

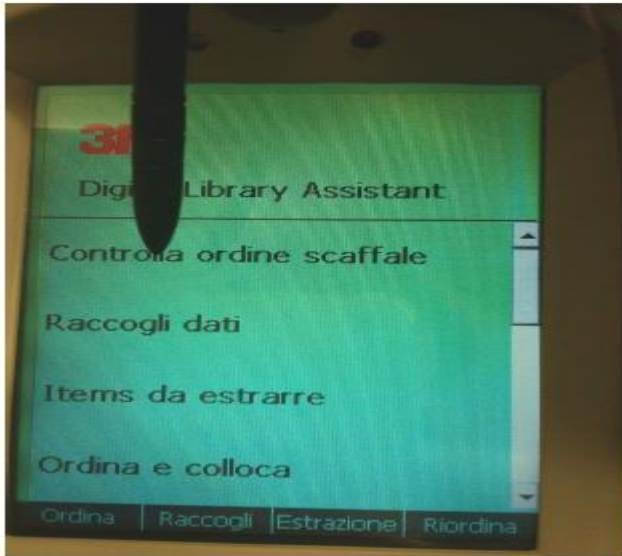
HOW TO USE 3M READER

For a successful operation, it is important that all volumes are well positioned before they are scanned with the RFID reader. Therefore it is advisable to arrange and straighten the volumes on the shelf before starting the check and pay attention to the fact that there are at least 5 cm of distance from the wall of the adjacent shelf (otherwise you would risk reading the volumes that are part of that shelf).

(See picture 1)



- Once the shelf is ordered, take the reader, check that the memory card is inserted in the back, insert the battery and rotate the antenna.
- After a few moments, you will see on the display the screen in picture 2.
- Use the reader pen to choose the option “Controlla ordine scaffale” (Check shelf order).
- Hold the reader vertically, with the screen facing towards you and the antenna towards the books.
- Press the grey button on the handle.
- Scan the shelf leaving not more than 2-3 cm between the antenna and the spine of the volumes. The sliding movement along the shelf shouldn't be too fast, otherwise some books may be not read.
- Once you have finished the shelf scanning, press the grey button again. Now you can read the scanner report (see next chapter).
- To start a new shelf check, click on “Cancella” (Cancel) to delete the list of errors.
- When on the screen you see the message “Scaffale ok” (Shelf ok), the player will be ready for a new scanning.



NB: to be sure that the reader is scanning the volumes, the central green LED must be on during the function.

SWITCHING OFF THE DEVICE:

- Between readings, leave the device on, it will automatically go into stand-by after a few minutes. To turn the screen back on, simply press the button on the handle again.
- Once the work has been completed, the device must always be switched off following this procedure:
- Click with the pen in the upper left corner (above the word 3M) → the options menu will come out → click "opzioni" (options) and then "exit" → a sort of desktop will appear → click on the symbol at the bottom left → finally click on "suspended".
- At this point, the screen will turn off and it will be possible to manually disconnect the battery, which must always be removed.

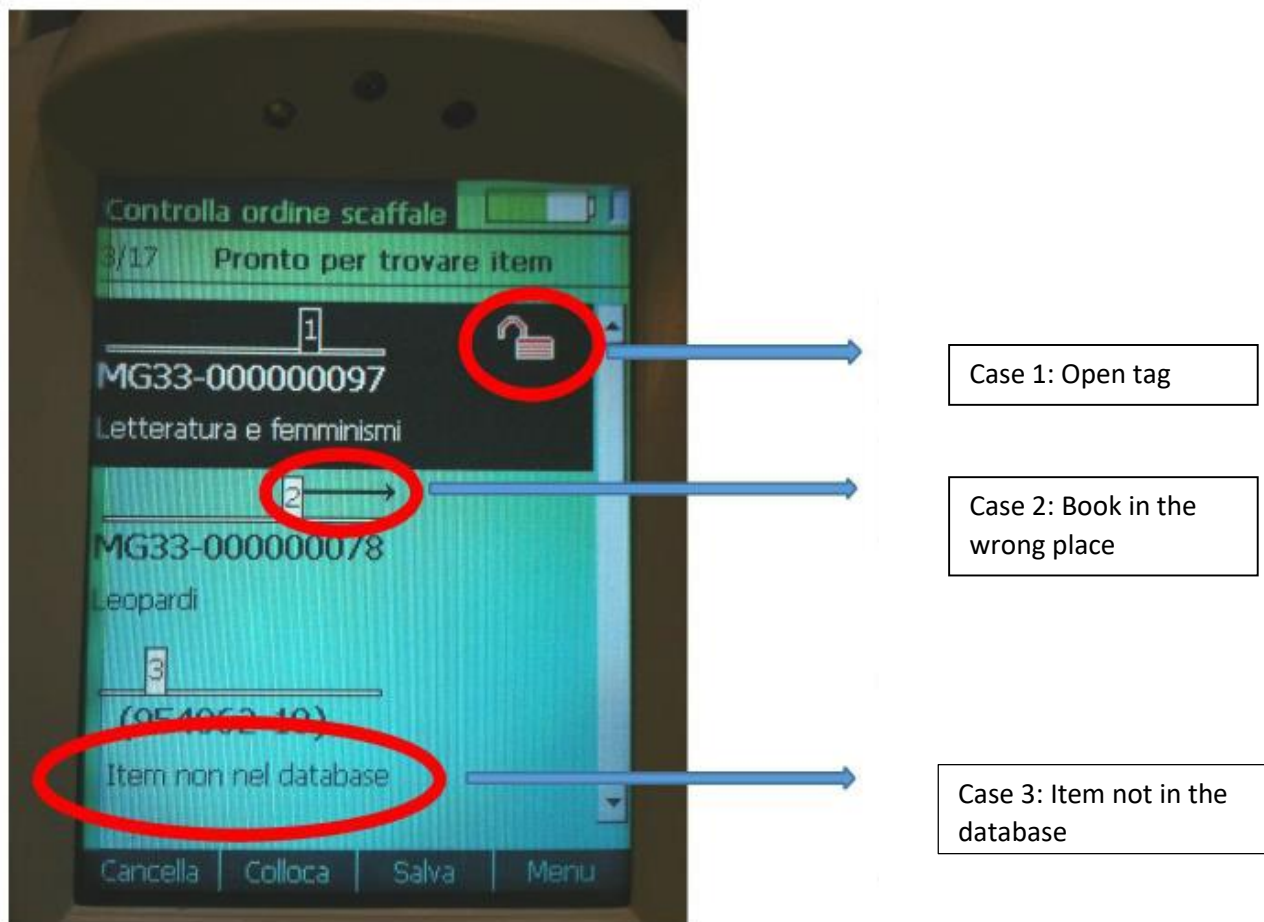
INTERPRETING THE READER'S RESULTS

If at the end of the reading you see on the screen "Scaffale ok" (Shelf ok), it means that the reading was successful.

Otherwise, there can be 3 different cases reported by the reader (picture 3):

- 1) "Volume smagnetizzato" (demagnetized book), open tag - an open red padlock will appear next to the location or barcode;
- 2) Volume in the wrong place - the right position of the book will be displayed by an arrow above the barcode.
- 3) "Item not in the database" - only the barcode is indicated. This message will appear for books that are on the shelf but not recorded in the memory card.

To identify the books that gave the error, just highlight them on the reader screen, once you have chosen the book, press the grey button on the back of the reader and scan the shelf again. When the three LEDs (yellow, green, and red) light up at the same time, it means that you are in front of the desired volume. At this point, press the grey button again to stop scanning.



WHAT TO DO DEPENDING ON THE ERROR MESSAGE

Case 1: Demagnetized book, open tag

- In this case, the reader will return the barcode of the copy and the title followed by an open red padlock.
- Place the book on the magnetic mat and re-magnetize the tag.

Case 2: Book in the wrong place

- Put the book at the right place, according to the direction shown by the arrow.

Case 3: item not in the database

It means the book has not been loaded into the memory card list.

There can be multiple explanations:

- 1) The book has just been acquired and when the data was extracted from the management system, it had not been entered in Alma yet. In this case, give the book to the staff for a further check.
- 2) The book, previously belonging to a different location (i.e. Department), has been moved to the reading room, but its data hasn't been updated. In this case, report to the librarian, who will correct the book location in the library management system (Alma).
- 3) The barcode has been incorrectly programmed in the tag (i.e. ufi written in lowercase rather than uppercase, it is read as an error). In this case, put the book on the mat, open the tag management programme, write the correct book barcode in capital letters, or without other typing errors, in the space provided and programme the tag again.