



**SelfCheck™ System
V-Series V1, V2, V3
Model 6410, 6420, 7410**

**SelfCheck™ System BCS
Model 9410**

User Guide

**3M™ SelfCheck System
Software Version V2.xx**

3M Library Systems

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3M™ SelfCheck™ System V-Series and SelfCheck System BCS User Guide

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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 and 3M SelfCheck™ System BCS Model 9410. Retain these instructions for future reference.


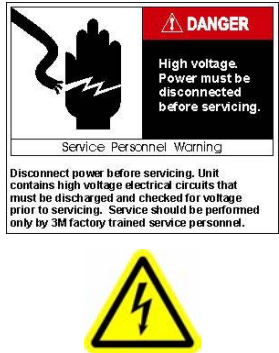

Intended use


The 3M™ SelfCheck™ System V-Series Model 6410, 6420, and 7410 and 3M SelfCheck™ System BCS Model 9410 is intended for use by library patrons in checking out books with minimal assistance by library staff. The V-Series Models can be installed into a desk unit from 3M or into furniture provided by the customer. 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.

Safety information for the V-Series Models 6410, 6420, and 7410

EXPLANATION OF PRODUCT SAFETY LABEL SYMBOLS	
	<p>Attention: Read accompanying documentation</p>
 <p>Service Personnel Warning</p> <p>Disconnect power before servicing. Unit contains high voltage electrical circuits that must be discharged and checked for voltage prior to servicing. Service should be performed only by 3M factory trained service personnel.</p>	<p>Risk of electric shock</p>
<p>BACKLIGHT CONTAINS MERCURY, DISPOSE ACCORDING TO LOCAL, STATE, AND FEDERAL LAWS</p>	<p>Display Unit: Mercury disposal hazard</p>
	<p>Laser Scanner: Laser exposure</p>

 WARNING	
<p>To reduce the risk associated with fire due to modification or incorrect installation of system components or the use of non-approved replacement components:</p> <ul style="list-style-type: none"> ▪ Do not attempt to modify or repair — no user serviceable parts inside — 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. 	
<p>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:</p> <ul style="list-style-type: none"> ▪ Do not attempt to modify or repair — no user serviceable parts inside — 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.

Safety information for the SelfCheck System BCS Model 9410

EXPLANATION OF PRODUCT SAFETY LABEL SYMBOLS	
	Attention: Read accompanying documentation
	Risk of Electric Shock
<p>BACKLIGHT CONTAINS MERCURY, DISPOSE ACCORDING TO LOCAL, STATE, AND FEDERAL LAWS</p>	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 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 *SelfCheck System BCS 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:

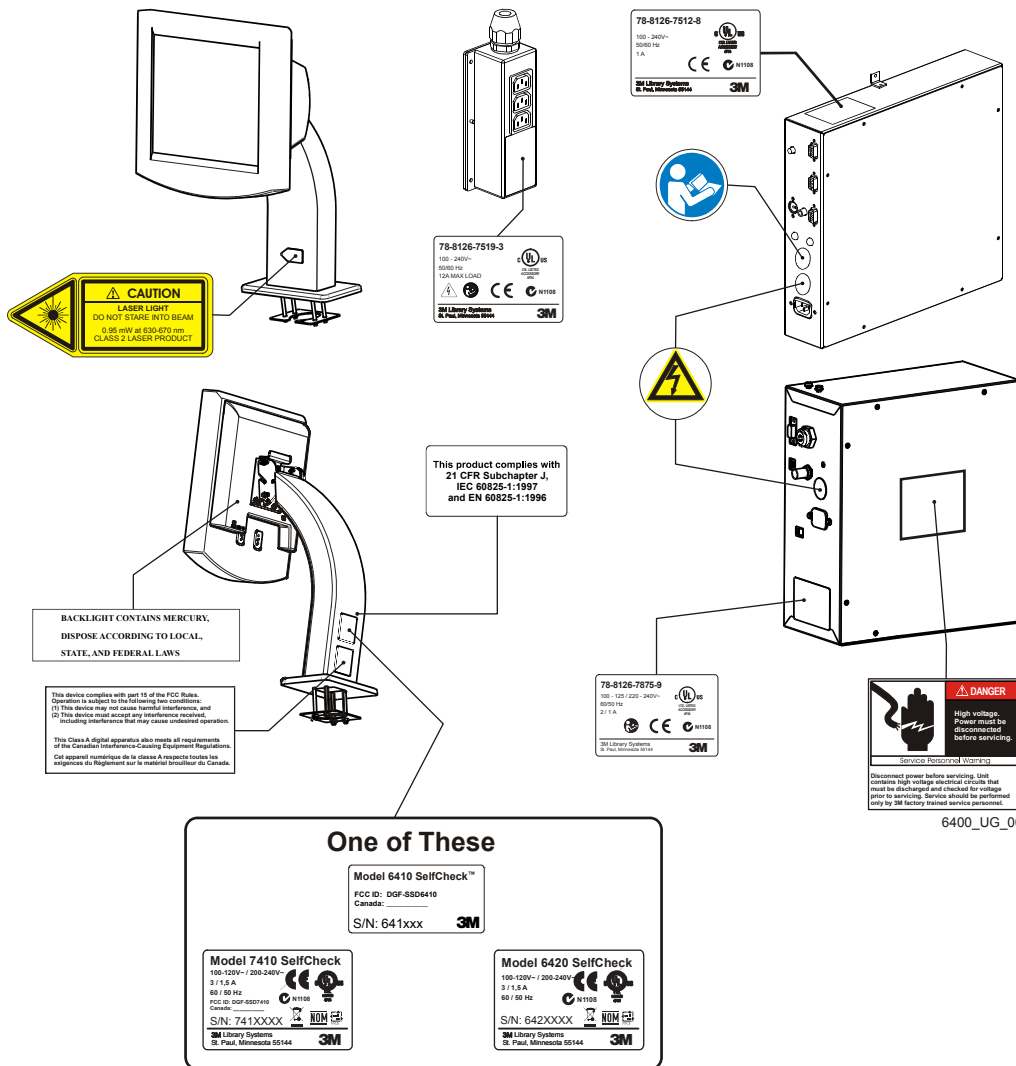
- Do not look directly into laser scanner device;
- At the end of service life, dispose of laser scanner in accordance with federal, state and local requirements.

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.

SelfCheck System V-Series label locations



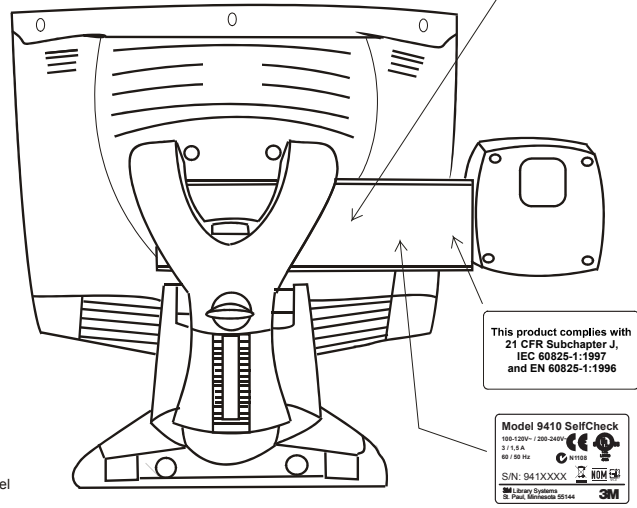
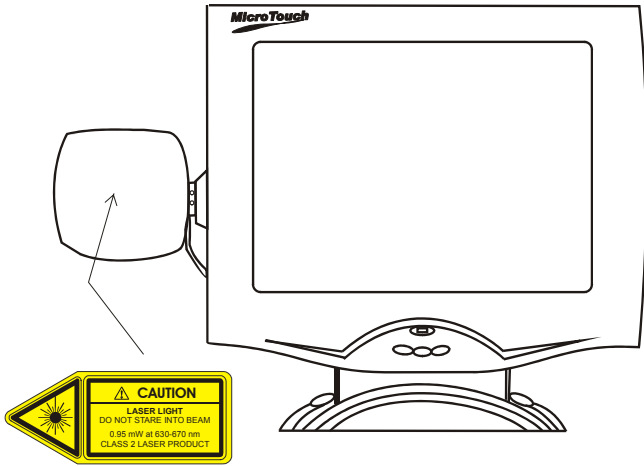
6400_UG_00

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

SelfCheck System BCS Model 9410 label locations

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.

This Class A digital apparatus also meets all requirements of the Canadian Interference-Causing Equipment Regulations.
 Cet appareil numérique de la classe A respecte toutes les exigences de Règlement sur le matériel brouilleur du Canada.



9410_xxx_label

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 (Model 7410 only)

FCC ID: DGF-SSD7410.

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.

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 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.

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	260 lbs. (118 kg)
Shipping Weight	310 lbs. (141 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

Component	Dimensions	Weight	Electrical
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	
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

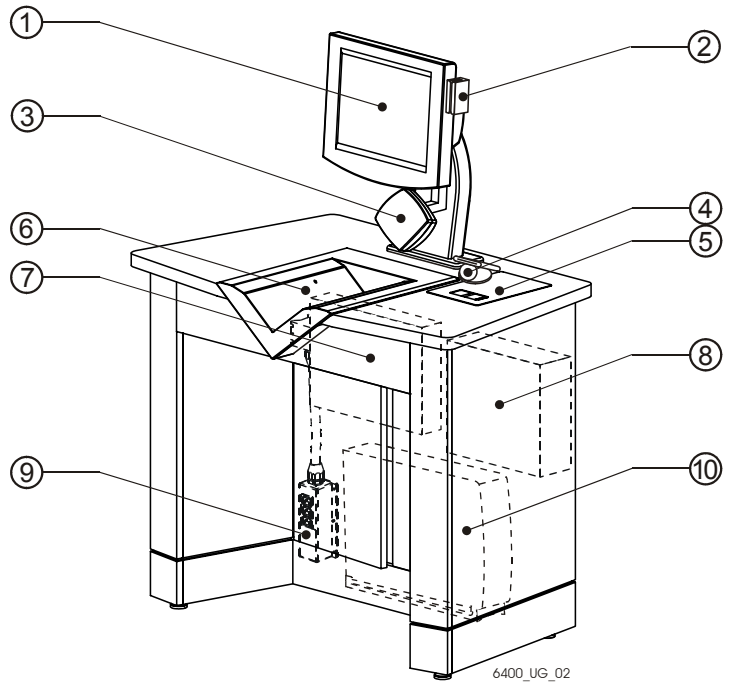
Component specifications

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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	

V-Series components

The 3M™ 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 (may be recessed in cabinet)
- (6) V-cradle
- (7) Interconnect box (inside furniture)
- (8) V-coil driver box (inside furniture)
- (9) Appliance coupler (inside furniture)
- (10) Computer (inside furniture)



3M™ SelfCheck™ System V Series

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 inside — 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 inside — 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 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 is typically placed on the countertop in other installations. The receipt printer is a thermal printer. It 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. The unique shape of the V-cradle aids customers in placing the items for scanning and desensitizing. The V-cradle contains electronics that desensitizes or resensitizes Tattle-Tape security strips or barcodes placed on items. It also contains sensors that ensure the items are placed correctly.

Interconnect box

The interconnect box is installed inside the 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 also installed inside the SelfCheck system 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
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<p>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:</p>
--

- | |
|---|
| <ul style="list-style-type: none">▪ 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. |
|---|

BCS Model 9410 components



- 1 Barcode scanner
- 2 Color touch screen monitor
- 3 Computer
- 4 Keyboard and mouse
- 5 Printer

Barcode scanner

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

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.

Receipt printer

The receipt printer is a thermal printer that 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.

Communications

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 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
- Interleaved 2 of 5
- UPC-A 12

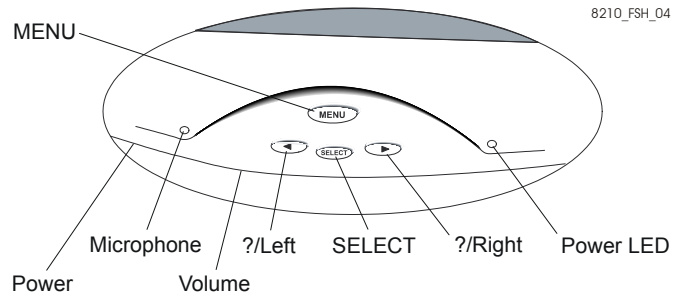
If your library uses a barcode format that is not installed, the administrator can enable it from SelfCheck System Manager.

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, since the default resolution is optimized for the SelfCheck system graphics.

To adjust the display

- 1 Press the menu button to display the main menu.
- 2 Make adjustments as required using the selection buttons.
- 3 Exit the main menu by pressing the menu button again.



SelfCheck system monitor controls

Control card

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

Startup and shutdown

Use the following procedures to start the SelfCheck system, to reconnect it, to restart it, or to shut it down.

Starting the 3M™ SelfCheck™ System

Press the main power switch on the back of the SelfCheck system.

The SelfCheck system software starts automatically after Windows loads.

Reconnecting to the ILS

Use this procedure to reconnect to the ILS after system failure. Reconnect only after the SelfCheck system is out of service.

- 1 Scan the Admin control card.
- 2 Press the **Reconnect** button.



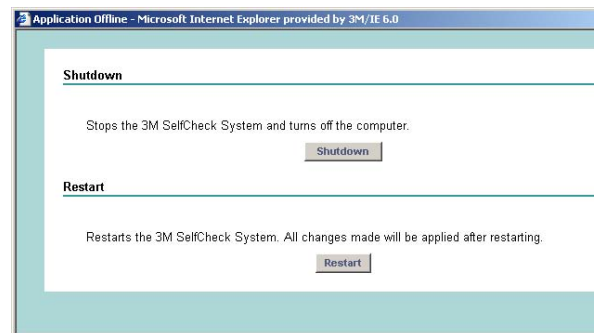
Administration Page

Restarting the 3M™ SelfCheck™ System

Use **Restart** if you need to restart the SelfCheck system. This procedure does **not** restart the SelfCheck system computer.

To restart using the Manager

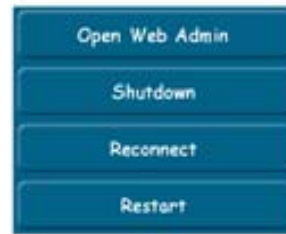
- 1 Open SelfCheck System Manager. (See “Opening 3M™ SelfCheck™ System Manager” on page 27.)
- 2 On the Home page, type your password in the **Password** box, and then click **Login**.
- 3 At the bottom of the screen, click **Shutdown**.
- 4 In the shutdown dialog box, click **Restart**.



Shutdown dialog box

To restart using the Admin control card

- 1 Scan the Admin control card.
- 2 Press the **Restart** button.




Administration Page

Shutting down the 3M™ SelfCheck™ System

Shut down procedures power down the computer only. Peripheral devices, such as the monitor, printer, and scanner remain on. After you shut down the computer, you can shut down everything using the SelfCheck System's main power switch.

You can shut down the SelfCheck system from SelfCheck System Manager or by using the control card supplied with the SelfCheck system.

 3M recommends that you leave the SelfCheck system on overnight.

To shut down using the Admin control card

- 1 Scan the barcode on the Admin control card.
- 2 Press **Shutdown**.



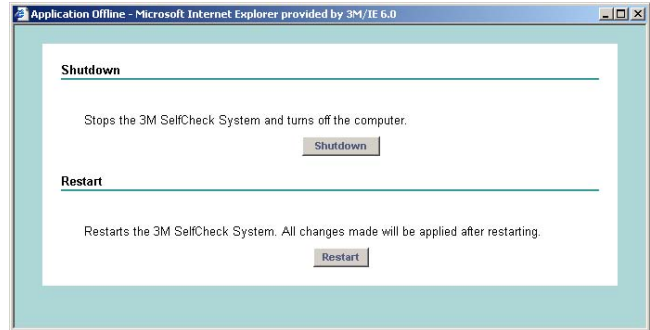
Administration Page

To shut down remotely using SelfCheck System Manager

- 1 Open your computer's Web browser.
- 2 In the browser's address box, type the address of the SelfCheck system you want to manage, and then press **Enter**.

The address should be in the format **http://ipaddress/selfcheck**, where *ipaddress* is the IP address or URL of the SelfCheck system.

- 3 On the SelfCheck system's Home page, type your password in the **Password** box, and then click **Login**. SelfCheck System Manager's Basic setup page opens.
- 4 At the bottom of the screen, click **Shutdown**.
- 5 In the shutdown dialog box, click **Shutdown**.



Shutdown dialog box

Managing the 3M™ SelfCheck™ System

This section describes how to manage the SelfCheck system. You can manage it from the SelfCheck system itself or from any computer equipped with a Web browser.

Security

The SelfCheck system has two levels of security. Any action that changes the operation of the SelfCheck system requires a password.

No password

No password is required to access the SelfCheck system's **Home** page. The **Home** page provides basic system information and usage statistics. The lack of password protection makes it easy for staff to access and use this feature.

Basic password

An administrator with a Basic level password can change a limited number of settings and view system and support information. The default Basic password is *basic*. You should change this password as soon as possible.

Advanced password

An administrator with an Advanced level password can change any of the system operating parameters. The default Advanced password is *advanced*. You should change this password as soon as possible.

Initial configuration

During installation, a 3M technician configures your SelfCheck system, completing the following tasks:

- Enables the patron card reader (optional)
- Selects the customer ID input method and PIN policy
- Selects the item ID input method
- Selects the barcode location
- Selects the language or languages, if other than English
- Customizes the information printed on the receipts
- Sets up ILS communications
- Saves the current configuration

Opening 3M™ SelfCheck™ System Manager

3M™ SelfCheck™ System Manager is a Web-based management and configuration utility. Access to its features is password-controlled. Only administrators with Advanced passwords have complete access to all configuration options.

Because SelfCheck System Manager is Web-based, you can open it from any computer equipped with a Web browser. You can also open it at the SelfCheck system unit by using the Admin control card.

To open the System Manager at the SelfCheck system


With the Admin card

- 1 Scan the barcode on the Admin control card.
- 2 Press **Open Web Admin**.
- 3 When the SelfCheck system's browser opens at the SelfCheck system's **Home** page, supply a password.

From the start menu

- 1 Press the Windows key.
- 2 Click **3M SelfCheck Admin** on the **Start** menu.
- 3 When the SelfCheck system's Web browser opens at the SelfCheck system's **Home** page, supply a password.

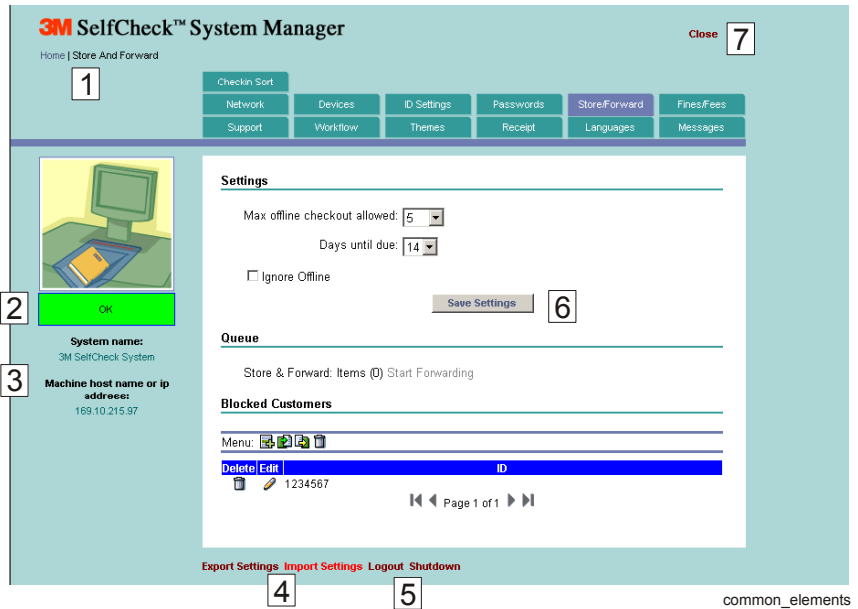
To open System Manager remotely

- 1 Open your computer's Web browser.
- 2 In the browser's address box, type the address of the SelfCheck system you want to manage, in the format **http://ipaddress/selfcheck/**, and then press **Enter**.
 For quick access, bookmark each SelfCheck system in your browser.
- 3 On the SelfCheck system's **Home** page, type your password in the **Password** box and then click **Login**.

User Interface

Common elements

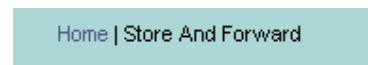
Most setup pages include the common elements described in this section:



Common elements

[1] Navigation bar

The navigation bar, which is located in the upper left corner of each page, displays the name of the current page and a link to the home page.



[2] Status block

The status block shows messages about the condition of the SelfCheck system. The messages are color-coded:

- Green: OK (normal working mode).
- Yellow: Demo mode, Store and Forward mode
- Red: Fail, out of service, circulation system unavailable.



[3] System name and host name or IP address

- The system name is a descriptive name for the SelfCheck system used to distinguish one system from another. This can be changed in the advanced **Support** tab.
- The host name or IP address is the DNS name or IP address for the SelfCheck system.



[4] Export Settings and Import Settings

Click **Export Settings** to save the current configuration for future use on the current unit or for use on another unit.



Click **Import Settings** to import a previously saved configuration. Use this command to configure several SelfCheck systems alike or to restore a previous configuration.

[5] Logout and Shutdown

- Click **Logout** when you have finished making changes to the SelfCheck system. Once you have logged out, you must log in again if you want to make additional changes.
- Click **Shutdown** to open a dialog box that enables you to shut down or restart the SelfCheck system.

Logout Shutdown

[6] Save buttons

Pages that allow settings to be changed have one or more **Save** buttons. You must click the appropriate **Save** button to save any changes you make. *Otherwise, changes will be lost when you move to another page.*

Save Password

Save Languages



[7] Close

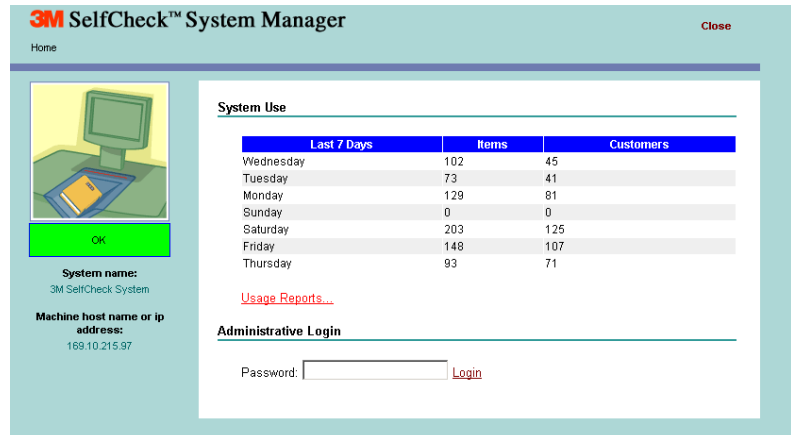
Click **Close** to log out of SelfCheck System Manager and close the browser. The **Close** command is in the upper right corner of the screen.

Close

Home page

The **Home** page is the first page you see when you browse to the SelfCheck system. Because no password is required to view this page, any staff member can use it to check the operational status, review usage statistics for the last seven days, and generate usage reports.

-  The **Home** page is also the login page for the SelfCheck System Manager.
-  Data is for successfully completed transactions. Items that could not be checked out and customers who were refused service are not included in the total.



	Last 7 Days	Items	Customers
Wednesday	102	45	
Tuesday	73	41	
Monday	129	81	
Sunday	0	0	
Saturday	203	125	
Friday	148	107	
Thursday	93	71	

Home page

To log in to the setup pages

- In the **Password** box, type a password and then click **Login**.

To log in to the Advanced setup pages

- In the **Password** box, type the Advanced setup password, and then click **Login**.

Usage reports

Overview

The SelfCheck system stores usage data in a database that is maintained on the SelfCheck system computer. From this data, you can create reports that will help you determine SelfCheck System usage patterns.

You can open, view, and print these reports from the SelfCheck System or download them to your computer for viewing and printing.

Usage Reports

Report format:

Report range:

Item Day Of Week: Customer Day Of Week:

- [Status Report](#)
- [Type Report](#)
- [General Graph](#)
- [Status Graph](#)
- [Type Graph](#)

- [Status Report](#)
- [Type Report](#)
- [General Graph](#)
- [Status Graph](#)
- [Type Graph](#)

Item Hour Of Day: Customer Hour Of Day:

- [Status Report](#)
- [Type Report](#)
- [General Graph](#)

- [Status Report](#)
- [Type Report](#)
- [General Graph](#)

Usage Reports page

Types of information

You can generate reports on the following:

- Items checked in and out during a specified period. This can be a total or it can be categorized by item type (books, CDs, magazines, etc.).
- Customers who used the SelfCheck System. This can include such things as the total number of customer transactions, the number of customers who were blocked from using the SelfCheck System, or the number of customers that checked out various item types.

	Issue Refused	Issued	Returned	Total
Thursday	2	22	12	36
Friday	0	2	0	2
Total	2	24	12	38

Item Report

	OK	Total
Thursday	13	13
Friday	1	1
Total	14	14

Customer Report

Item Types

The following are the item types that can appear in reports:

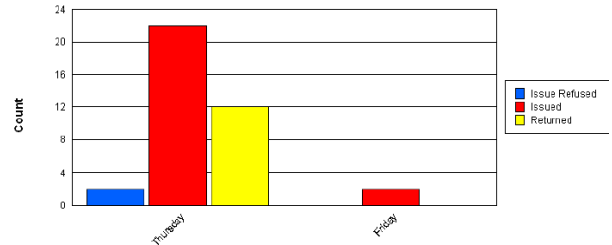
- Book
- Book diskette
- Magazine
- Book CD
- Bound journal
- Book audio tape
- Audio tape
- Undefined magnetic
- Video tape
- Undefined non-magnetic
- CD
- Overridden magnetic
- Diskette
- Other

Presentation types

Reports can be in tabular or graphic formats.

	Issue Refused	Issued	Returned	Total
Thursday	2	22	12	36
Friday	0	2	0	2
Total	2	24	12	38

Tabular Item Report



Graphic Item Report

Report Format:


- Adobe PDF
- Microsoft Excel
- Microsoft Word
- Rich Text Format

Report file formats

File formats

Reports and graphs can be generated in any of the following file formats.

- Adobe® PDF
- Microsoft® Excel
- Microsoft® Word
- Rich text format (RTF)

 To view a report in a format, you must have the corresponding application installed on your computer. For viewing reports on the SelfCheck system display, only the Adobe PDF format is supported.

Report ranges

You can generate reports for predefined date ranges or for custom ranges.

Report Range:

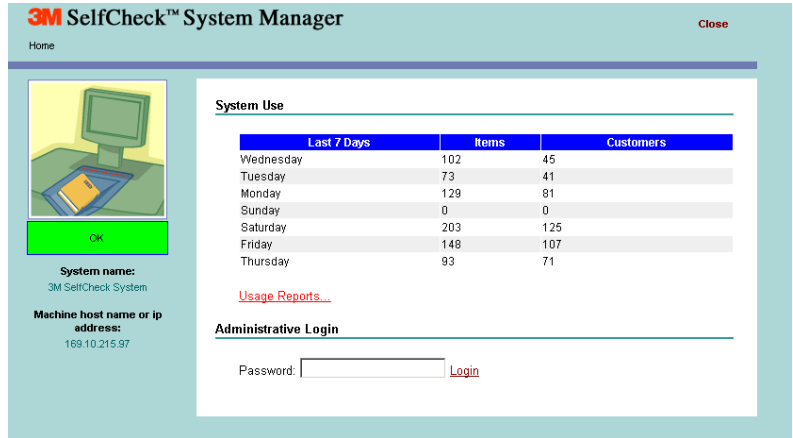
- Today
- Yesterday
- Current Month
- Previous Month
- Current Year
- Previous Year
- Custom

Report date ranges

Procedures

Accessing the Usage Reports page

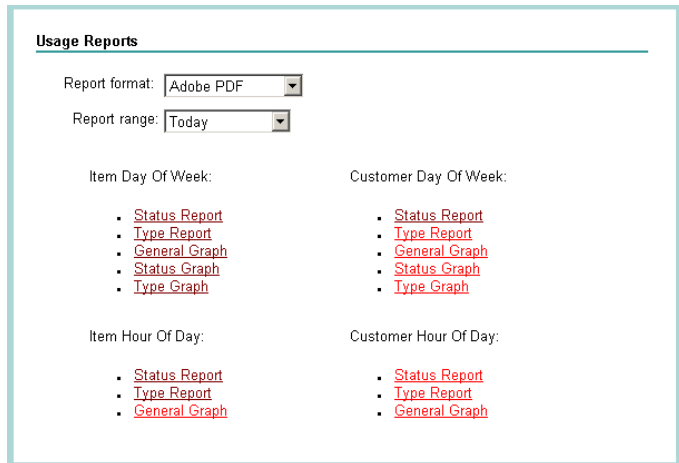
- 1 Access the **Home** page.
- 2 Click **Usage Reports**.



Home page

Creating a usage report

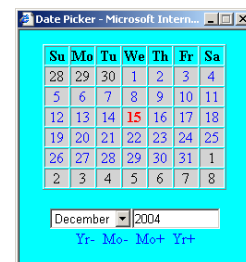
- 1 Access the **Usage Reports** page.
- 2 On the **Usage Reports** page
 - a Choose a Report format.
 - b Specify a Report range. If you want to use a custom range, see “Specifying a custom report range” on page 32.
 - c Choose a report type.
 - d Follow the prompts.



Usage Reports page)

Specifying a custom report range

- 1 Access the **Usage Reports** page.
- 2 Choose **Custom** from the **Report Range** box.
- 3 Click the calendar icon next to the **Start** box, and then click the beginning date in the **Date Picker** window.
 - a To change the calendar to another month, click **Mo-** and **Mo+**.
 - b You can only select days in the month displayed, even though the first few days of the next month appear on the calendar page.
- 4 Click the calendar icon next to the **Stop** box, and then click the end date.



Date Picker

Interpreting reports

Users are likely to be familiar with most report fields, so only fields that may be unfamiliar are defined in this section.

Item report fields

Issued Refused

The number of items refused for checkout by the circulation system.

Issued

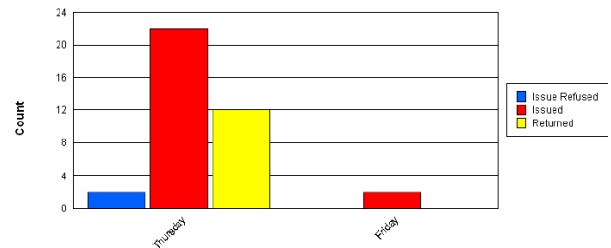
The number of items that were successfully checked out.

Returned Refused

The number of items refused for check-in by the circulation system.

	Issue Refused	Issued	Returned	Total
Thursday	2	22	12	36
Friday	0	2	0	2
Total	2	24	12	38

Tabular items report



Graphical items report

Customer report fields

Disabled

The number of customers that the SelfCheck system has requested be blocked due to suspicious activity or a walk away condition.

OK

The number of customers that were successfully validated by the SelfCheck system via the circulation system.

Refused

The number of customers that were refused service due to the following:

- Customer previously blocked by the SelfCheck system.
- Customer is on the blocked customer list during off-line processing.
- Customer refused by circulation system.

Setup pages

Overview

This section describes the contents of System Manager setup tabs, which you use to configure and manage the SelfCheck system. The tabs you see depend on the following:

- How you have logged in. If you log in as a basic user, you will see only the setup tabs required to perform basic administration tasks. If you log in as an advanced user, however, many more tabs are available.
- Options your library has purchased. Some tabs won't appear if your library hasn't purchased a particular feature.
- The SelfCheck system configuration. Some tabs won't appear if a particular feature hasn't been configured.

Support

Both basic and advanced users can access the support tab. Basic users, however, are restricted on what they can do. They can view support and system information and initiate support contacts. Their authority to modify the system configuration is restricted to changing the operation mode. Advanced users, on the other hand, have all basic user privileges and they can make extensive modifications to the configuration as well.

Contact Us

Only a 3M technician should edit the **Contact Us** section.

To change the contact information

- 1 Select the information you want to change.
- 2 Type new information.
- 3 Click **Save Support Settings**.

To access the 3M support site

- Click **Internet Support**.

To send an email to support,

- 1 Click **Library Systems Support**.
- 2 Write and send the email.

Your System

Use the **Your System** section to view and edit information about the SelfCheck system.

Detailed System Status

Link to detailed system information.

Library Name

The name of the library as it will appear on the customer screens.

System Name

A unique name for the SelfCheck system that distinguishes it from other SelfCheck systems. For example, you might call it “Children’s Area SelfCheck System.”

Circulation System

The brand name of the circulation system.

The screenshot shows the 'Advanced Support tab' configuration page. At the top, there is a navigation menu with tabs: Checkin Sort, Network, Devices, ID Settings, Passwords, Store/Forward, Fines/Fees, Support, Workflow, Themes, Receipt, Languages, and Messages. The 'Support' tab is active.

The main content area is divided into several sections:

- Contact Us:** Includes fields for 'Web page' (http://www.mmm.com), 'Phone support' (1-800-328-0067), and 'Email support' (js-software-support@mmm). There are links for 'Internet Support' and 'Library Systems Support', and a 'Save Support Settings' button.
- Your System:** Includes fields for 'Library name' (Library name goes here), 'System name' (3M SelfCheck System), 'Circulation system', 'License key' (626T-4Z2Q-7AEN-JKRC), and 'Hardware serial number' (64100000). It also shows 'Product version: 1.30.12.0' and a 'License Agreements' link. A 'Save System Settings' button is at the bottom.
- Notifications:** Includes a dropdown for 'Send system status email notifications to:' and a text area for email addresses. A note says 'Please separate emails with semicolons (;)'. A 'Save Notifications Settings' button is at the bottom.
- Operation Mode:** Includes a dropdown for 'Operation Mode' (Normal) and a 'Set Mode' button.
- Logging:** Includes a dropdown for 'Log level' (ALL) and a 'Set Level' button. There are links for 'View Log' and 'Download Log'.
- Configuration Submission:** Includes a 'Submit' button for 'Submit current configuration and logs to tech support:'.

Advanced Support tab

License Key

The license key is unique, configured at the factory, and required for operation. *Changing it can render your system unusable.* Do not change it without 3M authorization.

Hardware Serial Number

The serial number of the SelfCheck system as printed on the identification label. Do not change it without authorization from 3M.

Product Version

The version number of the SelfCheck system software.

To change the system information


- 1 Select the information you want to change.
- 2 Type the new information.
- 3 Click **Save System Settings**.


License Agreements

Click this link to view the software license agreement.

Notifications

The SelfCheck system automatically sends email notifications of conditions that require attention to the email addresses listed in the **Notifications** box. Examples of such conditions are loss of connection with the circulation system and lack of paper in the receipt printer. See also “Mail Server” on page 48.

 To edit email notification text, use the **Messages** tab. See “Messages” on page 45.

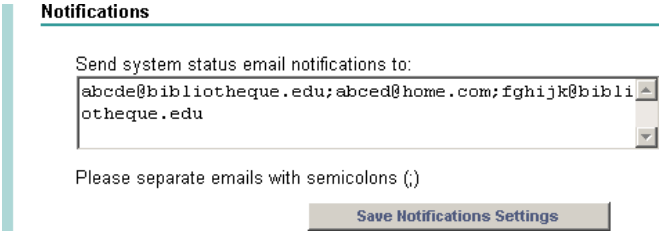
 For a list of notification messages see “Appendix A: Email notification messages” on page 82.

To add email addresses to the notification list

- 1 In the **Notifications** box, type the email addresses that will receive alert messages. Separate addresses with semicolons (;).
- 2 Click **Save Notifications Settings**.

To delete email addresses from the notification list

- 1 In the **Notifications** box, delete the addresses you do not want.
- 2 Click **Save Notifications Settings**.



Notifications

Send system status email notifications to:

abcde@bibliotheque.edu;abcd@home.com;fghijk@bibliotheque.edu

Please separate emails with semicolons (;)

Save Notifications Settings

Notifications

Operation Mode

Sets one of the four modes of operation. After changing the operation mode, you must restart the SelfCheck system (see page 23).

Normal

The normal mode of the SelfCheck system. The system is communicating with the ILS and operating normally.

Demo

Allows item checkout for training or demonstrations. While in Demo mode, the SelfCheck system uses a simulated circulation system and does not communicate with the ILS.

Offline

Is available only if the store and forward option has been purchased. This mode enables operation when the circulation system is unavailable. If the SelfCheck system loses the connection to the circulation system, it displays an out-of-service notice and halts all transactions. You must then set the system to Offline mode to enable it to perform transactions. Offline transactions are stored in the SelfCheck system for forwarding to the circulation system when it is back online.

Out of Service

Displays the out-of-service graphic on the SelfCheck system screen.

To select an operation mode

- 1 In the **Operation Mode** box, click the operation mode you want, and then click **Set Mode**.
- 2 At the bottom of the page, click **Shutdown**.
- 3 In the shutdown dialog box, click **Restart**.

Logging

Turns logging on or off, specifies a particular logging level, allows log viewing, and saving of the log file. Leave the log level set to **INFO** unless 3M support personnel request a change.

To change the logging level

- 1 Choose a logging level. Each level includes all levels below it except **OFF**.
- 2 Click **Set Level**.

Operation Mode

Operation Mode:

Operation Modes

Logging

Log level:

[View Log](#) [Download Log](#)

Logging levels

To display the current log

- Click **View Log**. The log is displayed in your browser.

To save the current log

- 1 Click **Download Log**.
- 2 In the **File Download** dialog box, click **Save**.
- 3 In the **Save As** dialog box, rename the log file as needed, navigate to the folder where you want to save the file, and then click **Save**.

Configuration Submission

Enables you to submit a copy of the configuration to 3M technical support.

Configuration Submission

Submit current configuration and logs to tech support:

Workflow

Both basic and advanced users can access the **Workflow** tab. Basic users, however, are limited to viewing and changing **Basic Settings**.

Basic Settings

Application Mode

Determines how customers will use the SelfCheck system, for check-out, check-in, or for both (customer selectable).

Show customer Account Info after patron ID entered

Determines if customer account information is displayed immediately after a customer card is scanned. If you do not check this option, customers can still access account information by pressing the **Account Info** button.

Inactivity warning timeout

The number of seconds to wait for customer activity before giving the customer a warning message.

Walkaway timeout after warning

The number of seconds to wait for activity after the warning message before ending the session.

Customer ID Processing

Customer ID processing

Determines the device to use to enter customer IDs.

Customer PIN required for checkout

Determines whether a PIN is required before items can be checked out. This security feature requires that the PIN be enabled on the circulation system. If you select this option, specify the PIN type, numeric or alpha numeric.

Allow manual ID entry

Determines whether customers can enter their IDs manually using the Touch Screen Monitor.

End session upon smart card removal

Determines whether to automatically end a session when the smart card is withdrawn from the smart card reader.

Suspicious activity response

Determines how to respond to three failed attempts to enter a correct PIN or detection of multiple books in the V-Cradle. After either of these events, an “invalid PIN” message is displayed and the customer directed to the desk. Additional steps, if any, are determined by this setting:

- **None:** No further action is taken.
- **Block patron:** A blocking message is sent to the circulation system and the circulation system blocks the customer from further use.
- **Notify:** An email message is sent to the staff telling of the suspicious activity.

The screenshot shows the 'Workflow' tab in a system interface. The 'Basic Settings' section includes: Application Mode (radio buttons for Check-out only, Check-in only, Customer selectable); Show customer Account Info after patron ID entered (checkbox); Inactivity warning timeout (30 seconds dropdown); Walkaway timeout after warning (30 seconds dropdown). The 'Customer ID Processing' section includes: Customer ID processing (Barcode dropdown); Customer PIN required for checkout (checkbox); Pin Type (Numeric dropdown); Allow manual ID entry (checkbox); End session upon smart card removal (checked checkbox); Suspicious activity response (NONE dropdown). The 'Item Processing' section includes: Allow multiple items with same ID (checkbox); Use UPC or ISBN barcodes (checkbox); Desensitize items on renewal (checkbox); Process videos (radio buttons for At the desk, At SelfCheck); Process audio and other magnetic media (radio buttons for At the desk, At SelfCheck). The 'Scanner Configuration' section includes: Scanner Configuration (Five diagrams with radio buttons for Two Step, Parallel Left, Parallel Right, Perp. Left, Perp. Right); Barcode Placement (Three diagrams with radio buttons for Cover, Inside Cover, Flyleaf). A 'Save Settings' button is at the bottom.

Advanced Workflow tab

Item Processing

Allow multiple items with same ID


Determines whether to allow processing of generic IDs (that is, the same ID used on multiple items, such as for magazines or paperbacks).

Use UPC or ISBN barcodes on items

Determines whether to accept UPC and ISBN barcodes as valid item barcodes.

Desensitizing items on renewal


Determines whether an item's security strip is always desensitized on renewal. Desensitization creates an audible *thump* sound. To create a consistent customer experience, 3M recommends setting the system to desensitize the security strip again when an item is renewed.

 Selecting **Desensitize items on renewal** will not create a thump if the circulation system sends an "N" message back in the desensitize field.

Process videos/ Process audio and other magnetic media

These settings determine how the library handles magnetic media, which can be damaged by the desensitizing process.

- These fields do not apply to SelfCheck System BCS installations.
- If you configure a Media Check device, the **Process videos** field is inactive.
- **At the desk** means that the entire process is handled at the circulation desk.
- **At SelfCheck (no security)** means processing happens at the SelfCheck system but security is not turned on and off.

 SIP 2.0 or later is required to distinguish between types of magnetic media. Also, the circulation system must populate the media type field with a designator and the items in the circulation system must be noted as magnetic media.

Scanner Configuration


You must select the scanner mount image that matches the scanner mount configuration of the SelfCheck system.

Scanner Configuration

Click the option that matches the physical scanner mount configuration of the SelfCheck system.

Barcode placement

Sets the SelfCheck system's screen graphics to match the location of barcodes on items in your library. The placement options depend on which scanner configuration is selected.

 For the two-step process there may be inconsistent placement of barcodes—just pick the one that best represents the majority of barcodes.

Item Processing

- Allow multiple items with same ID (generic IDs)
- Use UPC or ISBN barcodes on items
- Desensitize items on renewal (recommended)

Process videos:

- At the desk
- At SelfCheck (no security)

Process audio and other (non-video) magnetic media:


- At the desk
- At SelfCheck (no security)

Item processing settings

Themes

Both basic and advanced users can access the **Themes** tab and both have the same privileges.

Use this tab to select the overall appearance of the customer interface and to customize the library card image used in the customer interface animation.

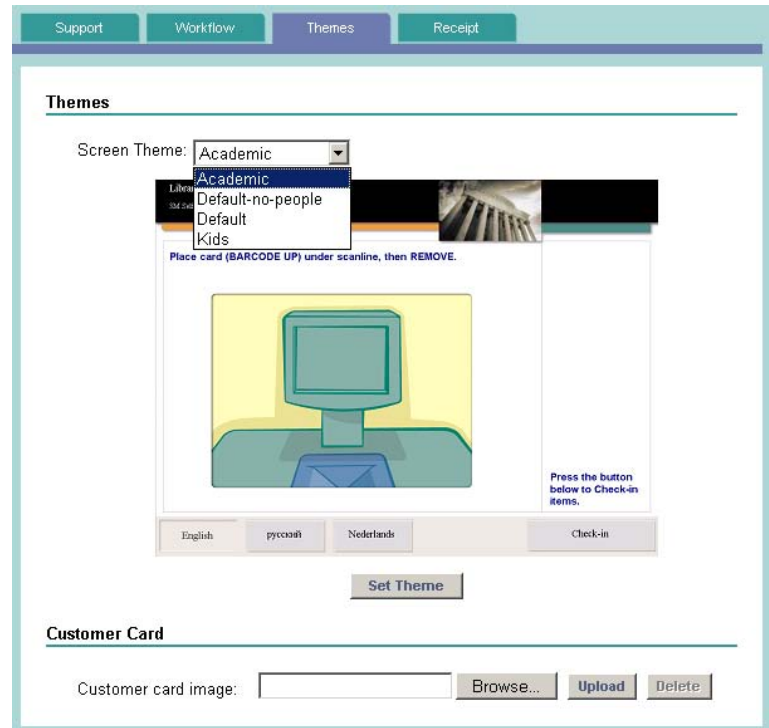
 Changes to the configuration on this page to not take affect until the SelfCheck System software is restarted.

To select a theme

- 1 In the **Screen Theme** box, click the name of the theme you want to use. The selected theme is displayed in the center of the screen.
- 2 Click **Set Theme**.

To customize the library card image

- 1 Use a flat bed scanner to create a graphic image of your library's customer ID card.
 - File format: JPEG, PNG, or GIF.
 - Image size: 392 by 240 pixels.
- 2 In the **Customer Card** area, click **Browse**.
- 3 In the **Choose file** dialog box, find the image file you want to use, and then double-click it. The selected image is displayed below the **Browse** button.



Themes tab

- 4 To place the image on the SelfCheck system, click **Upload**.

To delete a custom library card image

- Click the **Delete** button.

Receipts

Both basic and advanced users can access the **Receipts** tab and both have the same privileges. Use it to enable or disable receipt printing and to customize receipts.

Enabling receipt printing

In the **Receipt printing** area, you can turn receipt printing on or off. You also can select whether transactions continue when the printer is out of paper or not available.

To turn receipt printing on

- Select **Print Check-in/out receipt**.

To turn receipt printing off

- Clear the **Print Check-in/out receipt** check box.

To allow transactions when the printer is unavailable (or out of paper)

- Select **Allow Check-in/out when printer not available**. This option is available only when **Print Check-in/out receipt** is selected.

Selecting information to print

In the **Select information to print** area, select the information you want printed on the receipt. When the SelfCheck system is operating in Offline mode, information from the circulation system cannot be printed.

Customer name

The name of the customer.

Customer ID

The customer's ID code after it is converted by the ID filter. To print only part of the code, in the **Leftmost characters to hide** box, type the number of characters you want to hide. Hidden characters print as asterisks.

Customer circulation system messages

Messages to the customer from the circulation system.

Item ID

The item ID code. The item title and due date or return date are always printed.

Item circulation system messages

Messages about the item from the circulation system.

General circulation system messages

Messages to all customers from the circulation system.

The screenshot shows the 'Receipt Setup' interface with the following sections:

- Receipt printing:** Print Check-in/out receipt, Allow Check-in/out when printer not available
- Select information to print:**
 - Customer information (Check-out only):** Customer name, Customer ID, Leftmost characters to hide: 0 (Set to 0 to show whole ID.), Customer circulation system messages
 - Item information:** Item title is always printed, Due date always printed for Check-out, Check-in date always printed for Check-in, Item ID, Item circulation system messages
 - Summary information:** Total number of items is always printed, Time of transaction is always printed, General circulation system messages
- Header and Footer images:** Select Header Picture (Browse...), Show above header, Show below header, No image selected, Remove; Select Footer Picture (Browse...), Show above footer, Show below footer, No image selected, Remove
- Header and Footer text:**
 - Default language: English (United States):** Font: Tahoma, 9; Header text: 3M SelfCheck™ System; Footer text: Thank you for using the 3M SelfCheck™ System.
 - 2nd language: Russian (Russia):** Font: Tahoma, 9; Header text: Система 3M SelfCheck™; Footer text: Благодарим вас за пользование.
 - 3rd language: Dutch (Netherlands):** Font: Tahoma, 9; Header text: 3M SelfCheck™-systeem; Footer text: Hartelijk dank voor het gebruiken van het
 - 4th language: Chinese (Simplified):** Font: Tahoma, 9; Header text: 3M SelfCheck™ 系统; Footer text: 感谢您使用 3M SelfCheck™ 系统。

Receipts tab

Adding pictures

In the **Header and Footer images** area, you can add a graphic image, such as a logo or a drawing of the library, to the receipt's header or footer.


 Printing large images in headers or footers will slow printing.

Image requirements

- Monochrome
- JPEG, PNG, or GIF format
- Maximum width of 240 pixels

To add a header or footer image

- 1 In the **Header and Footer images** area, click **Browse**.
- 2 In the **Choose file** dialog box, find the image file you want to use, and then double-click it. The selected image is displayed below the **Browse** button.
- 3 Select whether the image is to be printed above or below the header or footer.
- 4 Click **Save Changes**.

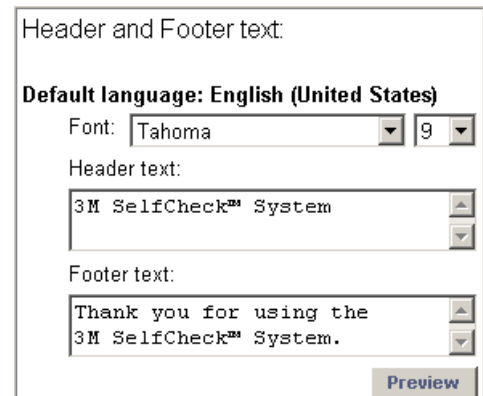
To remove a header or footer image

- Click the **Remove** button under the image you want to remove.

Editing receipt text

In the **Header and Footer text** area, you can edit the header and footer text of a receipt. The header text, which appears at the top of the receipt, typically contains the library name. It might also include other information, such as the library's address, telephone number, and hours of operation. The footer text, which appears at the bottom of the receipt, might contain a thank-you message, renewal information, or the hours the library is open.

Each language selected in the Advanced Setup **Languages** tab has its own section in the **Header and Footer text** area. All text is left-aligned. Both text areas are optional.



The screenshot shows a configuration window titled "Header and Footer text:". At the top, it says "Default language: English (United States)". Below this, there are two sections: "Header text:" and "Footer text:". Each section has a text input field with a scroll bar on the right. The "Header text:" field contains "3M SelfCheck™ System". The "Footer text:" field contains "Thank you for using the 3M SelfCheck™ System.". At the bottom right of the window is a "Preview" button.

Header and Footer text area

To edit receipt text

- 1 In the **Font** boxes, select the font and font size for the receipt.
- 2 In the **Header text** box, type the header text.
 - All text is left-aligned. To center text, insert spaces before the text.
 - Text does not automatically wrap to the next line when printed. To start a new line, press Enter.
- 3 In the **Footer text** box, type the footer text.
- 4 Click **Save Changes**.

Languages

Only advanced users can access the **Languages** tab. Use this tab to:

- Configure the languages customers can choose in their interactions with the SelfCheck system. You can configure up to four, depending on licensing. (The license is for the number of installed languages, not for specific languages.)
- Add new languages that are not part of the standard SelfCheck system.
- Configure a currency format for the SelfCheck system

Languages

Determines the languages available for customers to choose. The **Default language** is the one that the system reverts to at the end of a transaction and is the one used unless a customer chooses another.

Create new language resource

To add a language that is not part of the standard SelfCheck system, do the following:

- 1 Change the default language to one that is similar to the one you want to add. This step changes the language used in messages in the **Message** tab, which you will use to aid translation.
- 2 Click **Save Languages**.
- 3 Click **Create new language resource**.
- 4 From the **Clone language** box, select the “similar” language, the one that you just made the default.
- 5 From the **Add language** box, select a new language.
- 6 Click **Create Language**.
- 7 Click the **Messages** tab.
- 8 In the **Languages** box, select the default language.
- 9 Select a category from the **Functional group** box.
- 10 Select a particular message to translate by clicking the pencil icon by the message.
- 11 Translate a message and then click **Save Text Message**.
- 12 Repeat the translation for all messages.

Currency

Determines the currency format used by the SelfCheck system.

Checkin Sort

Network Devices ID Settings Passwords StoreForward Fines/Fees

Support Workflow Themes Receipt Languages Messages

Languages

Default language: English (United States)

Second language: Italian (Italy)

Third language: Portuguese (Brazil)

Fourth language: French (France)

[Create new language resource...](#)

Save Languages

Currency

Format: English (United States) - \$1,234.56

Save Currency Format

Languages tab

Add Language

Clone language: Arabic

Add language: Arabic (U.A.E.)

Create Language

Language And Group

Language: Arabic

Functional group: Account Info Screen

Currency

Format: English (United States) - \$1,234.56

Save Currency Format

Messages

Only advanced users can access the **Messages** tab. Use this tab to edit text that appears in the customer interface and email notifications.

Messages are organized by function. There is a separate set of messages for each installed language.

To edit a message

- 1 Choose a language from the **Language** box.
- 2 Choose a message category from the **Functional group** box.
- 3 Click the pencil icon for the message you want to edit.
- 4 Edit the message and then click **Save Text Message**.

Edit	Description	Text
	Label 01: No account information found	No information available
	Label 02: No messages found	No Messages
	Label 03: Account information screen title	Account Information
	Label 04: Balance due	Balance due: {0}
	Label 05: Checkout out	Checked out: {0}
	Label 06: Fines and fees	Fines and fees
	Label 07: Items	Items
	Label 08: Messages	Messages
	Label 09: Overdue	Overdue: {0}
	Label 10: Ready for pickup	Ready for pickup: {0}

Messages tab

Network

Only advanced users can access the **Network** tab. Use this tab to set up communication with the ILS. Change settings in this tab only if ILS communications settings change.

Circulation System Communications

Protocol

Choose the protocol to use for communication with the circulation system, SIP or NCIP.

ILS hold count is available count

Determines how the SelfCheck System interprets the SIP “hold items count” field.

- If the circulation system uses the “hold items” field to report total hold requests, which includes both available and unavailable items, leave this field unchecked.
- If the circulation system uses the “holds items” field to report available hold items (It excludes unavailable items), check this field.

Automatically reconnect

Determines whether to automatically attempt to reconnect with the ILS after a communication failure.

Where to Find More Information

- If you selected SIP communications, see the section below.
- If you selected NCIP communications, see “NCIP Communications” on page 50

SIP Communications Section

Sip Communications

Error Detection

Adds check digits to ensure that communications are correctly sent and received on both sides of the communications exchange.

Circulation system time synchronization

Synchronizes the SelfCheck system's clock with the circulation system's clock.

Protocol Version

The version number of the Standard Interchange Protocol (SIP) used by the circulation system.

Retries Allowed

The number of times a request can be resent by the SelfCheck system if a response is not received.

Circulations System Communications

Protocol:

ILS hold count is available count

Automatically reconnect

Circulation System Communication

Sip Communications

Error Detection

Circulation system time synchronization

Protocol version:

Retries allowed:

Timeout period: seconds

Field delimiter:

Keep alive interval (min): minutes

Character set:

Set new terminal password

Terminal password:

Institution ID:


SIP Communications Parameters

Timeout Period

The maximum time in seconds that the SelfCheck system should wait for a response from the circulation system before sending the request again. Ask the circulation system administrator for information on how to configure this field.

Field Delimiter

The SIP field delimiter that is appropriate for the language or circulation system in use. Enter the field delimiter as either a keyboard character or as hexadecimal notation (for example, 0x7C).

 The default is the pipe character "|" (0x7C). Some character sets do not include this character. (For the Chinese, Japanese, and Korean character sets, use 0x80.) If a circulation system reserves this character for other purposes, use a different field delimiter character.

Keep Alive Interval

The time between messages periodically sent from the SelfCheck system to the circulation system to maintain communications.

Character Set

The character set that the SIP communication parameters are coded in by the circulation system.

Set new terminal password

Enables a change in the terminal password. Select before typing a new terminal password.

Terminal Password

The appropriate ID for your socket connection. If you are using a login message instead of a login script, you might need to identify your terminal ID for the circulation system. The circulation system may use this to determine if the access is coming from the right place. The circulation administrator should have this information.

Host Communications

Communication Type

Choose the communication method for connecting to the host. If you choose **Telnet**, you must create a login script in the **Send/Expect Scripts** section.

TCP Port

The port number used for communications.

Host Address

The DNS name or IP address of the host.

Host Communications

Communication Type:

TCP Port:

Host Address (Name or IP):

Network Host Communications section

Login Message

If your circulation system requires a SIP login, use this section to define the login message.

Login message required

Enable if a login is required; clear the checkbox if it is not.

Login User ID

The user ID, obtained from the circulation system administrator.

Set new login password

Enables a change in the login password. Select before typing a new login password.

Login Password

The user password, obtained from the circulation system administrator.

Location Code

This box optionally allows the circulation system to identify the location of the SelfCheck system or to encode other types of information. The text or numbers you place in this box are sent to the circulation system only when the login command is used.

Mail Server

The following information is required for email notifications. See also “Notifications” on page 36.

Server Host Name

The domain name or IP address of the library’s mail server.

Sender Email

The email address of the SelfCheck system. This will appear in the headers of email notifications.

Send/Expect Scripts

If the SelfCheck system uses Telnet communications, a send/expect login and logoff script is required to ensure security and limit access to the library’s host computer. If the SelfCheck system uses sockets communications, a script is *not* required. The script is created in the **Send/Expect Scripts** section. The library’s network administrator should know what is required to log in to the host.

The script is created one row at a time. Except for the first send string, the send string in each row is typically a response to the expect string in the preceding row. All characters in the send/expect entries are case-sensitive and punctuation-sensitive and must have the correct number of spaces.

Login Message

Login message required

Login User ID:

Set new login password

Login Password:

Location Code:

Network Login Message section

Mail Server

Server Host Name:

Sender Email:

Save

Network Mail Server section

Send / Expect Scripts

Key: New Line = \n Tab = \t Carriage Return = \r

Login Script:

Send	Expect	Retries	Timeout
\r	Login:	3	30
Admin011	Password:	3	30
Password011	Ready	3	30

[Edit Login Send/Expects...](#)


Logout Script:

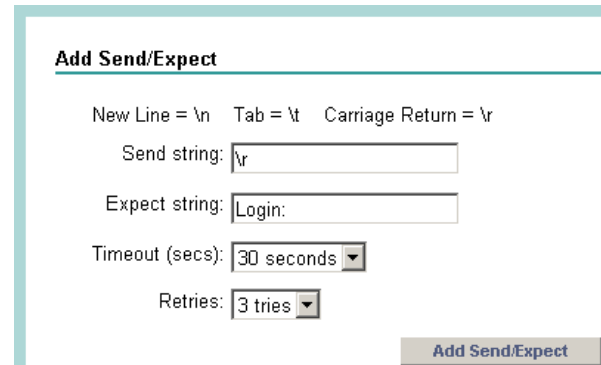
Send	Expect	Retries	Timeout
No items found.			

[Edit Logout Send/Expects...](#)

Network Send/Expect Scripts section

To create a send/expect script

- 1 In the **Send/Expect Scripts** section, click **Edit Login Send/Expects** or **Edit Logout Send/Expects**.
 - 2 Click the plus sign on the menu.
 - 3 In the **Send string** box, type the characters required by the host.
 - 4 In the **Expect string** box, type the characters expected from the host.
 - 5 In the **Timeout** box, select the number of seconds the SelfCheck system should wait for a response.
 - 6 In the **Retries** box, select the number of times you want the SelfCheck system to attempt to connect to the host if it does not succeed on the first attempt.
-  Multiple retries are used only for the first exchange, which establishes the initial connection to the host computer.
- 7 Click **Add Send/Expect**. The send/expect line is added to the script in the **Send/Expect Scripts** section of the **Network** page.
 - 8 To add another line to the script, repeat the steps above.



Add Send/Expect

New Line = \n Tab = \t Carriage Return = \r

Send string:

Expect string:

Timeout (secs):

Retries:

Add Send/Expect

Add Send/Expect page

About script development

General information

All characters in the send/expects entries are case-sensitive and punctuation-sensitive and must have the correct number of spaces.

Expect strings

The characters in the expect string must *exactly* match the expected string of characters transmitted by the host to the SelfCheck system. Only when received character strings match expected character strings can the SelfCheck system send its responses.

For example, if the character string sent by the host computer is **Host system Login:**, you must enter this string in the **Expect string** box exactly as received.

You can also use partial expect strings, as long as the partial expect string exactly matches the last part of the received string and ends with the last character of the received string. For example, if the received string is **Host system Login:**, then **system Login:** and **Login:** might also work as expect strings. The SelfCheck system ignores characters in the received string that precede those in the expect string.

Send strings

The characters in the send string must *exactly* match what the host requires.

The first send string normally contains a carriage return or new line character. This is sent to let the host computer know the SelfCheck system is trying to connect to it.

You must manually enter this carriage return or new line that tells the host you are trying to log on. In addition, each send line needs either a carriage return or a new line at the end of it to tell the host that the line is complete. The following characters represent carriage returns and new lines in scripts:

`\r` carriage return

`\n` new line (typically used when communicating with a Unix system)

`\t` tab

Timeouts

A timeout in seconds should be added for each line. Timeouts define how long the SelfCheck system computer waits for a reply from the host computer before it returns an error message.

Retries

Retries are used only for the first exchange to establish the initial connection to the host computer. Enter the number of times you want the SelfCheck system to attempt to connect to the host if it does not succeed on the first attempt.

NCIP Communications Section

Ncip Communications

Communications protocol

Either TCP or HTTP. Use the protocol used by the circulation system.

Post address

The circulation system URL. This field is used for HTTP communication only.

TCP Server

The machine name or IP address of the circulation system. This field is used for TCP communication only.

Port number

The TCP port to use in communication with the circulation system. Specify the port used by the circulation system. This field is used for TCP communication only.

Synch request timeout

The time in seconds to wait to send a request. Normally, you should not change this setting.

Reply timeout

The time in seconds to wait for a response after an NCIP request.

Data packet timeout

The time in seconds to wait for all data packets to arrive in a response message.

The screenshot shows a configuration form titled "Ncip Communications". It contains several fields and checkboxes:

- Communications protocol:
- Post address:
- TCP Server:
- Port number:
- Synch request timeout:
- Reply timeout:
- Data packet timeout:
- Retries:
- Send Request Validation
- UTF8 identifier

Retries

The number of times to try to send a request before giving up.

Send Request Validation

Enables the validation logic on outbound request messages against the NCIP schema.

UTF8 identifier

Enables insertion of a UTF8 identifier at the beginning of request messages.

Ncip Configuration

Log level

Not used. Leave this field set to **MessageInfo**.

Use local DTD

Enables the use of a local copy of the DTD for message validation against XML schema. This will improve the overall performance.

From agency ID

Agency ID assigned by the library on the SelfCheck System.

From system ID

System ID assigned by the library on the SelfCheck System.

To agency ID

Agency ID assigned by the library on the circulation system

Offline support

If the circulation system supports store and forward, check this field.

Protocol version

The version of the NCIP protocol the circulation system uses.

Language code

Use the language code required by the circulation system.

Ncip Configuration

Log level:

Use local DTD

From agency ID:

From system ID:

To agency ID:

To system ID:

Offline support

Protocol version:

Language code:

Devices

Only advanced users can access the **Devices** tab. Use it to set up hardware devices, but only under the direction of 3M support personnel.

Printer

Enabled

Enables or disables the printer. If the printer is not enabled, the **Receipts** tab will not be displayed.

V-Coil and Sensors

Enabled


Enables or disables the V-Coil, the device in the V-cradle that sensitizes and desensitizes security strips. It should always be enabled for normal operation; otherwise, security strips will not be desensitized on checkout.

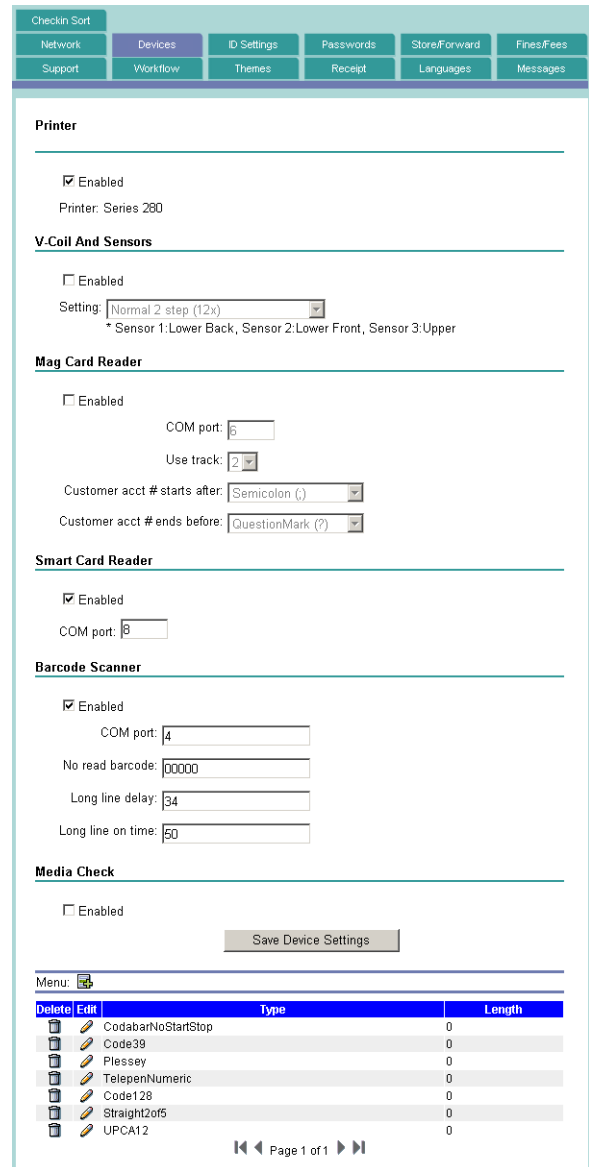
Settings

Allows you to selectively disable optical sensors in the sides of the V-Cradle, which signal when an item has been placed in the V-Cradle for desensitizing.

- **Normal 1 Step** is the most common setting if you are using a perpendicular- or parallel-mounted scanner.
- **Normal 2 Step** is the most common setting if you are using a center-mounted scanner. When you specify **Normal 2 Step**, the upper sensor is ignored.
- **Disable xxxx** settings should be used only if sensors are not functioning properly because nonfunctioning sensors can slow or halt the operation of the system.

In the absence of a malfunctioning sensor, only the appropriate **Normal** setting should be selected.

 The numbers after each selection indicate which sensors are enabled by the setting. An X indicates a disabled sensor.



Delete	Edit	Type	Length
		CodabarNoStartStop	0
		Code39	0
		Plessey	0
		TelepenNumeric	0
		Code128	0
		Straight2of5	0
		UPCA12	0

Devices tab

Mag Card Reader

Enabled

Enables or disables the magnetic card reader, which is an optional device.

COM Port

Is the number of the COM port to which the Mag Card Reader is connected

Use Track

Is the number of the card track that contains the customer account number

Customer Acct # Starts After

Is the character that signals the start of the customer account number.

Customer Acct # Ends After

Is the character that signals the end of the customer account number.

Smart Card Reader

Enabled

Enables or disables the Smart Card Reader, which is an optional device.

COM Port

Is the COM port for the Smart Card Reader.

If the smart card reader is not enabled, the **Fines and Fees** tab will not be visible.

Mag Card Reader

Enabled

COM Port:

Use Track:

Customer Acct # Starts After:

Customer Acct # Ends Before:

Magnetic card reader settings

Customer Acct # Starts After:

Customer Acct # Ends Before:

Caret (^)
QuestionMark (?)
Percent (%)
PlusSign (+)
ExclamationPoint (!)

Customer account number delimiter choices

Smart Card Reader

Enabled

COM Port:

Smart card reader settings

Barcode Scanner

Enabled

Enables or disables the barcode scanner.

COM Port

Is the COM port for the barcode scanner.

No Read Barcode

The message the scanner sends to the software when it can't read a barcode. Do **not** change this setting.

Long Line Delay

Defines the point where the scan line begins. This is expressed as a percentage of the maximum length possible for the scan line. If this is set to 34, for example, the first 34% of the maximum length of the scan line is suppressed. See the figure.

Long Line On Time

Defines the area of the actual scan line. This is expressed as a percentage of the maximum possible length. If this is set to 50, for example, the scan line will be 50% of the maximum length and the line will begin at the **Long Line Delay** setting. See the figure.

Barcode Scanner

Enabled

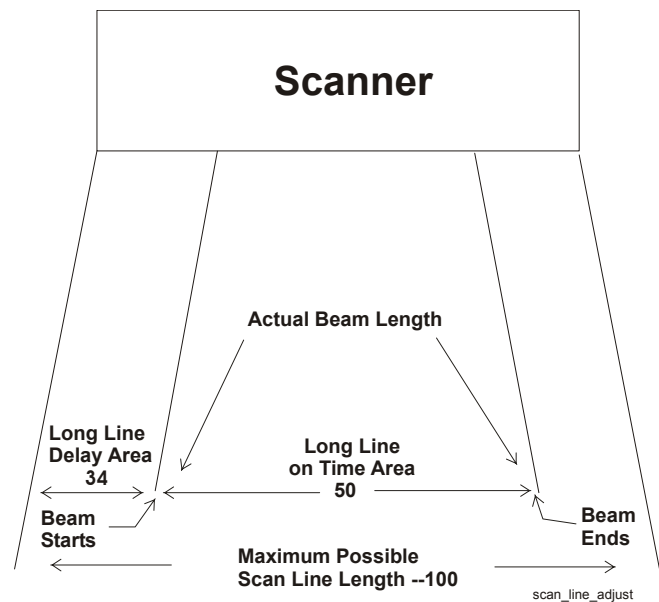
COM Port:

No Read Barcode:

Long Line Delay:

Long Line On Time:

Barcode scanner settings



Scan Line Adjustments

Media Check

Enabled

Mediacheck settings

Media Check


Enabled

Enables or disables the Media Check, an optional device used to sensitize and desensitize magnetic media.


Barcode Symbologies

The SelfCheck system can read as many as eight barcode types, or *symbologies*, and is shipped with seven installed.



When eight are installed, you must delete one before you can install another.

 You can delete any unused symbology at any time.


To delete a barcode symbology


- Click  (garbage can) next to the barcode type you want to delete.

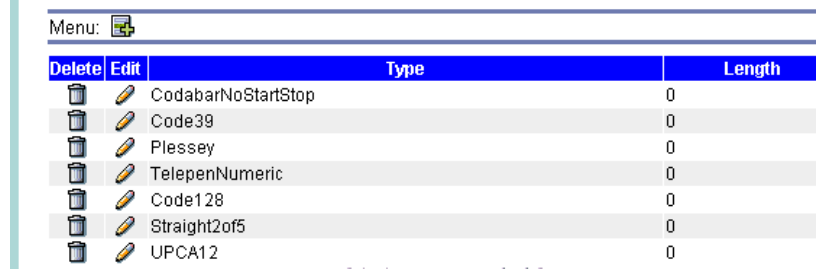
To add a barcode symbology















- If there are already seven symbologies installed, delete one that is not needed.
- Click the plus sign  Menu: .
- Choose a barcode type from the **Type** box.
- Specify a character length in the **Length (chars)** box. To indicate a variable barcode length, type **0**.
- Click **Add Symbology**. The new symbology is added to the **Barcode Symbologies** table.
- In the **Devices** tab, click **Save Device Settings**.

To edit the character length

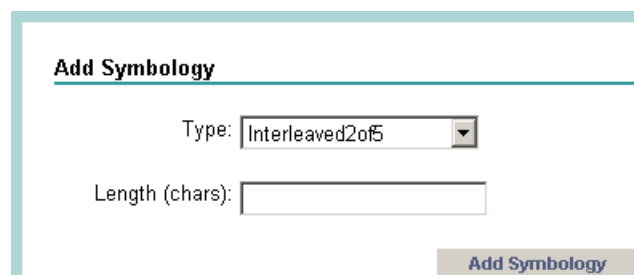
- Click the  (pencil).
- Specify a new character length.
- Click **Save Symbology**.
- In the **Devices** tab, click **Save Device Settings**.

 If you define a length other than 0 (variable), the scanner will read that length only for that symbology. It will not read other lengths.



Delete	Edit	Type	Length
		CodabarNoStartStop	0
		Code39	0
		Plessey	0
		TelepenNumeric	0
		Code128	0
		Straight2of5	0
		UPCA12	0

Installed barcode symbologies



Add Symbology

Type:

Length (chars):

Add Symbology

Add Symbology page

ID Settings

Filtering customer and item IDs

Some customer and item identification formats may not be compatible with those used by your circulation system, especially if the format has changed recently. For incompatible formats, the SelfCheck system can use *filters* to modify IDs before they are sent to the circulation system. These filters modify the ID regardless of the source—whether it is from a barcode scanner, RFID reader, magnetic strip reader, or smart card reader.

The filtering process works as follows:

- 1 The system reads the ID from the customer card or item tag.
- 2 The filter modifies the ID to meet the requirements of the circulation system.
- 3 The system sends the modified ID to the circulation system.

Using multiple filters

It is possible to create multiple filters to match different ID formats. The SelfCheck system applies filters in the order in which they are listed, but only the first filter whose constraint matches the ID is applied. All subsequent filters are ignored.

For example, suppose that the library has implemented a new 12-character ID and needs to convert older 8- and 10-character IDs to the new system. You can create separate filters for the 8-character and the 10-character IDs based on their length. When the SelfCheck system scans an ID, it compares the ID length to that specified in the first, 8-character, filter. If they match, it applies the actions of that filter to the ID and ignores the second filter. If they do not match, it next compares the ID length to that specified in the second, 10-character, filter. If they match, it applies the actions of the second filter to the ID. If you have a third filter based on either length or the resulting 12-character length, but performing a different action, it is ignored.

To perform multiple actions on an ID, use several action commands in one filter rather than trying to apply multiple filters to the same ID.

Using filters with validators

Validators accept or reject IDs for further processing, including filtering. If you use both validators and filters, you should make sure that ID formats that you want to filter are accepted by your validators. See “Validating customer and item IDs” on page 58.

Working with filters



Filters are created and managed on three levels of pages:

- The **ID Settings** tab lists all filters and validators and provides access to the pages on which you add and edit them.
- The **Barcode Filters** pages show customer or item filters and enable you to test the filters as a group. These pages also enable you to delete filters and to edit filters on the **Edit Filters** pages.
- The **Add (or Edit) Filter** pages are used to create or edit filters and to test them individually.

(To return to a higher-level page, use the navigation bar in the top left corner of the page.)

The following procedures apply to both customer and item ID filters. The filter commands are described in “ID filter language” beginning on page 61.

To create a filter

- 1 Click **Edit Item Filters**.
- 2 Click the plus sign ( Menu: ).
- 3 In the **Add Item Filter** section, type a name for the filter and specify constraints and actions. See “ID filter language” on page 61.
- 4 Click **Add Item Filter**.

Item Filters		
Name	Rules	Actions
No items found.		
Edit Item Filters...		
Item Validators		
Name	Rules	
No items found.		
Edit Item Validators...		
Customer Filters		
Name	Rules	Actions
No items found.		
Edit Customer Filters...		
Customer Validators		
Name	Rules	
No items found.		
Edit Customer Validators...		

ID Settings tab

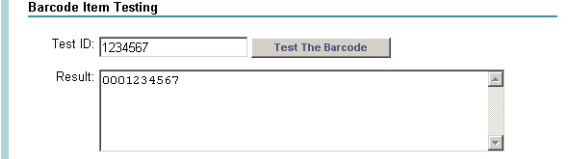
Item Filters		
Name	Rules	Actions
No items found.		
Edit Item Filters...		
Item Validators		
Name	Rules	
No items found.		
Edit Item Validators...		
Customer Filters		
Name	Rules	Actions
No items found.		
Edit Customer Filters...		
Customer Validators		
Name	Rules	
No items found.		
Edit Customer Validators...		

Item filters

Add Item Filter	
Name:	<input type="text" value="Pad to 10"/>
Constraints:	<input type="text" value="length 7"/>
Actions:	<input type="text" value="pad left with '0' to 10"/>

Add Filter page

- 5 Test the filter by typing in an item ID and then pressing **Test the Barcode**.
- 6 If the filter passes the test, click **Add Item Filter** and then **Save Changes**.

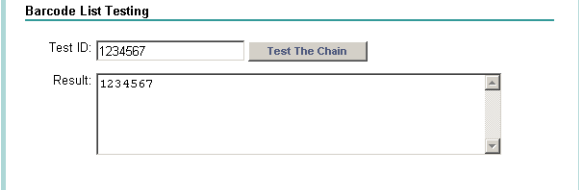


Barcode Item Testing

Test ID:

Result:

Testing a filter



Barcode List Testing


Test ID:

Result:


Testing a list of filters

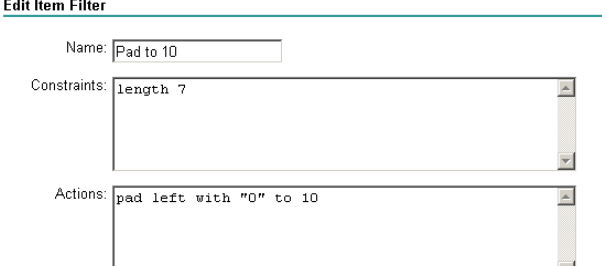
To test a filter list

- 1 In the **Barcode List** Testing section, use the **Test ID** box to type an ID in the format you want to filter.
- 2 Click **Test the Chain**. The filtered ID appears in the **Result** box.
- 3 Compare the filtered ID to the ID format you want.
- 4 Repeat for each ID format that you want to filter or to exclude from filtering.

 This test compares each test ID to each filter in the list and applies the first filter that matches. If the result is unexpected, look for conflicts in the filter constraints.

To edit a filter

- 1 On the **Item Barcode Filters** page, click the  (pencil icon) associated with the filter you want to edit.
- 2 Edit the filter commands. See “ID filter language” on page 61.
- 3 Test the edited filter.
- 4 Click **Save Item Filter** and then **Save Changes**.



Edit Item Filter


Name:

Constraints:

Actions:

Edit a filter

To remove a filter

- 1 On the **Barcode Filters** page, click the  (garbage can icon) associated with the filter you want to remove. The filter is removed from the list.
- 2 Click **Save Changes**.

Validating customer and item IDs

The purpose of a validator is to minimize network traffic by rejecting invalid ID formats before the ID is sent to the circulation system. It can also be useful for screening invalid IDs when the SelfCheck system is in Offline mode. A validator is similar to a filter, except that it can only accept or reject an ID. Therefore, it does not include action commands. If the ID matches one of the validators in the validator list, it is accepted for further processing. If the ID does not match, the ID is rejected and the customer is directed to the desk. Customer IDs and item IDs have separate validators.

If no validator is specified, then all IDs are accepted for



processing. If one or more validators are specified, then only IDs that match the validator constraints are accepted.

Invalid card message

Working with validators



Like filters, validators are created and managed on three levels of pages:

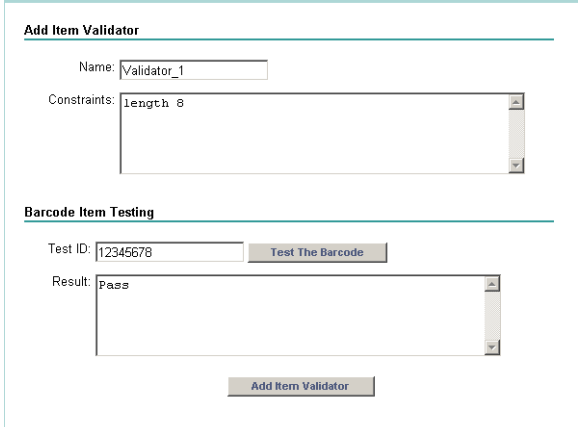
- The **ID Settings** tab shows all filters and validators and provides access to the **Barcode Validators** page.
- The **Barcode Validators** page lists validators, allows you to delete validators, provides a link to a validator editing page and enables you to test the validators as a group.
- The **Add Validator** pages are used to create or edit validators and to test them individually.

(To return to a higher-level page, use the navigation bar in the top left corner of the page.)

The following procedures apply alike to customer and item ID validators. The validator constraint commands are described in “ID filter language” on page 61.

To create a validator

- 1 In the ID Settings tab, click **Edit Item Validators** or **Edit Customer Validators**.
- 2 Click the plus sign ( Menu: ).
- 3 On the **Add Validators** page, choose a name for the validator and then specify constraints. See “ID filter language” on page 61.
- 4 Test the validator.



Add Item Validator

Name:

Constraints:

Barcode Item Testing

Test ID:

Result:

Add validators page


- 5 If the validator test shows the result you want, click **Add ... Validator**.
- 6 When you have added all the validators you want, test the list of validators. (See below.)
- 7 If the list test shows the results you want, click **Save ... Validators**.

To test a single validator

- 1 On the **Add Validator** or **Edit Validator** page, type an ID in the format you want to pass.
- 2 Click **Test the Barcode**.
- 3 To test the validator against other ID formats, repeat the preceding steps.

To test a validator list

- 1 On the **Validators List** page, in the **Test ID** box, type an ID in the format you want to test.
- 2 Click **Test the Chain**. The pass or fail result appears in the **Result** box.
- 3 Repeat for each ID format that you want to accept or reject.

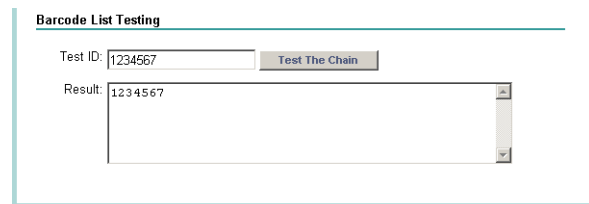
 This test compares the test ID to each validator in the list in the order listed and applies the first validator that matches. If the result is unexpected, usually it is because the constraints are not exclusive enough.

To edit a validator

- 1 On the **Barcode Validators** page, click the pencil icon for the validator you want to edit.
- 2 Edit the validator commands, and then test.
- 3 When the validator passes the test, Click **Save ... Validator** and then **Save Changes**.

To remove a validator

- 1 On the **Barcode Validators** page, click the garbage can icon for the validator you want to remove.
- 2 Test the list of validators again, and then click **Save ... Validator** to save the change.



The screenshot shows a web interface titled "Barcode List Testing". It has a "Test ID:" label followed by a text input field containing the number "1234567". To the right of the input field is a button labeled "Test The Chain". Below the input field is a "Result:" label followed by a text area containing the number "1234567".

Testing a list of validators

ID filter language

This section describes the commands used to create ID filters.

Command description conventions

- KEYWORD** Words that are bold and all caps have special meanings, and should be typed literally. However, they may be typed in either upper or lower case.
- < > Angle brackets enclose a variable parameter. By *variable parameter*, we mean a value that you can select or invent. The brackets are not typed.
- [] Square brackets enclose an optional part of a command. The brackets are not typed.

ID filter command summary

Data types and parameters

- <number> Decimal number. Typically, this indicates an ID character position, with the first position being number 1.
- <string> "Literal text." This can be any alphanumeric character or string of characters you want except double quotation marks. The text must be enclosed by double quotation marks, but they do not appear in the result.
- <direction> LEFT or RIGHT
- CHECKDIGIT

Constraint commands

- CONTAINS <string> [AT <number>]
- LENGTH <number>

Action commands

- ADD <string> [AT <number>]
- ADD CHECKDIGIT [AT <number>]
- PAD <direction> WITH <string> TO <number>
- REMOVE <string>
- REMOVE <number> [AT <number>]
- REPLACE <string> WITH <string>

ID filter command descriptions

CONTAINS command

Syntax: **CONTAINS** <string> [**AT** <number>]

The **CONTAINS** constraint searches the ID code for the specified string.

- If the string is not found, then the ID filter does not alter the ID code.
- If a string is specified without a number, then the string can appear anywhere in the ID code.
- If both a string and a number are specified, then the string must appear at the <number> character in the ID code. The first character in the ID code is number 1.

LENGTH command

Syntax: **LENGTH** <number>

The **LENGTH** constraint checks the length of the ID code.

- If it does not match the number specified, this line of the ID filter is not used. The SelfCheck system tries the next filter in the list.
- Note that because the **LENGTH** restriction may be anywhere in the script, the ID code may be partly processed before the length is checked.

ADD command

Syntax: **ADD** <string> [**AT** <number>] or
ADD CHECKDIGIT [**AT** <number>]

The **ADD** action adds a string to the ID code.

- If a number is not specified, the string or check digit is added to the end of the ID code.
- If a number is specified, the string or check digit is inserted at the <number> character in the ID code. The first character in the ID code is always number 1.

CHECKDIGIT parameter

If the **CHECKDIGIT** keyword is specified instead of a string, the SelfCheck system sums the digits in the ID code and adds a check digit.

PAD command

Syntax: **PAD** <direction> **WITH** <string> **TO** <number>

The **PAD** action adds a string to the beginning or end of the ID code.

- Use **LEFT** to add the text before the ID code, or **RIGHT** to add it after the ID code.
- Use **TO** <number> to specify the total number of characters in the string after padding.

Example: To convert 1234567 to 000001234567, use

pad left with "0" to 12REMOVE command

Syntax: **REMOVE** <string> or **REMOVE** <number> [**AT** <number>]

The **REMOVE** action removes a string or a range of characters from the ID code.

- If a string is specified, the SelfCheck system searches the ID code and removes all occurrences of the string.
- If one number is specified, it is the number of characters to remove from the end of the ID code.
- If two numbers are specified, the first number is the number of characters to remove, and the second number is the first character position to remove. The first character in the ID code is number 1.

REPLACE command

Syntax: **REPLACE** <string> **WITH** <string>

The **REPLACE** action searches the ID code and replaces all occurrences of the first string with the second string.

Note that the search is not recursive, so the first (search) string may be a subset of the second (replacement) string. For example, "X" may be replaced with "XYZ."

ID filter example 1

This example demonstrates the use of the **LENGTH** and **PAD** commands.

Problem

Items in the library system have two ID code formats.

- Older IDs are 7 characters long.
- Newer IDs are 10 characters long.

Solution

The older IDs must be padded with '000' so that all IDs are 10 characters.

- The **LENGTH** command ignores all IDs that are not of the specified length.
- The **PAD** command inserts a character at the start or end until the ID is a specified length.

The screenshot shows a web interface for editing an item filter. The title is "Edit Item Filter".

- Name:** Pad to 10
- Constraints:** length 7
- Actions:** pad left with "0" to 10

Below the filter configuration is a section for "Barcode Item Testing".

- Test ID:** 1234567
- Test The Barcode** (button)
- Result:** 0001234567
- Save Item Filter** (button)

Example 1

ID filter example 2

This example demonstrates the use of the **REMOVE** and **ADD** commands.

Problem

Customer cards in the library system have two characters that stand for the month and year the card was issued. These must be changed to four characters that stand for the year.

- Characters 7 and 8 stand for the month.
- Characters 9 and 10 stand for the year.

Solution

- The **REMOVE** command takes out the month part of the ID code.
- The **ADD** command inserts a string at a specific point in the ID code.

The screenshot shows a configuration window for an ID filter. The 'Name' field contains 'Remove month'. The 'Constraints' field contains 'length 10'. The 'Actions' field contains 'remove 2 at 7' and 'add "20" at 7'. Below the configuration is a 'Barcode Item Testing' section. The 'Test ID' field contains 'AB03211104' and a 'Test The Barcode' button. The 'Result' field contains 'AB03212004'.

Example 2

ID filter example 3

This example demonstrates the use of the **CONTAINS** and **REPLACE** commands.

Problem

Customer cards in the library system have changed format. The meaning of character 5 has changed.

- If character 5 is *R*, it must be changed to *Z*.

Solution

- The **CONTAINS** command finds only those ID codes with *R* as the fifth character.
- The **REPLACE** command changes *R* to *Z*.

The screenshot shows a configuration window for an ID filter. The 'Name' field contains 'Replace R with Z'. The 'Constraints' field contains 'contains "R" at 5'. The 'Actions' field contains 'replace "R" with "Z"'. Below the configuration is a 'Barcode Item Testing' section. The 'Test ID' field contains '1234R67890' and a 'Test The Barcode' button. The 'Result' field contains '1234Z67890'.

Example 3

Passwords

Use the **Password** tab to change the administrative passwords. The Basic password is used to access the Basic Setup pages. The Advanced password is used to access the Advanced Setup pages in addition to the Basic Setup pages.

Because the default Basic and Advanced passwords (*basic* and *advanced*) are published in this guide, 3M strongly recommends that you change them as soon as possible.

If you lose or forget the password, you must call a 3M service technician to reset the passwords for you.

To change a password

- 1 In the **Old Password** box, type the old password.
- 2 In the **New Password** box, type the new password.
- 3 In the **Confirm Password** box, type the new password again.
- 4 Click **Save Password**.

The screenshot shows a web interface with a navigation menu at the top. The 'Passwords' tab is selected and highlighted in purple. Below the menu is a green header bar. The main content area is titled 'Basic Password' and contains three input fields: 'Old password:', 'New password:', and 'Confirm password:'. A 'Save Password' button is located below these fields. Below this section is another section titled 'Advanced Password', which also contains three input fields: 'Old password:', 'New password:', and 'Confirm password:'. A 'Save Password' button is located below these fields as well.

Password tab

Store/Forward

Use this tab to configure the optional store and forward feature.

This section describes the feature, lists feature limitations, describes the entire store and forward process, and describes how to configure the feature.

About the store and forward feature

Store and Forward is an optional feature that enables the SelfCheck system to process library materials when the circulation system is unavailable. While operating offline, the SelfCheck system stores transactions for later forwarding to the circulation system. When back online, stored transactions are forwarded to the circulation system.

Limitations

Lack of access to the circulation system imposes some limitations on the offline operation of the SelfCheck system. They include the following:

- Reserved items can be inadvertently checked out.
- Magnetic media can be ruined by accidental processing in the V-Cradle because the ILS cannot identify an item as magnetic media and warn the SelfCheck system not to desensitize the security strip.
- Customer and item IDs can be confused if a customer scans one or the other at the wrong time (scans an item ID when prompted for a customer ID, for example). This limitation can be overcome, however, by setting up validators. (See “Validating customer and item IDs” on page 58.)
- Transactions can be processed out of order, which can invalidate some of the item data. This is dependent on the circulation system. If it processes transactions according to the date imbedded in the SIP message, item data should be valid. If not, however, the last transaction it processes will determine the status of an item. This can be an issue if the library runs more than one SelfCheck system in Offline mode and allows both check-in and checkout during this time. To minimize this problem, 3M recommends that you either run one SelfCheck system with customer-selectable check-in and checkout or have multiple SelfCheck systems running only in check-out mode.
- Manual updates may be necessary. If transactions fail during the forwarding process, a list of the failed transactions is generated for the librarian to review. At that point, the librarian must manually update the circulation system based on list entries.
- Customers who have had their library privileges suspended will be able to check items out unless their IDs have been entered in the blocked customer list.

The store and forward process

Store and Forward operations require intervention by library staff. The steps include the following:

Task	System Manager Tab	Documentation
1 When the circulation system becomes unavailable, library staff places the SelfCheck system in Offline mode to store transactions.	Support Tab	“Support” on page 35
2 When the circulation system becomes available again, <i>before any other transactions are run on the circulation system</i> , library staff place the SelfCheck system in Out of Service mode and initiate forwarding.	Support and Store/Forward tab	“Support” on page 35 and “Store and Forward” (this section)
3 When forwarding is complete, the staff place the SelfCheck system in Normal mode to resume normal operations.	Support Tab	“Support” on page 35
4 If some items were not forwarded, staff enter them manually in the circulation system	NA	NA

Settings

Max offline checkout allowed

The maximum number of items that can be checked out in a single session while the SelfCheck is offline.

Days until due

The numbers of days until items are due back when they are checked out while the SelfCheck is offline.

Ignore Offline

Enables the SelfCheck to forward stored items to an ILS that doesn't support the forwarding feature. The SelfCheck does this by forwarding stored transactions as though they were standard (non-store and forward).

Queue

Click the **Start Forwarding** link to forward transactions to the ILS. This feature is available only when the SelfCheck system is in Out of Service mode.

Store and Forward

Blocked Customers

This section enables you to do the following:

- Create a list of customers who will not be allowed to use the SelfCheck system when it is unable to communicate with the ILS.
- Delete customers from the blocked customer list
- Edit an entry on the blocked customer list.

To Create a blocked customer list

- 1** Click the plus sign (+).
- 2** Add an ID to the **Customer ID** field.
- 3** Click **Add blocked customer**.

Fines and Fees

The Fines and Fees feature is only available if you have purchased 3M PAMS software and have configured the **Smart Card Reader** in the Devices tab.

Fines

Collect fines

Enables the fines feature.

Maximum allowed

Is the maximum amount of fines a user can accumulate before he or she can no longer use the SelfCheck system. This amount is expressed in the currency used on the SelfCheck system, which is configurable in the **Language** tab. When the customer's account reaches this maximum, the SelfCheck System notifies him or her.

Fees

Collect fees

Enables the SelfCheck to display an appropriate message when the ILS indicates that there is a fee associated with a particular library service.

PAMS Server

Authorization File

The path to the authorization file on the PAMS server, typically *//libraryname_42/wpreg.dll*, where *libraryname* is the name of the library.

Authorization Server

The address of the PAMS server, typically *libraryname.PAMS.3m.com*, where *libraryname* is the name of the library.

Proxy Address

The IP address or URL of the proxy server.

Proxy Port

The TCP port on the proxy server used for communication with the SelfCheck.

Checkin Sort

Use the Checkin Sort tab to configure graphical prompts that tell customers where to place items that they check in. Prompts can be of an icon for a bin, slot, cart, or table, whichever best suggests where they should place a checked-in item, and can be framed in a color that helps them identify a particular bin, slot, cart or table—if more than one is available. You can also download and use your own images (.jpg, .gif, and .png formats only) if the standard images don't meet your requirements.

You can configure up to four prompts, though for each check-in operation only one prompt will be displayed. The one that is displayed is determined by these factors:

- Which of the fields in this tab are configured
- The protocol used for communication between the SelfCheck System and the circulation system.
- The flags that are set in the SIP or NCIP message sent from the ILS to complete a successful item check-in. See the ILS administrator for information on the flags that are set at the completion of a check-in operation.
- The order of the configuration fields in this tab. The SelfCheck system checks for set flags in the order listed in this tab (alert, magnetic media, screen message). As soon as it encounters a set flag, it displays the appropriate image. If it encounters no set flags, it displays the image configured in the **Success** field.

Sort Conditions

Alert

Determines the image and border colors to display when the SelfCheck receives a SIP response with the alert flag set. NCIP does not support the Alert field.

Magnetic Media

Determines the image and border colors to display when the SelfCheck receives a response with the Magnetic Media flag set.

Screen Messages

Determines the image and border colors to display when the SelfCheck receives a SIP response with the Screen Messages flag set. NCIP does not support the Screen Messages field.

Success

Determines the image and border colors to display when the SelfCheck receives a message indicating a successful check-in but with none of the previously mentioned flags set.

For information on downloading and using your own images, see the discussion that follows.

The screenshot shows the 'Checkin Sort' configuration page. At the top, there is a navigation bar with tabs: Network, Devices, ID Settings, Passwords, Store/Forward, Fines/Fees, Support, Workflow, Themes, Receipt, Languages, and Messages. The 'Checkin Sort' tab is selected. Below the navigation bar, the 'Sort Conditions' section is visible. It contains four configuration blocks, each with an 'Is active' checkbox, a 'Location type' dropdown menu, and a 'Color' dropdown menu. The 'Alert' block has 'Is active' checked, 'Slot' selected for location type, and 'DeepPink' selected for color. The 'Magnetic Media' block has 'Is active' checked, 'Bin' selected for location type, and 'DarkKhaki' selected for color. The 'Screen Messages' block has 'Is active' checked, 'Table' selected for location type, and 'LimeGreen' selected for color. The 'Success' block has 'Is active' checked, 'Cart' selected for location type, and 'RoyalBlue' selected for color. A 'Save settings' button is located at the bottom right of the 'Sort Conditions' section. Below the 'Sort Conditions' section, there is a 'Sort Images' section with a link to 'Modify sort location images...'


Checkin Sort

Sort Images

Downloading and using your own images

- 1 Click the **Modify sort location images** link.
- 2 Click the Browse button and browse to a new graphic file.
- 3 Select the new file and click **Upload file**. The new image is placed in the Slot, Bin, Table, and Cart lists. (Click the down arrow to see the new listing.)
- 4 Associate the new image with the Slot, Bin, Table, or Cart configuration selection by going to the appropriate pull down box (Slot, Bin, Table, or Cart) and displaying the new file in the box.
- 5 Click the **Save images** button.

Sort Images

Slot:
Preview: 




Bin:
Preview: 

Table:
Preview: 

Cart:
Preview: 

Upload New Image

New image file:

General maintenance

Replacing the printer paper


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

To replace the paper in a recessed printer

- 1 Remove the cover plate.
- 2 Squeeze the open button on the left side of the cover and lift the printer cover.
- 3 Place the paper roll in the printer so the paper unwinds from the bottom.
- 4 Pull the front edge of the paper out until it is past the front edge of the printer.
- 5 Close the printer cover.
- 6 Replace the cover plate.

To replace the paper in a top-mounted printer

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

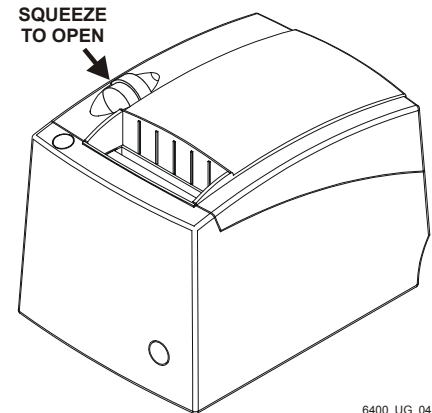
 To order printer paper rolls, see "Obtaining service and supplies" on page 81.

Cleaning the components

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

Cleaning the monitor

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



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Opening the printer

Solving problems

Most problems with the SelfCheck system can be resolved by reading this guide. In the “FAQs” (frequently asked questions) section, we answer several of the most frequently asked questions. In the other sections we attempt to help you resolve problems that may be due to hardware, software, or configuration failures.

FAQs

How can I change screen messages?

Most user interface messages and directions have been carefully worded to ensure user success, so we do not recommend that you change them. If you find it necessary to reword a message, please use the following procedure:

- 1 On the Advanced Setup page, click the **Messages** tab.
- 2 In the **Edit messages for** box, select the language you want to edit in.
- 3 In the **Select function** box, select the category of the message you want to edit.
- 4 In the **Messages** area, find the message you want to edit.
- 5 Select the part of the message you want to change, and then type the new text.
- 6 Click **Save Changes**.

Does the 3M™ SelfCheck™ System operate with SIP 1.0?

Yes. All 3M SelfCheck systems operate with both SIP (Standard Interchange Protocol) 1.0 and SIP 2.0. The SIP setting is backward compatible, so normally you can set the SelfCheck system to SIP 2.0, and it will still communicate effectively with a circulation system using SIP 1.0. However, if your library’s automated circulation system incorrectly mimics the SIP version requested by the SelfCheck system, it may be necessary to edit the SelfCheck system’s configuration file. Normally, this would be done by the installation technician during installation.

If your library subsequently reconfigures the old circulation system or upgrades to a new one, it may be necessary to edit the configuration file a second time. For information about how to do this, in the U.S. call Software Support at 1-800-328-0067. Outside the U.S., contact your local 3M office.

What happens if a customer is not allowed to borrow materials?

The SelfCheck system recognizes when a borrower is blocked for any reason. It then politely directs the person to the circulation desk for assistance.

Does the 3M™ SelfCheck™ System follow the library's lending policy?

Yes. The SelfCheck system receives its direction from the library's host circulation system. The system recognizes which books may or may not be loaned, thresholds on the number of items that can be loaned, and fines thresholds.

Does the 3M™ SelfCheck™ System do renewals?

Yes. The SelfCheck system allows an item to be renewed if the library's policy allows the renewal. If an item is blocked for renewal by the library's host system, the SelfCheck system does not allow the renewal.

Does the customer need the book for a renewal?

Yes. The system needs to read the item barcode in order to renew it.

Does the 3M™ SelfCheck™ System recognize items on hold?

The SelfCheck system relies on the circulation system to determine how to process an item that has been placed on hold or reserved.

Will the 3M™ SelfCheck™ System still desensitize if a book is not protected with a 3M™ Tattle-Tape™ Security Strip?

Yes. For security reasons, the system treats all books the same and desensitizes them as though they were protected. To insure its security, a Tattle-Tape security strip should be installed when the book is returned to the library.

What happens if a customer tries to check out a book that is on loan to someone else?

Occasionally a book is returned to the shelves without being properly discharged from the previous borrower's record. How the SelfCheck system handles this situation depends on the library's circulation policy. Typically the circulation system will not allow the item to be checked out by a different customer until the item is checked in. The customer would be directed to the circulation desk.

How can I change the sound volume?

Rotate the volume control on the bottom of the monitor. For the location, see "Touch screen monitor controls" on page 22.

Boot and Login Problems

Login and Communication Problems

Problems you encounter during the login process can be caused by changes to the host computer installation setup and circulation system changes. Contact your system administrator for assistance.

Unable to log on to the host computer

3M Software Support may ask you to monitor the logon process to determine if the SelfCheck system is attempting to log on to the host.

To set up Session logging

- 1 In the Advanced **Support** tab, click the **Log Level** box, and then click the requested log level.
- 2 Click **Set Level**.

Additional things to check

- The data cable should be properly connected to the network connector on the SelfCheck system.
- The host should be properly operating and capable of accepting a connection from the SelfCheck system.
- Make sure the SIP program is running on the host.
- If a terminal server is used, make sure it is running and is capable of accepting a connection from the SelfCheck system.
- Have any network passwords changed?
- Has the path or other accesses to the network or the host changed?
- Was the SelfCheck system improperly powered off or otherwise disconnected from the host without properly logging off the system? This might leave the host connection active, which would prevent the SelfCheck system from logging in until the port is reset.
- Does the host port need to be reset to allow a connection from the SelfCheck system?
- Does the SelfCheck system get disconnected from the host without anyone initiating the log off process? The host computer may be dropping the connection.

ACS conflicts notification

The SelfCheck System ACS Conflicts Notification feature notifies you of conflicts in setup between the automated circulation system (ACS) and the SelfCheck system. All conflicts are also recorded in the log.

- When the SelfCheck System's **Suspicious Activity** field is set to Block customer and the ILS does not support this feature, suspicious activity ends the customer's session and a message is sent to library staff that is displayed at system startup.
- When the ILS does not support customer account information, account information cannot be displayed. Consequently, the **Account Info** button will not be displayed and the configuration field **Show customer Account Info after patron ID entered** is ignored.

Printer problems

- Verify that the printer has paper.
- Verify that the paper is properly installed. The paper must be installed with the thermal side up and paper coming from the bottom of the roll.
- Verify that the printer is enabled in the **Devices** tab.
- Verify that the printer cable and power plugs are connected.
- Verify that the printer cover is closed and latched.
- Try printing a test page from Windows.

Check-in/checkout problems

Cannot check out books

Problem: The SelfCheck system scanner reads barcodes but still cannot check out some or all items.

Solution: You may need to create an item ID filter to ensure that the item ID format sent to the host matches the item ID format that is needed by the circulation system database.

Problem: The SelfCheck system scanner reads barcodes but some or all customers are not recognized or allowed to check out materials.

Solution: You may need to create a customer ID filter to ensure that the customer ID format sent to the host matches the customer ID format that is needed by the database.

Cannot read magnetic cards

- Is **Mag Card Reader** enabled in the **Devices** tab?
- Does the card have information on the track that is selected on the set up screen?
- Is the card being swiped with the magnetic strip on the correct side?

- Is the card being swiped quickly enough? A card that is swiped too slowly has read problems.
- Are the cable connections tight?

Cannot read smart cards

- Is **Smart Card Reader** enabled in the **Devices** tab?
- Is the smart card being inserted correctly into the reader?

Cannot read the customer or item ID

- Make sure barcodes on customer cards and library materials are not scratched, dirty or otherwise damaged in a way that might make them hard to read. Try an item with a clean, good quality barcode.
- Make sure customer cards are placed so that the barcode is face up and is being placed under the scan line.
- Make sure barcodes on books or other items are being placed under the scan line.

Cannot select Mag Card or Smart Card as the customer identifier

- To be able to select **Mag Card** as the customer identifier on the Advanced **Workflow** tab, **Mag Card Reader** must be enabled in the **Devices** tab.
- To be able to select **Smart Card** as the customer identifier on the Advanced **Workflow** tab, **Smart Card Reader** must be enabled in the **Devices** tab.

The Media check is not working

- Make sure the Media check is plugged in.
- Make sure the 110V/220V input power setting is correct.
- Make sure the Mediacheck's USB cable is firmly connected to the correct USB port.
- In SelfCheck System Manager, make sure the Mediacheck is enabled in the **Devices** tab.

Some customers are not allowed to check out items

If **BLOCK_PATRON** is selected for **Suspicious activity response** in the Advanced **Workflow** tab, the customer may have unknowingly exceeded the retry limit for entering a PIN.

Customers are unable to renew items

Make sure the circulation system is set up to allow renewals. If the circulation system is not set up to allow renewals, then customers cannot renew materials on the SelfCheck system.

Customers are unable to check out videos

Check **Item Processing** in the Advanced **Workflow** tab. Under **Process videos**, make sure that **At SelfCheck** is selected.

Customers are unable to check out audio tapes

Check **Item Processing** in the Advanced **Workflow** tab. Under **Process audio and other (non-video) magnetic media**, make sure that **At SelfCheck** is selected.

Receipt Problems

Receipt will not print

See “Printer problems” on page 76.

Receipt does not print the desired information

Verify that the receipt configuration in the **Receipt** tab has the correct information.

Receipts are printed in the wrong language

- In the **Language** dialog box, verify that the desired language is selected.
- In the **Receipt** tab, verify that the default receipt language is set to the desired language.
- In the **Receipt** tab, verify that a receipt for the desired language has been created.

Receipt information does not fit properly

- Make sure that the desired font and font size are selected in the **Receipt** tab. The font and the font size selected in the **Header and Footer Text** area affect the entire receipt.
- If the problem is in the header or footer, create new line breaks to rearrange the text.

Scanner problems

If you are having scanning problems, the following table may provide some solutions.

Possible cause	Solutions
The scanner reads poorly.	Clean the scanner lens with a soft, dry, lint-free cloth.
The barcode can't be read properly because it is faded or dirty.	Replace the barcode with a clean, good quality barcode.
A bright light is shining on or reflecting from the barcode.	Remove or shade the light.
The wrong scanner position is indicated on the user interface	In the Advanced Workflow tab, select the correct scanner mounting location.
The barcode symbology is not recognized.	In the Devices tab, add the symbology used in the barcode.

The scanner beam is not aligned properly.	Call customer service. In the U.S., call 3M Technical Support at 1-800-328-0067, option 1. Outside the U.S., call your local 3M office.
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Power problems

Possible cause	Solutions
No AC power.	<ol style="list-style-type: none"> 1 Make sure the SelfCheck system is plugged in. 2 Make sure the monitor is turned on. 3 Make sure the outlet being used is not operated from a wall switch or other control device. 4 Check to see whether any other machine or appliance using the same outlet is working. 5 If the outlet is dead, have a qualified person check the circuit breaker or fuse box.
There is a computer problem with the SelfCheck system.	In the U.S., call 3M Technical Support at 1-800-328-0067, option 1. Outside the U.S., call your local 3M office.

Messages do not display correctly

If your circulation system uses 8-bit characters (ö, ü,...), and you use SIP checksums, you may get an error. A problem exists with early releases of SIP version 2.0 when computing checksums on 8-bit data. A work-around is to disable error checking. This problem has been corrected in later SIP 2.0 releases. Make sure the circulation system is using the latest version of SIP.

Other Problems

Multiple book detector is not detecting multiple strips

- Ensure that the multiple book detector is turned on.
- Verify that a security strip is in the book.
- Make sure that the strip is resensitized.

Do not place books on the cradle during SelfCheck system startup.

Customers are asked to take some items to the desk

- Some items may require a fee to be paid to check out the item.
- The customer might need assistance in placing the item correctly.
- The item might be on reserve for another customer.

SelfCheck system is not asking for a PIN, but it should be

Verify that **Customer PIN required for checkout** has been selected in the **Customer ID Processing** area of the Advanced **Workflow** tab.

Obtaining service and supplies

Printer paper and other supplies

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

Thermal Printer Paper

Part number	78-8126-7827-0 (This is the part number for one roll. You must order paper in quantities of 8 rolls)
Width	3.15 inches [80 mm]
Diameter	4.0 inches [100 mm]

Contacting support

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

3M Library Systems Web site

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

For additional information about SelfCheck systems, go to <http://www.3M.com/us/library> and select the information you want from the navigation bar.

Appendix A: Email notification messages

The SelfCheck system automatically sends email notifications of conditions that require attention to the email addresses listed in the **Notifications** box of the **Support** tab. (See “Notifications” on page 36.) The following table lists the standard email notification messages. You can edit the text of these messages in the **Messages** tab.

Alert condition	Subject line	Message
Circulation system not communicating	3M SelfCheck System: {0}. Not communicating with circulation system.	3M SelfCheck System: {0}. System is not communicating with the circulation system. Contact your library's Network or IT department.
Out of service	3M SelfCheck System: {0}. Out of service.	3M SelfCheck System: {0}. System is out of service. Please contact 3M for service. {1}
Paper out	3M SelfCheck System: {0}. Printer is out of paper.	3M SelfCheck System: {0}. Printer is out of paper.
Printer down	3M SelfCheck System: {0}. Printer is not working.	3M SelfCheck System: {0}. Printer is not working.
Stored transactions	3M SelfCheck System: {0}. Stored transactions waiting to be forwarded.	3M SelfCheck System: {0}. Stored transactions waiting to be forwarded. There are {1} transactions waiting to be forwarded. To send or clear transactions: Go to the SelfCheck Manager support page. Set operation mode to "Out of Service." Select "Forward to circ system" button. If unprocessed items remain, you can export and delete the list.
Suspicious item	3M SelfCheck System: {0}. Possible suspicious item activity.	3M SelfCheck System: {0}. System detected possible suspicious item activity. Time: {1} Customer ID: {2}
Suspicious PIN	3M SelfCheck System: {0}. Possible suspicious customer ID activity.	3M SelfCheck System: {0}. System detected possible suspicious customer ID activity. Time: {1} Suspicious ID scanned: {2}

Variables

{0} System name of the SelfCheck system.

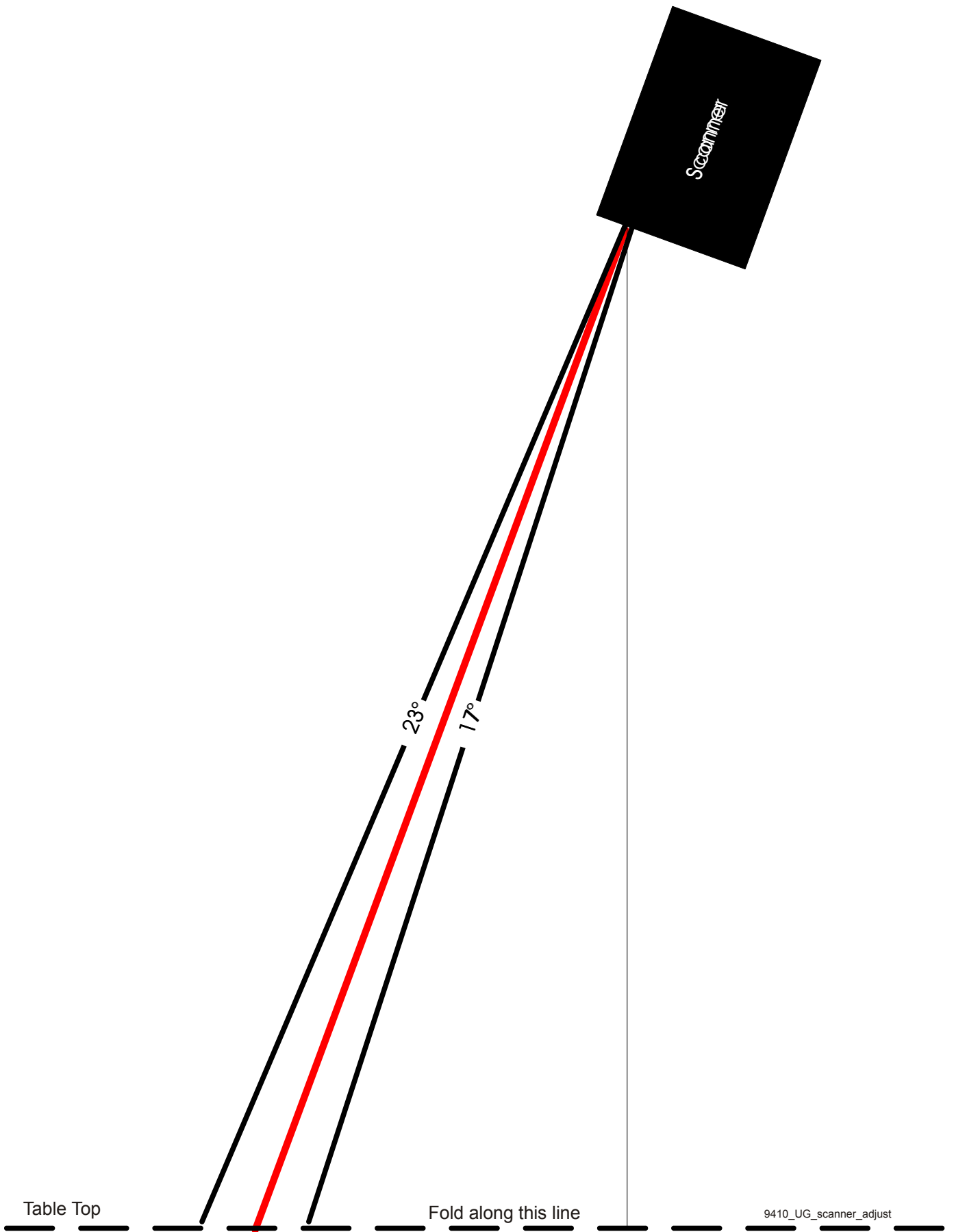
{1}, {2} Other variables.

Appendix B: Scanner Adjustment Template

Use the template on the following page to ensure that the scanner is about 8 inches (20 cm) from the desktop and lined up at about a 20 degree angle (between 17 and 23 degrees).

How to use the template

- 1** Remove the template page from the binder (printed manual) or print it (PDF).
- 2** Fold the page along the dotted line.
- 3** Use the template to ensure that the scanner is at the correct distance and angle.



3M Library Systems

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