3M Security Systems

3M™ RTE6700 Family Multi-Function Readers

User Guide

Manual No: 97-0200-61
Version 1.02
Date: January 2001

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WARNINGS, NOTICES AND ACKNOWLEDGEMENTS

WARNINGS AND CAUTIONS

This manual contains important information regarding the operation of the RTE6700 Family readers. For safe and reliable operation of the readers all users must ensure that they are familiar with and fully understand all instructions contained herein.

WARNINGS:	**Warnings** provide information to prevent personal injury.
CAUTIONS:	**Cautions** provide information to prevent damage to the equipment, other systems or surroundings

This manual must be kept with the reader.

NOTICE

Rochford Thompson reserves the right to make changes to its products at any time and without notice.

Whilst every effort has been made to ensure the accuracy of this manual, Rochford Thompson can assume no responsibility for any errors contained herein or for their consequences.

TRADEMARK ACKNOWLEDGEMENTS

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ELECTROMAGNETIC COMPATIBILITY (EMC)

These units are designed to be immune to levels of interference generated within an office environment and not to interfere with other equipment. In order to provide this level of compatibility the unit, or its installations, must not be modified in any way.

The reader contains components which are sensitive to magnetic fields. For the optimum performance it is recommended that the unit is sited at least 20cm from VDU's, power supplies or similar equipment.

WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

CE This equipment meets the following European Council Directives:-

EMC (89/336/EMC)

REVISION HISTORY

V1.00	October 1998	Original (ECN0079)
V1.01	June 2000	New manual style – no content changes
V1.02	January 2001	General update, new cleaning kit

INTRODUCTION

The RTE6700 Multi-Function Reader is a compact, integrated unit designed to capture data from a variety of sources.

Two readers are incorporated within individual slots to allow different documents to be read. A magnetic swipe reader is provided to accommodate ATB coupons, MCOs and credit cards and an optical reader for handling Machine Readable Passports, Visas, Identity Cards, Residence Cards and E13B encoded documents. Optionally ATBs and TATs may be read optically extracting the control numbers and the IATA barcode.

Documents are passed through the reader in a single hand-swipe motion and the derived ASCII data transmitted to the host system via a serial RS232 interface or a PC keyboard wedge.

Two light emitting diodes (LEDs) are available to provide the user with feedback regarding the acceptance, or otherwise of swiped data. A buzzer is provided for an audible feedback. A power on LED is used to show that the unit has passed self test and power is present.

A second RS232 port is available for connecting other equipment such as a barcode reader. This port may be used to receive data or to control the other equipment. An RTE650 MSR credit card reader or an RTE654 MSR ATB/credit card reader may be used on this port.

The RTE6700 is supplied with an external mains adaptor to minimise the amount of desk space used.

The RTE6701 Passport Reader is similar to the RTE6700 except that it does not have a magnetic reader, and therefore has a single slot. The unit can only read OCRB travel documents.

The RTE6702 Magnetic Reader is similar to the RTE6700 except that it can only read magnetic stripe documents, e.g. Credit cards and ATBs.

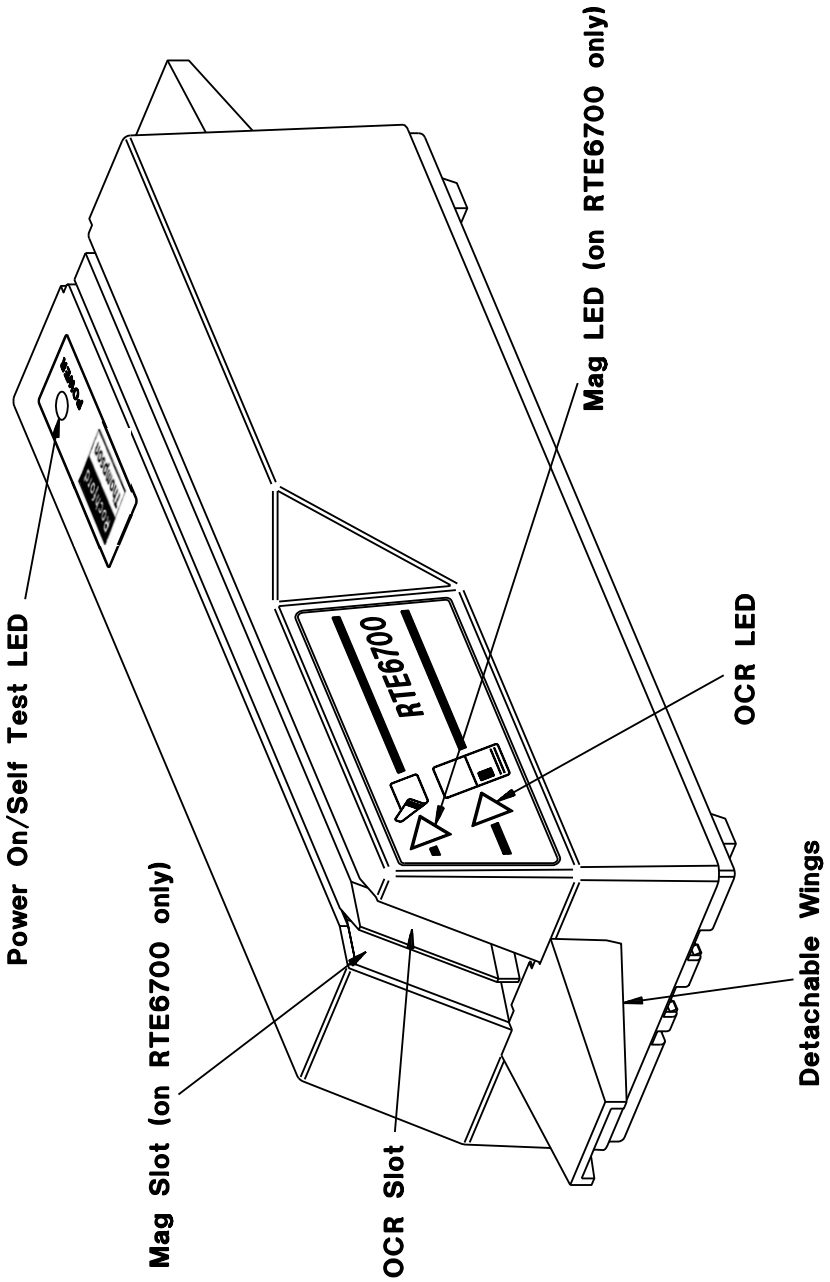
The RTE6703 is the same as an RTE6701 except that it communicates to the host as a SITA CUTE2 Direct Link OCR reader.

This User's Manual applies to all versions of the equipment and covers the use and regular maintenance of the readers. The following documents are also applicable depending on the protocol which you are using:

Part Number	**Description**
97-0200-62	RTE6700 Family Installation and Configuration Manual
97-0200-03	RTE6700 Family Maintenance Manual
97-0200-21	RTE6700 Family CUTE2 Programming Manual
97-0200-22	RTE6700 Family MUSE/NT Programming Manual
97-0200-31	RTE6700 Family RTE Protocol Programming Manual
97-0200-41	RTE6700 Family Programming Download Option
97-0200-53	US Customs Service RTE6701 User's Guide and Installation Manual
	Customer Specific Information Sheets for individual customer's protocols.

In the following pages RTE670X refers to any member of the RTE6700 reader family.

ILLUSTRATION - RTE6700



CHAPTER 1 - USING THE READER

The reader incorporates two slots; one towards the rear of the RTE6700 for reading magnetic-strip documents such as ATB coupons and credit cards and the other for optically reading OCRB and E13B documents. OCRB documents include Machine Readable Passports, Visas and Identity Cards. The RTE6701 and RTE6703 have one slot only for reading OCRB documents.

1. For all documents, identify the correct slot as described above.
2. Orientate the document.

   For ATB coupons and credit cards the magnetic stripe should be towards the bottom of the document and facing away from you.

   For OCRB and E13B documents the codelines should be towards the bottom and facing towards you.
3. Swipe the document briskly, yet smoothly, from left to right, through the appropriate slot.

   Ensure that the bottom edge of the document remains in contact with the base of the reader slot and the movement is continuous.

   In order to ensure the best read when swiping long documents such as ATBs and TATs, the reader should be fitted with wings at each end. If lost these can be purchased as a consumable item from RT or its distributor.

4. When a document is swiped the LED for the slot usually turns red to show a bad read and the buzzer sounds or the LED turns green and the buzzer stays quiet for a good read.

   However the use of LEDs and buzzer may be under host control (that is your Departure Control System (DCS) or other computer) and the audible and visual feedback will be different for your application. You should ensure you understand your company's local operating procedures covering the order of swiping documents and the meaning of the feedback from your DCS and the RTE670X.

Switching On

WARNING:	The unit must be installed by trained and competent personnel and comply with the local regulations. If in any doubt as to the safety of the installation DO NOT SWITCH ON and consult your Maintenance Department or other qualified service personnel.

The unit does not have a power switch and would usually be left on. Power can be confirmed by checking that the power-on LED on top of the unit is green.

If the power-on LED is off or red then the unit has failed self test and is unserviceable.

On power-up the OCR and Magnetic LEDs flash red then turn to green.

If both LEDs flash green continuously after power-up, the unit is in configuration mode (see 97-0200-62 RTE6700 Family Installation and Configuration Manual).

Wings

Wings are provided to prevent longer documents such as ATBs and TATs from tilting when swiped through the read slot. The reader may be used without the wings if only short documents such as passports and credit cards are read. If the wings have been lost, replacements can be provided by RT or your distributor, quote part number **60-7849-01** (single wing).

CHAPTER 2 - CARE OF THE READER

For optimum performance the reader should be kept clean at all times. Under normal use it is recommended that the reader is cleaned every two weeks.

Cleaning of the reader is extremely straightforward and no disassembly of the unit is required. Pre-saturated disposable cleaning cards are provided to keep the reader in perfect condition, these are available directly from RT or your distributor.

When ordering please quote **80-0057-99** for order quantities of 25, 50 or 100 cards.

CAUTION:

When cleaning the reader:

Never use strong detergents or solvent based cleaners other than those supplied by Rochford Thompson.

Never push sharp or metallic objects into the reader as this may result in damage to the optical and magnetic systems.

Outer Casing (all models)

The outer casing should be cleaned first. Gently wipe the casing with a soft lint free cloth.

Optical Reader Slot (all models except RTE6702)

To clean the optical reader slot, (front slot on the RTE6700), take out the cleaning card from it's packaging and fold it in half (such that the length of the card is halved but the width is the same). Swipe the card slowly backwards and forwards through the read slot several times. Open the card

out again. Wait several seconds for the card to dry. Fold the card again but in the opposite direction. Swipe the card again several times to dry the read slot. Discard the used cleaning card.

Magnetic Reader Slot (RTE6700 and RTE6702)

To clean the magnetic reader slot, (rear slot on the RTE6700), take out the cleaning card from it's packaging. Swipe the cleaning card through the read slot in the same direction as a normal document is swiped, that is from **left to right only**. Repeat this several times. Turn the card upside down and repeat the above process. Discard the used cleaning card.