EC9600i® Network Scanner
Quick Start Guide

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 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)

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

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

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.

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.

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
- Serial number
- Scanner speed
- MAC address
- OCR license
- Made in Canada
- Patent Pending
- www.rdmcorp.com

Understanding light signals

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

<table>
<thead>
<tr>
<th>Signals</th>
<th>Meaning</th>
</tr>
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<tbody>
<tr>
<td>Upon power up:&lt;br&gt; Solid red followed by varying green/red flashing cycles</td>
<td>The scanner is initializing itself.&lt;br&gt;Duration is less than one minute after power up.</td>
</tr>
<tr>
<td>Depending on scanner connection:&lt;br&gt; Green solid or green flashing</td>
<td>The scanner is ready and idle.</td>
</tr>
<tr>
<td>When prompted to scan:&lt;br&gt; Green flashing</td>
<td>The scanner is waiting for the user to insert a document into the feeder.</td>
</tr>
<tr>
<td>During scanning:&lt;br&gt; Green and red flashing cycle</td>
<td>The scanner is processing the documents. Wait for the scanner to finish.</td>
</tr>
<tr>
<td>When scanning:&lt;br&gt; Red flashing</td>
<td>Error during document processing.&lt;br&gt;Check your application for instructions, or contact your application provider.</td>
</tr>
</tbody>
</table>
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 separately

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

Feeding documents

Feeding documents

• 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
• 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

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

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

Accessing scanner dashboard

When connected via Ethernet:
- https://rd<scannerserialnumber>
  For example, https://rd2809069603051.local
  (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

Single-feed (SF) models
- Click Scan on your scanning application to initiate scanning process
- When connected via USB:
   In the URL address bar, enter https://usb.rdmscanners.net

Auto-feed (AF) models
- 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
- 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.