SelfCheck™ System
V-Series, R-Series, and BCS

Owners Manual

3M Security Systems Division
3M Center, Building 225-4N-14
St. Paul, Minnesota 55144-1000
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3M™ SelfCheck System V-Series, R-Series, and BCS Owners Manual
78-8129-2528-3 Rev 1

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Safety information

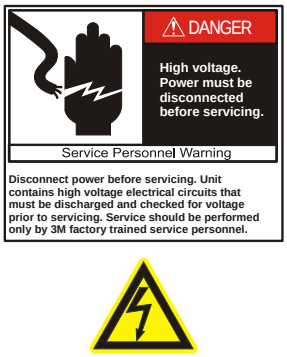
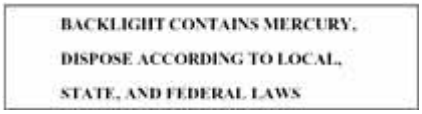
Read, understand, and follow all safety information contained in these instructions prior to installation and use of the 3M™ SelfCheck™ System V-Series Model 6410, 6420, and 7410, the 3M SelfCheck System V-Series Tabletop Models 6412, 6422, 7412, and 7422, the 3M SelfCheck System R-Series Model 8410, and 3M SelfCheck System BCS Model 9410. Retain these instructions for future reference.

Intended use

The 3M SelfCheck System V-Series Model 6410, 6420, and 7410, 3M SelfCheck System V-Series Tabletop Models 6412, 6422, 7412, and 7422, 3M SelfCheck System R-Series Model 8410, and 3M SelfCheck System BCS Model 9410 are intended for use by library patrons in checking out books with minimal assistance by library staff. The V-Series and R-Series models can be installed into a desk unit from 3M or into furniture provided by the customer. The V-Series Tabletop Models 6412, 6422, 7412, and 7422 and the BCS Model 9410 is intended for use on a desktop provided by the customer.

These systems must be installed as specified in their respective site planning guides and field service handbooks. They are intended for use in an indoor library environment and have not been evaluated for other uses or locations.

EXPLANATION OF SIGNAL WORD CONSEQUENCES	
⚠ **DANGER:**	Indicates a potentially hazardous situation, which, if not avoided, will result in death or serious injury and/or property damage.
⚠ **WARNING**:	Indicates a potentially hazardous situation, which, if not avoided, could result in death or serious injury and/or property damage.
⚠ **CAUTION:**	Indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate injury and/or property damage.
CAUTION:	Indicates a potentially hazardous situation, which, if not avoided, may result in property damage.

EXPLANATION OF PRODUCT SAFETY LABEL SYMBOLS	
	Attention: Read accompanying documentation
	**Risk of electric shock**
	**Display Unit: Mercury disposal hazard**
	Laser Scanner: Laser exposure

⚠ WARNING

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

- Do not attempt to modify or repair—no user serviceable parts—contact 3M Service for repair.
- Use approved system components installed by 3M service personnel only.
- Install system components into desk or enclosure according to instructions and specifications given in the appropriate site planning guide.

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 or repair—no user serviceable parts—contact 3M Service for repair.
- Install system components into desk or enclosure according to instructions and specifications given in the appropriate site planning guide.
- Do not use the V-cradle, coil driver box, interconnect box, appliance coupler, or computer 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 the PC, mercury in the monitor/ display, and/or any circuitry that contains lead in the solder:

- At the end of service life, dispose of the V-cradle, coil driver box, interconnect box, appliance coupler, computer, 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.

IMPORTANT NOTE

The Code of Federal Regulations (CFR) 21CFR1040.10 requires the following statement for products containing lasers:
Caution—use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous laser light exposure.

⚠ WARNING
To reduce the risk associated with fire due to a user or installer attempting to service the SelfCheck unit: • Do not attempt to modify or repair — no user serviceable parts — contact 3M Service for repair; • Use approved replacement components, installed by 3M Service personnel only.
To reduce the risk associated with hazardous voltage due to a user or installer attempting to service the SelfCheck unit or use of the system when damage has occurred to power cord: • Do not attempt to modify or repair — no user serviceable parts — contact 3M Service for repair; • Use approved replacement components, installed by 3M Service personnel only; • Do not use the SelfCheck Tabletop unit if the power cord is damaged — contact 3M Service for repair.
To reduce the risk associated with tipping over of the Selfcheck Tabletop unit due to placement on an unsuitable desk or table: • Insure that the furniture onto which the Selfcheck is placed is strong enough and provides a low slip surface to safely hold the unit to prevent tipping or falling; • Install SelfCheck in accordance with instructions and specifications given in the SelfCheck Tabletop Site Planning Guide.
To reduce the risk associated with back strain due to the heavy weight of the system: • Follow safe lifting procedures.

⚠ CAUTION
To reduce the risk associated with environmental contamination due to the incorrect disposal of the lithium battery in PC or mercury in monitor/display: • At the end of service life, dispose of Selfcheck unit and any accessories 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, or incorrect disposal of 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.

IMPORTANT NOTE
The Code of Federal Regulations (CFR) 21CFR1040.10 requires the following statement for products containing lasers: Caution—use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous laser light exposure.

⚠ WARNING

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

- Do not attempt to modify or repair—no user serviceable parts—contact 3M Service for repair.
- Use approved system components installed by 3M service personnel only.
- Install system components into desk or enclosure according to instructions and specifications given in the Model 8410 Site Planning Guide.

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 or repair—no user serviceable parts—contact 3M Service for repair.
- Install system components into desk or enclosure according to instructions and specifications given in the Model 8410 Site Planning Guide.
- Do not use the interconnect box, appliance coupler, or computer 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 interconnect 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.

IMPORTANT NOTE

The Code of Federal Regulations (CFR) 21CFR1040.10 requires the following statement for products containing lasers:
Caution—use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous laser light exposure.

⚠ WARNING

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

- Do not attempt to modify or repair—no user serviceable parts—contact 3M Service for repair.
- Use approved system components installed by 3M service personnel only.
- Install system components according to instructions and specifications given in the Model 9410 Site Planning Guide.

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 or repair—no user serviceable parts—contact 3M Service for repair.
- Install system components according to instructions and specifications given in the Model 9410 Site Planning Guide.
- Do not use the computer or monitor if any enclosures 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 the computer, monitor, printer, and laser scanner in accordance with federal, state and local requirements.

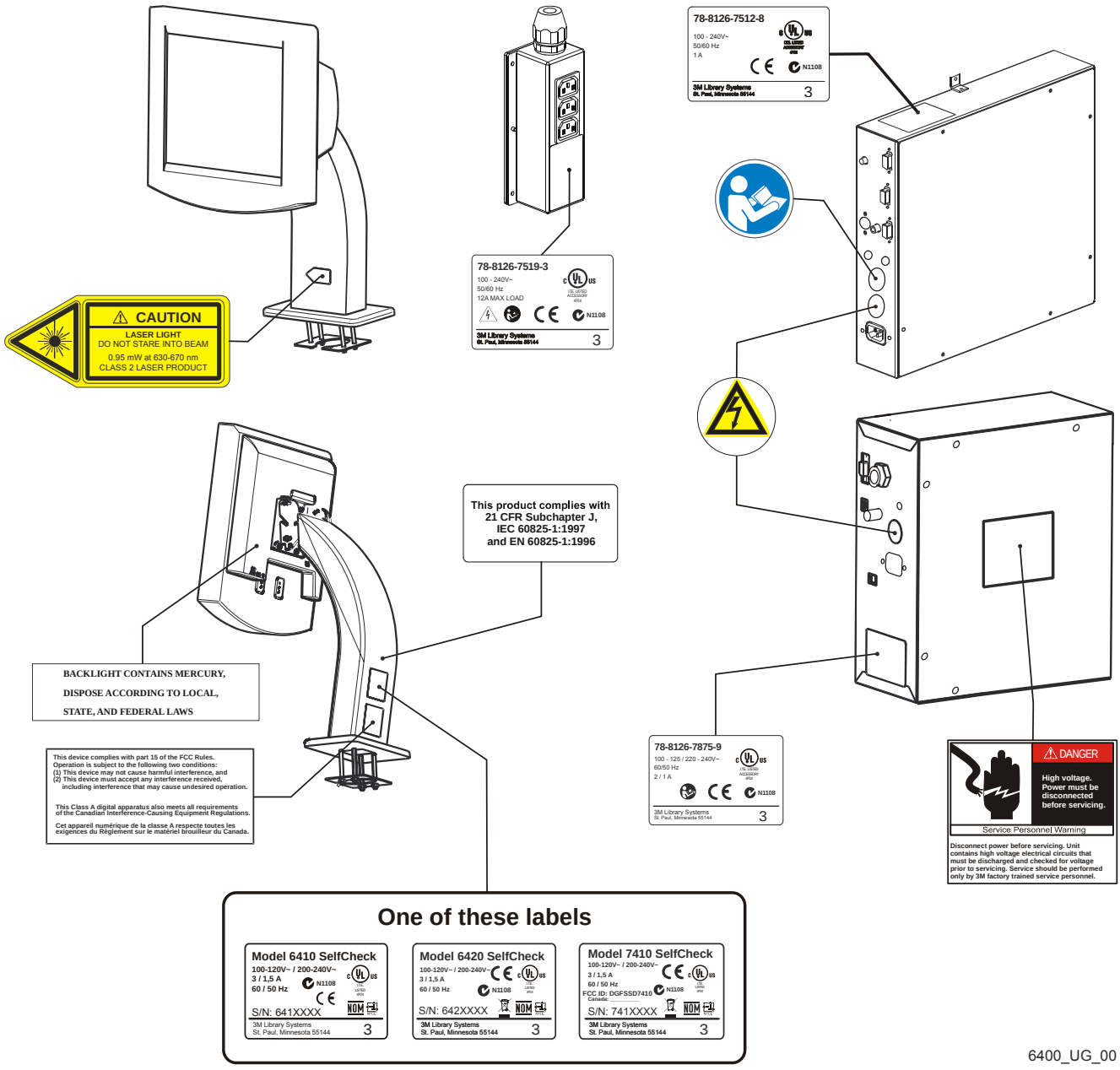
To reduce the risk associated with exposure to laser light due to a person looking into the laser scanner:

- 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.

IMPORTANT NOTE

The Code of Federal Regulations (CFR) 21CFR1040.10 requires the following statement for products containing lasers:
Caution—use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous laser light exposure.

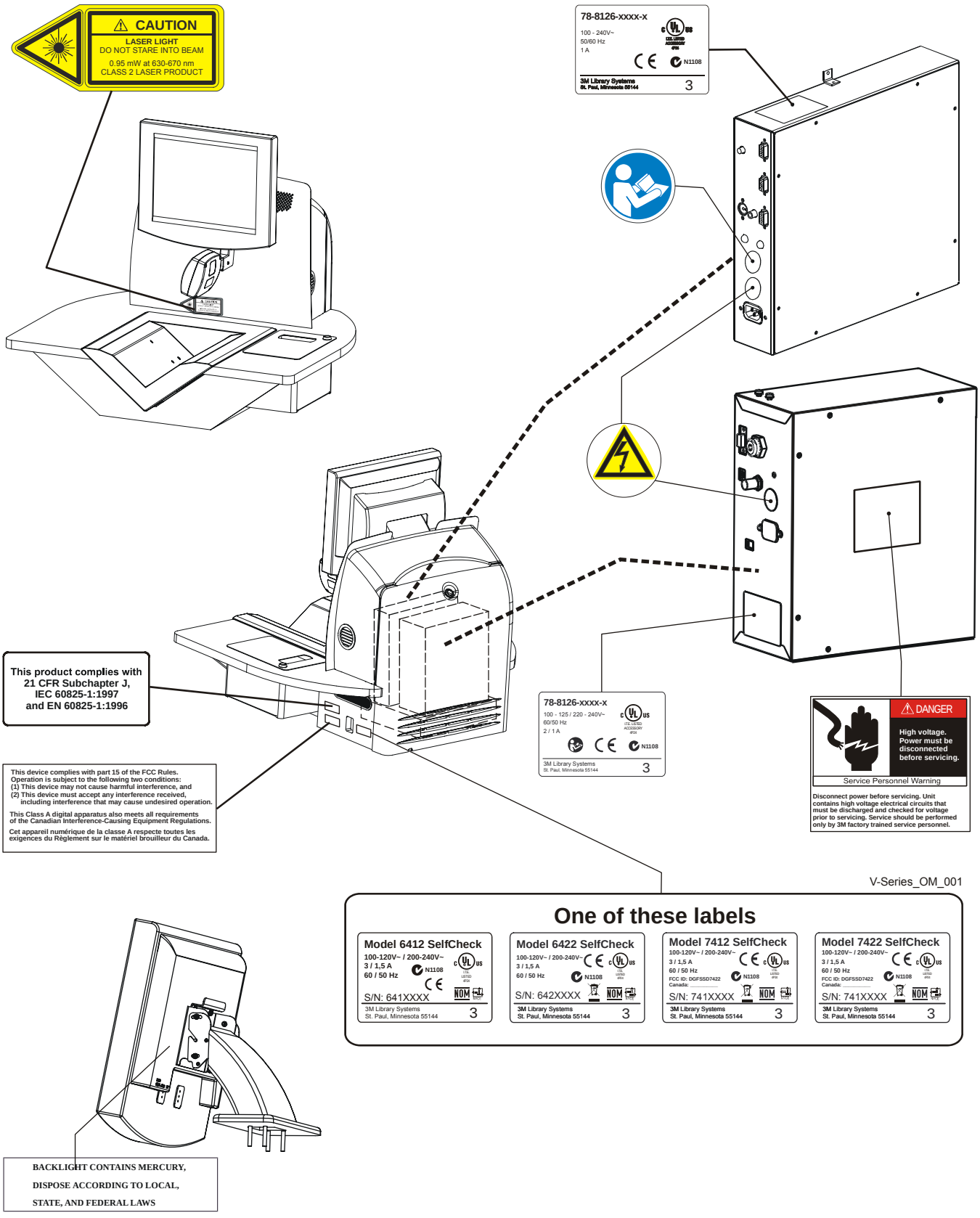
V-Series label locations



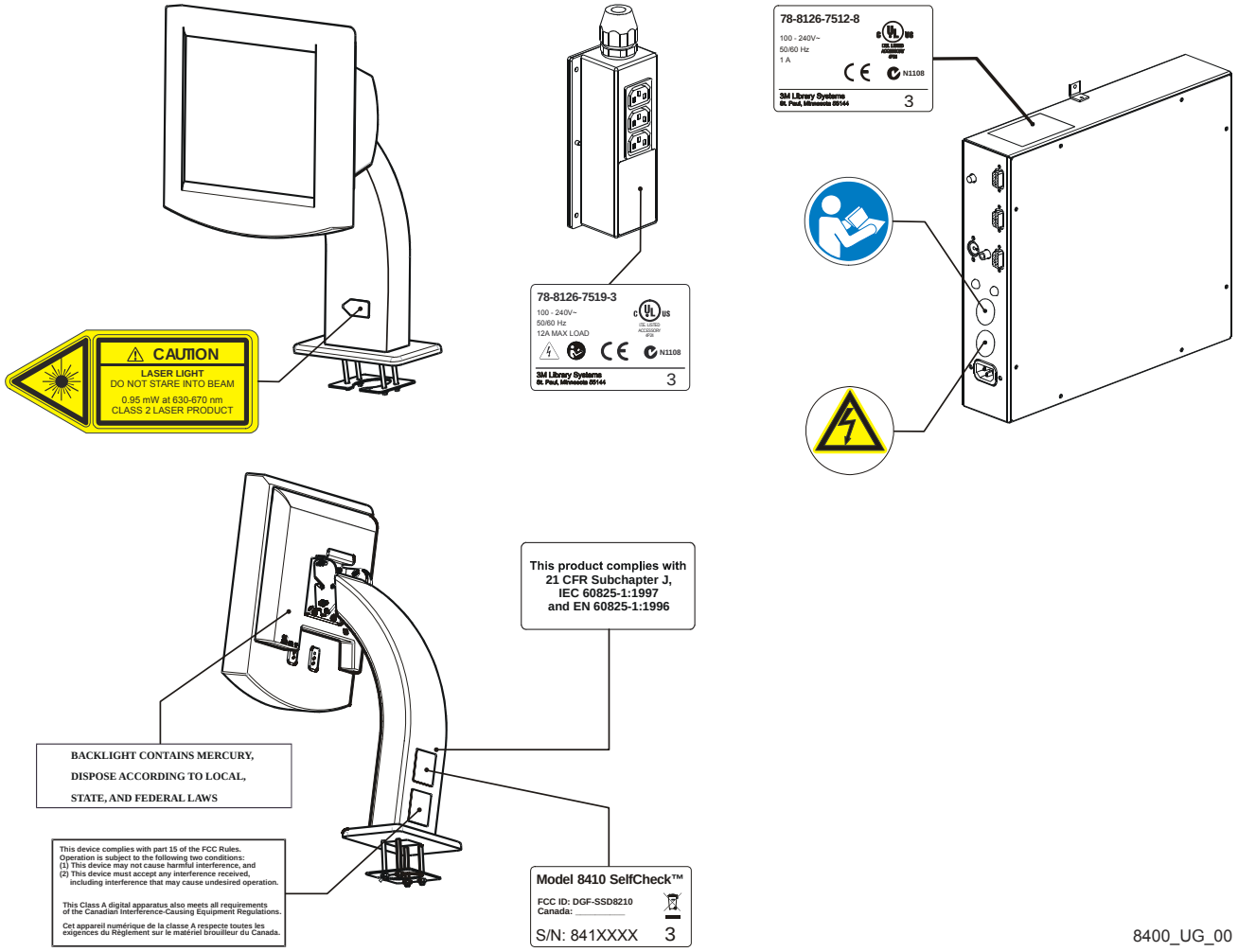
6400_UG_00

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

V-Series Tabletop Unit label locations

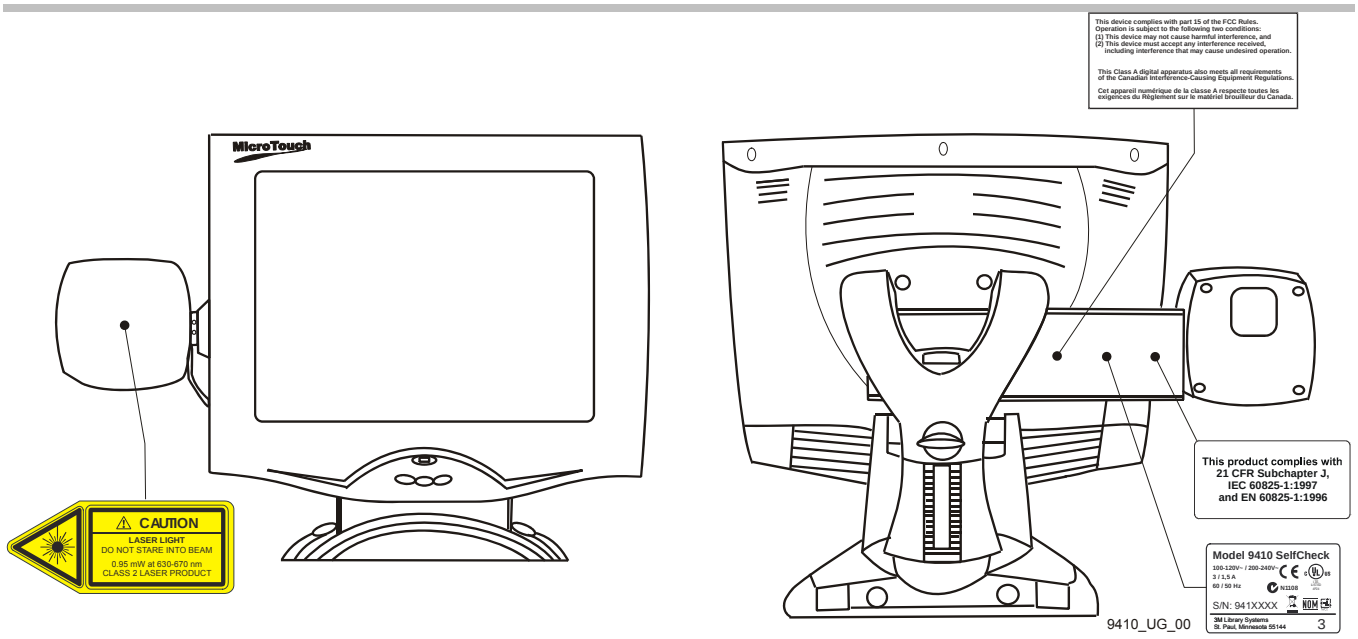


R-Series label locations



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

BCS label locations



Regulatory compliance

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 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 (Models 7410, 8410, 7412 and 7422 only)

Model 7410: FCC ID: DGFSSD7410
Model 8410: FCC ID: DGF-SSD8210
Model 7412 and Model 7422: FCC ID: DGFSSD7422
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.

Industry Canada radio frequency rules and regulations

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

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

EMC compliance Europe

This equipment complies with the requirements of the EMC directive.

Australia

This unit complies with the EMC requirements for Australia.

Japan

同梱の電源コードは当該製品専用です。

Overview

Welcome to the 3M™ SelfCheck™ System.
The SelfCheck system enables library customers to check library materials in and out by themselves. The system emulates the check-in and checkout procedures performed by library staff. In addition, the system can optionally operate in offline mode when the library's automated circulation system is unavailable.
Depending on the model, the SelfCheck system uses either a barcode scanner or a radio frequency identification (RFID) reader to identify items being checked into or out of the library. It also updates the library circulation database and turns security attributes on or off as required.
This *User Guide* contains safety information, machine specifications, commonly used procedures, and other information useful in the day-to-day operations of library staff. It also contains administrator-level configuration procedures.
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.

V-Series specifications

System physical characteristics (with cabinet)

Overall height	58.5 inches (148.6 cm)
Counter height	36 inches (91.4 cm)
Width	44.5 inches (112.9 cm)
Counter depth	26.5 inches (67.4 cm)
Base depth	34.5 inches (87.6 cm)
Weight Laminate top Corian® top	 314 lbs. (142 kg) 334 lbs. (151 kg)
Shipping weight Laminate top Corian® top	 364 lbs. (165 kg) 384 lbs. (174 kg)

System operating environment

Humidity	0% to 85% RH, non-condensing
Operating temperature	50° F to 93° F (10° C to 34° C)
Storage temperature	−22° F to 131° F (−30° C to 55° C)

System power requirements

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

Component specifications

Component	Dimensions	Weight	Electrical
Touch screen	16.1 in. × 10.2 in. × 15.7 in. 40.9 cm × 25.9 cm × 39.9 cm	16.3 lb 7.4 kg	12 VDC, 2.0 A
Scanner	2.59 in. × 1.38 in. × 3.47 in. 6.58 cm × 3.51 cm × 8.81 cm	7.5 oz 213 g	24 VDC, 300 mA
Printer	6.25 in. × 8.5 in. × 5.87 in. 15.9 cm × 21.6 cm × 14.9 cm	4.2 lb 1.9 kg	24 VDC, 3.0 A
Interconnect box	12 in. × 12 in. × 3 in. 30.5 cm × 30.5 cm × 7.62 cm	3.6 lb 1.6 kg	100–240 VAC, 1.0 A
Coil driver box	11.5 in. × 10 in. × 4.8 in. 29.2 cm × 25.4 cm × 12.2 cm	15.0 lb 6.8 kg	100–240 VAC, 1.0 A
V-cradle	6.6 in. × 16 in. × 18.4 in. 16.8 cm × 40.6 cm × 46.7 cm	5.0 lb 2.3 kg	Powered by coil driver box
Computer without stand	13.3 in. × 3.95 in. × 15.1 in. 33.8 cm × 10.1 cm × 38.4 cm	22.2 lb 10.1 kg	120 VAC, 5 A or 240 VAC, 2.5 A
Computer with stand	14.3 in. × 7.0 in. × 15.1 in. 36.3 cm × 17.8 cm × 38.4 cm	23.2 lb 10.5 kg	

Component	Dimensions	Weight	Electrical
Appliance coupler	3.25 in. × 3.0 in. × 32.25 in. (max.) 8.26 cm × 7.62 cm × 81.9 cm	1.24 lb 0.56 kg	100–240 VAC, 12.0 A

V-Series Tabletop Unit specifications

System physical characteristics

Height	31.0 inches (78.7 cm)
Width	36.0 inches (91.4 cm)
Depth	30.5 inches (77.5 cm)
Weight Laminate top Corian® top	 200 pounds (90.7 kg) 220 lbs. (99.8 kg)
Shipping weight Laminate top Corian® top	 250 lbs. (113 kg) 270 lbs. (122 kg)

System operating environment

Humidity	0% to 85% RH, non-condensing
Operating temperature	50° F to 93° F (10° C to 34° C)
Storage temperature	−22° F to 131° F (−30° C to 55° C)

System power requirements

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

Component specifications

Component	Dimensions	Weight	Electrical
Touch screen	16.1 in. × 10.2 in. × 15.7 in. 40.9 cm × 25.9 cm × 39.9 cm	16.3 lb 7.4 kg	12 VDC, 2.0 A
Scanner	2.59 in. × 1.38 in. × 3.47 in. 6.58 cm × 3.51 cm × 8.81 cm	7.5 oz 213 g	24 VDC, 300 mA
Printer	6.25 in. × 8.5 in. × 5.87 in. 15.9 cm × 21.6 cm × 14.9 cm	4.2 lb 1.9 kg	24 VDC, 3.0 A
Interconnect box	12 in. × 12 in. × 3 in. 30.5 cm × 30.5 cm × 7.62 cm	3.6 lb 1.6 kg	100–240 VAC, 1.0 A
Coil driver box	11.5 in. × 10 in. × 4.8 in. 29.2 cm × 25.4 cm × 12.2 cm	15.0 lb 6.8 kg	100–240 VAC, 1.0 A
V-cradle	6.6 in. × 16 in. × 18.4 in. 16.8 cm × 40.6 cm × 46.7 cm	5.0 lb 2.3 kg	Powered by coil driver box
Computer	xx.x in. × x.xx in. × xx.x in. xx.x cm × xx.x cm × xx.x cm	xx.x lb xx.x kg	120 VAC, 5 A or 240 VAC, 2.5 A

R-Series specifications

System physical characteristics (with cabinet)

Overall height	58.5 inches (148.6 cm)
Counter height	36 inches (91.4 cm)
Width	44.5 inches (112.9 cm)
Counter depth	26.5 inches (67.4 cm)
Base depth	34.5 inches (87.6 cm)
Weight Laminate top Corian® top	 278 lbs. (126 kg) 298 lbs. (135 kg)
Shipping weight Laminate top Corian® top	 328 lbs. (149 kg) 348 lbs. (158 kg)

System operating environment

Humidity	0% to 85% RH, non-condensing
Operating temperature	50° F to 93° F (10° C to 34° C)
Storage temperature	−22° F to 131° F (−30° C to 55° C)

System power requirements

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

Component specifications

Component	Dimensions	Weight	Electrical
Touch screen	16.1 in. × 10.2 in. × 15.7 in. 40.9 cm × 25.9 cm × 39.9 cm	16.3 lb 7.4 kg	12 VDC, 2.0 A
Scanner	2.59 in. × 1.38 in. × 3.47 in. 6.58 cm × 3.51 cm × 8.81 cm	7.5 oz 213 g	24 VDC, 300 mA
Printer	6.25 in. × 8.5 in. × 5.87 in. 15.9 cm × 21.6 cm × 14.9 cm	4.2 lb 1.9 kg	24 VDC, 3.0 A
Interconnect box	12 in. × 12 in. × 3 in. 30.5 cm × 30.5 cm × 7.62 cm	3.6 lb 1.6 kg	100–240 VAC, 1.0 A
Computer without stand	13.3 in. × 3.95 in. × 15.1 in. 33.8 cm × 10.1 cm × 38.4 cm	22.2 lb 10.1 kg	120 VAC, 5 A or 240 VAC, 2.5 A
Computer with stand	14.3 in. × 7.0 in. × 15.1 in. 36.3 cm × 17.8 cm × 38.4 cm	23.2 lb 10.5 kg	
Appliance coupler	3.25 in. × 3.0 in. × 32.25 in. (max.) 8.26 cm × 7.62 cm × 81.9 cm	1.24 lb 0.56 kg	100–240 VAC, 12.0 A

BCS Model 9410 specifications

System operating environment

Humidity	0% to 85% RH, non-condensing
Operating temperature	50° F to 93° F (10° C to 34° C)
Storage temperature	−22° F to 131° F (−30° C to 55° C)

System power requirements

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

Component specifications

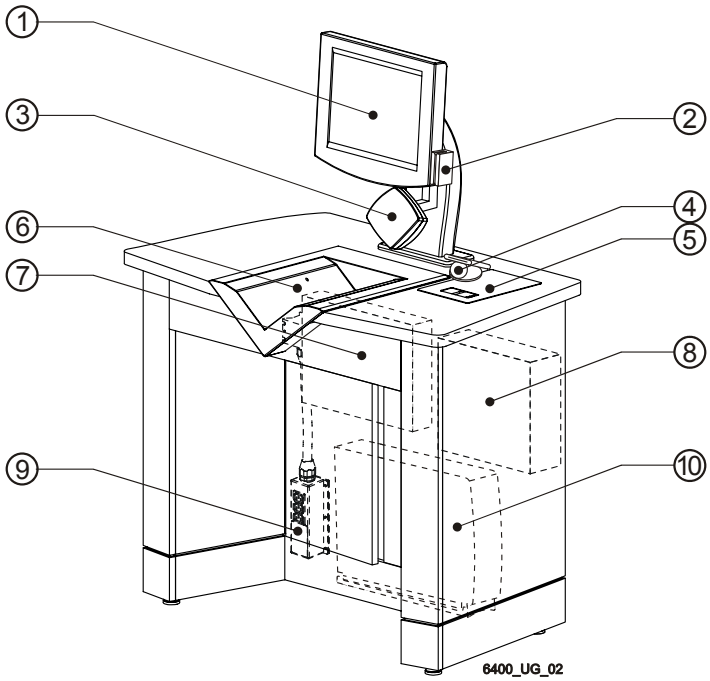
Component	Dimensions	Weight	Electrical
Touch screen	16.1 in. × 10.2 in. × 15.7 in. 40.9 cm × 25.9 cm × 39.9 cm	16.3 lb 7.4 kg	12 VDC, 2.0 A
Scanner	2.59 in. × 1.38 in. × 3.47 in. 6.58 cm × 3.51 cm × 8.81 cm	7.5 oz 213 g	24 VDC, 300 mA
Computer without stand	13.3 in. × 3.95 in. × 15.1 in. 33.8 cm × 10.1 cm × 38.4 cm	22.2 lb 10.1 kg	120 VAC, 5 A or 240 VAC, 2.5 A
Computer with stand	14.3 in. × 7.0 in. × 15.1 in. 36.3 cm × 17.8 cm × 38.4 cm	23.2 lb 10.5 kg	

Components

V-Series

The SelfCheck System V-Series models consist of the following components:

(1) Color touch screen monitor
(2) Magnetic card reader (optional)
(3) Barcode scanner
(4) Smart card reader (optional)
(5) Receipt printer
(6) V-cradle
(7) Interconnect box (inside furniture)
(8) V-coil driver box (inside furniture)
(9) Appliance coupler (inside furniture)
(10) Computer with keyboard and mouse (inside furniture)

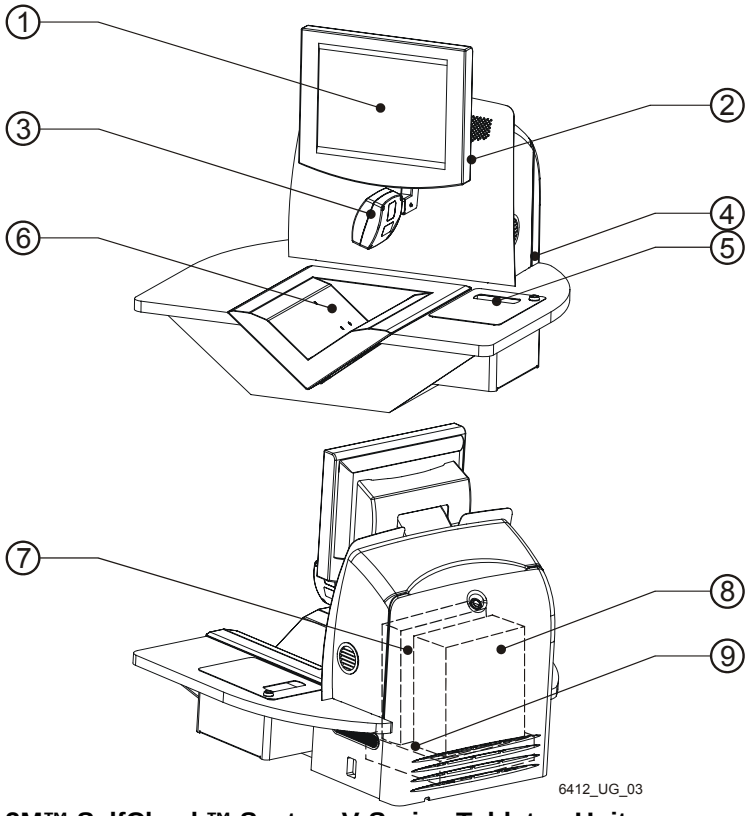


3M™ SelfCheck™ System V-Series components

V-Series Tabletop Units

The SelfCheck System V-Series Tabletop Unit models consist of the following components:

(1) Color touch screen monitor
(2) Magnetic card reader (optional)
(3) Barcode scanner
(4) Smart card reader (optional)
(5) Receipt printer
(6) V-cradle
(7) Computer (inside chassis)
(8) V-coil driver box (inside chassis)
(9) Interconnect box (inside chassis)

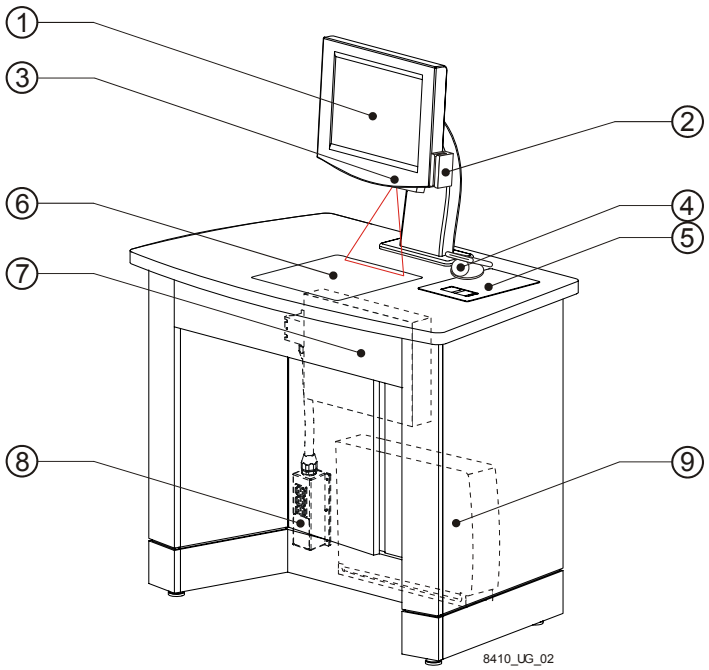


3M™ SelfCheck™ System V-Series Tabletop Unit components

R-Series

The SelfCheck System R-Series models consist of the following components:

(1) Color touch screen monitor
(2) Magnetic card reader (optional)
(3) Barcode scanner (behind monitor)
(4) Smart card reader (optional)
(5) Receipt printer
(6) RFID pad
(7) Interconnect box (inside furniture)
(8) Appliance coupler (inside furniture)
(9) Computer with keyboard and mouse (inside furniture)



3M™ SelfCheck™ System R-Series components

BCS Model 9410

The SelfCheck System BCS model consists of the following components:

(1) Barcode scanner
(2) Color touch screen monitor
(3) Computer
(4) Keyboard and mouse
(5) Receipt printer

3M™ SelfCheck™ System BCS components

⚠ WARNING

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

- Do not attempt to modify or repair—no user serviceable parts—contact 3M Service for repair.
- Use approved system components installed by 3M service personnel only.
- Install system components into desk or enclosure according to instructions and specifications given in the appropriate site planning guide.

⚠ WARNING

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 or repair—no user serviceable parts—contact 3M Service for repair.
- Install system components into desk or enclosure according to instructions and specifications given in the appropriate site planning Guide.
- Do not use the V-cradle, coil driver box, interconnect box, appliance coupler, or computer if any cases or power cords are damaged.

Color touch-screen monitor

The color touch-screen monitor displays animated graphics, messages, and other information to guide the customer through the operation of the SelfCheck system.

Magnetic card reader

The optional magnetic card reader reads magnetic strips that conform to industry standards. It can read numeric or alphanumeric data from the magnetic strip whether the data is recorded on track 1, track 2, or track 3.

Barcode scanner

The laser barcode scanner is mounted below, beside, or behind the touch screen monitor. The scanner is used for reading customer and item identification.

⚠ CAUTION

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.

Smart card reader

The optional smart card reader can be used for reading customer smart cards.

Receipt printer

The receipt printer is recessed into the cabinet that 3M provides and may be placed on the countertop in other installations. It is a thermal printer, which does not require toner or ribbons. Receipt printing can be turned on or off or made conditional on the printer paper supply. Receipt text and graphics can be edited in the 3M™ SelfCheck™ System Manager.

V-cradle

The V-cradle is where library items are placed for processing on V-Series models. The unique shape of the V-cradle aids customers in placing the items for scanning and desensitizing. The V-cradle contains electronic circuitry that desensitizes or resensitizes Tattle-Tape security strips in the V1 and V2 models and RFID tags in the V3 model. It also contains sensors that ensure that the items are placed correctly.

RFID reader pad

The reader pad, which typically is mounted inside or under the countertop of R-Series models, communicates with RFID tags placed in library items. Each tag is encoded with item identification information using the 3M™ Staff

Workstation or 3M™ Conversion Station. The SelfCheck system uses the information in the RFID tag to check materials in and out. It also turns on a security feature in the tag when it checks items in, and turns it off when it checks items out. Using RFID, several items can be processed at one time. For more information about RFID technology, see http://www.3m.com/us/library.

Interconnect box

The interconnect box is installed inside SelfCheck system furniture. It contains power supplies for the accessory components. It is so called because several of the other components plug into it.

V-coil driver box

The V-coil driver box is installed inside SelfCheck System V-Series furniture. It contains the circuitry that drives the electromagnetic coil in the V-cradle.

Appliance coupler

The appliance coupler is a three-outlet power strip with a remote switch placed at a convenient height. It supplies power to the other components. The appliance coupler switch is the master switch for the SelfCheck system.

Computer

The SelfCheck system computer is a personal computer installed inside the SelfCheck system furniture.

⚠ CAUTION

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

- At the end of service life, dispose of the V-cradle, coil driver box, interconnect box, appliance coupler, computer, monitor, and laser scanner in accordance with federal, state, and local requirements.

Communications

The SelfCheck system communicates with the library's circulation system over the library's local area network using the Standard Interface Protocol (SIP 1.0 or SIP 2.0) or NCIP, the circulation interface protocol developed by the National Information Standards Organization.
The system communicates with customers by reading their library IDs and guiding them through the checkout or check-in process. The SelfCheck system displays instructions to help the customers solve problems. If these fail, the system instructs customers to ask for help at the circulation desk.

Barcode formats

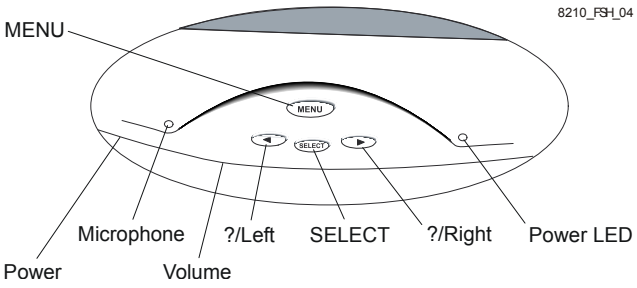
The SelfCheck system can identify customers and library items by reading barcodes. Several barcode formats, or symbologies, are installed on the SelfCheck system by default:

- Codabar
- Code 39
- Plessey
- Telepen Numeric
- Code 128
- Straight 2 of 5
- UPC-A 12

If your library uses a barcode format that is not installed, the administrator can enable it from SelfCheck System Manager.

Touch screen monitor controls

The SelfCheck system uses a touch screen monitor to guide customers through check-in and checkout. To adjust the display, use the monitor's on-screen menu to adjust display characteristics, such as brightness, contrast, and color. Do *not* change the display resolution, for the default resolution is optimized for the SelfCheck system graphics.



SelfCheck system monitor controls

To adjust the display

1. Press the menu key to display the main menu.
2. Using the selection keys, make adjustments as required.
3. Exit the main menu by pressing the menu key again.

To lock the controls

1. Press SELECT, and then press the left arrow key (◄). Press both keys for 10 seconds. DO NOT RELEASE.
2. While continuing to press the first two keys, press the right arrow key (►), and then hold all three keys for an additional 10 seconds.

To unlock the controls

Repeat the procedure for locking the controls.