The original instructions in this document were written in U.S. English. All other languages are a translation of the original instructions.
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Introduction

About this guide
This guide provides library staff with instructions on operating 3M Pad Staff Workstation software. In addition to this manual, the Model 895 library provides related information in the following manuals:

- Pad Staff Workstation software setup information is provided in the Pad Staff Workstation Model 895 Administrator Guide.
- Conversion Station software use information is provided in the Conversion Station Staff Guide.
- Conversion Station software setup information is provided in the Conversion Station Administrator's Guide.

About the 3M™ Pad Staff Workstation Model 895

The 3M Pad Staff Workstation is intended for use by library staff to check-in and checkout library materials. Designed for use with a customer-supplied computer, barcode scanner and memory card drive, the Model 895 includes a 3M RFID Reader Model 810, 3M RFID Pad Model P12, and 3M Pad Staff Workstation. It also includes Conversion Station software. 3M Pad Staff Workstation and Conversion Station software consolidate a number of library tasks:

- Check-in and checkout — Sends item IDs to circulation and secures or un-secures items.
- Send ID — Sends item IDs read from tags to the library circulation system.
- Secure/unsecure only — Changes the status of item security without sending IDs to the circulation system.
- Read tags only — Read and display tag information.
- Conversion — Perform barcode-to-RFID conversion using a scanner, lists or keyboard input.
Using 3M™ Pad Staff Workstation software

Introduction

IMPORTANT!
3M Pad Staff Workstation and 3M Conversion Station software must not be run at the same time. These applications share resources and conflicts can occur.

Introduction to the interface

Menus

- **Operation** and **Settings** menus provide easy access to functions.
- **Check-in** and **Checkout** buttons allow easy selection of the two primary operating modes.
- The **Security Information** panel displays item ID security information.
- The **Item Information** panel displays item ID, media type, library and branch ID.
- The **Operation Mode** menu provides easy access to system operating modes.
- The **Staff Settings** menu 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, send ID, and read tags modes from the keyboard. These can be set up to use the same keys for both the Pad Staff Workstation and the ILS. Ask your administrator about hot key setup.

Target application

A target application is the application that will receive input from the Pad Staff Workstation. Typically, this is the circulation system. You can select a target application once per session or each time you process an item that requires communication with the circulation system. See Set up a one-way connection to the circulation system for information on how to select a target application.

Processing items with Pad Staff Workstation software

Start Pad Staff Workstation software

If the Pad Staff Workstation application has not been set up to start automatically, do ONE of the following:

• Click the Pad Staff Workstation icon on the desktop.
• Choose Start > Programs > 3M Library Systems > 3M Pad Staff Workstation.

Set up a one-way connection to the circulation system

Many workstation operations require communication with the library’s circulation system. To enable this communication, do the following:

1. Start the circulation system software.

2. Start the workstation software and then select the circulation system as the “target application.” When you select a target, you can choose one of the following options:

• Make the application the permanent target (until the workstation is shut down).
• Select a permanent target for check-in and another for checkout (if this option has been configured).
• Choose to select a target each time you initiate an operation that requires communication with the circulation system.
Select a target application

Note:
Some ILS applications will not show up in the target list. In these cases, the steps below do not apply. Consequently, to select a target, make the ILS the active window.

1. Make sure that the target application, which is usually the circulation system, is running.
2. Press Ctrl+Alt+T.
3. At the prompt, do the following:
   a) Select the target from the application list. (If the administrator set up separate target applications for check-in and checkout, separate tabs for check-in and checkout targets will appear.)
   b) Check Always send IDs to the selected application if you want this to be the permanent target.
   c) Click OK.

Check in or check out an item

1. Place the item on the Pad, ensuring that the item is positioned so the Pad can read the tag.
2. If you are prompted to select a target application, select the circulation system and then click OK.
3. Check the item in or out by doing the following:
   a) Choose a check-in or checkout method:
      ➢ Check-in or Checkout from the Operations menu
      ➢ A hotkey
      ➢ Check-in or Checkout button
   b) Respond to prompts if there are any.
   c) Remove the item from the Pad.
Processing items in complete or partial sets

When you encounter a partial set where one or more items is missing, your administrator may have set up the system to prompt you to confirm that you are processing a partial set. You may encounter the following types of set-processing scenarios:

- Complete set — You will not be prompted when a set is complete (for example, when 2 of 2, 3 of 3, etc. tagged items are processed).

- Partial set “less than” — You will be prompted when a number of tagged items less than the known total is processed. This is the most common partial-set scenario when 3M RFID tags are used. An example is when a patron accidentally places the wrong CD or DVD in the case.

- Partial set “untagged items not known” — You will be prompted when the total is known but the number of untagged items is not known. For example, a set may consist of 6 items but only 3 items have been tagged.

- Partial set “total not known” — You will be prompted when a number of tagged items in a set have been processed but the total number of items in the set is not known.

Send item IDs to the circulation system

1. Choose Operation > Send ID.
2. Place the item on the Pad, ensuring that the item is positioned so the Pad can read the tag.
3. If you are prompted to select a target application, select the circulation system and then click OK.
Secure or unsecure an item
1. Choose Operation > Secure only or Un-secure only.
2. Place the item on the Pad, ensuring that the item is positioned so the Pad can read the item’s tag.

Read tags only
1. Choose Operation > Read tags only.
2. Place the item on the Pad, ensuring that the item is positioned so the Pad can read the item’s tag.
3. Read the tag information from the Item Information field.

Shut down Pad Staff Workstation software
Choose Operation > Exit.
Changing Pad Staff Workstation staff settings

Many settings require administrative privileges to change. Some settings, however, can be changed by staff. These are discussed in this section.

Minimize the application and restore it to full size

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

Choose Settings > Autosize.

Choose the Always on Top option

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

Note:
Do NOT use the Always on Top option for ILS applications that cannot be selected as targets. (See Select a target application on page 7.)

Choose Settings > Always on Top.

Access administrative settings

1. Start the Pad Staff Workstation software.
2. Choose Settings > Administrative Settings.
3. Supply the administrator password at the prompt and then click OK.
Change sound volume

1. Choose Settings > Staff Settings.

2. Click the sound button.

3. Adjust the volume.

4. Click Close > OK.
Use search lists
This procedure shows you how to select a search list. This feature is available only if the administrator configured it.

1. Choose Settings > Staff Settings.
2. Click the Search Lists button.
3. Check the list you want to use, then click OK and OK.

Access 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 the Database Information button.
3. Select a database and click OK.
Warranty

Effective 12-12-05

One Year Library Systems Product Performance Guarantee: Subject to the Limitation of Liability below, 3M guarantees your satisfaction with the performance of any 3M Library System Product for 12 months from the date of installation provided that a) you are the original purchaser; b) you have executed a one (1) year 3M Service Agreement for maintenance of the Library System product; and c) the product has not been subjected to abuse, misuse, accident or neglect. Performance means the product meets 3M published product specifications. If you are not completely satisfied with the performance of your Library System Product, you may return the Library System product for a prompt refund. 3M will pay all reasonable de-installation and shipping charges to return the product to 3M. Note that all claims under this guarantee must be submitted to 3M within 12 months from the date of installation of the 3M Library Systems Product. Failure to submit a claim within this time frame will invalidate this guarantee. IMPORTANT: Consumables and non-3M branded products are excluded from this Guarantee.

Warranty and Limited Remedy for Non-Software Library Systems Products Not Covered by Performance Guarantee: Unless stated otherwise in 3M product literature or packaging, 3M warrants that each 3M Library Systems Product meets the applicable specifications for a period of ninety (90) days from the date of shipment (or, in the case of hardware installed by 3M, from the date of installation). Any warranties related to 3M software are contained in separate 3M software licenses. Consumables and non-3M branded products are excluded from this Warranty and Limited Remedy.

3M MAKES NO OTHER GUARANTEES, WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTY OR CONDITION ARISING OUT OF A COURSE OF DEALING, CUSTOM OR USAGE OF TRADE. You are responsible for determining whether the 3M product is fit for a particular purpose and suitable for your application. If the 3M product is defective within the warranty period and provided that a) the product has not been subjected to abuse, misuse, accident or neglect and b) you have notified 3M within thirty (30) days after the defect was discovered, your exclusive remedy and 3M's and seller's sole obligation will be, at 3M's option, to replace or repair the defective 3M product.

Limitation of Liability: EXCEPT WHERE PROHIBITED BY LAW, 3M AND SELLER WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGE ARISING FROM 3M LIBRARY SYSTEMS, WHETHER DIRECT, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL, REGARDLESS OF THE LEGAL THEORY ASSERTED, INCLUDING WARRANTY, CONTRACT, NEGLIGENCE OR STRICT LIABILITY.

Guarantee and Warranty Claims: For guarantee and warranty claims, and for service, contact our service representatives at 1-800-328-0067.
3M Service

Information to gather
Before you call, please have the following information available:

- Name, address, and telephone number of your facility
- Model number(s) of equipment you are calling about —and, if applicable, other equipment installed
- Your question(s), or if applicable, a description of the problem or issue you want addressed

3M Service phone numbers
For questions regarding your system, call one of the following numbers.

<table>
<thead>
<tr>
<th>In the United States</th>
<th>In Canada</th>
<th>In other countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-800-328-0067</td>
<td>English 1-800-268-6235</td>
<td>Call your local 3M office.</td>
</tr>
<tr>
<td></td>
<td>Français 1-800-567-3193</td>
<td></td>
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</tbody>
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3M Library Systems Web Site
The 3M Library Systems Web site can be located at http://www.3M.com/library.

For additional information in the United States about 3M Library Systems, go to http://www.3M.com/us/library.

3M Library Systems
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St. Paul, MN 55144-1000
www.3M.com/library