



# Book Check Model 940 Series

---

User Guide

**3M Library Systems**

3M Center, Building 225-4N-14  
St. Paul, Minnesota 55144-1000  
[www.3M.com/library](http://www.3M.com/library)

© 2005, 2006 3M. All rights reserved.

Book Check Model 940 Series User Guide

78-8126-8471-6 Rev. C1

3M and Tattle-Tape are trademarks of 3M.

# Contents

<b>Safety Information</b> .....	<b>5</b>
Intended use.....	5
Explanation of signal word consequences .....	5
Explanation of product safety label symbols .....	5
Warnings.....	6
Cautions .....	7
Japan .....	7
Label locations (Model 942 and 943) .....	8
Label locations (Model 946) .....	9
<b>EMC compliance USA and Canada</b> .....	<b>10</b>
FCC Radio Frequency Rules and Regulations .....	10
FCC Intentional Radiator Certification.....	10
Industry Canada radio frequency rules and regulations.....	10
<b>Introduction</b> .....	<b>11</b>
<b>About the 3M™ Book Check Model 940 Series</b> .....	<b>11</b>
Models .....	11
About Staff Workstation software .....	11
Book Check Features .....	11
<b>How to use this manual</b> .....	<b>12</b>
<b>Stability requirements</b> .....	<b>12</b>
<b>Magnetic media warning</b> .....	<b>12</b>
<b>Voltage selection warning</b> .....	<b>13</b>
<b>Introduction to the hardware interface</b> .....	<b>14</b>
Overview.....	14
About magnetic media mode .....	14
About the verifier.....	14
<b>Using the Model 942</b> .....	<b>15</b>
Processing items .....	15
Turning off the verifier .....	16
<b>Using the Model 943 and Model 946</b> .....	<b>17</b>
Software interface overview .....	17
Staff menus .....	17
Hot keys.....	17
Target application .....	17
Processing items .....	18
Setting up communication with the circulation system.....	18
Selecting a target application .....	18
Checking items in .....	19
Checking items out .....	20

Sending item IDs to the circulation system.....	21
Securing and unsecuring items .....	22
<b>Turning off the verifier .....</b>	<b>23</b>
<b>Changing staff settings.....</b>	<b>23</b>
Minimizing the application .....	23
Restoring the application to full size.....	23
Choosing the Always on Top option.....	23
Selecting a language for the interface .....	24
Accessing administrative settings .....	24
Changing the sound volume.....	24
Accessing search list information .....	24
Accessing database information.....	25
 <b>Troubleshooting .....</b>	 <b>26</b>
 <b>Service telephone numbers.....</b>	 <b>27</b>
<b>3M service phone numbers.....</b>	<b>27</b>
<b>System information .....</b>	<b>27</b>

# Safety Information

Read, understand, and follow all safety information contained in these instructions prior to installation and use of the 3M™ Book Check Model 942 and Book Check Model 946. Retain these instructions for future reference.

## Intended use




---

The Book Check Model 942 and Model 946 are intended for use by library staff in the check-in and checkout of library materials that use electromagnetic (EM) or RFID tags. They may be used on desktops or built into customized countertops.

The Book Check Model 942/946 must be installed as specified in the *Book Check Series Model 940 Site Planning and Installation Guide*. It is intended for use in an indoor library environment and has not been evaluated for other uses or locations.



## Explanation of signal word consequences

---

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

## Explanation of product safety label symbols

---

	<b>Attention: Read accompanying documentation</b>
	<b>Risk of Electric Shock</b>



**Disposal hazard**

## Warnings

### **WARNING**

**To reduce the risk associated with fire or hazardous voltage due to a user or contractor/installer attempting to service or modify the book check unit:**

- Do not attempt to modify or repair — no user serviceable parts — contact 3M Service for repair.

**To reduce the risk associated with fire or hazardous voltage due to the incorrect installation of book check system components by the user or contractor/installer:**

- Install system components into desk or enclosure in accordance with instructions and specifications given in the *3M Book Check Model 940 Series Site Planning and Installation Guide*.

**To reduce the risk associated with fire due to incorrect installation of service parts or 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.

**To reduce the risk associated with hazardous voltage due to the incorrect installation of book check system components by the user or contractor/installer, or use of the system when damage has occurred:**

- Install system components into desk or enclosure in accordance with instructions and specifications given in the *3M Book Check Model 940 Series Site Planning and Installation Guide*;
- Do not use the book check system if damage has occurred to enclosure or power cord.

**To reduce the risk associated with back strain due to the weight of the book check unit:**

- The book check unit weighs more than 20 pounds — use proper lifting procedures.

**To reduce the risk associated with tipping or falling of the book check unit:**

- Install system components into desk or enclosure in accordance with instructions and specifications given in the *3M Book Check Model 940 Series Site Planning and Installation Guide*.

## Cautions

---

### CAUTION

**To reduce the risk associated with environmental contamination due to the incorrect disposal of any circuitry that contains lead in the solder:**

- At the end of service life, dispose of book check unit and laser scanner accessory 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 accessory:**

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

**To reduce the risk associated with repetitive strain injury from repeated lifting of library materials:**

- Operation of this product may involve repeated body movements. To minimize possibility of Repetitive Stress Injury, avoid prolonged repetitive movements, rest when becoming fatigued and, when possible, alternate job functions with other people. Avoid awkward reaching for items.

## Japan

---

同梱の電源コードは当該製品専用です。

# Label locations (Model 942 and 943)

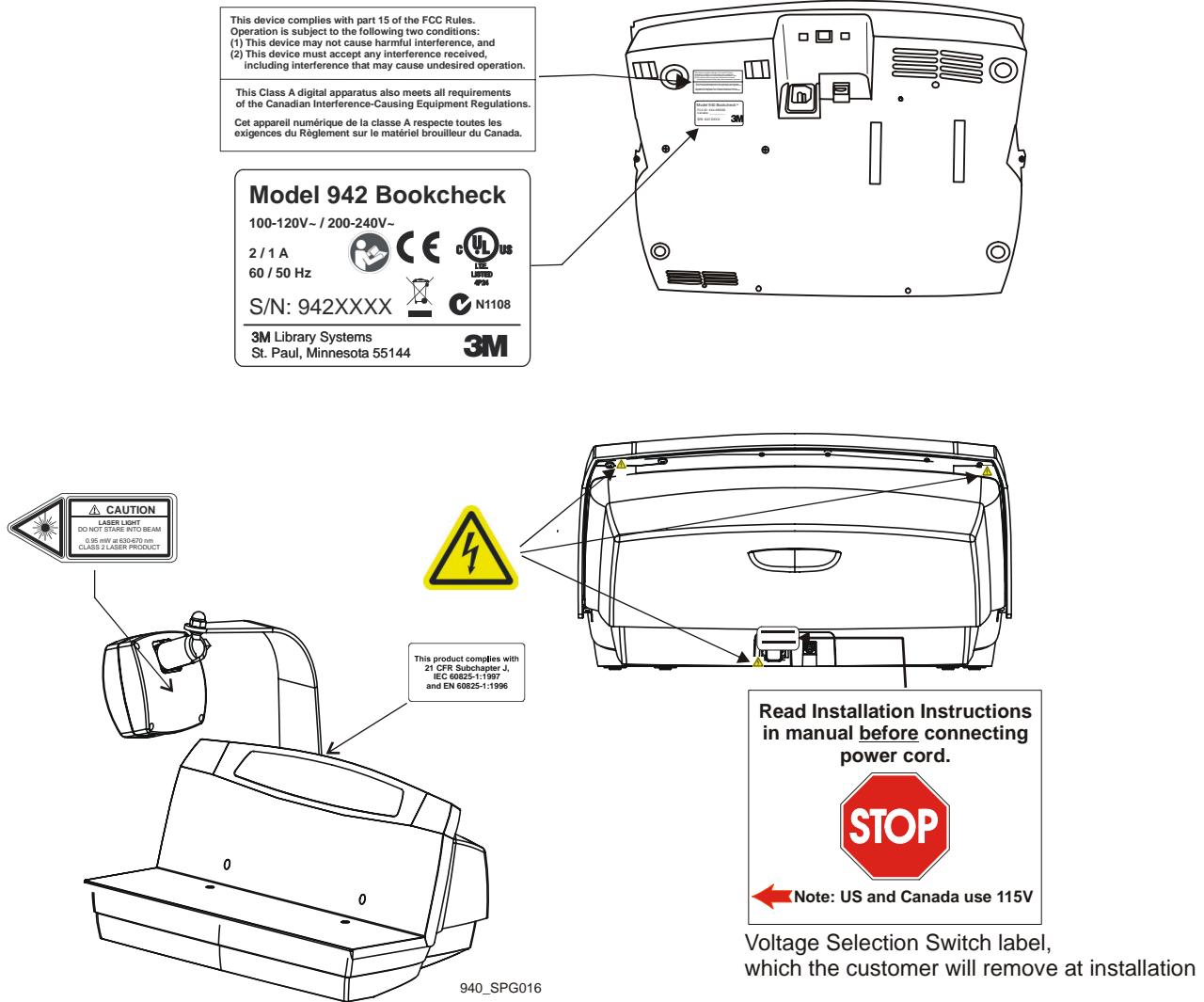


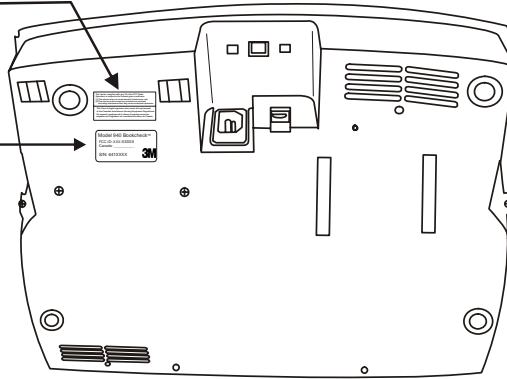
Figure 1 Label Locations (Model 942 and 943)



# Label locations (Model 946)

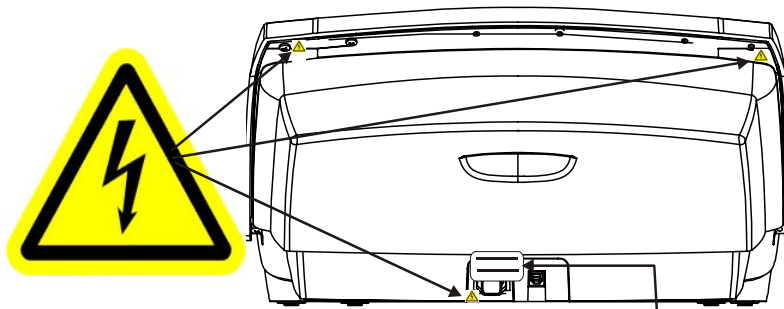
This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:  
 (1) This device may not cause harmful interference, and  
 (2) This device must accept any interference received, including interference that may cause undesired operation.

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 du Règlement sur le matériel brouilleur du Canada.



**Model 946 Bookcheck**  
 100-120V~ / 200-240V~  
 2 / 1 A  
 60 / 50 Hz  
 S/N: 946XXXX  
 3M Library Systems  
 St. Paul, Minnesota 55144

UL US  
 IEC LISTED  
 N1108  
 3M



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 du Règlement sur le matériel brouilleur du Canada.

**Read Installation Instructions in manual before connecting power cord.**

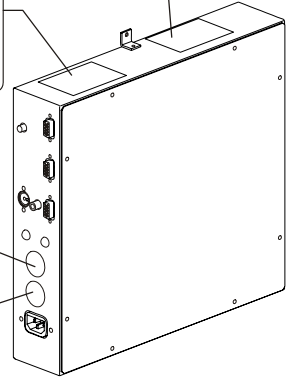
**STOP**

**Note: US and Canada use 115V**

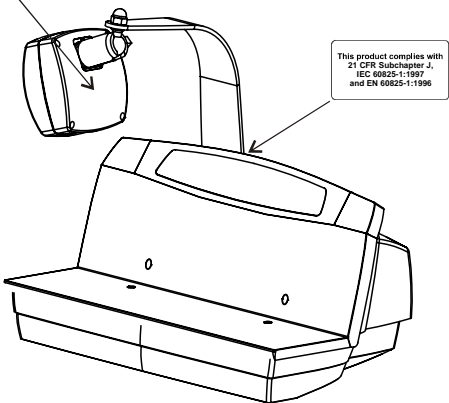
Voltage Selection Switch label, which the customer will remove at installation

78-8129-2641-4  
 100 - 240V-  
 50/60 Hz  
 1 A  
 FCC ID: DGFSS046  
 Canada: ...

UL US  
 IEC LISTED  
 ACCESSORY  
 N1108  
 3M



**CAUTION**  
 LASER LIGHT  
 DO NOT STARE INTO BEAM  
 CLASS 2 LASER PRODUCT



This product complies with 21 CFR Subchapter J, IEC 60825-1:1997 and EN 60825-1:1996

# 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

---

FCC ID: DGFSSD946
-------------------

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.

ICES-003

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

NMB-003

Canada IC: pending

This device contains an intentional radiator. Operation is subject to the following two conditions: (1) this device may cause harmful interference, and (2) this device must accept any interference, including interference that may cause undesired operation.

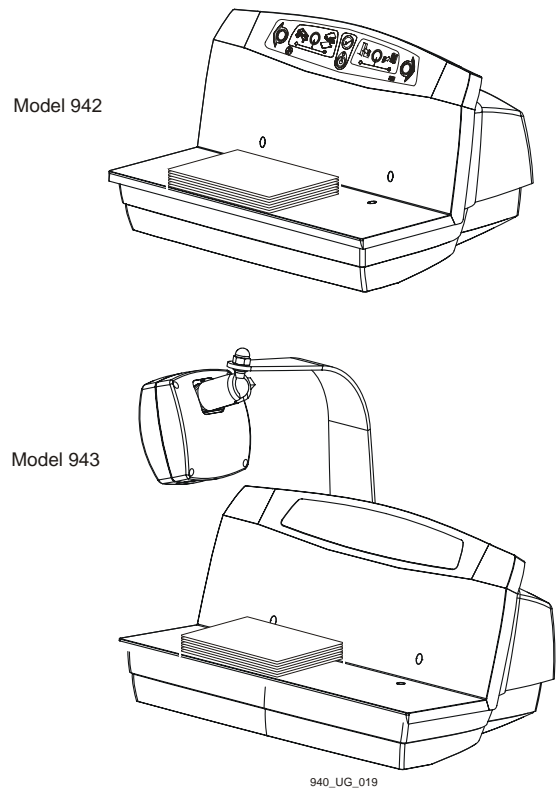
# Introduction

## About the 3M™ Book Check Model 940 Series

The 3M™ Book Check Model 940 Series are customer-installable units that sensitize and desensitize the 3M™ Tattle-Tape™ Security Strips and RFID tags that secure a library's materials. These units can be placed on a countertop or embedded in a desktop, enabling efficient processing of library materials.

### Models

The sleek, durable Model 942 is a standalone book check unit that safely desensitizes and resensitizes security strips on print materials, CDs and DVDs. The Model 943 consists of this same book check unit but adds a state-of-the-art barcode scanner that communicates with 3M Staff Workstation software and the integrated library system (ILS). The Model 946 adds RFID capabilities.

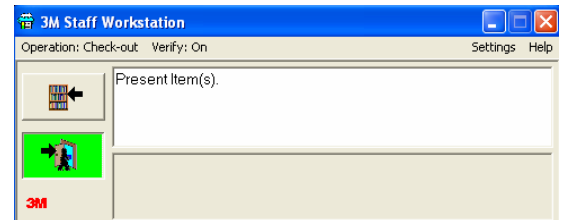


**Figure 2 Book Check Model 940 Series**

### About Staff Workstation software

For Model 943 and 946 users, the Staff Workstation software integrates and streamlines the various tasks required to check library materials in and out while increasing the reliability of this process.

The software provides an interface between the scanner and the integrated library system (ILS), automates the identification of missing and out-of-circulation items, and provides error checking mechanisms that reduce barcode reading errors.



**Figure 3 Staff Workstation Software**

### Book Check Features

Key features include the following:

- Efficient check-in and checkout of materials by library staff
- Selectable processing flow, from right-to-left or left-to-right
- Audible feedback, a “thump” that informs the staff that a check-in or checkout operation is complete
- Security status verification, a light that tells the staff when the unit detects a sensitized strip
- Easy to use indicators and buttons

## How to use this manual

---

Some sections of this manual are intended for all users and some are intended for one or some of the Book Check 940 models. The following table will help identify the sections pertinent to your installation.

Section	Who should read
Safety	Model 942, Model 943, Model 946 users
Introduction	Model 942, Model 943, Model 946 users
Using the Model 942	Model 942 users
Using the Model 943 and Model 946	Model 943 and 946 users
Troubleshooting	Model 942, Model 943, Model 946 users
Service telephone	Model 942, Model 943, Model 946 users

## Stability requirements

---

Do not place Book Check Model 940 Series units on furniture that does not meet Underwriters Laboratories Inc. standards for stability. Ensure that the furniture meets the following UL standards:

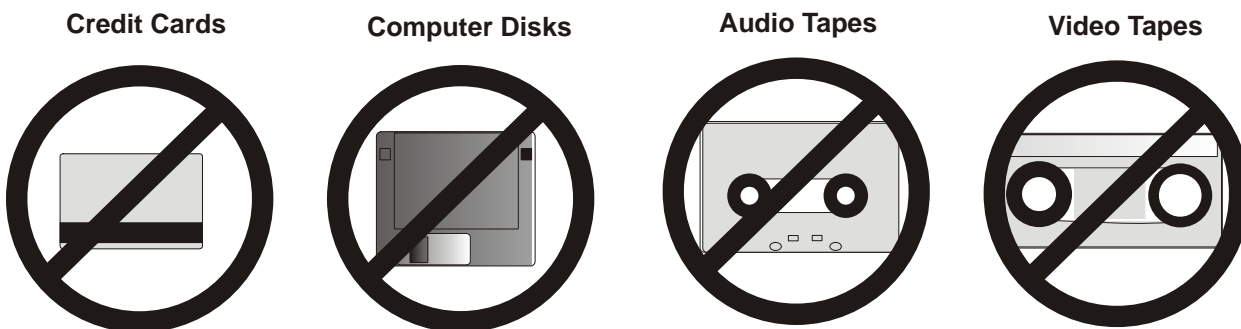
- 60950 (North America)
- EN60950 (Europe).
- IEC 60950 (Countries outside North America and Europe)

## Magnetic media warning

---

Book Check Model 940 Series units are not intended for magnetic media and can be harmful to the data on audiotapes, videotapes, credit cards, and computer disks.

Be sure to place the unit in magnetic media mode when you process magnetic media near the unit. This includes times when you process magnetic media with the Model 943 scanner.



940\_UG\_001\_mag\_media

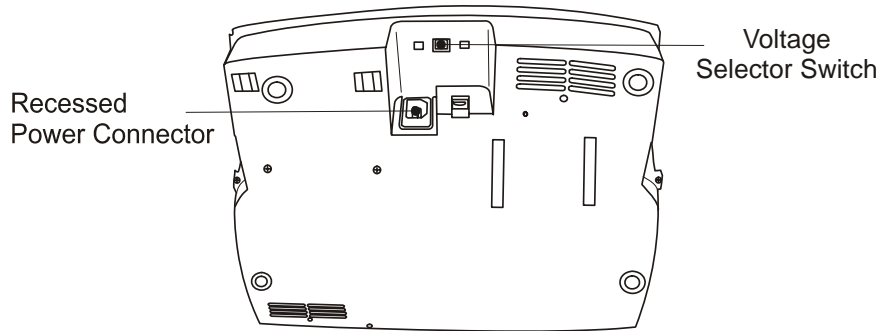
**Figure 4 Magnetic Media Warning**

## Voltage selection warning

---

Slide the voltage selector switch on the 3M™ Book Check Model 940 Series unit to the correct voltage setting (115V or 240V).

The unit ships from the factory set to 240V.

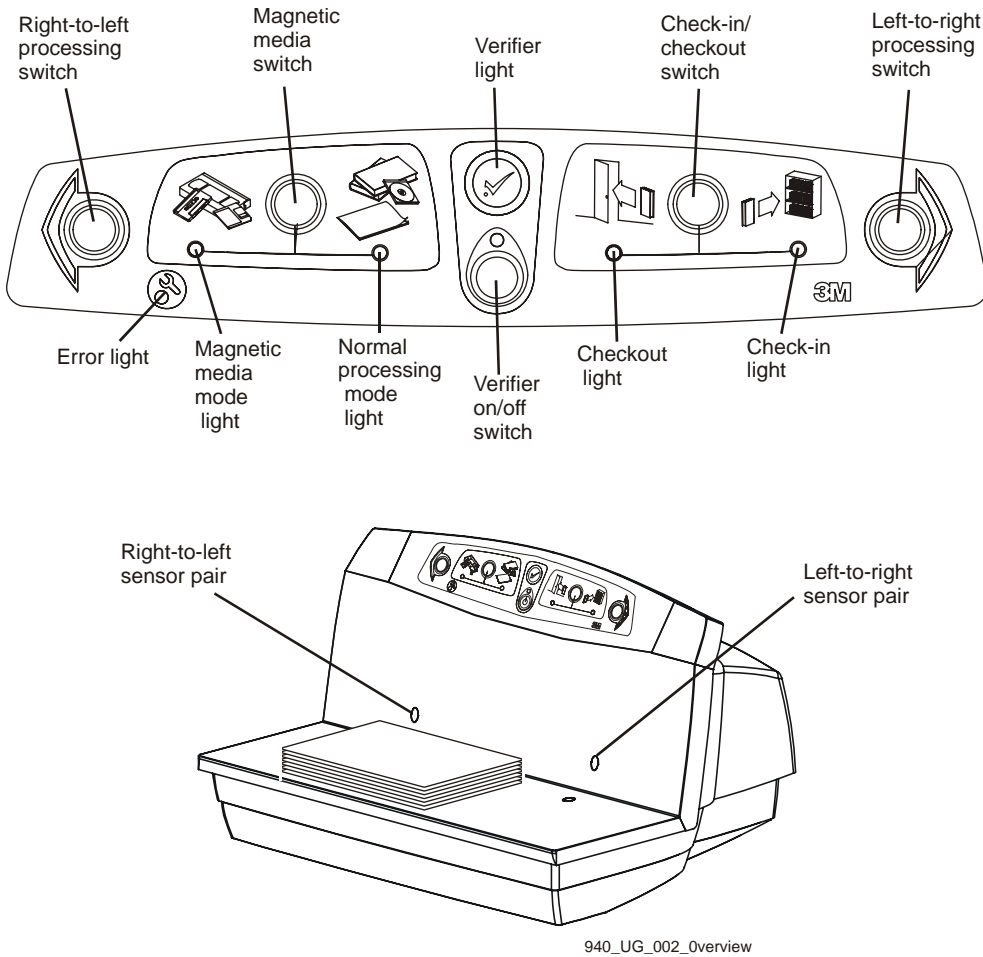


940-SPG-019

**Figure 5 Voltage Selection Warning**

# Introduction to the hardware interface

## Overview



**Figure 6 Overview of the Interface**

## About magnetic media mode

When in magnetic media mode, the unit's magnetic field is off to protect magnetic media, which can be damaged when exposed to magnetic fields. Make sure that magnetic media mode is off and normal processing mode on when you want to check non-magnetic items in and out.

## About the verifier


When enabled, the verifier light turns on when the unit detects a sensitized strip.

# Using the Model 942

## Processing items

This procedure describes how to check items in and out. Do NOT use it to process magnetic media, such as video and audio tapes.

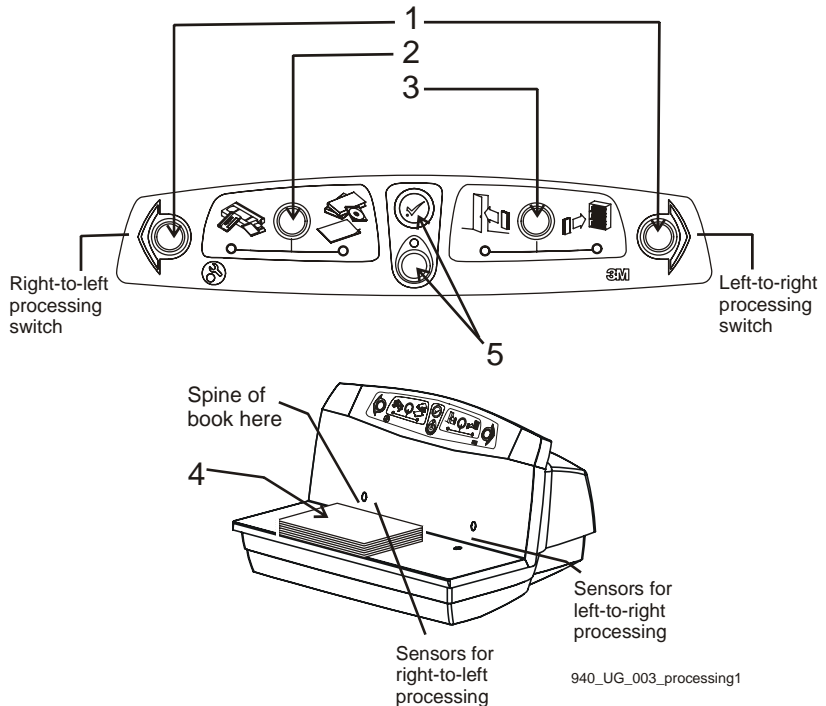
- 1 Set the unit's processing direction by pressing the right-to-left or left-to-right switch.
- 2 Make sure that the unit is in normal processing mode by ensuring that the normal processing mode light is on and pressing the magnetic media switch if it is not.

 The unit cannot change the status of security strips in magnetic media mode.

- 3 Ensure that the unit is set for the correct type of processing (check-in or checkout) with the Check-in/Checkout switch.
- 4 Lay the library item over the active sensors, with the security strip as close to the back of the unit as possible. (Lay books with the spine against the back.)

The unit emits a thump, indicating that the strip has been sensitized (check-in) or desensitized (checkout).

- 5 To verify the status of the strip to ensure that processing was successful, do the following:
  - a If the verifier mode light is not on, press the verifier switch.
  - b Move the item left-to-right or right-to-left a few inches while watching the verifier light. If the light turns on, it means the unit has detected a sensitized strip (security on).

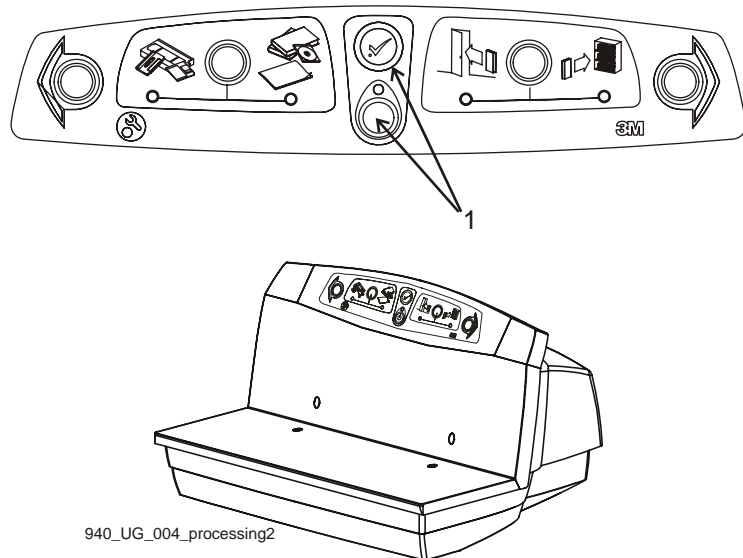


**Figure 7 Processing an Item**

## Turning off the verifier

This topic describes how to turn off the verifier.

If the verifier mode light is lit, press the button to turn off the function.



**Figure 8 Turning Off Item Security Verifier**



# Using the Model 943 and Model 946

## Software interface overview

### Operation and Settings Menus

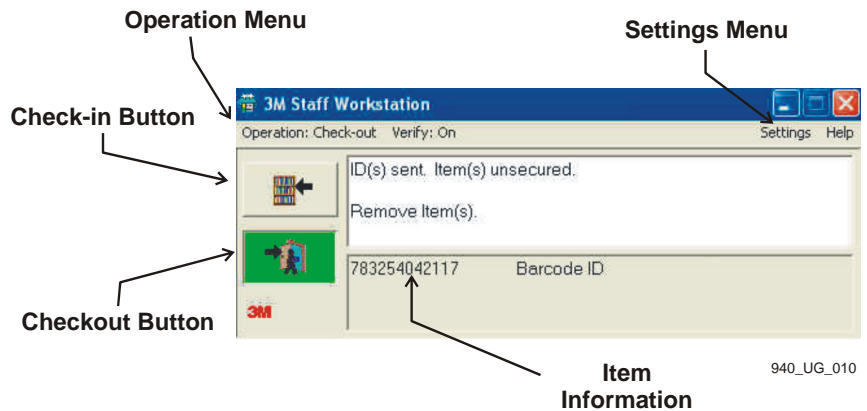
See [Staff menu](#) (following) for more information.

### Check-in and Checkout buttons

Buttons that allow easy selection of the two main operating modes.

### Item Information

Item ID, information.



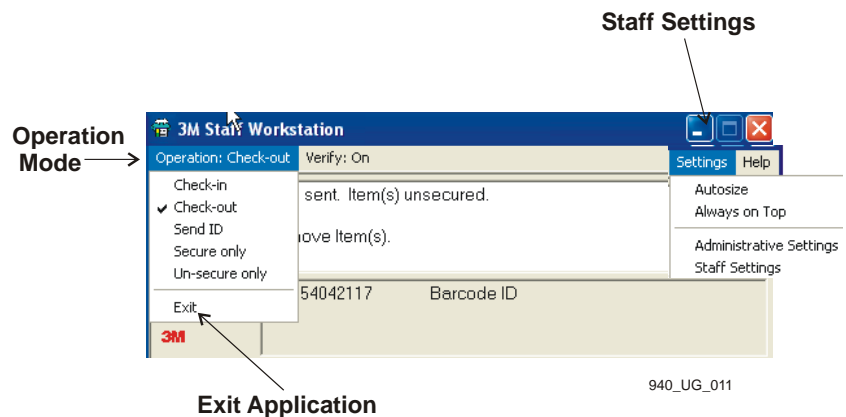
## Staff menu

### Operation Menu

Enables selection of operating mode and provides method for exiting application.

### Staff Settings

Enables changes to staff settings, which are in effect until changed again or until the application is restarted.



## Hot keys

Hot keys are individual keys or key sequences set up by the administrator to enable staff to select check-in, checkout and send ID modes from the keyboard. See your administrator for information on hot key setup.

## Target application

A target application is the application that will receive input from the Staff Workstation. Typically, this is the circulation system. See [Selecting a target application](#) on page 18 for information on how to select a target application.

# Processing items

---

## Setting up communication with the circulation system

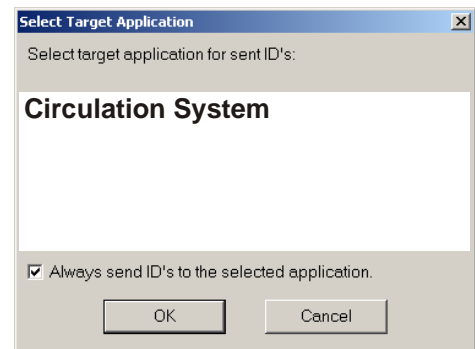
Many Staff Workstation operations require communication with the library's circulation system. To enable this communication, you need to do the following:

- 1 Start the circulation system software.
- 2 Start the Staff Workstation software and then select the circulation system as the "target application."

When you select a target, you can make the application the permanent target, or you can choose to select a target each time you initiate an operation that requires communication with the circulation system.

## Selecting a target application

- 1 Make sure that the target application, which is usually the circulation system, is running.  
Press **Ctrl + Alt + T** before you begin processing items.
- 2 At the prompt, do the following:
  - a Select the target from the application list.
  - b Check **Always send IDs to the selected application**, if you want this to be the permanent target.
  - c Click **OK**.



target\_app

## Checking items in

Use this procedure to check-in items. Do NOT use it with magnetic media. To process magnetic media, see [Sending item IDs to the circulation system](#) on page 21.

1 Choose check-in, using any of the following methods:

- Hotkeys (See the administrator if you need to know which keys have been configured as hotkeys.)
- Check-in button on the menu



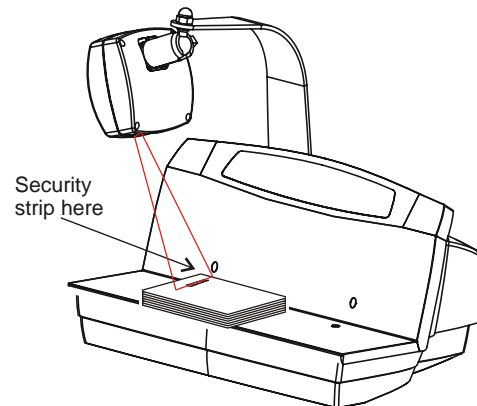
- Check-in/Checkout button on the Book Check unit (the Check-in light should be lit)



940\_UG\_012

2 Place the item on the Book Check, ensuring that the item is positioned

- Over the active sensors
- With the security strip near the back of the deck of the Book Check.
- So that the barcode is under the scan line.



940\_UG\_013

3 If you are prompted to select a target application, select the circulation system application and then click **OK**.

4 Follow the prompts to complete the transaction.

## Checking items out

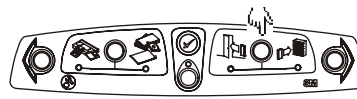
Use this procedure to checkout items. Do NOT use it with magnetic media. To process magnetic media, see [Sending item IDs to the circulation system](#) on page 21.

1 Choose Checkout, using any of the following methods:

- Hotkeys (See the administrator if you need to know which keys have been configured as hotkeys.)
- Checkout button on the menu



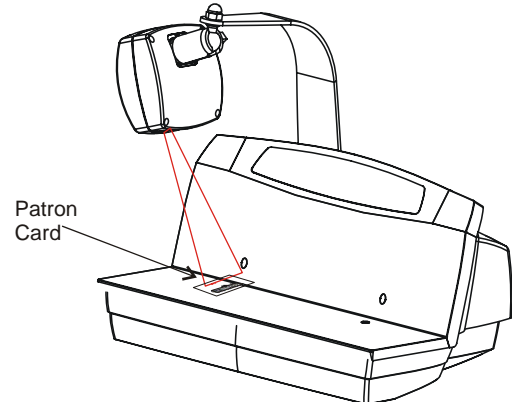
- Check-in/Checkout button on the Book Check unit (the checkout light should be lit)



940\_UG\_012

2 Place the patron's library card over the Book Check sensor and under the scan line.

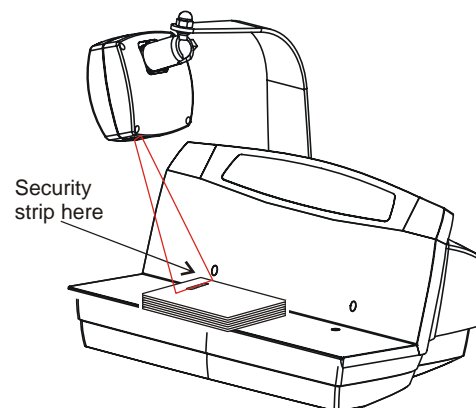
3 At the prompt, remove the library card.



940\_UG\_014

4 Place the item on the Book Check, ensuring that the item is positioned:

- Over the active sensors
- With the security strip near the back of the deck of the Book Check.
- So that the barcode is under the scan line.



940\_UG\_013

5 If you are prompted to select a target application, select the circulation system application and then click **OK**.

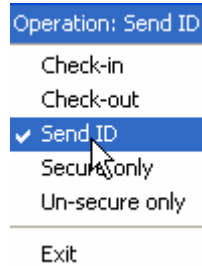
6 Follow the prompts to complete the transaction.

## Sending item IDs to the circulation system

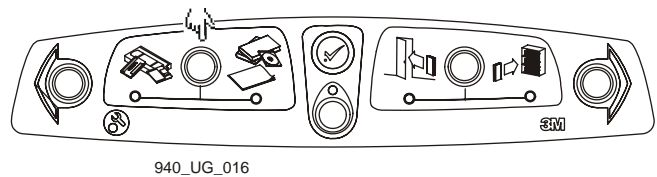
Use this topic to send an item ID to the circulation system without sensitizing or desensitizing the security strip, which is required when processing magnetic media.

**1** Choose send ID using any of the following methods:

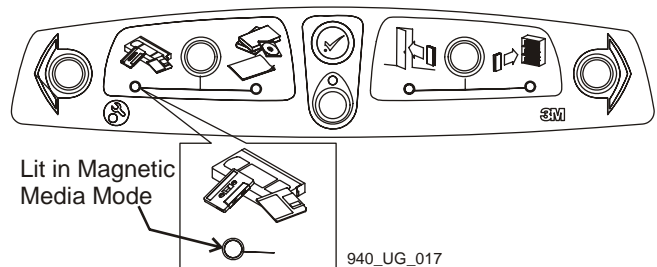
- Hotkeys (See the administrator if you need to know which keys have been configured as hotkeys.)
- **Send ID** entry on the the **Operation** menu



- Magnetic media button on the Book Check unit

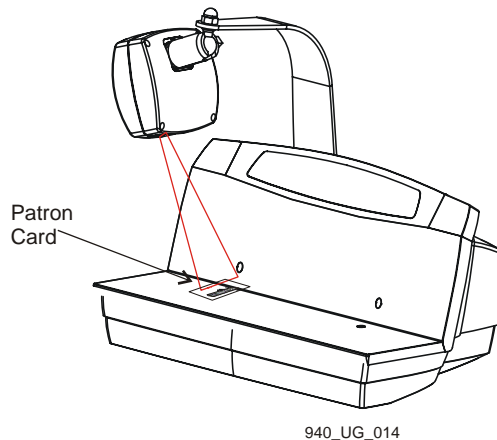


**2** Confirm that the unit is in magnetic media mode by ensuring that the Magnetic Media mode light is lit.

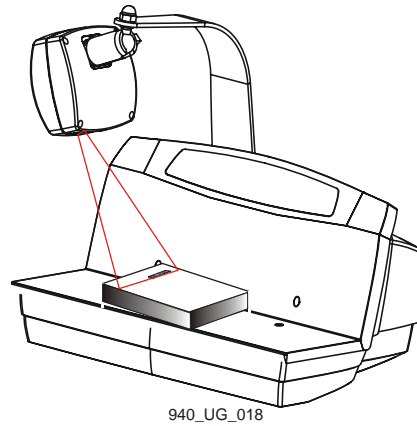


**3** If this is a checkout operation, do the following:

- Place the patron's library card over the Book Check sensor and under the scan line.
- At the prompt, remove the library card.



- 4 Place the item on the Book Check, ensuring that the item is positioned:
  - Over the active sensors
  - So that the barcode is under the scan line.

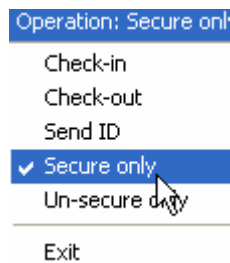


- 5 If you are prompted to select a target application, select the circulation system application and then click **OK**.
- 6 Follow the prompts to complete the transaction.

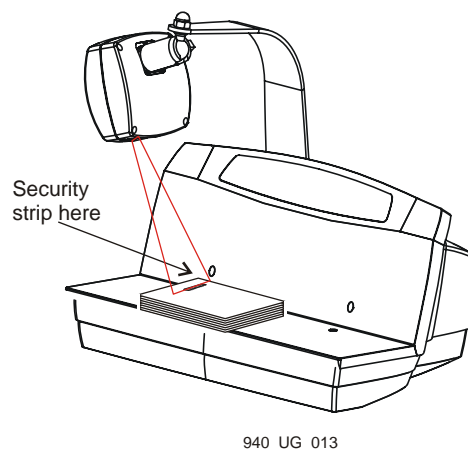
## Securing and unsecuring items

Use this procedure to secure or un-secure an item without communicating with the ILS.

- 1 Choose **Secure only** or **Un-secure only** from the **Operations** menu.



- 2 Place the item on the Book Check, ensuring that the item is positioned:
  - Over the active sensors
  - With the security strip near the back of the deck of the Book Check.
  - So that the barcode is under the scan line.



- 3 When you here the “thump,” remove the item.

## Turning off the verifier

Do one of the following:

- From the Staff Workstation, choose **Verify > Off**.
- If the verifier mode light is lit, press the button to turn off the function.

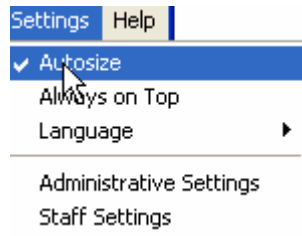


## Changing staff settings

### Minimizing the application

The **Autosize** feature shrinks the application interface to make room on the screen for other applications.

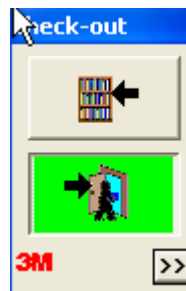
Choose **Settings > Autosize**



### Restoring the application to full size

This procedure restores the Staff Workstation to full size.

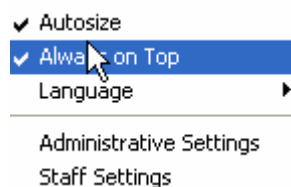
Click the >> button.



### Choosing the Always on Top option

The **Always on Top** option ensures that the Staff Workstation is always displayed, even if another application is the active application.

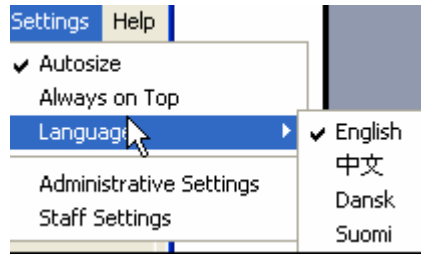
Choose **Settings > Always on Top**.



## Selecting a language for the interface

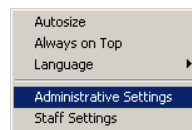
Use this procedure to choose a language for the Staff Workstation interface. This field is available only when multiple languages have been configured.

- 1 Choose **Settings > Language**.
- 2 Select a language.



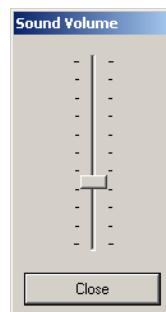
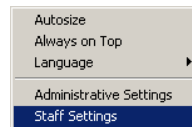
## Accessing administrative settings

- 1 Choose **Settings > Administrative Settings**.
- 2 Supply the administrator password at the prompt and then click **OK**.




## Changing the sound volume

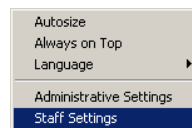
- 1 Choose **Settings > Staff Settings**.
- 2 Click the **Sound Volume** button.
- 3 Adjust the sound volume.
- 4 Click **Close > OK**.



## Accessing search list information

 Search list information is not available if this feature was not configured during setup.


- 1 Choose **Settings > Staff Settings**.
- 2 Click **Search Lists**.
- 3 Select the check boxes for the search lists you want to use.
- 4 Click **OK**.



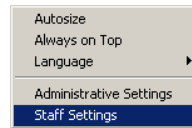


## Accessing database information

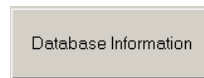
You can review lists in the database and the number of items in specific lists.

 Database information is not available if a database location was not configured during setup.

**1** Choose **Settings > Staff Settings**.

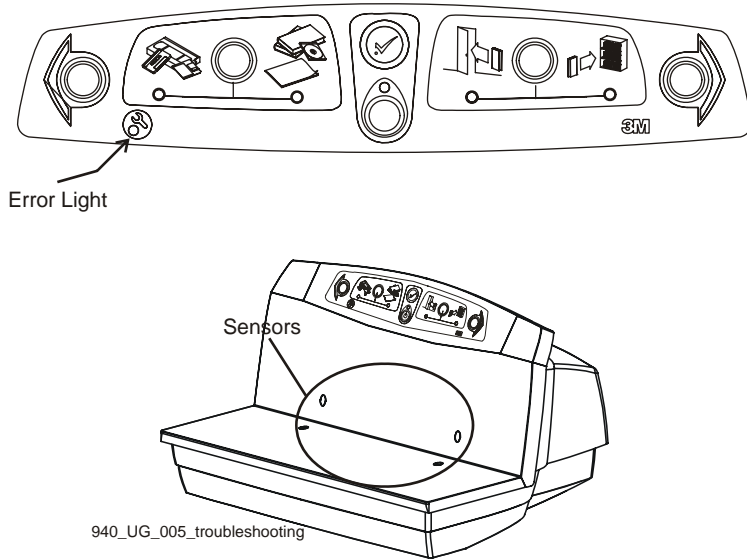


**2** Click **Database Information**.



# Troubleshooting

Most troubleshooting tasks must be completed by trained technicians. This section, however, provides a few troubleshooting procedures you should try to correct problems yourself.



**Figure 9 Troubleshooting**

Symptom	Solution
Error light flashes at startup.	Something is covering the active sensors, they are dirty, or they are scratched. To clean the sensors, use a soft, damp (not wet) cloth. Do not use cleaning chemicals of any kind.
Error light is solid red	Check the voltage selection switch to ensure that the unit is set for the correct voltage. If that doesn't help, call technical support. See <a href="#">Service telephone</a> on page 27.
Unit does not thump, though the error light is <u>not</u> on.	<ul style="list-style-type: none"> <li>▪ Make sure the unit is not in magnetic media mode.</li> <li>▪ Make sure the library item is covering the active sensors (not the inactive ones).</li> </ul>
None of the lights turns on when power is supplied to the unit.	Call technical support. See <a href="#">Service telephone</a> on page 27.

## Service telephone numbers

If you determine that the unit is not operating properly, call the appropriate service number listed below:

### 3M service phone numbers

---

**In the United States**

1-800-328-0067

**In Canada**

English 1-800-268-6235  
Français 1-800-567-3193

**In other countries**

Call your local 3M office.

### System information

---

When you call, please provide the system model number and serial number located on the bottom of the unit.

**Model number:** \_\_\_\_\_

**Serial number:** \_\_\_\_\_