



EC9100i® Scanner

Quick Start Guide



What's in the box?

- Quick start guide
- EC9100i scanner
- USB cable
- Power supply and cable
- 5-pack inkjet blotter (inkjet models only)
- 3" thermal receipt paper roll (printer models only)
- Cleaning card sample

Getting your scanner ready

Choose location

- Flat surface
- Adequate ventilation
- Protection from elements
- Near electrical outlet
- Away from electromagnetic sources (e.g. fans, power supplies)

Connecting your scanner

1. Power up your scanner

- To connect the power cord, insert the round power connector into the power port on back of scanner with flat side facing up.



- Make sure power switch is in the on position.



2. Wait for your application to instruct you BEFORE connecting the USB cable to your computer and scanner.

3. Drivers for the EC9100i scanners are installed on your computer during your payment application setup.

4. Please refer to your payment application requirements for complete setup information.

Connection ports



USB

Power

Understanding LED signals

The scanner's status is shown through a single multi-state LED signal. The table below describes typical status signals/meaning.

Status/Signals	Meaning
Booting: Varying green/red flashing cycles	The scanner is being configured by the scanning application.
Idle: Green solid	The scanner is ready and idle.
Scan Prompt: Green flashing	The scanner is waiting for the user to insert a document into the feeder.
Scanning: Green and red flashing cycle	The scanner is processing the documents. Wait for the scanner to finish.
Scanning: Red flashing	Error during document processing. Check your application for instructions, or contact your application provider.

Identifying your scanner

There is a label on your scanner that includes the following details:

- Scanner model number
- Scanner serial number
- Speed of your scanner
- If scanner is licensed for OCR A/B (optical character recognition)

You can locate the label on the bottom or back of your scanner, depending on the model.

Model number



Serial number

Scanner speed

Installing optional accessories

Franker (optional - franker models only)

- Pull up to remove front cover
- Lift the blue latch on back of scanner and insert franker cartridge
- Make sure top of metal plate fits into slot in franker cartridge (as pictured)
- Secure franker cartridge by lowering blue latch over cartridge



Note: Franking cartridges available separately

Inkjet endorser (optional - inkjet models only)

- Remove endorsement printer cover
- Pull inkjet latch back and place inkjet cartridge into holder
- Push down to snap into place (Cartridge needs to be at an angle so that back is lower than front)



Note: Endorsement inkjet printer cartridge available separately

Paper Roll (thermal receipt printer models)

- Press printer cover release button
- Insert paper roll into compartment, with end of paper rolling from top (as pictured)
- Pull 1" of paper to feed through compartment
- Close printer cover



Preparing documents

In order to reduce the possibility of errors and damage to the unit, you should:

- Smooth all folds and creases in the document
- Remove any paper clips and staples from the document
- Verify that documents are not stuck together
- Ensure that documents are dry
- Ensure documents are all facing the same direction
- Align documents on the bottom and leading edge

Feeding documents

Single-feed (SF) models

- Click Scan on your application to initiate scanning process
- Insert the document into the feeder (as shown) until the scanner pulls the document into the transport



Auto-feed (AF) models

- Place up to 30 documents into the feeder (as shown) without pushing documents past the check icon displayed on the side of the feeder
- Click Scan on your application to initiate scanning process

Do not push checks past icon



Adjust the insertion and exit extension (SF models) or pocket stop (AF models) according to document length.

For more information, please contact your application provider.

Visit www.rdmcorp.com/support to download an electronic copy of this quick start guide, EC9100i user guide and to view our how-to videos.

