



Pad Staff Workstation Model 895

Site Planning Guide

3M Library Systems
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78-8126-7749-6, Rev. A
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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™ Pad Staff Workstation. Retain these instructions for future reference.



Intended Use

The Pad Staff Workstation is intended for use in check-in/check-out of library materials. Library items that use optical barcode technology can be converted to RFID technology using the Pad Staff Workstation in conjunction with a barcode scanner supplied by the customer.

Designed for use with a PC computer supplied by the customer, the Pad Staff Workstation includes software packages that enable the user to perform the above functions using 3M™ D8 RFID Tags.

The Pad Staff Workstation is intended for use in an indoor library environment. It has not been evaluated for other uses or locations.

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

EXPLANATION OF PRODUCT SAFETY LABEL SYMBOLS	
	Attention: Read accompanying documentation
	Warning: Risk of Electric Shock

WARNING

To reduce the risks associated with hazardous voltage contained within the power supply, which, if not avoided, could result in death or serious injury:

- Do not use the power supply if the case or cord are damaged;
- Do not use power supply in outdoor or wet environments;
- Do not attempt to service or repair the RFID circuitry or power supply—no user serviceable parts inside.

CAUTION

To reduce the risks associated with repeated body movement, which, if not avoided, may result in minor or moderate injury:




- Operation of the 3M™ Pad Staff Workstation 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.

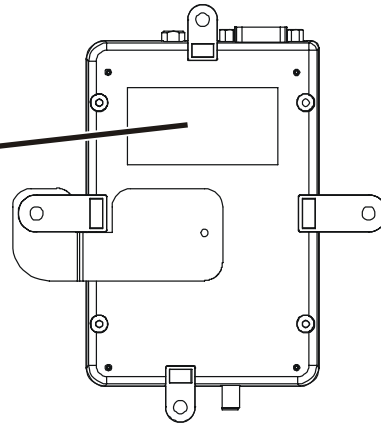
To reduce the risks associated with environmental contamination from circuit boards containing lead-bearing solder within the Pad Staff Workstation, which, if not avoided, may result in minor or moderate injury:

- At the end of service life, dispose of the Pad Staff Workstation in accordance with federal, state, and local requirements.

Label Locations




Model 800
 12 VDC
 300 mA
 S/N: 800XXXX
 3M Library Systems
 St. Paul, Minnesota 55144






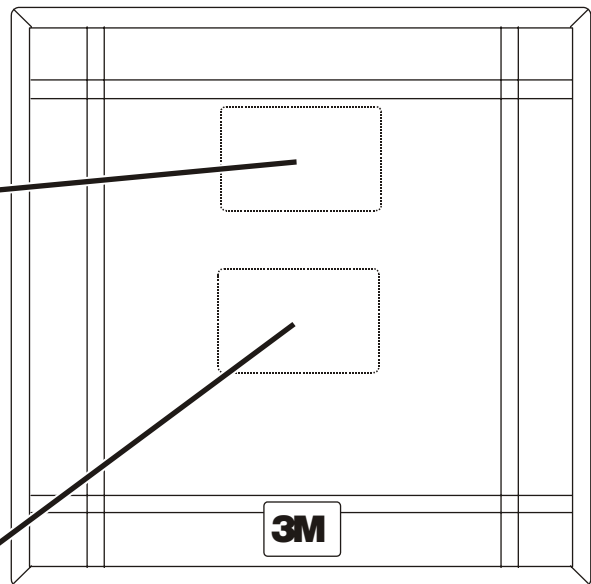


3M™ RFID Reader

Model 895
 12 VDC
 0,3 A
 FCC ID: DGF-SSD895
 Canada: _____
 S/N: 895XXXX
 3M Library Systems
 St. Paul, Minnesota 55144

I.T.E. LISTED 4P24




3M™ RFID Reader Pad

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.

895_SPG_001

Figure 1. 3M™ Pad Staff Workstation Label Locations

EMC, USA, and Canada Compliance

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 his own expense.

FCC Intentional Radiator Certification

FCC ID: DGF-SSD895

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.

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.

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.

CANADA: Pending

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

EMC Compliance Europe

This equipment complies with the requirements of the RTTE and EMC directives.

Section 1 – Overview

The 3M™ Pad Staff Workstation is used with a customer supplied computer and 3M software to read and/or program 3M™ D8 RFID Tags.

Pad Staff Workstation Components

The Pad Staff Workstation includes the following components:

- 3M™ RFID Reader Pad
- 3M™ RFID Reader
- Serial cable – connects the RFID Reader to a customer-supplied computer
- Power transformer/power cord

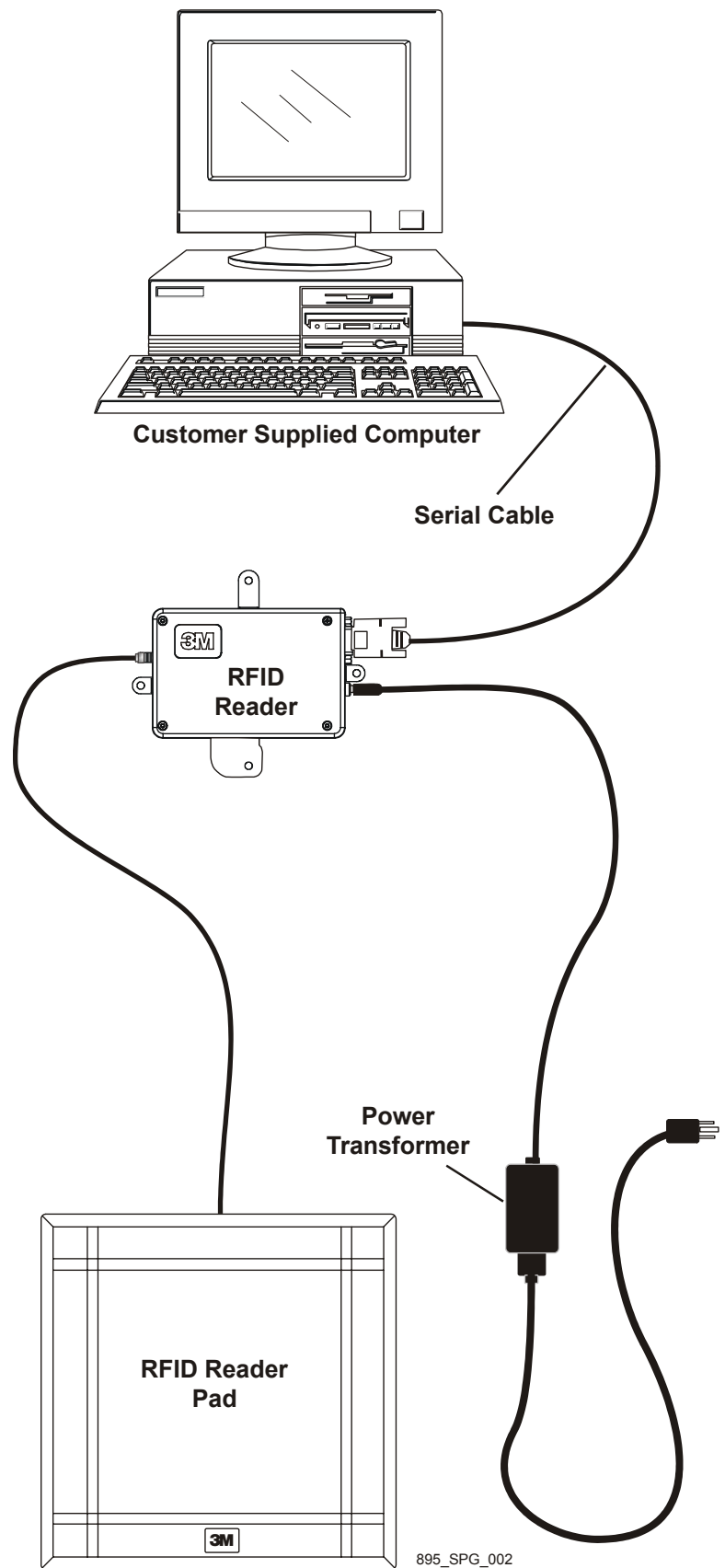




Figure 2. 3M™ Pad Staff Workstation Overview

Computer requirements (customer supplied)

System	3M Requirement
OS	Windows 2000 SP3 or Windows XP
RAM	128 MB (minimum) 256 MB (recommended)
Install space	10 MB
Additional disk space	Up to 100 MB may be required for log and statistics files
Monitor	Recommended SVGA 800 x 600 (16 bit Color) Minimum required VGA 640 x 480 (256 Colors)
Media	CD-ROM
Processor	233 MHz (Minimum)
Sound Card and Speakers	Line out sound card recommended but not required
Network	NA
Hardware	Requires Pad Staff Workstation
Security Policy	Local Admin privileges to install software
Serial Port	<p>The RFID Reader is connected to your computer's serial port.</p> <p> If your computer does not have a serial port, a USB-to-serial adaptor can be purchased and installed by your IT department. 3M does not provide USB-to-serial adaptors.</p>

Equipment specifications

RFID Reader Pad

Dimensions	Length: 11.4 in. (28.9 cm) Width: 11.4 in. (28.9 cm) Height: 0.4 in. (1.0 cm)
Read range	At least 10 in. (25.4 cm) with the tag in the center of the RFID Reader Pad.  Metal surfaces within 2 in. (5 cm) of the RFID Reader Pad will reduce the RFID Reader Pad's read range.
Weight	32 oz. (0.91 Kg)
Environmental	Typical ambient temperature range: 50° F to 104° F (10° C to 40° C) Humidity: 0% to 85% RH, non-condensing

RFID Reader

Dimensions	Length: 5.6 in. (14.22 cm) Width: 5.0 in. (12.7 cm) Height: 1.0 in. (2.54 cm)
Weight	3.64 oz. (103.2 g)
Environmental	Typical ambient temperature range: 50° F to 104° F (10° C to 40° C) Humidity: 0% to 85% RH, non-condensing
Electrical	100-240 VAC, 47 to 63 Hz, 0.5 A

Section 2 – Site Planning Considerations

Each library site has unique workflow and space requirements that must be considered when selecting a location for the Pad Staff Workstation.

CAUTION

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General considerations

Workflow considerations

- Where will the staff workstation be located (circulation counter, back room, other)? The Pad Staff Workstation should be located in an area where items being processed can be easily moved. You may want to consider space for wheeled carts or other carrying devices.
- What tasks will be performed on the staff workstation (patron transactions, RFID conversion)? The Pad Staff Workstation should be located near the area where it will be most needed such as a back room used for RFID conversion.
- How are the items received for processing and where are the items placed after processing? You may need extra storage space, or counter space for items being processed.
- If there are multiple workstations in one service area, they should all be set up identically.

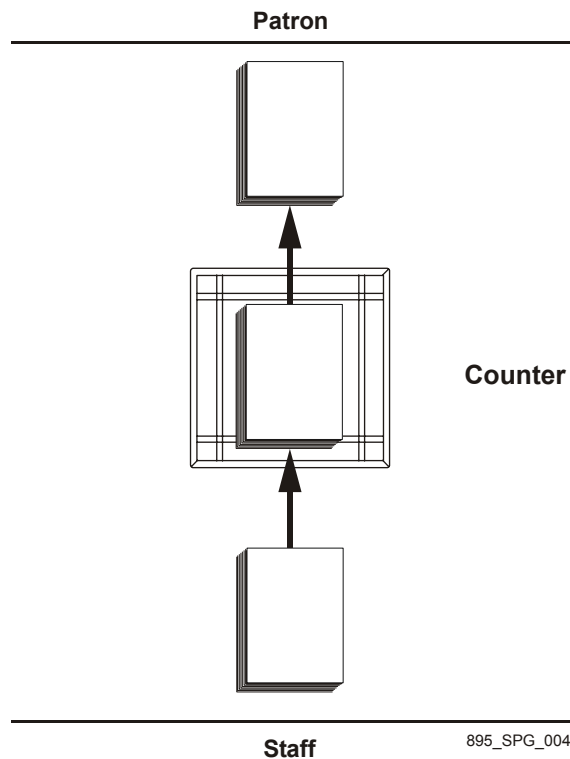


Figure 3. Front-to-Back Patron Processing

Space considerations

- Is there enough space to process and store items (room for carts, stacks of books, etc.)?
- Is there enough room so that the library terminal can be viewed while using the Pad Staff Workstation?
- Is there enough room so that the library terminal's keyboard and mouse will not interfere with the operation of the Pad Staff Workstation?

Staff preferences and ergonomic considerations

- Does the location minimize repetitive motion?
- Does the location allow staff members of varying height to work efficiently?
- Does the location allow for access by handicapped staff members?
- How much space is required to work comfortably?

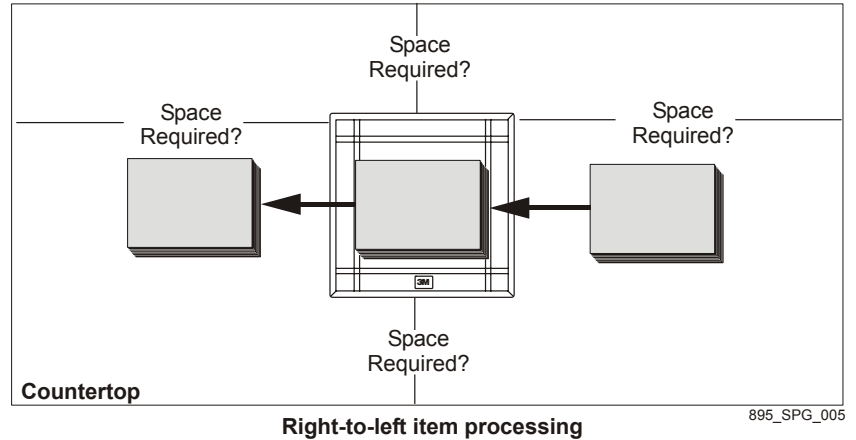
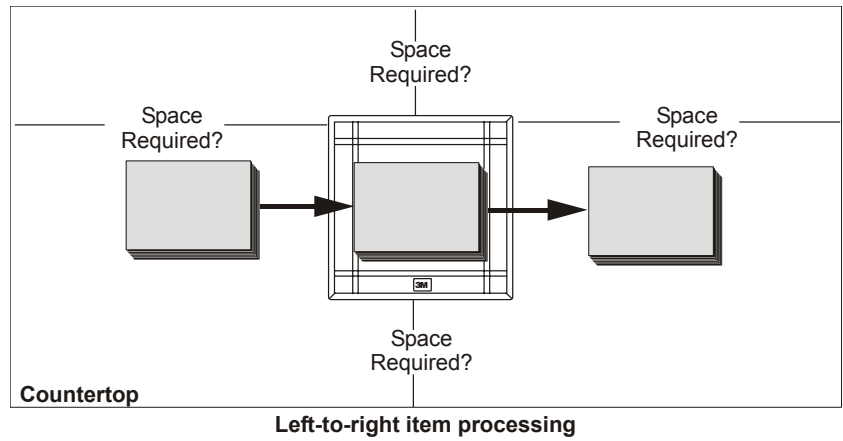



Figure 4. Determine how the 3M™ Pad Staff Workstation will be used and how much space is required to work comfortably


RFID Reader Pad placement

The RFID Reader Pad is typically placed on a flat, non-metallic surface in a convenient location.

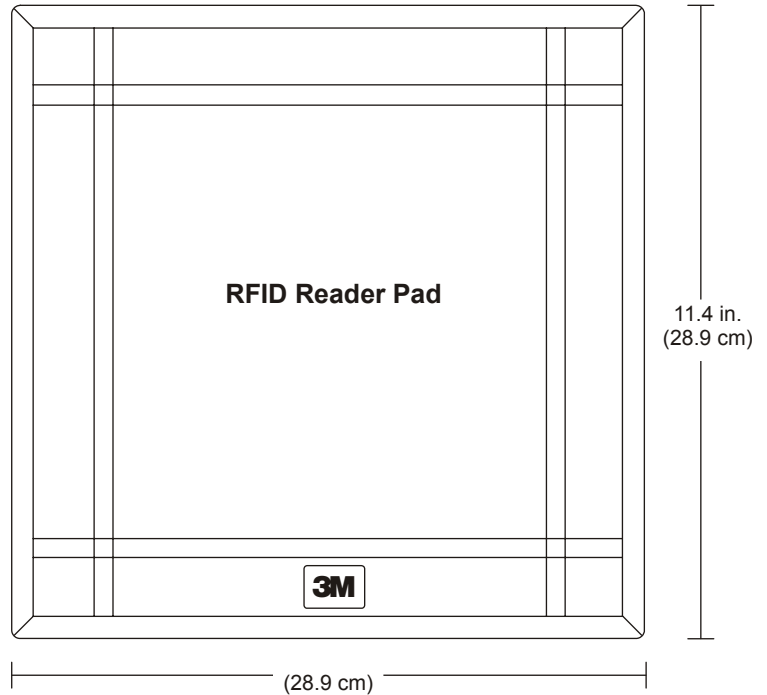
- **For best performance, make sure that the RFID Reader Pad is at least 2 in. (5 cm) away from any metal surface.**

 Some desks and tables may have metal parts underneath the surface.

- If necessary, the RFID Reader Pad can be as close as 1 in. (2.5 cm) to a metal surface.

 This will reduce the RFID Reader Pad's read range.

- Place the RFID Reader Pad close enough to the computer so that the user can hear the verification sounds (the computer generates the RFID Reader Pad's audible and visual cues).



RFID Reader mounting

The RFID Reader can be mounted in any location that meets the environmental requirements listed on page 7.

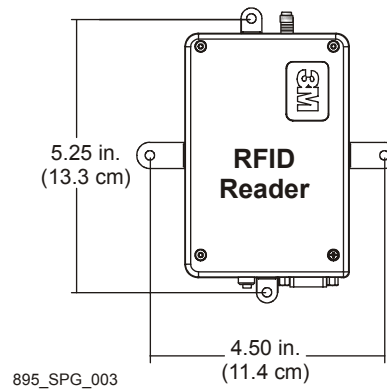


Figure 5. 3M™ RFID Reader Pad and 3M™ RFID Reader Dimensions

WARNING

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- Do not use power supply in outdoor or wet environments;
- Do not attempt to service or repair the RFID circuitry or power supply—no user serviceable parts inside.

Cable lengths


Serial cable

- Each RFID Reader Pad includes a standard 6.67 ft (2 m) serial cable.
- If necessary, you can purchase standard serial cables up to 50 ft (15.24 m).
- **USB to serial adaptor** If no serial ports are available, a USB-to-serial adaptor cable may be purchased and installed by your IT department.

RFID Reader Pad cable

The RFID Reader Pad has a 6.67 ft (2 m) cable.

- If necessary, 25 ft (7.62 m) extension cables are available from 3M with the total length not to exceed 50 ft (15.24 m).

 Adding extension cables to the RFID Reader Pad cable will reduce the RFID Reader Pad's read range.

Power cables

AC power cord (from the power transformer to an AC power receptacle) 9.8 ft (3 m).

Power transformer cable (from the power transformer to the RFID Reader) 6.7 ft (2 m).

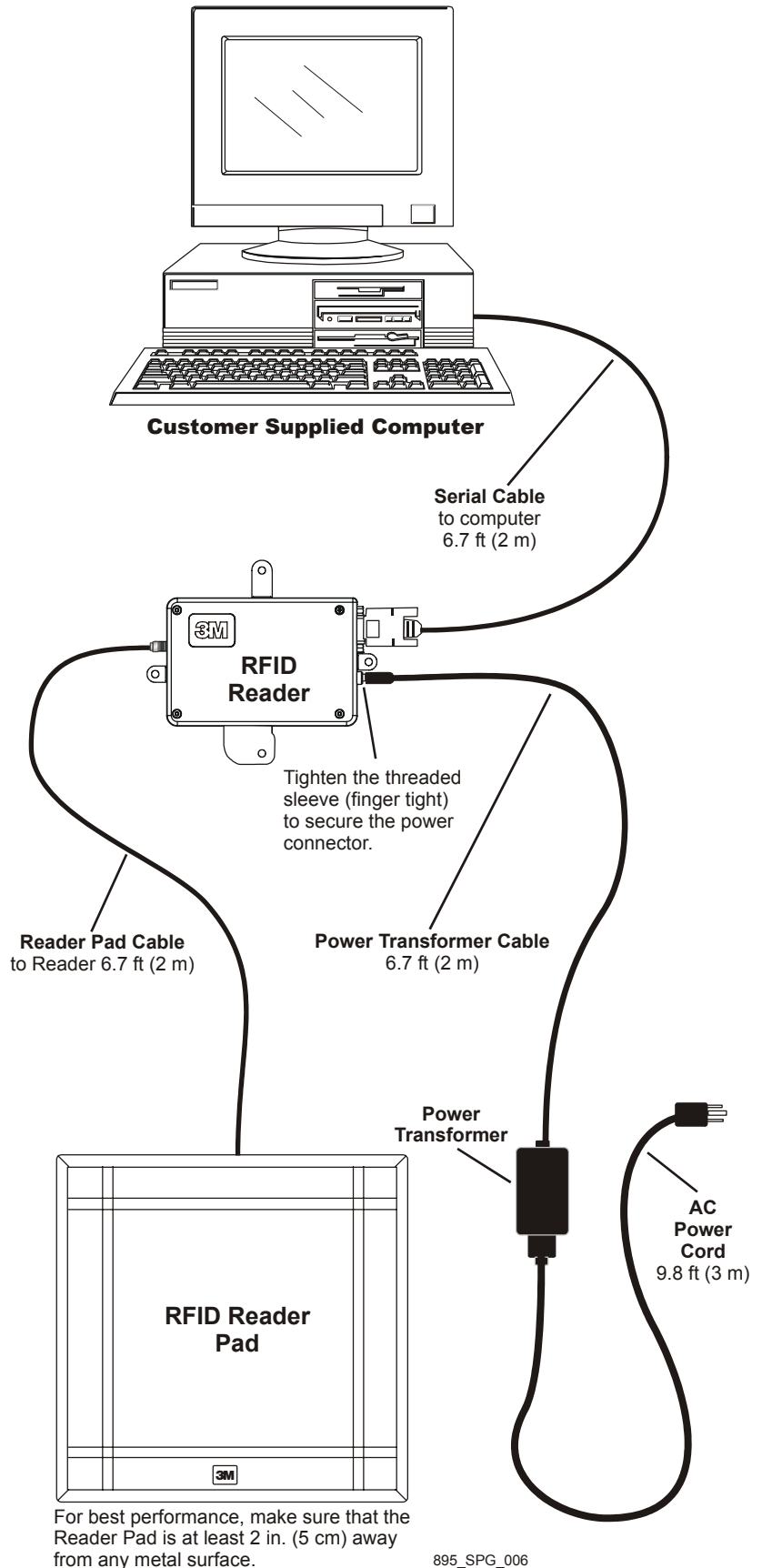


Figure 6. 3M™ Pad Staff Workstation Cable Lengths

Section 3 – Care and Maintenance

Cleaning the Pad Staff Workstation

The Pad Staff Workstation may need occasional cleaning.

- Gently rub the RFID Reader Pad with a soft cloth dampened with a mild cleaning solution.
- DO NOT use any abrasive cleaners on the RFID Reader Pad.
- DO NOT use any liquid cleaning solutions on the 3M™ RFID Reader.

Requesting Service

Before you call

Before you call 3M Service, have the following information available:

- Have the RFID Reader Pad connected with power applied and near the telephone.
- Write down the RFID Reader Pad's serial number (located on the bottom of the RFID Reader Pad).
- Be ready to describe the problem and any error messages in detail.

3M Service phone numbers

For any questions regarding the Pad Staff Workstation, call one of the following telephone numbers.

In the United States

1-800-328-0067 (option 1)

In Canada

English 1-800-268-6235

Français 1-800-567-3193

In other countries

Call your local 3M office