

## EXCELLA OPERATION GUIDE

### LED INDICATORS

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 (see Table 1 below):

- Front LED: reports MICR read status
- Middle LED: reports path status
- Rear LED: reports unit status

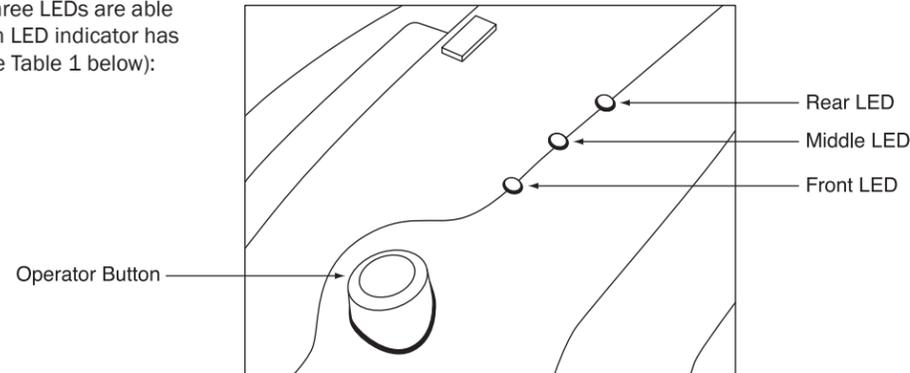


Figure 5. LED Indicators

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 unit
X	Amber	X	Left or right access door unlatched (if feature is installed): close and latch access guides
X	Flash Red	X	Paper jam: remove jam and hit operator button to clear

### INSTALLATION SUMMARY

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

The following is a summary of the major installation steps for Excella:

1. Unpack Excella.
2. Install ink cartridge (the cartridge is shipped uninstalled).
3. Insert API/Demo CD in drive and install the Demo software.
4. Connect interface cable (USB or Ethernet) and power cable to Excella.
5. Connect power cord to AC wall outlet.
6. Connect interface cable to PC.
7. Depending on your interface, continue with USB INSTALLATION or ETHERNET INSTALLATION below.

### USB INSTALLATION

The following is a summary of the installation steps for Excella with a USB interface:

1. Ensure the API/Demo CD is inserted in the drive.
2. When the PC detects the new USB device, follow the instruction wizard instructions.
3. When prompted, point to the CD as the source for the drivers.
4. After the drivers have been successfully installed, run the "ExcellaUSBConfig" utility. On the PC, this utility can be found on the folder: C:\Program Files\MagTek\Excella Demo.
5. For "Excella Device" select the USB Device ID shown. For example, the default USB ID is "USB\VID\_0801&PID\_2230\123".
6. For "Excella Device(s) in MICRDEV.INI file", choose the default "EXCELLA\_USB".
7. For "IP Address(PC Side)", use the default address or enter a new address like 192.168.x.y (NOTE: "x" and "y" are numbers between 2-254; pick "x" to avoid IP address conflicts).
8. For "IP Address (Device Side), use the default address or enter a new address like 192.168.x.z. (NOTE: "x" and "z" are numbers between 2-254; "x" must be the same as in step 7; "z" must be different than "y" in step 7).
9. For "Subnet Mask", enter a new Subnet Mask or use the default: 255.255.255.0.
10. Click on "Apply".
11. Click on "OK" and close the utility.

# Excella



Auto-Feed.  
Fast.  
Efficient

### ETHERNET INSTALLATION

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 offer options to setup the Network and Ethernet configurations. Additionally, an option is provided to save and restore device configurations.

## EXCELLA OPERATION GUIDE

### PREPARING THE CHECKS

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

1. 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.
2. 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 CHECKS AUTOMATICALLY

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

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

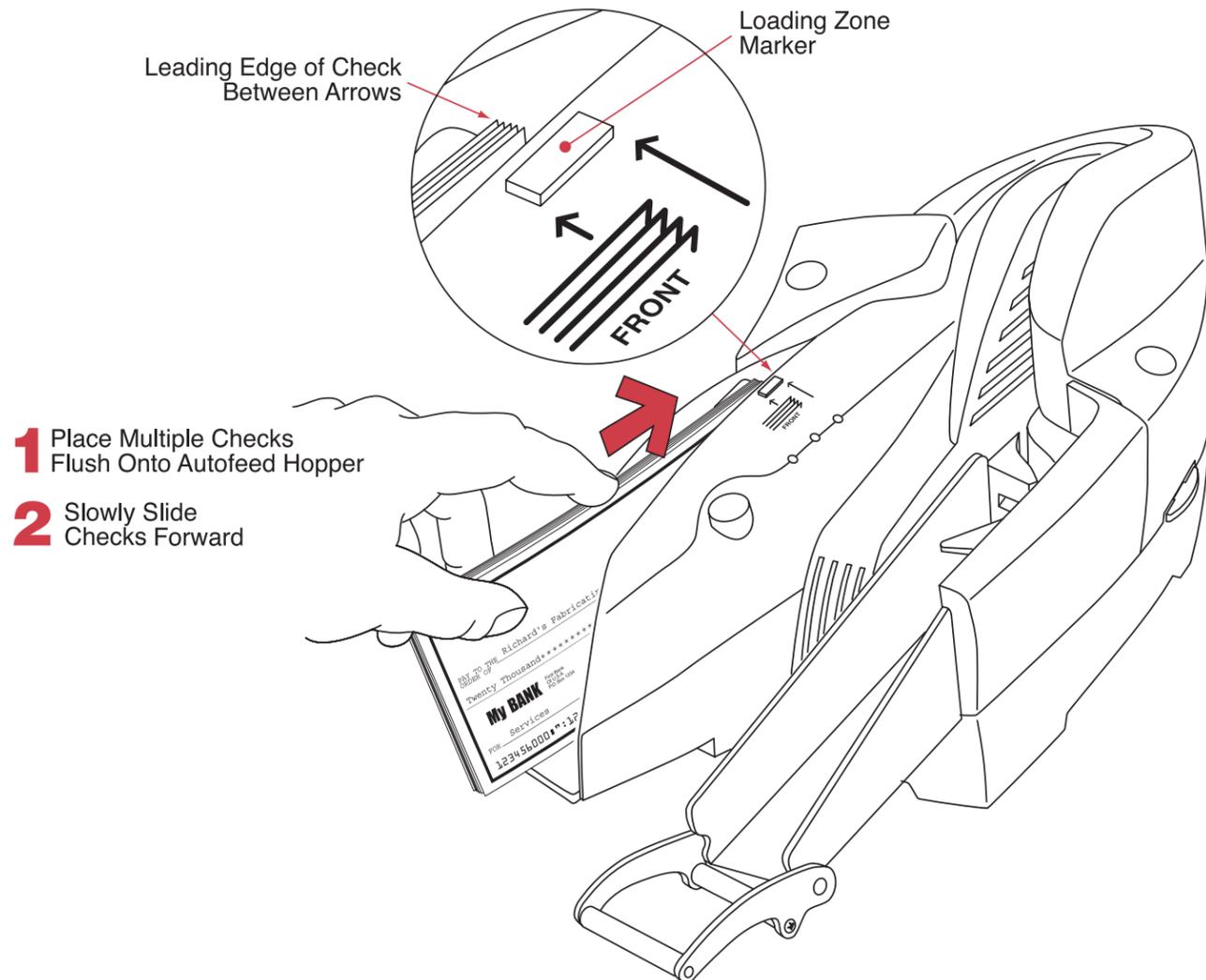


Figure 1. Stacking Checks in Input Hopper

**1** Place Multiple Checks  
Flush Onto Autofeed Hopper

**2** Slowly Slide  
Checks Forward

## EXCELLA OPERATION GUIDE

### 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:

1. 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.
2. Open the Right Access Door, in the same manner, by placing the thumb on the Indent and the finger(s) on the tab, and squeezing and then gently pull the guide open.
3. Open the Printer/Cartridge Cover by pulling the Cover from the Left Door as shown in Figure 3.

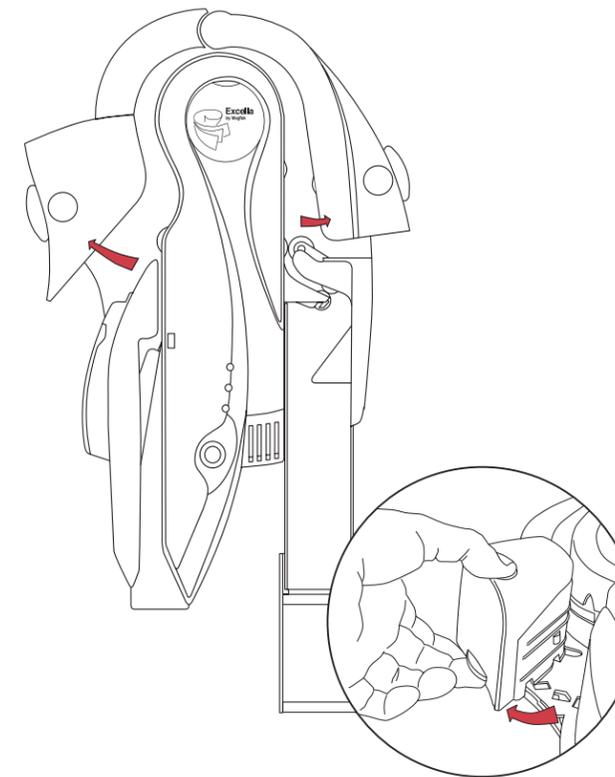


Figure 2. Opening the Left and Right Access Doors

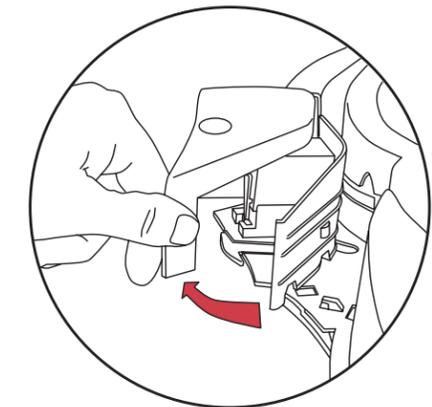


Figure 3. Separating the Printer Cover from the Left Access Door

### CLOSING THE UNIT

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

1. Push to close the access door (Left or Right) to its normal operating position (as show in Figure 4).
2. 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.
3. 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.
4. The LED indicator will flash if the access door is improperly closed (see Table 1).

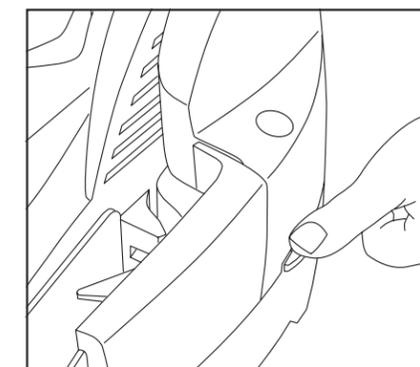
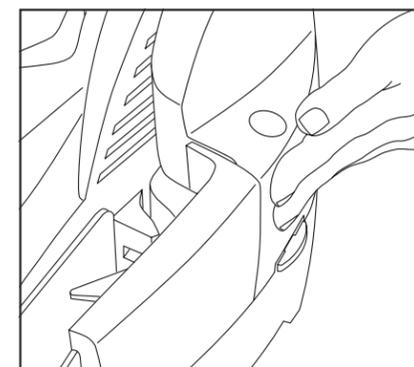


Figure 4. Closing the Unit