

EC9100i[®] scanner

Quick start guide



Getting your scanner ready

Unpack your scanner Choose location

Please see "Understanding light signals" chart

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



Power up your scanner

- Insert the round end of the power cord into power port on back of scanner with flat side facing up, connect to power adapter and into electrical outlet

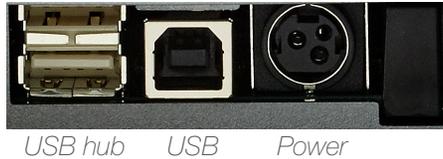
Connecting your scanner

Do not connect scanner USB cable until your application instructs you to.

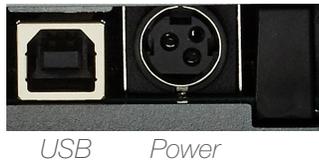
Drivers for the EC9100i scanners are installed on your computer during your payment application setup.

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

Connection ports for Auto-feed (AF) models:



Connection ports for Single-feed (SF) models:



Understanding light signals

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

Signals	Meaning
Upon power up: Varying green/red flashing cycles	The scanner is being configured by the scanning application.
Green solid	The scanner is ready and idle.
When prompted to scan: Green flashing	The scanner is waiting for the user to insert a document into the feeder.
During scanning: Green and red flashing cycle	The scanner is processing the documents. Wait for the scanner to finish.
When scanning: Red flashing	Error during document processing. Check your application for instructions, or contact your application provider.

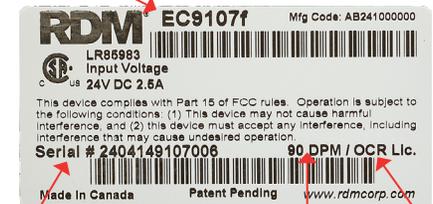
Identifying your scanner

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 (optical character recognition)

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

Model number



Serial number

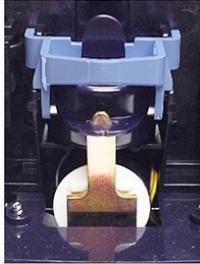
Scanner speed

OCR license

Installing optional accessories

Install franker (optional)

- 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: Auto-feed (AF) models include a franker cartridge

Install endorser (auto-feed 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



Install 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

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

Single-feed (SF) models

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



Auto-feed (AF) models

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



For more information, please contact your application provider.

Download an electronic copy of this quick start guide, or the full EC9100i user guide at www.rdmcorp.com/support