: Digital Staff Workstation cabinet

Exit/Shut Down Procedure

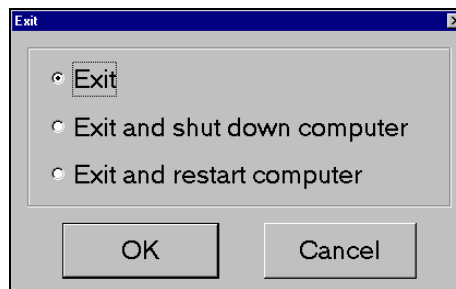
Standard Configuration

- 1 On the Staff screen, click the **Exit** button.
 - The **Exit** window appears.




Staff screen

- 2 Select one of the following:
 - **Exit** – Exits the Staff Workstation application and returns to the Windows desktop.
 - **Exit and shut down computer** – Does a complete shut down of the Digital Staff Workstation computer. You'll need to turn off the power switch on the workstation once Windows has shut down.
 - **Exit and restart computer** – Restarts the computer.

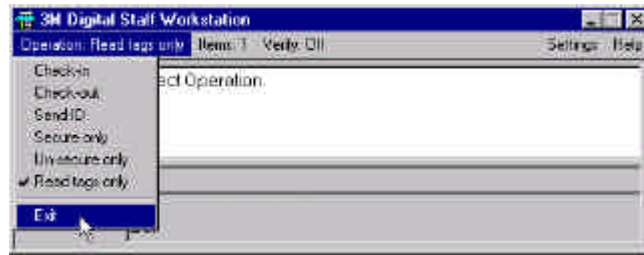


Exit window

- 3 Click **OK**.
 -  The option you select will be retained. For example, if you select **Exit and shutdown computer**, that option will be selected the next time the **Exit** pop-up appears.
- 4 When Windows has completely shut down, switch off the Digital Staff Workstation power switch.

Local Configuration

- 1 Click **Exit** in the **Operations** menu of the Companion user interface.
- 2 Click **Shutdown** in the Windows **Start** menu.
- 3 Click **Shutdown the computer**, then click **Yes**.
- 4 When Windows has completely shut down, switch off the Digital Staff Workstation power switch.



Companion UI - Operations menu

Remote Configuration

- 1 Make sure the KVM switch is set to the library computer.
- 2 Click **Exit** in the **Operations** menu of the Companion user interface (UI).
- 3 Press the **Ctrl** key twice quickly to toggle the KVM switch to the Digital Staff Workstation computer.
- 4 Click **Shutdown** in the Windows **Start** menu.
- 5 Click **Shutdown the computer**, then click **Yes**.
- 6 When Windows has completely shut down, switch off the Digital Staff Workstation power switch.

Processing Items

The following procedures allow you to process items using the Digital Staff Workstation. The procedures vary according to your Digital Staff Workstation's configuration. Refer to the appropriate procedure for your configuration:

- h Standard configuration
- i Local and Remote configurations

Standard Configuration

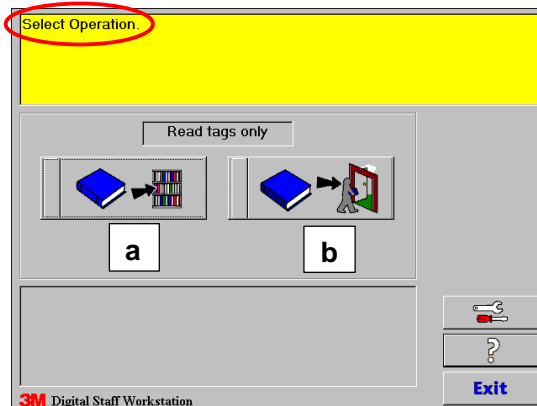
Use the following procedure to process items using the Digital Staff Workstation - Standard configuration.

1 Select the Operation

- The primary operations are check-in and check-out.

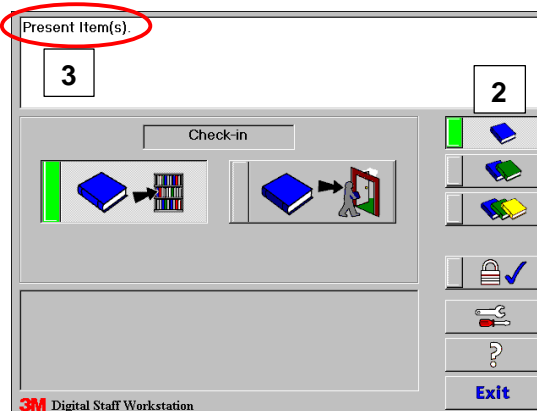
To select the operation:

- Select the Check-In (a) or Check-Out (b) button.



2 Select the Number of Items to Process (if enabled).

- If the library Administrator has configured the workstation to display Number of Items buttons, select the number of items to process.
- If no Number of Items buttons appear, the default setting (one item at a time) is in effect and you cannot select the number of items to process.



3 Follow the Instructions.

Instructions appear in the Message area. In this example, "Present Items."


Continued on next page...

Local and Remote Configurations


Use the following procedure to process items using the Digital Staff Workstation - Local and Remote configurations.

Check-in/Check-out

The check-in and check-out functions send IDs to the circulation system and secure, or un-secure the item. Check-in **(a)** and check-out **(b)** may be selected using the buttons to the right, or through the **Operation** menu.


-  If you configured the Administrative Settings to not allow choices (e.g., **Check-in only** or **Check-out only**), only one of these buttons will appear.

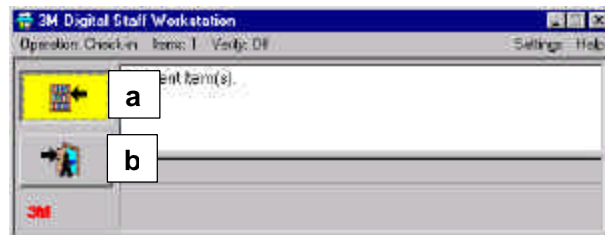
- 1 Select the operation. The primary operations are check-in and check-out.
 - Select the Check-In **(a)** or Check-Out **(b)** button.

-  You can use hotkeys to select the check-in and check-out buttons. Hotkeys have been assigned in the Companion software administrative settings. Refer to the *Digital Staff Workstation Administrator's Guide* for further information on hotkeys.

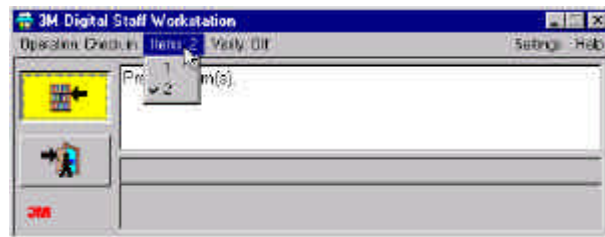
- 2 Select the number of items to process in the **Items** menu (if enabled)

- 3 Follow the Instructions.
Instructions appear in the Message area, such as "Present Items."

-  When a confirmation for an action is required, a button will be displayed on the right side of the message area. The example to the right shows a case where the edge sensors are covered and a confirmation is required for the **SECURE** action. The **Check-in** button is the default action so the user can press the **Enter** key on the keyboard to select it, or select the **Check-in** button on the screen.



Check-in and Check-out buttons



Companion UI Staff screen - Item menu



Check-in message in the Companion UI screen.

Continued on next page...

4 Place the Item on the Deck.

- Place the book or other item on the deck in the correct position for processing (shown at right). See **Placement of Items on the Deck – General Guidelines**.



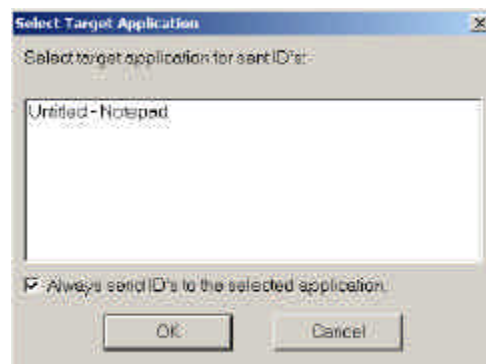
Correct Position For Processing

The system checks for a digital identification tag or bar code.

- j** If a digital identification tag is present, the workstation reads the tag.
- k** If a digital identification tag is not present, the workstation goes into scan mode, which means the bar code scanner will be turned on after a short delay and the workstation reads the bar code.



Depending on the configuration of the software wedge, you will be prompted to select a target application in the **Select Target Application** window to the right. This determines which application receives the item ID, or other information. To set the target application, refer to the *Software Wedge* section of this guide.



Select Target Application window

5 You will hear a sound.

The workstation emits several distinctive sounds:

- a **Thump Sound** produced when two adjacent non-edge sensors are covered and an item is secured/un-secured.
- a **Beep Sound** produced if the security strip in the item was not secured or un-secured (for example, for a video).
- an **Error Sound** or **Warning Sound** to indicate that error or warning conditions are detected.

6 Remove the item and place the next item on the deck for processing.

- After you hear the thump sound or beep sound, remove the item and place the next item on the deck. If an error/warning sound occurs, follow the on-screen instructions.

7 To continue processing items, repeat **Steps 4 - 6** above.

Item Placement

There are six sensors on the workstation deck. Sensors 6 and 1 are “edge sensors.” Sensors 5, 4, 3, and 2 are “inner (or non-edge) sensors.”

Correct Placement

Items correctly placed on the deck must be (**Figure 8**):

- touching the **back wall (a)** (for books, the spine should be touching the back wall),
- within (inside of) the **edge sensors (b)**, and
- covering at least **two adjacent inner sensors (c)**.

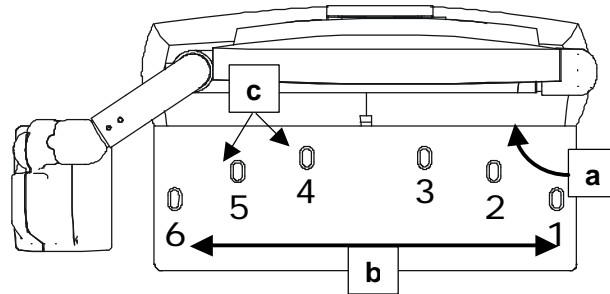


Figure 8: Correct placement on deck (top view)

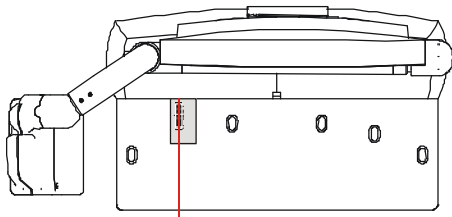
Oversize Items

If the item can't fit between the edge sensors, on-screen instructions will enable you to process the item.

Refer to the following pages for examples of correct and incorrect placement of bar-coded items and items with Digital ID tags.

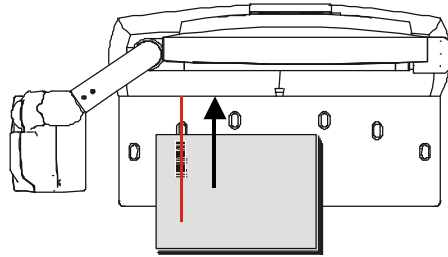
Placement of Bar-coded Items

Correct Placement
for
Barcoded Items

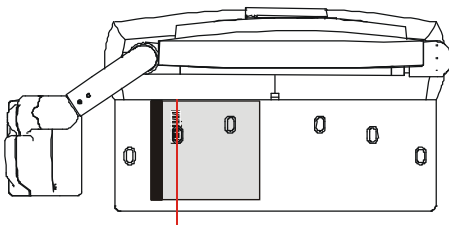


Patron Card

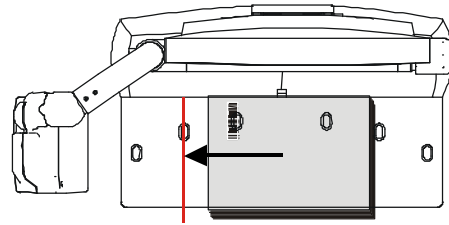
Incorrect Placement
for
Barcoded Items



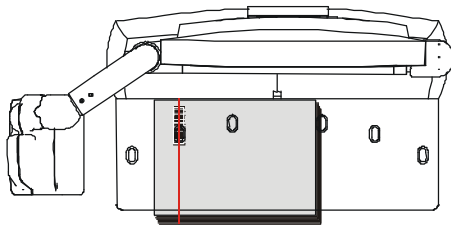
Move Item to Back Wall



CD



Move Item Under Scan Line



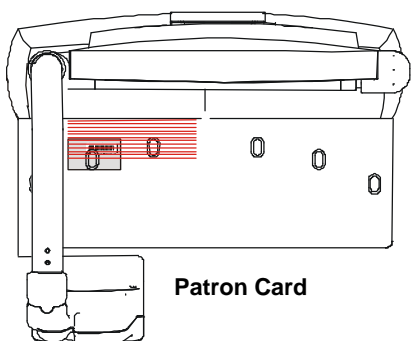
Book



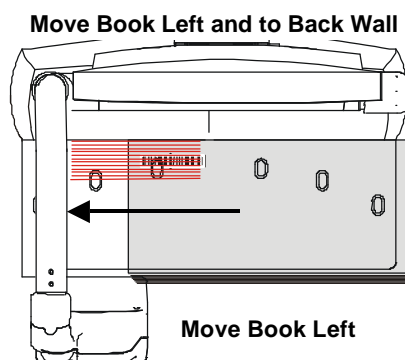
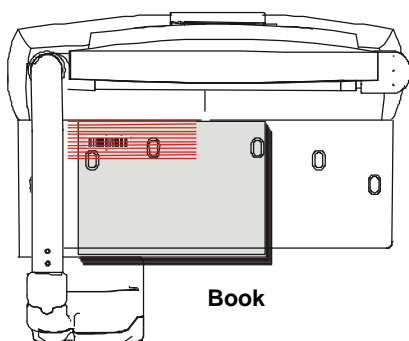
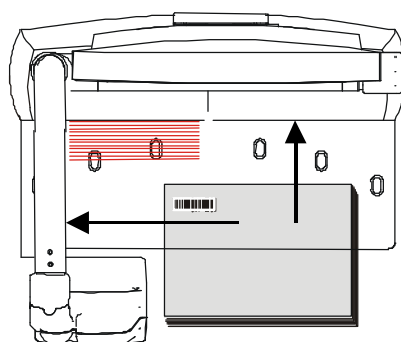
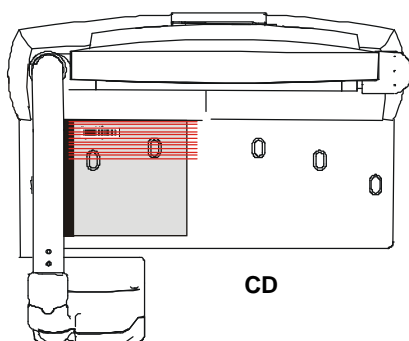
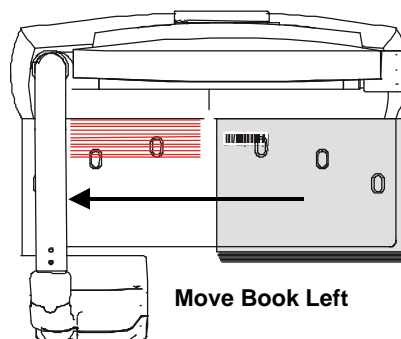
Scanner and bar code placement in your library may be different than shown above.

Placement of Bar-coded Items (Parallel Bar Codes)

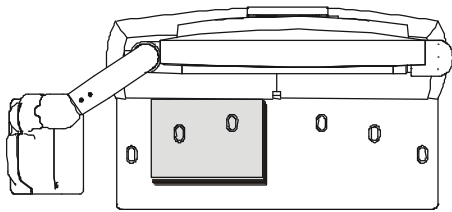
Correct Placement for
Bar-coded Items



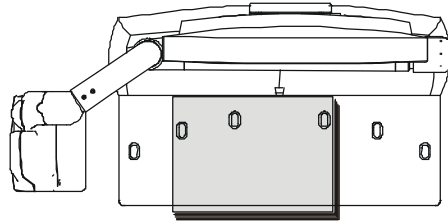
Incorrect Placement for
Bar-coded Items



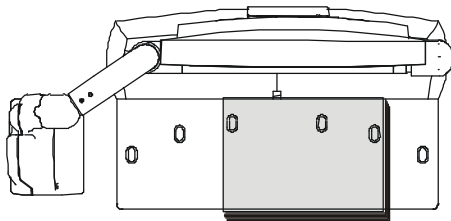
Placement of Items with Digital ID Tags (Correct)



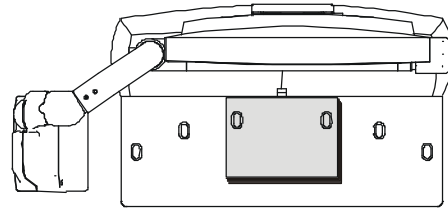
**Covering two adjacent
non-edge sensors left**



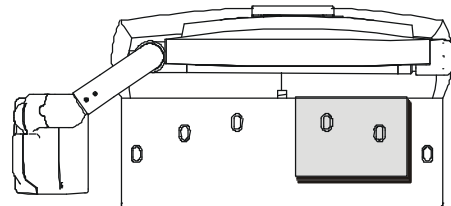
**Covering three adjacent
non-edge sensors left**




**Covering three adjacent
non-edge sensors right**



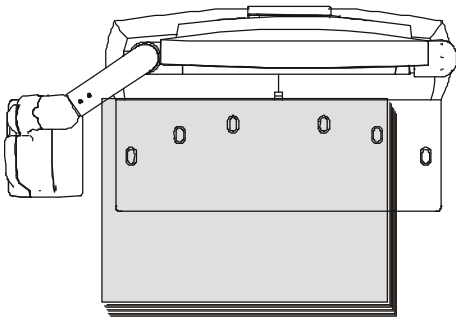
**Covering two adjacent
non-edge sensors center**



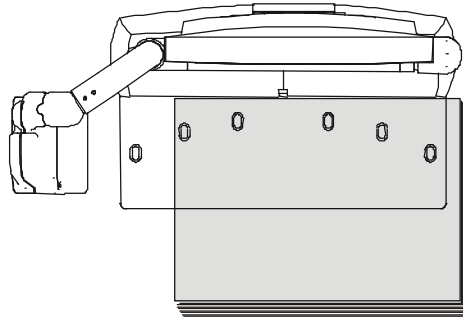
**Covering two adjacent
non-edge sensors right**

 For books, the spine or binding must be against the back wall of the deck.

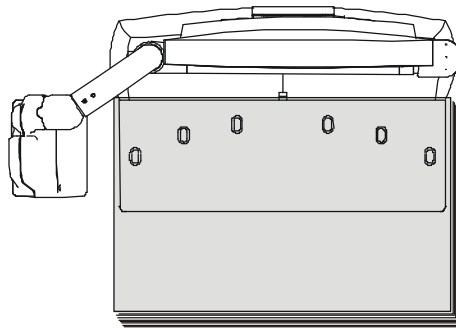
Placement of Items with Digital ID Tags (Warnings)



Oversize Book - Left



Oversize Book - Right

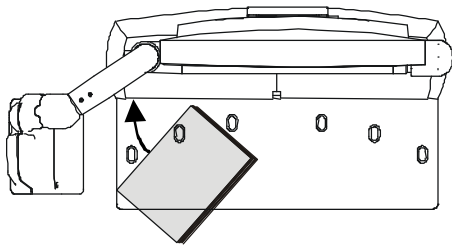


Oversize Book Covering Deck

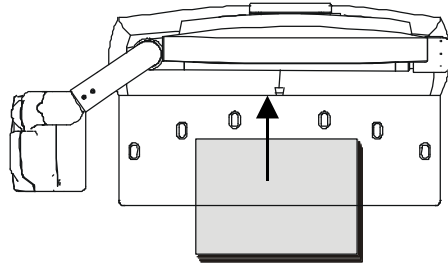


Oversize books will produce a warning sound. On-screen instructions will assist you in processing the items.

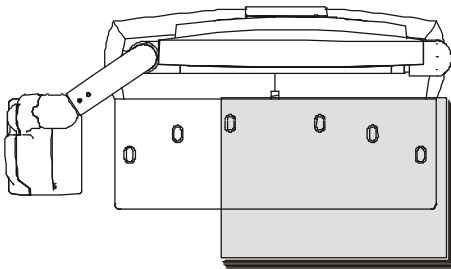
Placement of Items with Digital ID Tags (Incorrect)



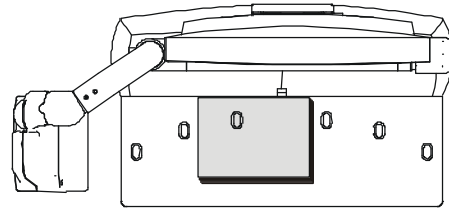
Move Item to Back Wall




Move Item to Back Wall



Edge Condition

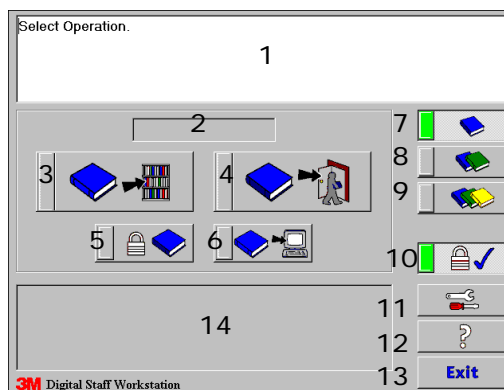


Covering Only One Sensor






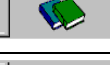

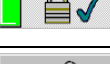



 For books, the spine or binding must be against the back wall of the deck.

Operations


The standard user interface is factory set to display the **Check-in** and **Check-out** buttons, the **Settings** button, the **Verify** button and the **Help** button. The library Administrator may choose to change the configuration settings and may select additional functions.




Standard user interface

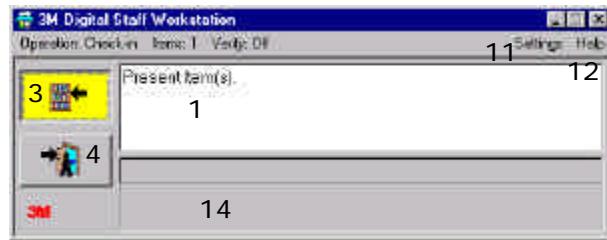
1 Message area	Displays instructions, conditions, and messages that prompt the user, such as “Present Items” or “Select Operation.” May also contain a button that appears only when needed; for example, to confirm that an item should be secured or un-secured.
2 Current Operation	Provides a description of the current operation; for example, Check-In, Check-Out, Secure Only, Un-secure Only, or Send ID Only.
 3 Check-In	Press to place the Staff Workstation in “check-in” mode. This allows you to secure an item (if appropriate) and send the item ID to the library circulation system.
 4 Check-Out	Press to place the Staff Workstation in “check-out” mode. This allows you to un-secure an item (if appropriate) and send the item ID to the library circulation system.
 5 Security	Turns the security function on and off. (Companion UI menu item)
 6 Send ID	Turns the Send ID function on and off. When on, the item ID is sent to the circulation system. (Companion UI menu item)
 7 One Item	Causes the Staff Workstation to expect one item to process at a time (Companion UI menu item)
 8 Two Items	Causes the Staff Workstation to expect two items to process at a time. (Companion UI menu item)
 9 Three Items	Causes the Staff Workstation to expect three items to process at a time (Companion UI menu item)
 10 Verify	Turns the verify function on or off. When you select Verify, the security strip verifier is turned on (Companion UI menu item)
 11 Settings	Accesses the sound volume setting, version information, languages, and the administrative settings. Accesses languages and Always on Top feature in the Companion user interface.
 12 Help	Accesses on-line help topics for the Staff Workstation.
 13 Exit	Displays the Exit dialog box.
14 Item information	Displays specific item status information, error feedback messages, and information about hardware devices, such as the tag reader and bar code scanner. Some messages can be cleared pressing the Enter key.

The Companion user interface (UI) for the Digital Staff Workstation allows you to perform the same functions as the standard user interface.

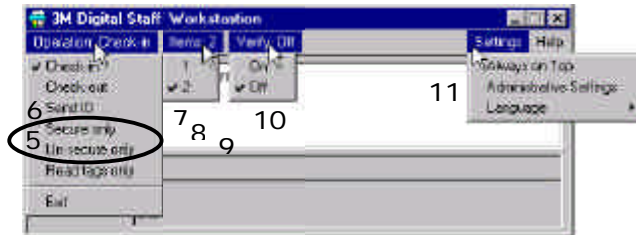
 Refer to the table on page 30 for user interface control descriptions.

The Companion UI uses a software program called a software wedge to send keyboard input and item IDs to the circulation system.

 Refer to the Digital Staff Workstation Administrator's Guide for information on administrative settings.



The Companion user interface (UI) allows you to control the Digital Staff Workstation from the same computer that runs the circulation software.




Companion UI Staff screen menus

Messages

Messages will appear in the message area in the Standard UI and Companion UI. When a confirmation for an action is required, a button will be displayed on the right side of the message area, as shown in the figure to the right. The button displayed is the default action so you can press the **Enter** key on the keyboard, touch the button, or click to select it.




Check-in message in the Companion UI screen.

 The menu selections that appear in the Companion user interface (UI) are selected in the **Administrative Settings** window that is accessed



through the Settings icon on the Digital Staff Workstation desktop.


 Refer to *Startup Procedure* and *Exit/Shutdown Procedure* in this guide for startup and shutdown procedures for Companion software in the Local and Remote configurations.

Check-In

To check items into the library:

1 Go into **Check-in** mode:

For the **Standard configuration**:

- Select the  button and follow the instructions on the screen.

For **Local and Remote configurations with the Companion UI**:

- Select the  button and follow the instructions on the screen.

2 Place an item on the deck within the designated area.

The item should be:

- touching the back wall (for books, the spine should be touching the back wall),
- within or inside of the edge sensors on the deck, and
- covering two adjacent non-edge sensors (sensors that are next to each other).

3 Position the item until the digital identification tag is read or the bar code is under the scan line.

4 When the digital identification tag is read or the bar code is scanned, you may hear a thump sound, which indicates that the security strip in the item was secured (if appropriate) and the item ID was sent to the library circulation system.

- If the workstation is in **Check-in** mode, you will receive the message "IDs Sent. Items Secured. Remove items."
- If user confirmation is required, a button is displayed on the right side of the message area.



The system can be set up to automatically switch to Check-Out mode. See **Check-Out**.



Changing to **Check-in** overrides any other current setting, unless **Auto-switch to Check-out with Library card** is selected in the **Administrative Settings** window - **Function** tab.




A complete check-in includes sending the item ID and securing the item, if applicable. On items where the security action is automatic, the item ID is not sent until the item is secured. On items where the security action must be confirmed, the item ID is sent before the confirmation message appears.

Check-Out


To check items out of the library:

1 Go into **Check-out** mode:

For the Standard configuration:

- Select the  button and follow the instructions on the screen.

For Local and Remote configurations with the Companion UI:

- Select the  button and follow the instructions on the screen.
- 2 Place an item on the deck within the designated area. The item should be:
- touching the back wall (for books, the spine should be touching the back wall),
 - within or inside of the edge sensors on the deck, and
 - covering two adjacent non-edge sensors (sensors that are next to each other).
- 3 Position the item until the digital identification tag is read or the bar code is under the scan line.
- 4 When the digital identification tag is read or the bar code is scanned, you may hear a thump sound, which indicates that the security strip in the item was un-secured (if appropriate) and the item ID was sent to the library circulation system.
- If the workstation is configured to send item IDs and to un-secure items, you will receive the message "IDs Sent. Items Un-secured. Remove items." In some cases, depending on item type or condition, unsecuring will occur automatically. In other cases, it must be confirmed by the user or will not occur.
 - If user confirmation is required, a button is displayed on the right side of the message area.



The workstation can be set up to automatically switch to **Check-Out** mode if the scanner is turned on, the patron card is placed over a single sensor on the scanner side of the deck, and the bar code is read. The patron ID is sent to the library circulation system and the workstation goes into **Check-Out** operation.




Changing to **Check-Out** overrides any other current setting.



A complete check-out includes sending the item ID and un-securing the item, if applicable. On items where the security action is automatic, the item ID is not sent until the item is un-secured. On items where the security action must be confirmed, the item ID is sent before the confirmation message appears.

Secure/Un-secure Only (if enabled)



-  Item types can be secured/un-secured automatically, secured/un-secured only after confirmation, or never secured. These settings can be modified in administrative settings. Refer to the *3M Digital Staff Workstation Model 795 Administrator Guide*.

To secure items only

The following steps will secure an item without sending the item ID to the library circulation system.

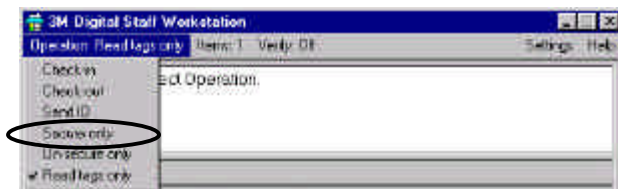
- 1 Go into **Check-in** mode:

For the Standard configuration:

- Select the  button. The message “Present Item(s)” appears in the message area on the screen.
- Select the  (Send ID) button to turn **OFF** sending IDs and follow the instructions on the screen.


For Local and Remote configurations with the Companion UI:

- Click **Secure only** in the **Operations** menu and follow the instructions on the screen.



Companion UI - Operation menu

- 2 Place an item on the deck within the designated area.
The item should be:
 - touching the back wall (for books, the spine should be touching the back wall),
 - within or inside of the edge sensors on the deck, and
 - covering two adjacent non-edge sensors (sensors that are next to each other).
- 3 Position the item until the digital identification tag is read or the bar code is under the scan line.
- 4 When the digital identification tag is read or the bar code is scanned, you will hear a thump sound, which indicates that the security strip in the item was secured.



-  For items requiring user confirmation to be secured, a variable button appears in the **Message** area requesting user confirmation. An example would be items long enough to cover the edge sensors. Other non-standard conditions may occur if fewer than the expected number of items is detected, or if a partial set is detected.

To un-secure items only

The following steps will un-secure an item without sending the item ID to the library circulation system.

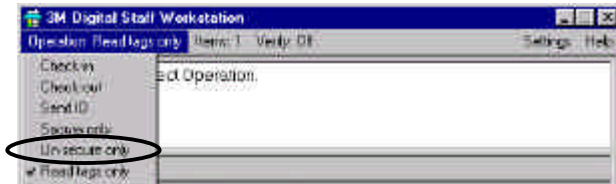
1 Go into **Check-out** mode:

For the Standard configuration:

- Select the  button.
- Select the  (Send ID) button to turn off sending IDs. You will receive the messages "Present items and Un-secure Only." Follow the instructions on the screen.

For Local and Remote configurations with the Companion UI:

- Click **Un-secure only** in the **Operations** menu and follow the instructions on the screen.



Companion UI - Operation menu




- 2** Place an item on the deck within the designated area. The item should be:
- touching the back wall (for books, the spine should be touching the back wall),
 - within or inside of the edge sensors on the deck, and
 - covering two adjacent non-edge sensors (sensors that are next to each other).
- 3** Position the item until the digital identification tag is read or the bar code is under the scan line.
- 4** When the bar code is scanned or the digital tag is read, you will hear a thump sound, which indicates that the security strip in the item was un-secured.

Send ID Only (if enabled)

To send item IDs to the library circulation system:

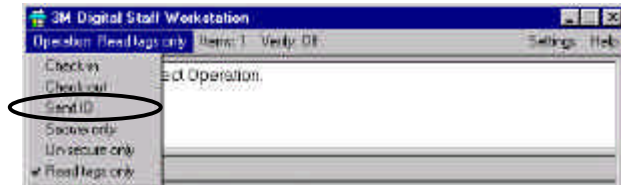
1 Go into **Check-in** or **Check-out** mode.

For the Standard configuration:


- Select the  button or the  button.
- Select the  (Security) button to turn **OFF** the security function. This will turn **ON** the Send ID Only function. Follow the instructions on the screen.

For Local and Remote configurations with the Companion UI:

- Click **Send ID** in the **Operations** menu and follow the instructions on the screen.



Companion UI - Operation menu

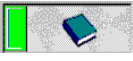


- 2 Place an item on the deck within the designated area. The item should be:
 - touching the back wall (for books, the spine should be touching the back wall),
 - within or inside of the edge sensors on the deck, and
 - covering two adjacent non-edge sensors (sensors that are next to each other).
 - 3 Position the item until the digital identification tag is read or the bar code is under the scan line.
 - 4 When the bar code is scanned or the digital tag is read, you will hear a confirmation sound, which indicates that the item ID was sent to the library's circulation system.
-  The icon on the Security button changes depending on whether **Check-in** or **Check-out** is selected.

Number of Items (if enabled)

To select the number of items to process at one time


For the Standard configuration:

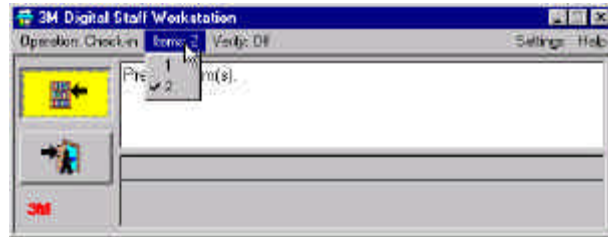
Select the appropriate item number button:

-  (to process one item)
-  (to process two items)
-  (to process three items)

For Local and Remote configurations with the Companion UI:

- Click the desired number of items in the **Items** menu. The number will appear in the menu bar next to **Items**.

-  The factory default setting is one item at a time with no number of items buttons appearing on the Staff screen. The library Administrator can adjust the total number of items to process at one time, as well as which buttons will display (if any).




Companion UI - Item menu

Verify

The verifier detects when an item with a secured security strip is placed on the workstation. When the verifier detects a secured security strip in an item, a green light located on the back wall of the workstation deck is turned **ON**. Otherwise, the green light is **OFF**.



To turn verify functions on and off:

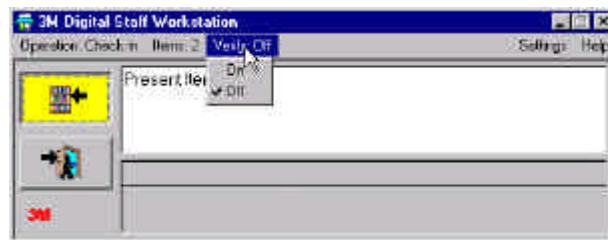
For the Standard configuration:

Select or de-select the  button. This will turn the Verify function **ON** or **OFF**.

For Local and Remote Configurations:

- Click **On** or **Off** in the **Verify** menu. The selection will appear in the menu bar next to **Verify**.

-  The factory default setting for Verify is User Choice - **ON**. This means the Verify function is **ON** by default and you are allowed to turn the function **ON** or **OFF**. The library Administrator can configure the Verify function through administrative settings to be **ON** or **OFF** by default, without user choice. In this case, neither the  button, nor the **Verify** menu appear on the Standard, or Local and Remote configurations.



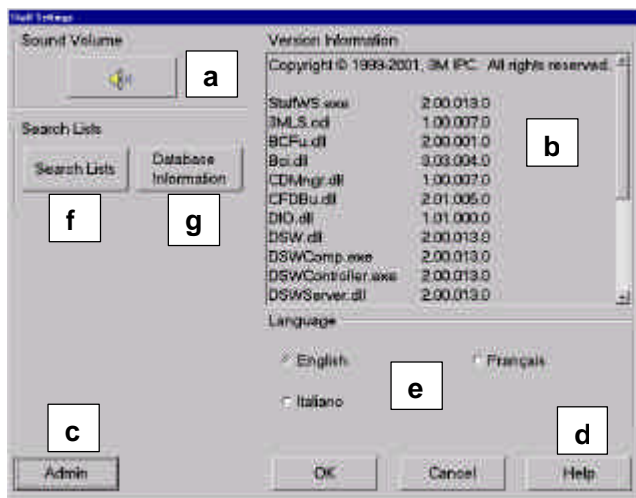
Companion UI - Verify menu

Staff Settings

Library personnel have access to various configuration settings in the **Staff Settings** window.

At the **Staff Settings** screen you can:

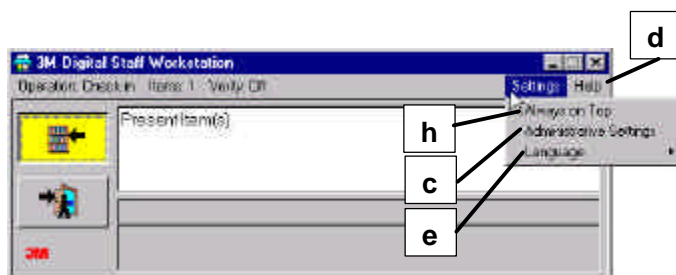
- Adjust the sound volume (a)
- View the software version information (b)
- Access the password-protected Administrative settings (c) (if you are a library Administrator)
- Access on-line help topics (d)
- Language selection (e)
- Access search lists (f)
- Access database information (g)
- Set **Always on Top** feature(h)



The Staff Settings window

Use the following menu selections to configure the Companion user interface (UI) to your library's needs. The menu selections that appear in the Companion UI are selected in the **Administrative Settings** window in the Digital Staff Workstation software.

Companion UI Settings menu – use to turn the **Always on top** functions on or off (ON = checked, OFF = not checked). You can also use the **Settings** menu to select a different **Language** for the Companion user interface.



Companion UI Staff screen - Settings menu

Accessing **Administrative Settings** requires a password. Refer to the *3M™ Digital Staff Workstation Administrator's Guide* for further information.

To access the **Staff Settings** window:

Standard Configuration: On the Staff screen, select the button. The **Staff Settings** screen appears.



Local Configuration: On the Windows desktop, double-click the button. The **Staff Settings** screen appears.



Remote Configuration:

- I Press the **Ctrl** key on the keyboard twice to toggle the KVM switch to Digital Staff Workstation computer.

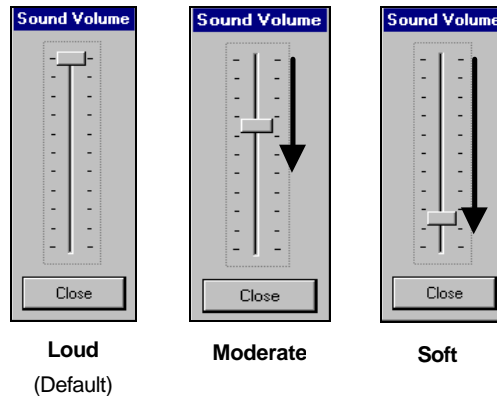


- m On the Windows desktop, double-click the button. The **Staff Settings** screen appears.


Adjusting the Sound Volume

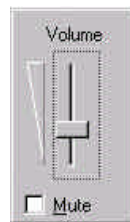
For Standard Configuration:

- 1 Click the **Sound Volume** button. A sound volume adjustment pop-up appears.
- 2 Adjust the sound volume by using the mouse to drag the volume adjustment bar (up or down) to the desired setting. You can also press the **Up** and **Down** arrow keys on the keyboard to adjust the setting.
- 3 Click the **Close** button.



For Local and Remote Configurations:



- 1 Click the Volume icon  in the Windows taskbar. The volume control appears.
- 2 Adjust the sound volume by using the mouse to drag the volume adjustment bar (up or down) to the desired setting. You can also use the Up and Down arrow keys to adjust the volume.
- 3 Click **Exit** in the **Options** menu to close the master volume control window.

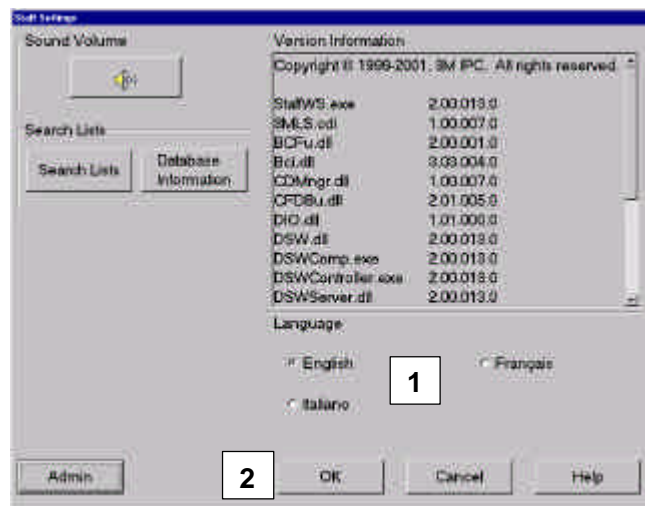


Volume Control

Setting the Language for the User Interface

For the Standard Configuration:

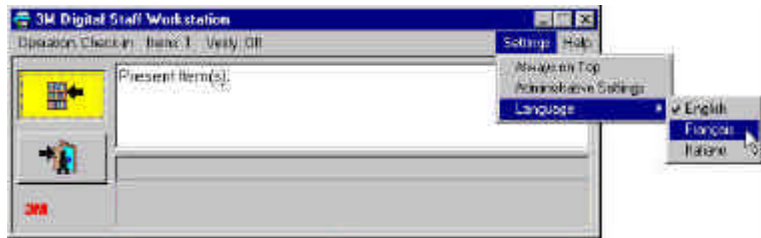
- 1 Click the button in the **Language** field that corresponds to the desired language. This controls the language that appears on the Digital Staff Workstation screens.
 The **Language** field appears in the **Staff Settings** window only when more than one language has been selected through the **Administrative Settings** window.
- 2 Click the **OK** button in the **Staff Settings** window.
 The languages that appear in the **Staff Settings** window can be changed through the **Administrative Settings** window (refer to the Digital Staff Workstation Administrator Guide).



Staff Settings window

For Local and Remote Configurations:

- 1 From the **Settings** menu, click **Language**.
- 2 From the **Language** list, select one of the supported languages.
 - The text in the Companion UI will be displayed in the selected language.



Select the language for the menus and messages on the Companion UI.

Using the Always on Top setting

If you select Always on top

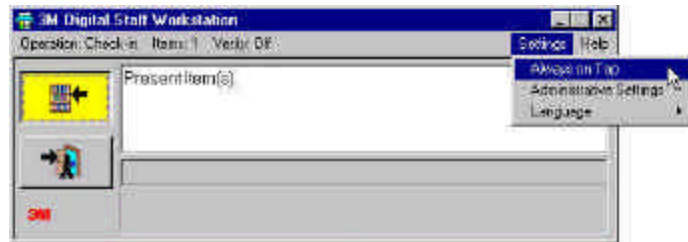
The Companion UI is always visible on the screen.

You can still use the Minimize button to remove the Companion UI from the screen.

If you do not select Always on top

The Companion UI will not necessary always be visible on the screen when it is running. However, it will be represented in the taskbar at the bottom of the screen.

If an error or confirmation message is displayed, the Companion UI will be displayed until the **Confirm** button is pressed or the item is removed.



Click Always on Top in the Settings menu.



Refer to the 3M™ Digital Staff Workstation Administrator Guide for information on **Administrative Settings**.

Search Lists (All Configurations)

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. Alerts display on the Staff screen for any items found on active search lists.

If the Search List feature of the Digital Staff Workstation software is enabled, the application automatically checks to see if the item being processed is on one of the search lists you have selected. If it is, you will be notified of the list it is on.



The **Search Lists** field appears in the **Staff Settings** window only when Search Lists are enabled and a database location is designated through the **Administrative Settings** window.

The Digital Staff Workstation software provides the option of using **search lists** to find library items.

Lists, Digital Data Manager (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. You load the memory card into the Digital Staff Workstation memory card drive and use the lists on the memory card as a basis for searching.



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

For more information on *lists*, see **Exporting Lists using DDM** below, or refer to the *3M™ Digital Conversion Software Staff Guide*.

For more information on the Digital Data Manager (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** and **Removing a Memory Card** in the appendix of this guide.

To Begin Using Lists

Before you can use search lists to identify items, you must first export the lists from your library's circulation system to a memory card using Digital Data Manager (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 perform searching for items, you do not need to export lists using DDM and there is no need for a memory card.


Enabling and Disabling Search Lists

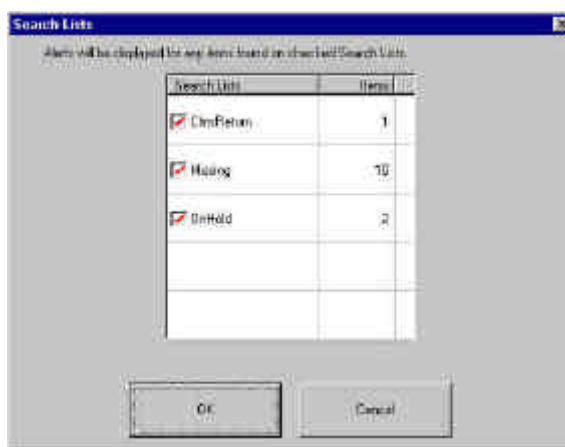
The **Search List** window displays *search lists* for the Memory Card Database and allows you to enable and disable *search lists*. To view the **Search Lists**

window, click  in the **Staff Settings** window.

Click the check boxes next to *search lists* to enable and disable them. 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. Refer to the Digital Staff Workstation Administrator's Guide for information on enabling search lists.

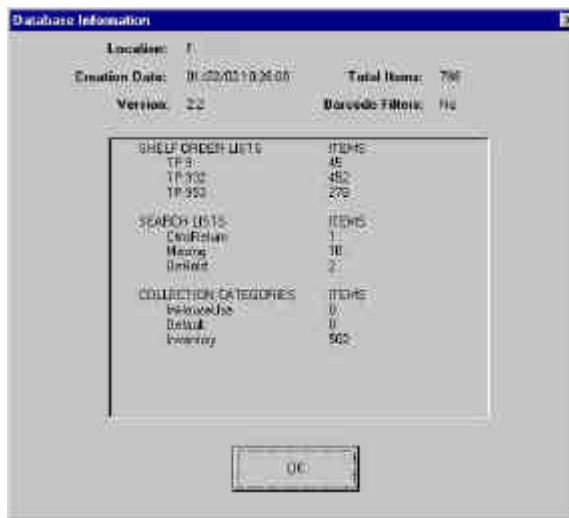


Search Lists window

Viewing Database Information

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 is available whenever a valid database location has been set. Refer to the User Guide for the 3M equipment you are using for further information.



Database Information window

Appendix

Items That Don't Fit on the Deck (Standard Configuration only)

If an item doesn't fit on the deck, you can still process the item using the **light pen**.

To process an item using the light pen, move the tip of the light pen across the surface of the item's bar code. The item's identification information is passed on to the library circulation system.

Sets

A set is two or more items – with or without a case and with the same item identifier – that will always be checked in, or checked out together.

The workstation can be set up (by the Administrator) to automatically process whole or partial sets of items (parts of a set that are detected at the same time).

If the workstation has been configured to process whole sets only and a partial set is detected, user confirmation is required to process the set.

No Activity

If there is no activity on the workstation for a period of time defined by the administrative settings, the workstation will revert to its default operation; for example, Read Tags Only, **Check-in**, or **Check-out**.

Running Conversion Software on the Digital Staff Workstation

You can run the conversion software on the Digital Staff Workstation, but you will need to exit the Digital Staff Workstation application and then start the Digital Conversion Station application.

For Standard Configuration:

- 1 To exit the Digital Staff Workstation application:
 - At the Staff screen, select the **Exit** button > **Exit** > **OK**.
- 2 To start the conversion software:
 - Click the Digital Conversion Station icon on the desktop.

or

 - At the Windows desktop, select **Start > Programs > 3M Library Systems > 3M Digital Conversion Station > 3M Digital Conversion Station**. The Digital Conversion Station software will take a few seconds to load.

For Local and Remote Configurations:

- 1 To exit the Digital Staff Workstation application:
 - Click **Exit** in the **Operations** menu.
- 2 If you're using the Remote configuration, use the KVM switch to change the selected computer to the Digital Staff Workstation computer.
- 3 To start the conversion software:
 - Click the Digital Conversion Station icon on the desktop.

or

 - At the Windows desktop, select **Start > Programs > 3M Library Systems > 3M Digital Conversion Station > 3M Digital Conversion Station**. The Digital Conversion Station software will take a few seconds to load.

For details on using the conversion software, refer to *the 3M[®] Digital Conversion Software Staff Guide* (for Staff users) and the *3M[®] Digital Conversion Software Administrator's Guide* (for Administrators).

Inserting a Memory Card

Ensure that the memory card is properly oriented and then insert it into the memory card drive.



Removing a Memory Card

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



CAUTION

DO NOT remove a memory card while the activity light on the memory card drive is flashing.

- 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. If this happens, you may have to use Windows to reformat the memory card.

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

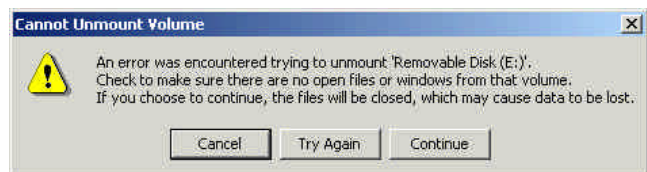
For Remote Configuration:

- n If you're using the Remote configuration, use the KVM switch to change the selected computer to the Digital Staff Workstation computer.

- 1 From 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 On 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.



Cannot Unmount Volume window