

## Setup

Setup is divided into six sections: **General, Devices, Check Out, Deselect/Hold, Inventory and Add User.**

### 1. General

#### Institution

The library/location using MobileCirc. **SELECT** your library from **Change Institution**. *Select your specific LIBRARY, do not select DISTRICT!*

#### Language

The language spoken at the library/location.

#### Idle Time Out (in minutes)

The number of minutes before MobileCirc will log out if not used. You probably want to increase this limit as the *default is 15 minutes.*

#### Theme

Choose the background color for your MobileCirc.

#### Station Name

The Station policies available on your system. Leave blank. Do not change default setting unless directed to do so.

▼ General	
Institution	LACA Test East Elementary <div style="text-align: center; border: 1px solid #ccc; padding: 2px;">Change Institution</div>
Language	English (United States) ▼
Idle Time Out (in minutes)	15 ▼
Theme	BLUEcloud ▼
Station Name	▼

## 2. Devices



This section only displays within the device app version of MobileCirc.

### Magnetic Stripe Reader

The magnetic stripe reader device connected to your mobile device.

### Receipt Printer

The receipt printer configured to print from your mobile device.

### RFID Decode URL

The RFID device web service URL provided by Bibliotheca that supports the RFID device software. This value should match the web service address included in the Bibliotheca software installation. If you need help retrieving this value, contact SirsiDynix Customer Support.

### RFID Security

Specifies what kind of RFID tag security MobileCirc should use to modify the security value of RFID tags. If an option is not selected, MobileCirc does not modify the security of any RFID tags.

▼ Devices

Magnetic Stripe Reader

None ▼

Receipt Printer

None ▼

RFID Decode URL

RFID Security

AFI

### 3. Check Out

#### Receipts

Enable any of the following options as desired:

- **E-mail** will email a receipt to the user.
- **Print** will print a paper copy of the receipt.

**Note:** These options also apply to Renew by Item and Renew by User.

#### Options

Enable any of the following options as desired:

- **Audio Alerts** will allow audibles to sound for alerts.
- **Hide Current User** hides the Current User feature from the interface.

#### Extend Expired Library Privilege

If this option is selected, the staff user is notified if they try to check out an item to a library user whose privileges have expired. Depending on their privileges, the staff user has different options:

- If the staff user is not authorized to modify users, the staff user cannot extend the library user's privileges.
- If the staff user is authorized to modify users, the staff user is given the **Review Privilege** option. After selecting this option, the staff user can then either choose **Review in Modify User** to open the Modify User screen for that user or choose **Extend Privilege** to extend the library user's privileges immediately.

If this option is not selected, the staff user is notified if they try to check out an item to a library user whose privileges have expired but cannot modify the user or extend the library user's privileges.

This option is selected by default.

▼ **Check Out**

Receipts	<input type="checkbox"/> <b>Email</b>
	<input type="checkbox"/> <b>Print</b>
Options	<input type="checkbox"/> <b>Audio Alerts</b>
	<input type="checkbox"/> <b>Hide Current User</b>
	<input checked="" type="checkbox"/> <b>Extend Expired Library Privilege</b>

## 4. Deselect/Hold

### MISSING User

The user to which items marked as missing will be checked out (usually MISSING). This field accepts a valid user ID; the system checks the profile corresponding to the user ID in this field for validation. This is a required field.

### DISCARD User

The user to which items marked for discard will be checked out (usually DISCARD). This field accepts a valid user ID; the system checks the profile corresponding to the user ID in this field for validation. **If this field is left blank, MobileCirc will not check out discarded items to a user but will change the item's location to DISCARD (our system default setup).**

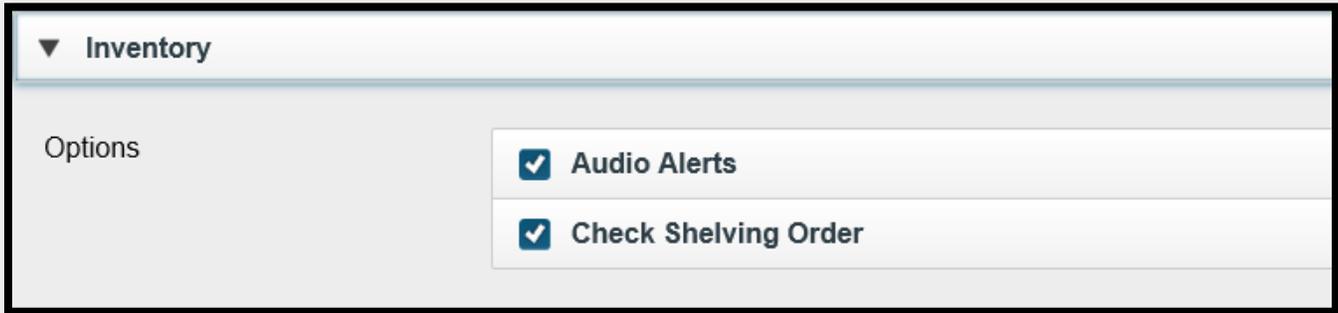
The screenshot shows a web interface with a section titled "Deselect/Holds". Below the title are two input fields. The first field is labeled "MISSING User \*" and contains the text "MISSING". The second field is labeled "DISCARD User" and is currently empty.

## 5. Inventory

### Options

Enable any of the following options as desired:

- **Audio Alerts** will allow audibles to sound when there is a problem.
- **Check Shelving Order** ensures items are correctly shelved. Items that are not shelved correctly will be accompanied by an audible..



Tap **Apply** to apply changes, or **Cancel** to cancel any changes made.

## 6. Add User

### Check Duplicate User

Specifies which fields MobileCirc should use to check for duplicate users in the user database when creating a new user. A maximum of eight options can be used at once. Enable any of the following options as desired:

