

Welcome to Dynix Terminal Self-Check. This feature lets you set up a terminal that your patrons can use only to check out their own items. Patrons do this by following prompts on the screen. First they scan or enter a valid patron barcode number. Once Dynix recognizes the patron account and displays the patron's name in the appropriate field, the patron scans or enters each item barcode number. Screen messages give any necessary additional information or instructions.

You can limit the number and kinds of items that patrons can check out for themselves on a Terminal Self-Check terminal. You can also customize the types of blocks Dynix should ignore during this process, and whether to allow renewals.

*epixtech* must activate the Terminal Self-Check feature.

## NOTE

At the self-checkout terminal, you may want to use a keyboard with only a numeric keypad so that borrowers cannot use the terminal to access any other part of your network.

## Before You Begin

Before you can set up Terminal Self-Check, you must do these tasks:

- **Set up a separate OS login for each account that you want patrons to use with Terminal Self-Check.** If you need help, contact *epixtech*. (There may be a fee for this service.)

- **Create a new security record.** (For instructions, see “Creating a Security Record from Scratch [USC]” in the “Security” chapter of the *Dynix SA Guide*.)

The USC record login must match the OS login you set up for the Terminal Self-Check account.

Use this table to complete the Terminal Self-Check security record:

| In this field   | Do this   |
|-----------------|---|
| NAME            | Enter the OS login name.<br><br>The OS login name and the USC record login name must match.   |
| PASSWORD        | Enter a password to associate with this Dynix level login.  |
| DEFAULT ACCOUNT | Enter the name of the Circulation account that you want patrons to use with Terminal Self-Check.  |
| RPT DESTINATION | If you have <i>epixtech</i> 's Receipt Printer and you want Terminal Self-Check to print receipts, enter the printer you want to use.<br><br>(For more information on Receipt Printer, contact your Dynix add-on sales representative.) |

# Setting Up Terminal Self-Check (UTSCK)

| In this field | Do this         |
|---------------|-----------------|
| PASS THRU     | Enter "TSCIRC". |

## Setting Up Terminal Self-Check (UTSCK)

After *epixtech* has activated Terminal Self-Check, you can set up or edit the Terminal Self-Check feature.

### To set up Terminal Self-Check

- 1 Enter "UTSCK" (Update Terminal Self-Check) at any Circulation menu in the account that you want patrons to use for Terminal Self-Check.
- 2 Complete these fields:

| In this field | Do this  |
|---------------|--|
| INPUT TIMEOUT | <p>Enter the number of seconds that the item barcode prompt should display without input before Terminal Self-Check returns to the patron barcode prompt.</p> <p>Using a timeout prevents another patron from checking out items with the previous patron's barcode.</p> |

| In this field | Do this   |
|---------------|---|
| QUIT COMMAND  | <p>Enter the hidden command you want library staff to use to exit the Terminal Self-Check program.</p> <p><b>NOTE</b></p> <p>Choose a command that patrons cannot easily guess or type accidentally.</p>  |
| BAD TRIES     | <p>Enter the number of invalid barcodes Terminal Self-Check should allow before the program resets and returns to the patron barcode prompt.</p> <p>This number affects both patron and item barcodes.</p>  |
| RENEWAL OK    | <p>If you want to let patrons renew items from the self-checkout terminal, enter "Y"; otherwise, enter "N".</p>   |
| MAX ITEMS     | <p>Enter the number of items that a patron can check out in a single self-checkout session.</p> <p>The number of items must be less than 100.</p> <p><b>NOTE</b></p> <p>If the maximum number of items allowed in the patron's PTYPE is lower than the number in this field, the PTYPE record overrides this setting.</p> |

## Setting Up Terminal Self-Check (UTSCK)

| In this field   | Do this   |
|-----------------|---|
| SCREEN<br>MSG   | <p>If you want to, you can enter a greeting that displays on the self-checkout terminal screen when patrons begin a self-checkout session.</p> <p>(For example, enter “Welcome to Bush Memorial Library Self-Service Checkout.”)</p> <p>The default is “Welcome to Dynix’s Self-Service Check-Out.”</p>                                     |
| FINISHED<br>MSG | <p>If you want to, enter a message that you want to display at the top of the Terminal Self-Check screen that tells the patron how to end their checkout session.</p> <p>(For example, enter “If you are finished checking out items, press the Enter key.”)</p> <p>This message displays at the top of the Terminal Self-Check screen.</p> |

| In this field           | Do this   |
|-------------------------|---|
| VALID<br>PATRON<br>BLKS | <p>If you want to, enter any PURF blocks you want Dynix to ignore when a patron uses Terminal Self-Check.</p> <p>(For example, enter the codes for “Resolved” and “Hold Expired” so that patrons with those blocks can still use Terminal Self-Check.)</p> <p>This is a multi-entry field. Enter one PURF block code on each line, or enter “aaa” to choose a code from a list. (For instructions on creating PURF block codes, see “Update Block Codes [UBC].”)</p> <p><b>NOTE</b></p> <p>Even if you enter monetary blocks here, a patron who has reached the maximum unpaid fine amount defined in their patron type (PTYPE) cannot check out items. (For more information, see “Creating or Updating a Patron Type [UPT]” in the “Circulation Setup” chapter of the <i>Dynix SA Guide</i>.)</p> |

# Starting and Stopping Terminal Self-Check

| In this field     | Do this  |
|-------------------|--|
| ITEM TYPES        | <p>If you want to, enter the ITYPE codes for items that you do not want patrons to check out at the self-checkout terminal.</p> <p>(For example, enter the codes for reference materials or electronic materials.)</p> <p><b>NOTE</b></p> <p>All ITYPE restrictions (such as use, priority, and ITYPE groups) apply to Terminal Self-Check transactions.</p> <p>This is a multi-entry field. Enter one loan type code on each line, or enter "aaa" to choose a code from a list.</p> |
| DISPLAY SLEEP TIM | <p>Enter the number of seconds that Terminal Self-Check should wait after displaying an error message before it returns to the prompt.</p>   |

- 3 Enter "F" to file the record and return to the Circulation menu.

## Starting and Stopping Terminal Self-Check

Before patrons can use Terminal Self-Check, you must start the program. The program runs until you stop it.

### To start Terminal Self-Check

- 1 Use the OS login you created for Terminal Self-Check to log in to the terminal where you want Terminal Self-Check to run.

If you have the receipt printing feature activated, Dynix displays a message asking if you want to use receipt printers.

- 2 If the message displays, enter "Y" if you want to use an attached receipt printer; otherwise, enter "N".

Dynix displays the Terminal Self-Check screen:

```
Welcome to Dynix's Self Service Check-Out

Scan Library Card Number  ---->

Patron Name :
Barcode      Title           Due Date  Due Time
```

- 3 When you want to close Terminal Self-Check, enter the Quit command you set up in UTSCK.

(The command is case-sensitive.)

Dynix returns to the OS login screen.

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