# RDM®
by deluxe

# EC9600i® Network Scanner Quick Start Guide

Back cover

Endorsement printer cover

Exit pocket

Pocket Stop

LED signals

Front cover

Document feeder

## What's in the box?

- Quick start guide
- EC9600i scanner
- USB cable
- Power supply and cable
- Ethernet cable (except EC9600i SMB model)
- 5-pack inkjet blotter (inkjet models only)
- 3" thermal reciept 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

Your scanner has been designed with embedded software that eliminates the need to install drivers. Just a simple setup is required within your payment application.

*Flat side up*

1. Power up your scanner
   - Insert the round power connector into the power port on the back of the scanner with the flat side facing up. Note the power switch on the power cord.
   - The scanner will initialize itself during power up

*Power Connector*

2. Use either the USB or the Ethernet cable provided to connect to a computer or a local network (Ethernet only)
   - When connected via USB:
     − Use the USB cable provided to connect to a computer
   - When connected via Ethernet:
     − Use the Ethernet cable provided to connect direct to a computer or to a Ethernet jack
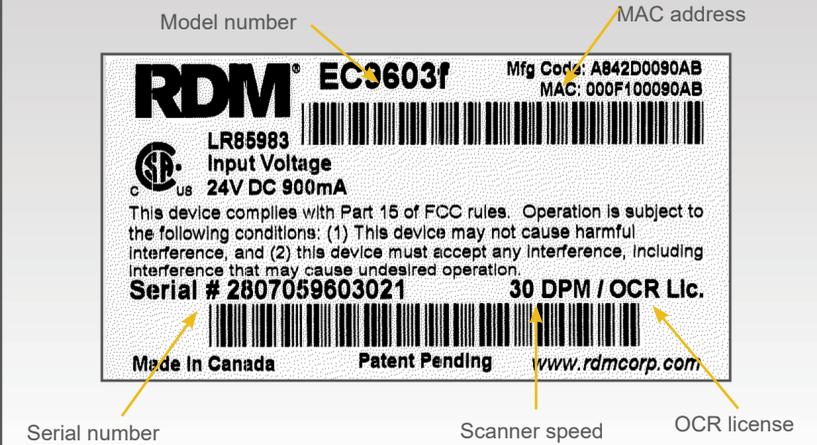
**Connection ports for Auto-feed (AF) models:**

USB          Power Port          Ethernet switch

**Connection ports for Single-feed (SF) models:**

USB          Power Port    Ethernet          USB          Power port
*EC9600i SMB Model Only*

3. Login to your payment application and set up the scanner. Contact your financial institution or payment application provider with any scanner setup questions you have.

# Identifying your scanner

There is a label (like the one below) located on the back or bottom of your scanner that includes the following details:

Model number

MAC address



**RDM® EC9603f** Mfg Code: A842D0090AB MAC: 000F100090AB
LR85983 Input Voltage 24V DC 900mA
This device complies with Part 15 of FCC rules. Operation is subject to the following conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference, including interference that may cause undesired operation.
Serial # 2807059603021          30 DPM / OCR Lic.
Made In Canada     Patent Pending     www.rdmcorp.com

Serial number

Scanner speed

OCR license

# 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: Solid red followed by varying green/red flashing cycles | The scanner is initializing itself. Duration is less than one minute after power up. |
| Depending on scanner connection: Green solid or green flashing | 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. |

# Installing optional accessories

## Install 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 are available seperately

## Install 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 are 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
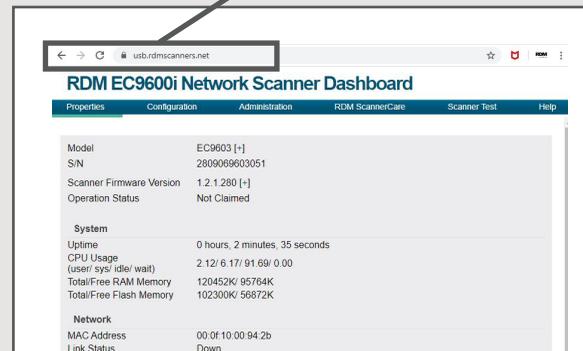- Close printer cover

# Accessing scanner dashboard

**You can use the network scanner dashboard to clean, update or test the scanner.**

To access the network scanner dashboard:
1. Open a browser (Internet connection required)
2. When connected via USB:

   In the URL address bar, enter https://usb.rdmscanners.net

https://usb.rdmscanners.net

When connected via Ethernet:

- – https://rd<scannerserialnumber>
  For example, https://rd2809069603051
  (add *.local* extension after the IP address for Mac computers)

3. Navigate to the desired dashboard page
4. If prompted for credentials, enter the following
   - Username: administrator
   - Password: rdm123 (factory default)

# 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 | Auto-feed (AF) models |
|---|---|
| • Click Scan on your scanning application to initiate scanning process<br>• Insert the document into the document feeder (as shown) until the scanner pulls the document into the transport | • Place up to 30 documents into the document feeder (as shown) without pushing documents past the check icon displayed on the side of the feeder<br>• Click Scan on your scanning application to initiate scanning process |

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, the EC9600i user guide or to view our how-to videos.

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