3M™ SelfCheck™ Model 7410 System Operational Description

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 off-line mode when the library's automated circulation system is unavailable.

Depending on the model, the SelfCheck system uses either a barcode scanner or 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.

The SelfCheck system uses a touch screen monitor to guide customers through check-in and checkout.

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.

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, Interleaved 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.

The SelfCheck system communicates with the library's circulation system over the library's local area network using the 3M™ Standard Interface Protocol (SIP 1.0 or SIP 2.0) or NCIP, the circulation interface protocol developed by the National Information Standards Organization.

The SelfCheck system uses an admin control card that allows you to administrator the system without using the keyboard or mouse. When you scan the control card, the system brings up a screen on the touch screen monitor that allows you to do the following:

- ❑ Access the administrative web application
- ❑ Initiate shutdown of the SelfCheck System
- ❑ Attempt a reconnection with the ILS
- ❑ Restart SelfCheck System software

The 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.

This model can be installed into a desk unit from 3M or into furniture provided by the customer. This system must be installed as specified in the site planning guide and field service handbook.

This model is intended for use in an indoor library environment and has not been evaluated for other uses or locations.