

BIBLIOTHECA
RFID Library Systems

BiblioSelfCheck Orion™



Hardware operating instructions



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Identification

Equipment	BiblioSelfCheck Orion
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Name of document:	UM_Orion_EN_US_01

Target group and objective

This document addresses all employees of Bibliotheca and its customers. These instruction guidelines describe the operation of the BiblioSelfCheck Orion Hardware. Furthermore, care and maintenance procedures are explained to guide library employees to perform these tasks.

All text, photos and other information contained in this installation guide correspond with the latest state of technology at the time of print. In view of the continuously changing technology, Bibliotheca reserves the right to make changes without prior notice. All images and/or diagrams are for information only.

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1 General Notes

1.1 Conventions

1.1.1 Hierarchy of hazard notes

	<div style="background-color: red; color: white; padding: 5px; text-align: center;">  DANGER </div> <p>Type of hazards Noncompliance with these instructions WILL cause death and WILL result in severe injuries (refer to ANSI Z 535.4-1991)</p>
	<div style="background-color: orange; color: white; padding: 5px; text-align: center;">  WARNING </div> <p>Type of hazards Noncompliance with these instructions may cause death or may result in severe injuries (referred to ANSI Z 535.4-1991).</p>
	<div style="background-color: yellow; color: black; padding: 5px; text-align: center;">  CAUTION </div> <p>Type of hazards Noncompliance with these instructions may, cause minor injuries or damage to property (refer to ANSI Z 535.4-1991).</p>

1.1.2 Work instructions







NOTE

Information on how to make work easier.

1.1.3 Symbols

- > This arrow refers to handling instructions.
- This bullet point indicates the result of your following these instructions.
- Listings/itemizations are indicated with this point.
- ▶▶ These arrows indicate that the instructions continue after the desired result has been achieved and further instructions can be found on the following page.

1.2 Safety instructions

	<div style="background-color: red; color: white; padding: 5px; text-align: center;">  DANGER </div> <p>Electrical shock</p> <ul style="list-style-type: none"> • Any liquid entering the device increases the risk of electrical shock. > Please ensure liquids do not permeate the equipment. > Only use slightly damp tissues to clean the device.
	<div style="background-color: yellow; padding: 5px; text-align: center;">  CAUTION </div> <p>Electromagnetic radiation</p> <ul style="list-style-type: none"> • Remaining too close to the equipment for an extended period of time is subject to an increased health hazard caused by electromagnetic radiation. > Do not remain close to the equipment for excessive time. > Please ensure to maintain the minimum required distance between the equipment and permanent workplaces of the library personnel.

... **General Notes**



CAUTION

Risk of crushing limbs

- Equipment fitted with height adjustments bear an inherent risk of crushing limbs.
- > Never reach inside the height adjustment mechanism.
- > Do not sit or lean on the support surface, it may damage the height adjustment mechanism.
- > Keep children away from the equipment at all times.



1.3 General information

- Never operate the equipment if any kind of damage is visible; contact the respective support organisation immediately.
- The equipment must only be installed and operated at an ambient temperature of 41 °F to 104 °F.
- All repairs, modifications or manipulations of the equipment, in particular any work on electrical components, shall only be carried out by the manufacturer, its customer service department or qualified/authorised personnel. Improper repairs may cause severe accidents, lead to damage of the equipment or the system and may even result in the breakdown of the device.
- In case of a system malfunction or during repairs, please refer to the information contained in the chapter "Troubleshooting". If necessary, please contact the respective support organisation.
- In case of repairs, only use original spare parts.
- This also applies to the use of auxiliary equipment.
- Please keep the owner's manual in a safe place for future use.
- Avoid scratching the equipment.
- The unit is not waterproof and therefore shall not be subjected to a wet environment. Under extreme conditions, fluids may permeate the equipment.
- Always use and store the equipment in a dry place. Humidity will cause electronic parts to corrode and plastic materials may become clouded.
- Do not store the equipment in dusty or contaminated surroundings.
- Clean the equipment regularly, using a soft and slightly moist microfiber tissue. Never use aggressive chemical cleaning agents!
- Protect the equipment from heat and direct sunlight. Heat may damage electronic parts or even melt plastic components.
- Protect the equipment from the cold. If the equipment warms up, condensation may accumulate inside the equipment and damage electronic components.
- Keep children away from the equipment. Risk of injuries and damage to the equipment.
- Only employees of Bibliotheca or partners of Bibliotheca may install the equipment.
- Always handle the equipment with care.

... General Notes

1.4 FCC Declaration of conformity



NOTE

This device complies with Part 15 of the FCC Rules [and with RSS-210 of Industry Canada].

Operation is subject to the following two conditions:

- this device may not cause harmful interference, and
- this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications made to this equipment not expressly approved by (manufacturer name) may void the FCC authorization to operate this equipment.



NOTE

Radiofrequency radiation exposure information:

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance of 10 cm between the radiator and your body.

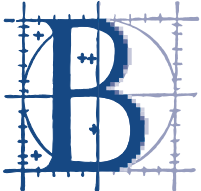
This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.



NOTE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help



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...General Notes

1.5 Intended use

BiblioSelfCheck Orion is a self-checkout service for library media. BiblioSelfCheck Orion allows library members to borrow, extend the loan period and return media. Furthermore, library users have access to their own accounts.

1.6 Prohibited use

Any other use of the BiblioSelfCheck Orion is considered non-compliant and is not permitted. Bibliotheca can not be held liable for any utilization beyond the intended use of the equipment.

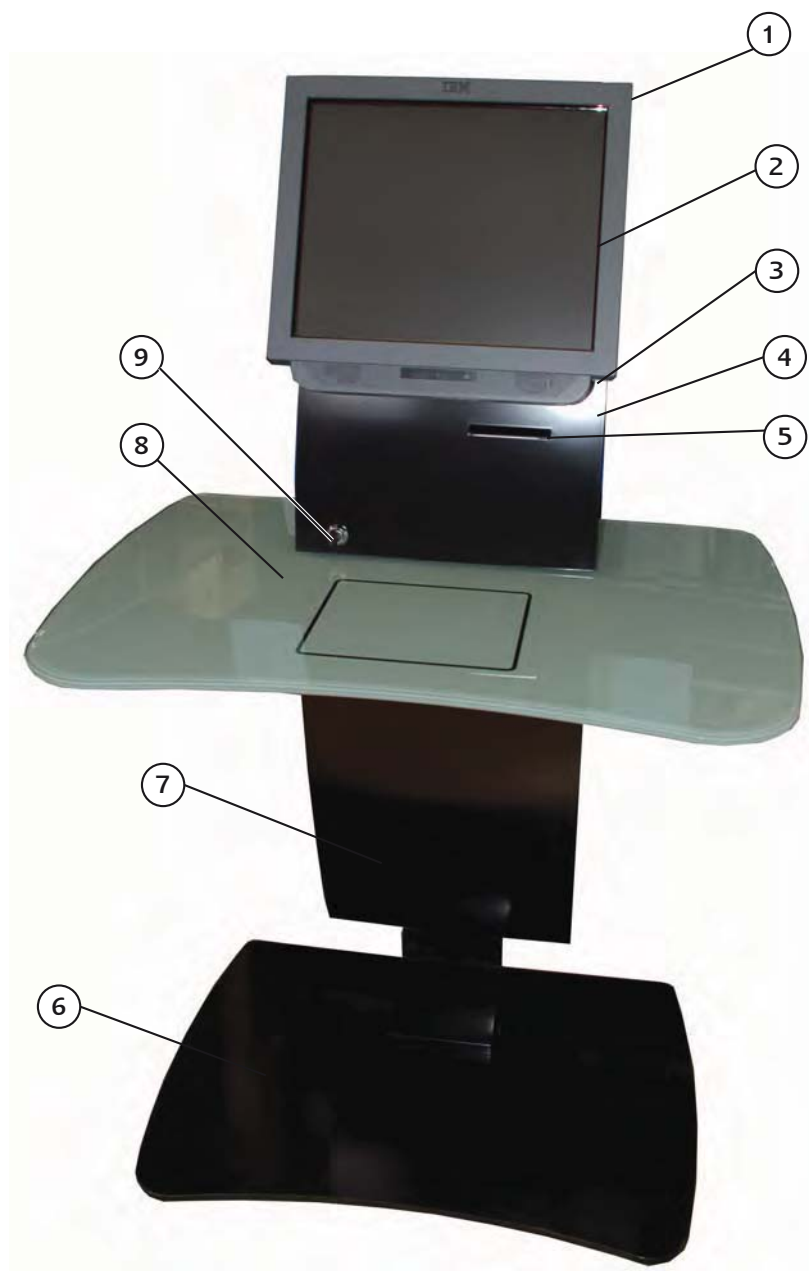
2 Equipment description

2.1 Configuration

2.1.1 Stand-alone model

Fig.2.1 Stand-alone model layout

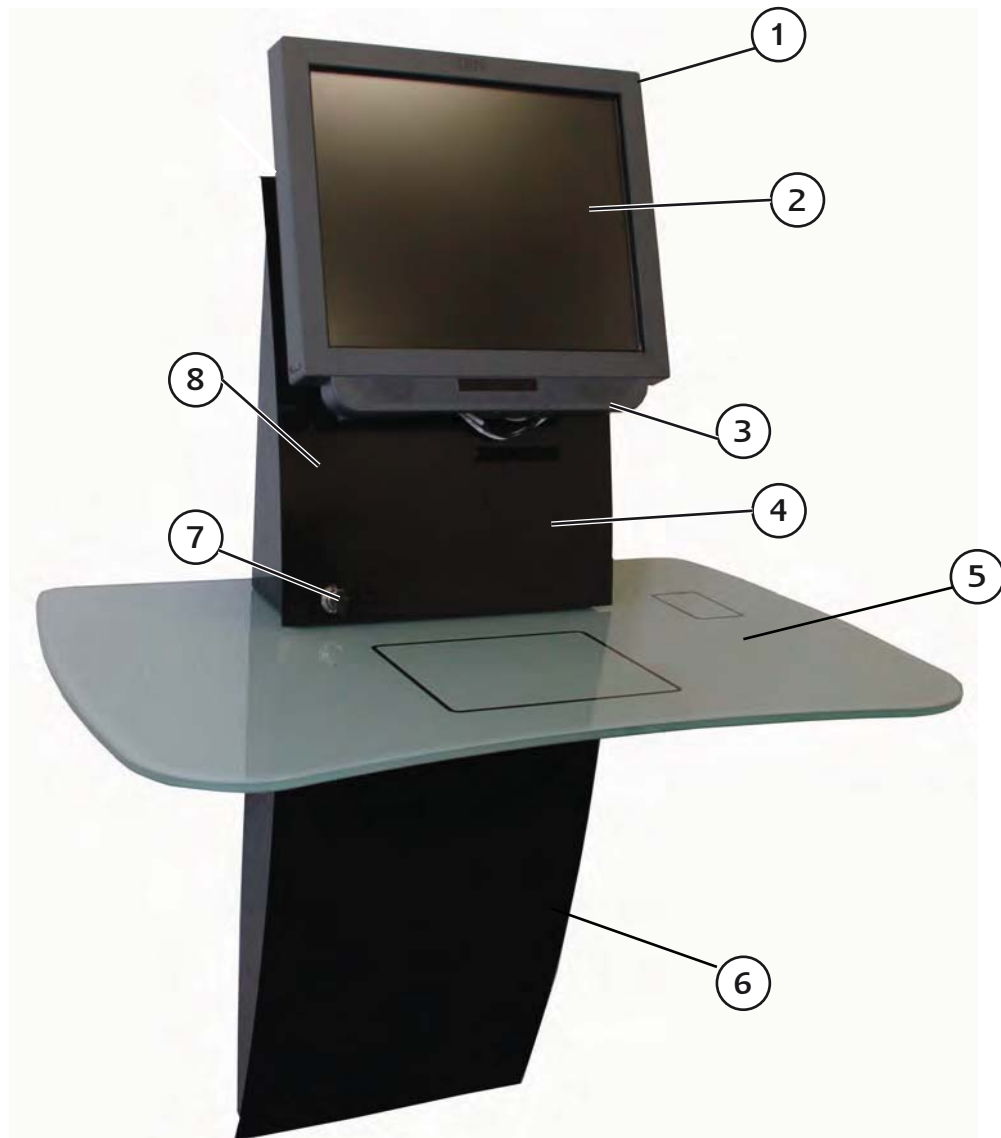
- 1 Main switch
- 2 Touch screen PC
- 3 Barcode reader
- 4 Upper cover
- 5 Receipt dispenser
- 6 Base
- 7 Lower cover
- 8 Shelf incl. antenna
- 9 Security lock for upper cover



2.1.2 Wall model

Fig.2.2 Wall model layout

- 1 Main switch
- 2 Touch screen PC
- 3 Barcode reader
- 4 Receipt dispenser
- 5 Shelf incl. antenna
- 6 Lower cover
- 7 Security lock for upper cover
- 8 Upper cover

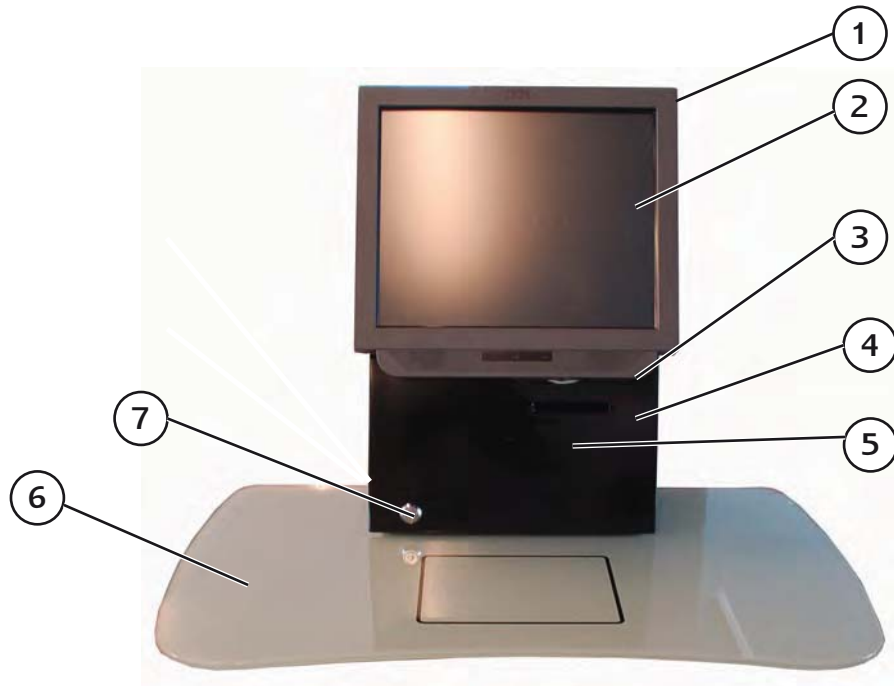


... Equipment description

2.1.3 Desktop model

Fig.2.3 Desktop model layout

- 1 Main switch
- 2 Touch screen PC
- 3 Barcode reader
- 4 Cover
- 5 Receipt dispenser
- 6 desk top incl. antenna
- 7 Security lock for upper cover





...Equipment description

3 Operation



NOTE

Check-out procedures, extending the borrow time and returning the media is described in the BiblioSelfCheck software instruction manual.

3.1 Switching the equipment off

The equipment may be switched off by using the installed software or alternatively via the BiblioCockpit software, if this software is available.

To switch off the equipment directly, follow these steps:

Fig.3.1 Main switch

1 Main switch



- > Shut down the operating system of the PC's touch screen.
- > Press the main switch on the rear panel of the equipment.
 - The equipment is shut off.

3.2 Height adjustment (optional)

As an option, the height of the desktop of both, the floor and wall models, can be adjusted.



NOTE

The desktop can be adjusted within a range of approximately 34 cm.

Fig.3.2
Height adjustment



- > Press the arrow pointing upward **1**.
 - The desktop will be raised.
- > Press the arrow pointing downward **2**.
 - The desktop will be lowered.

4 Care and Maintenance

4.1 Cleaning the device



NOTE

- Always spray cleaning agent onto a tissue first. Never spray cleaner directly on or into equipment!
- Never use abrasive, highly acidic cleaning agents or harsh stainless steel cleaners.
- Never use abrasive scouring pads or steel wool. These products will damage the equipment's surface.

Cleaning metal surfaces

- > Use a soft, slightly moist tissue to clean all metal surfaces.
- > Follow up with a dry tissue to dry the metal surface.
- > Any dirt and/or residue of cleaning solution should be removed immediately.
 - The metal surfaces are cleaned.

Cleaning the monitor screen

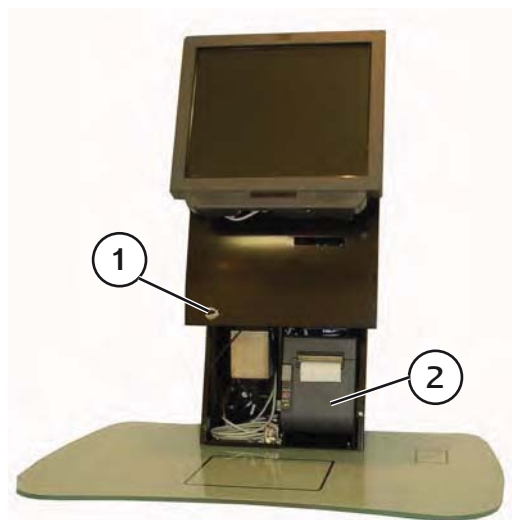
- > Always use the special cleaner recommended by the manufacturer when cleaning the monitor.
 - The monitor is cleaned.

4.2 Printer

4.2.1 Open the access cover

Fig.4.1 Open the access cover

- 1 Key
- 2 Printer

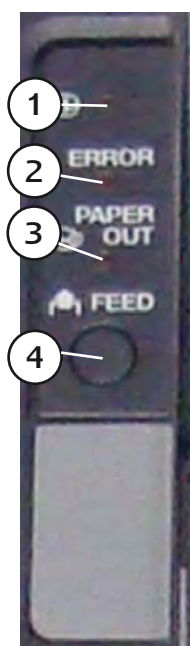


- > Turn the key **1** clockwise.
 - The access cover moves upward.
 - The printer **2** is located on the right-hand side.

4.2.2 Testing the printer

Fig.4.2 Printer control panel

- 1 Display Light
- 2 Error Light
- 3 Paper Out Display
- 4 Feed Button



- > Check if the power display light **1** is on
 - The device is on
- > Check if red error light **2** is on.
 - An error has occurred.
- > Press the "Feed" button **4** to advance the paper.
 - The paper is being advanced.

... Care and Maintenance







NOTE

It may be possible that the Paper Out display **3** is illuminated, although sufficient paper is in the printer. In this case, ignore the display.

- The printer has been checked.

4.2.3 Changing the paper

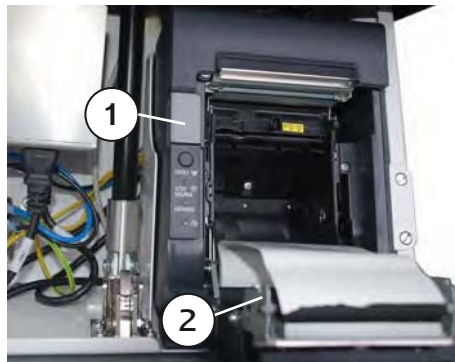
	 CAUTION
<p>Risk of severe burns</p> <ul style="list-style-type: none"> • The print head is very hot. > Do not touch the print head. 	

	 CAUTION
<p>Sharp edges! Risk of cutting</p> <ul style="list-style-type: none"> • The paper cutter is extremely sharp. > Do not touch the paper cutter. 	

- > Check the printer (see Chapter "4.2.2 Testing the printer" on page 18).
 - If the red "Error" and "Paper Out" light are displayed, the paper roll must be replaced.

Fig.4.3 Replacing the paper roll

- 1 "Open cover" button
- 2 Cover





- > In order to open the cover **2**, press the "Open cover" button **1**.
 - Cover **2** opens.
- > Remove the paper roller sleeve.
- > Insert a new paper roll. Ensure the paper roll is inserted properly.
- > Pull the paper slightly forward.
- > Close the cover.
 - The displays "Error" and "Paper Out" should now be off.
- > Tear off any excess paper by pulling it across the jagged edge.
 - The printer is now ready to be used.

... Care and Maintenance

4.2.4 Cleaning the print head

In order to maintain a consistently high printing quality, it is recommended to clean the print head every 3 months.

	 CAUTION
	<p>Risk of severe burns</p> <ul style="list-style-type: none"> • The print head is very hot. > Do not touch the print head. > Before cleaning the print head, ensure to let it cool down.

- > Turn off the printer.
 - The "Power" display light extinguishes.
- > Press the "Open cover" button.
 - The cover opens.
- > Apply some alcohol solution to a cotton swap.
- > Use the cotton swap to clean the print head.
- > Close the cover
 - Follow these steps to clean the print head

4.2.5 Closing the cover

Fig.4.4 Closing the cover

1 Key



- > Use key **1** to lock the cover, then remove the key
- > Use both hands to carefully push the monitor downward until it locks into place.
 - The cover is now closed.



...Care and Maintenance

5 Troubleshooting

The following text describes malfunctions that can be easily rectified and without special assistance. Should you encounter any other errors, or a particular malfunction cannot be solved, please contact your respective support organisation. However, before contacting your support organisation, please complete the appropriate questionnaire (see Chapter "5.1 Request for support" on page 26)

Malfunction	Cause	Troubleshooting
Paper jam	<ul style="list-style-type: none"> • Paper jammed inside of printer 	<ul style="list-style-type: none"> > Open printer cover. > Remove paper. > Reinsert paper roll. > Tear off excess paper. > Close printer cover.
Height adjustment mechanism not working (optional)	<ul style="list-style-type: none"> • No power supply • Control system of height adjustment mechanism not functioning 	<p>If problem cannot be solved:</p> <ul style="list-style-type: none"> > Contact a qualified electrician to reinstall the power supply. <p>If power supply can be maintained:</p> <ul style="list-style-type: none"> > Shut off the equipment. > Remove the power plug from the mains - do not pull on the cable. > Reconnect the power > Turn on the equipment again. <p>If the malfunction cannot be corrected, please contact your respective support organisation.</p>



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...Troubleshooting

Barcode reader not working.

- Check barcode
- Barcode reader is defective
- System not functioning

- > Visually inspect the barcode for damage.

If the barcode is damaged, follow these steps:

- > Check whether the red reader beam is illuminated.

If not:

- > Have a qualified technician repair the barcode reader.

If the reader is illuminated:

- > Shut off the equipment.
- > Switch off the device's main switch or unplug the equipment - do not pull on the cord.
- > Turn the equipment on again.

If the malfunction cannot be corrected, please contact your respective support organisation.

... Troubleshooting

Monitor screen is black.

- No power supply
- System not functioning

- > Check the power supply.
- > Check all connections on the monitor.
- > Check whether the monitor's operating display is illuminated.

If it is working:

- > Use BiblioCockpit (if available) to shut off the device.
- > Switch off the device's main switch or unplug the equipment - do not pull on the cord.
- > Turn on the equipment again.

If the malfunction cannot be corrected, please contact your respective support organisation.



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...Troubleshooting

5.1 Request for support

Before contacting your respective support organisation, please answer the following questions. This will assist us to target the error and help you effectively.

Customer number	Please enter your customer number here
Number of maintenance contract or case number	If available, please enter your maintenance contract or case number here
Error message	If an error message was displayed, please enter it here
Product/serial number	Please enter the product/serial number here; it is located on the identification plate

6 Technical Data

Applicable to all models

Basic equipment:

Material	Housing: powder-coated metal desk top: glass
Antenna	RFID
Dimensions	7.7" × 9.6"
Reading range	up to 9.8" upward
Media batch processing	max. 5 media
Interface to library databank	SIP2 / NCIP (others upon request)
Supply voltage	110 V / 60 Hz
Total power consumption	250 W
Operating temperature	41 °F to 104 °F
Relative humidity	<70 %
Applicable standards	ISO 15693 / ISO 18000-3, CE, FCC
Height adjustment	Telescopic column
Adjustment	approx. 31" to 40"

Peripherals:

Barcode reader	integrated
Reading range	up to 12"
Printer	Thermal printer
Relative humidity	10 to 90 % (except for the paper)

PC / Flat screen monitor:

integrated flat screen incl. PC	
Screen size	17"
Resolution	1280 × 1024
Input modus	Touch screen with infrared technology
Operating system	Windows embedded POSReady 2009
Interface	Gigabit Ethernet



6.1 Dimensions and weight

6.1.1 Stand-alone model

Width × Height × Depth	33.9 × 53.5 × 23.2"
Weight	264.5 lbs

6.1.2 Wall model

Width × Height × Depth	33.9 × 49.2 × 22.2"
Weight	183 lbs

6.1.3 Desktop model

Width × Height × Depth	99.9 × 23.6 × 22.2"
Weight	97 lbs

7 Accessories and spare parts

7.1 Printer paper

Please order the printer paper only from your respective support organisation.

7.2 Spare parts

Only use Bibliotheca authorised spare parts.
Please contact the respective support organisation.

7.3 Maintenance contract



NOTE

We highly recommend to enter into a maintenance contract prior expiration of the warranty time. Please contact our sales team.



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...Accessories and spare parts

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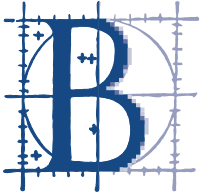
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