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MAGTEK Excella – USB or Ethernet Small Document Scanner Installation Guide
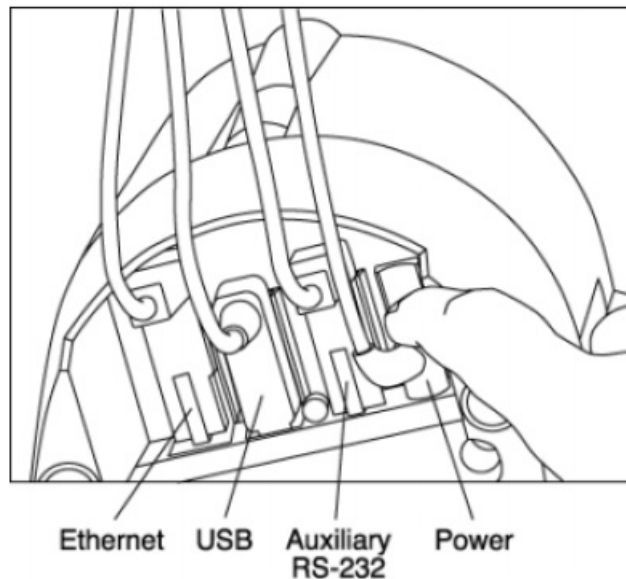
Contents

MAGTEK Excella – USB or Ethernet Small Document Scanner

Setup and Installation

With a small footprint and striking modern design, Excella is an auto-feed check reader which captures both the front and back image of checks in a single pass at 45+ DPM. The automatic feeder has a capacity of up to 70 documents to easily support even the most active check processing applications. Excella will communicate with the Host system using a USB 2.0 (USB 1.1 compatible) or Ethernet interface.

Ethernet   USB   Auxiliary   Power
                   RS-232

Installation Steps

- Unpack Excella.
- Install ink cartridge (the cartridge is shipped uninstalled).
- Before connecting the Excella scanner, download and unzip the installation package from here:

  https://www.magtek.com/support/excella?tab=software
- Once unzipped, run the Setup.exe installation program. Choose both the drivers and demo during the installation.
- Depending on your interface, continue with USB CONNECTION, step 2, or ETHERNET CONNECTION, step 3, below.

USB Connection

- Connect the USB interface cable to Excella.
- Connect the round connector from the power supply to Excella.
- Connect the power cord to the socket on the power supply block.
- Connect the three-prong power cord to the AC wall outlet.
- Wait until the three LEDs are illuminated with a steady green.
- Connect the USB interface cable to the PC.

    NOTE: When the device is plugged in and detected by the PC, the USB drivers will be automatically installed.

Ethernet Connection

- Connect interface cable (Ethernet) and power cable to Excella.
- Connect the power cord to the AC wall outlet. Connect the interface cable to the PC.
- Wait until the three LEDs are illuminated with a steady green.
- Connect the USB interface cable to the PC.

Excella is a web appliance and it offers several functions and features in a built-in Web page accessible through a Web browser. For example, if Excella's default Ethernet device IP address is 192.168.10.100, type the **"http://192.168.10.100"** in your web browser to access Excella's web page. On the main menu, the Configuration page offers options to set up the Network and Ethernet configurations. Additionally, an option is provided to save and restore device configurations.

Run Excella Demo

- Navigate to and run C:\Program Files (x86)\MagTek\Excella-STX-ImageSafe\ Excella-STX_Demo.exe
- Click on the Excella Demo icon to run the demo; the main screen will be displayed (see Figure 2).
- In the Select Device pull-down menu, choose Excella.EXC001.
- Click on the Connect button.
- Based on the documents you want to read, click on one of the buttons:
- Auto-All: to read and scan a batch of checks from the auto-feeder
- Auto-1: to read and scan a single check from the auto-feeder
- Manual: to read and scan a single check from the Manual Input Slot.

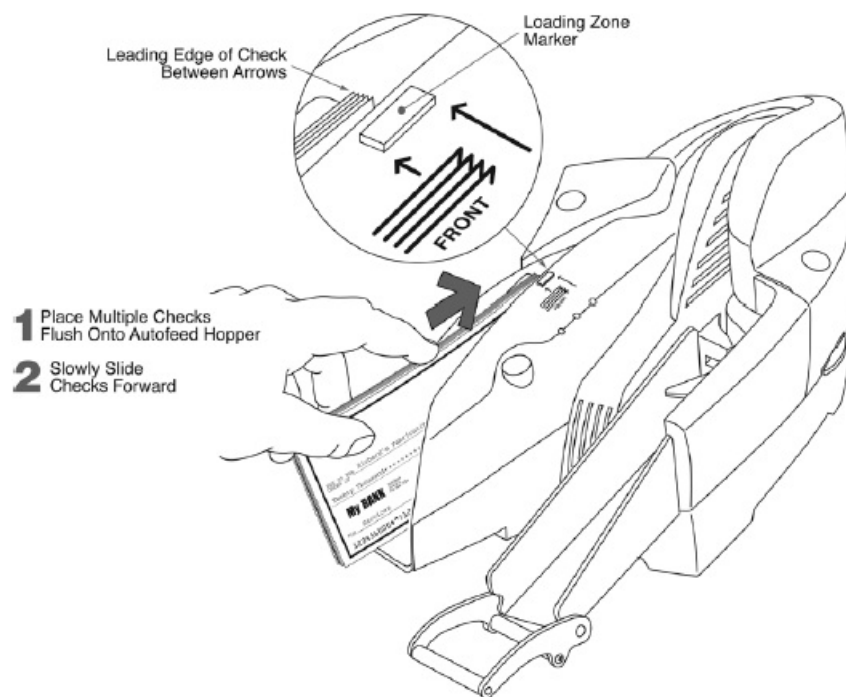**Reading Checks**

Preparing the Checks
When you have a deck of checks that needs to be processed, prepare the checks as described below:

- Grab the entire deck of checks and lightly tap the bottom of the deck against a flat surface with the objective of aligning the bottom edge of all the checks in the deck.
- Also, grab the entire deck of checks and lightly tap with your hand the right edge of the deck with the objective of aligning the leading edge of all the checks in the deck.

Feeding the Checks Automatically
The Input Hopper can hold up to 70 checks. To feed a deck of checks, proceed as follows:

- Stack the checks in the Input Hopper as shown in Figure 1.
- Slide the deck forward to the Loading Zone Marker so that all leading edges are between the arrows as shown in Figure 1.

Opening and Closing the Unit

OPENING THE UNIT

The Left Access Door, the Right Access Door, and the Printer/Cartridge Cover, shown in Figure 2, can be opened to provide access to the check path and both scan bars. Open the unit as described as follows:

- Open the Left Access Door by placing the thumb on the Indent and the finger(s) on the Tab as shown in Figure 2 and squeezing, and then gently pull the door open.
- Open the Right Access Door, in the same manner, by placing the thumb on the Indent and the finger(s) on the tab, squeezing and then gently pulling the guide open.
- Open the Printer/Cartridge Cover by pulling the Cover from the Left Door as shown in Figure 3.
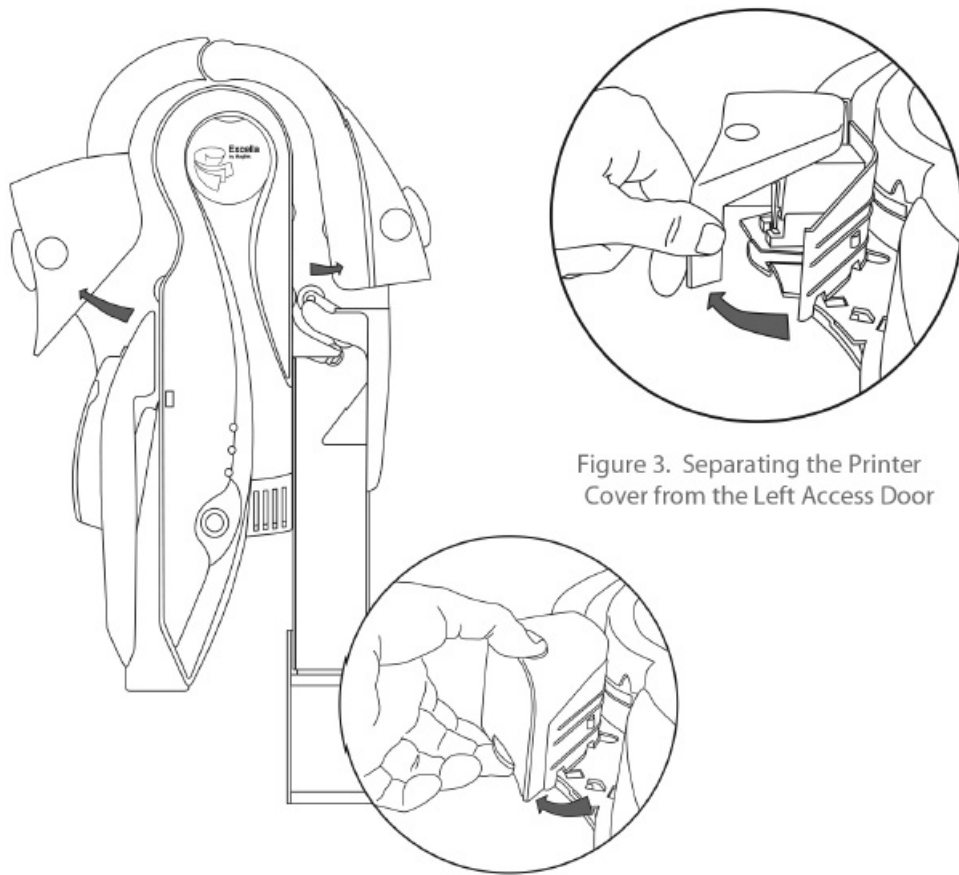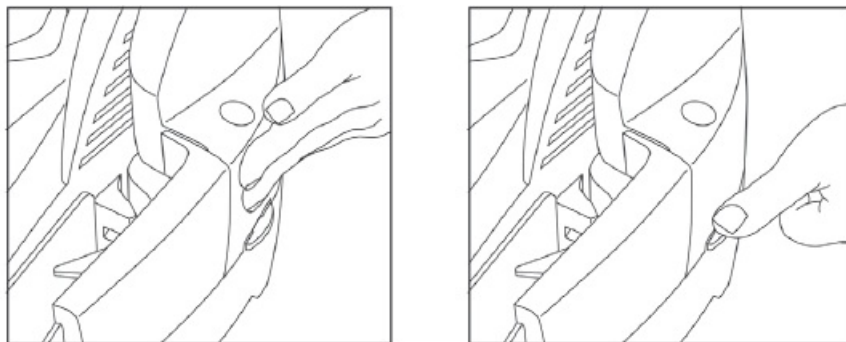
Figure 3. Separating the Printer Cover from the Left Access Door

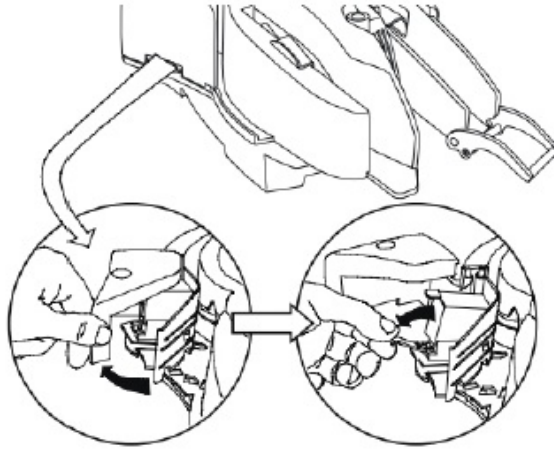Figure 2. Opening the Left and Right Access Doors

CLOSING THE UNIT

If the Left Access Door or the Right Access Door has been opened, close the access door as described below:

- Push to close the access door (Left or Right) to its normal operating position (as shown in Figure 4).
- If the Printer/Cartridge Cover is open on the Left Access Door, first close the printer cover and then close the access door as described in step 1 above.
- Push down on the tab of the access door (as shown in Figure 4) If the tab was not latched, a "click" sound will be heard as feedback to indicate the access guide is securely closed.
- The LED indicator will flash if the access door is improperly closed.

Install Print Cartridge

- Pull the Printer/Cartridge cover open to expose the Printer/Cartridge.

- Push the Printer/Cartridge green latch down.

- Locate the alignment pegs on the Printer/Cartridge and the guide holes on the Printer Base.

- Install the Printer/Cartridge on the Printer Base by sliding the alignment pegs into the guide holes.

- Raise the green latch to lock the Printer/Cartridge in position.

- Close the Printer/Cartridge cover.

Troubleshooting/LEDs

The LED indicators are shown in Figure 5. All three LEDs are able to show three colors: green, red, or amber. Each LED indicator has been assigned a specific reporting function.

- Front LED: reports MICR read status
- Middle LED: reports path status
- The rear LED: reports unit status

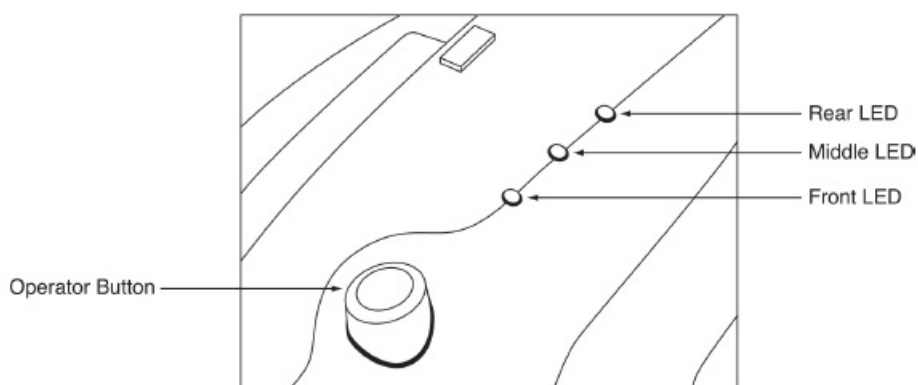| Front LED (MICR status)	Middle LED (Path status)	Rear LED (Unit status)	Description
Amber	Amber	Amber	Unit is initializing
Green	Green	Green	Power on, everything is OK
X	X	Flash Amber	Initializing network connection
Flash Red	X	X	After check read: MICR read error
Flash Green	X	X	After check read: good MICR read
Flash Red/ Green	X	X	MICR noise detected (if enabled): relocate the unit
X	Amber	X	Left or right access door unlatched (if the feature is installed): close and latch access guides
X	Flash Red	X	Paper jam: remove jam and hit operator button to clear

Figure 5. LED Indicators

Note: More detailed instructions can be found in Excella's Installation and Operation Manual (P/N 99875310).

Documents / Resources

MAGTEK Excella - USB or Ethernet Small Document Scanner [pdf] Installation Guide
Excella - USB or Ethernet Small Document Scanner

References

- ⊘ **Welcome to MagTek, the Leading Provider of Payments and Identification Technology : MagTek**
- ⊘ **MagTek Product and Service Support**