

JetScan iFX[®]

i200 scanner

User guide



Safety information, power specifications

WARNING

High voltage inside. Risk of electric shock.

Turn power **OFF** and unplug power cord from machine before cleaning.

Do not attempt repairs. Repairs must be made by authorized Cummins Allison personnel.

Use grounded plug and properly grounded outlet.

Read and understand all instructions before use.

NOTICE

Improper voltage levels can cause equipment malfunction, damage electrical components, and void warranty.

Provide separate circuit serving only this device and follow listed power requirements to ensure proper operation.

Provide power conditioning/stabilizing devices if necessary.

- **Voltage operating range:** 100-240 VAC, automatic switching
- **Frequency:** 50/60 Hz
- **Full load amps (FLA):** 2A/1A
- **Electrical supply circuit:** The customer must provide a single-phase, dedicated power line that meets the machine's power requirements. Use a properly grounded circuit breaker in compliance with applicable local electrical code.

Environmental operating conditions

- **Temperature:** 60°F - 85°F (15°C - 29°C)
- **Humidity:** 30% to 70% (non-condensing)

Compliance acknowledgments

- **Laser:** This equipment may contain Class 2 laser products and complies with FDA Radiation Performance Standards, 21 CFR Subchapter 1 and the international laser safety standard IEC-60825.1-2001-08.
- **FCC:** This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
- **Regulatory:** UL/CUL/CE

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About this guide

The JetScan iFX® i200 scanner processes:

- U.S. and international banknotes.
- Checks, deposit slips and other financial institution MICR documents that meet U.S. and Canadian standard specifications.
- Bar-coded tickets.

The machine features:

- Selectable operating modes.
- Facing and orientation functions.
- Configurable strap limits and cumulative counting.
- A setting for recounting documents without impacting totals.
- Flexible configurations. Combine processing functions to maximize productivity.
- Counterfeit detection and document imaging options.

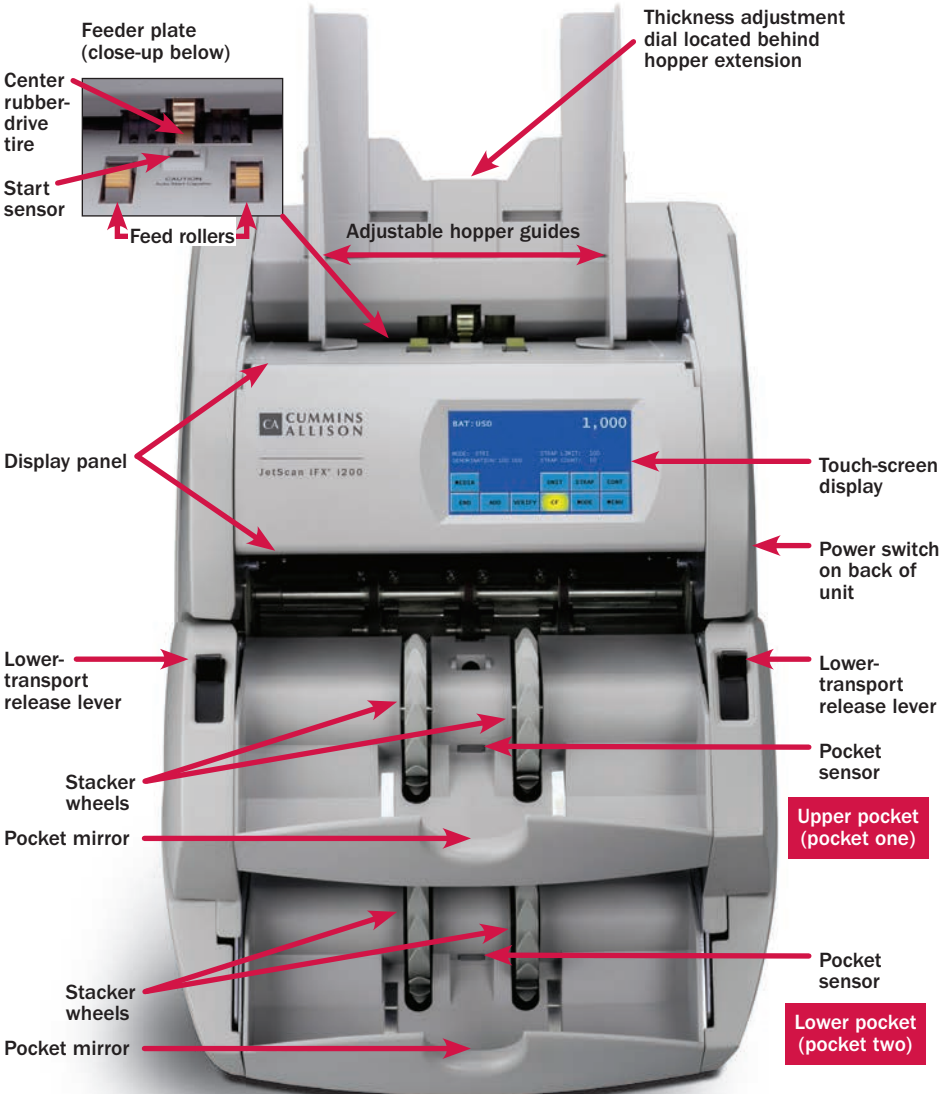
For more information, contact a Cummins Allison representative.

ECB certification software version

To verify European Central Bank (ECB) certification software version:

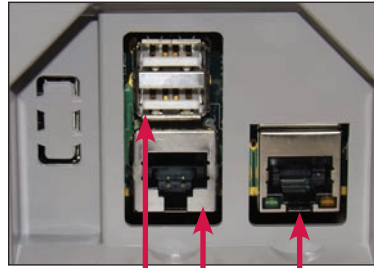
1. Press **CRNCY** on the main screen.
2. Revision level appears below the **EUR key** title.

Machine diagram



Communication port diagram

The following diagram shows the communication ports located on the back of the machine.



Two USB ports
RJ45 serial port
Ethernet port

NOTICE

Radio frequency present.

Install ferrite bead on all external communication cables; position ferrite bead near external port.

NOTICE

Only connect Ethernet cable to Ethernet port.

Use of any other cable may damage equipment.

Hopper

CAUTION

Machine is auto-start capable. Feed rollers in hopper rotate inward.

Entanglement and drawing-in hazard.

Do not operate with exposed long hair, neckties, jewelry or loose clothing.

The hopper is the area on the top of the machine where documents are placed for processing. If the machine is configured to auto-start, the rollers and wheels begin moving as soon as the machine detects documents in the hopper.

Adjustable hopper guides are standard equipment. Additional stationary hopper guides are required for check processing.

When the adjustable hopper guides are raised for check processing, the stationary hopper guides keep checks aligned as they enter the feeder. This reduces the risk of feed errors and no calls.

Contact a Cummins Allison representative for more information.

Thickness adjustment dial

The dial located on the top of the machine adjusts the tightness of the feeder through which documents pass during operation. The dial has positive and negative adjustment numbers, with **0** at the center of the adjustment range.



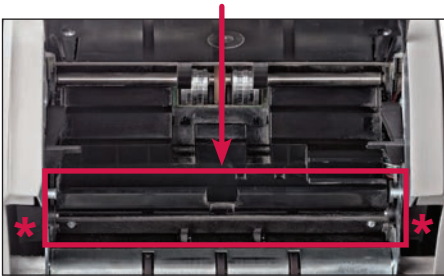
For normal feeding, start with **0** at the top of the dial.

To help reduce the occurrence of doubles or chains, turn the dial to the right, so a negative number is at the top, decreasing the distance between the rollers.

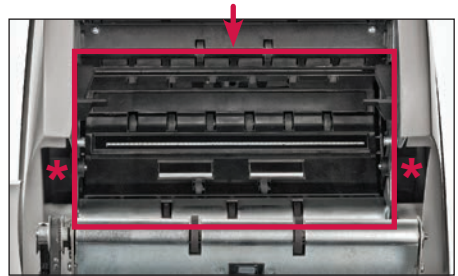
Turning the dial to the left, so a positive number is at the top, increases the spacing between the rollers, allowing documents to pass through more easily.

Interior upper-transport plate diagrams

Upper-transport plate closed
(operating position)



Upper-transport plate open
(locked position)



* Release levers

The interior upper-transport plate must be raised for jam recovery and daily cleaning. The upper-transport plate is accessed by lifting the display panel, and it is disengaged by pressing down on the release levers. After disengaging, lift the upper-transport plate to the open, locked position, as shown above. To close the upper-transport plate, press down on the release levers to unlock it from the open position. Next, push down on the upper-transport plate until it locks in the closed position.

Getting started

This section outlines basic features and functions of the JetScan iFX i200 scanner.

Powering ON/OFF



High voltage inside. Risk of electric shock.

Turn power **OFF** and unplug power cord from machine before cleaning.

Do not attempt repairs. Repairs must be made by authorized Cummins Allison personnel.

Use grounded plug and properly grounded outlet.

Read and understand all instructions before use.

To turn the machine **ON**, set the rocker switch located in the lower-right rear corner when facing the front of the machine to the **ON** position (**I**). Allow the machine to complete its **POWER-ON** sequence. The machine is ready to process documents when the touch panel displays the main screen.

To turn the machine **OFF**, ensure the machine is not processing documents, and then set the rocker switch located on the rear of the machine to the **OFF** position (**O**).

Touch-panel display: Main screen

USD note processing



SB : USD		0			
BAT : USD		0			
MODE: STR1		STRAP LIMIT: ---			
DENOMINATION: ---		STRAP COUNT: ---			
MEDIA	CRNCY	CLEAR	UNIT	STRAP	CONT
END	ADD	VERIFY	CF	MODE	MENU

International note processing

SB : EUR		0			
BAT : EUR		0			
MODE: STR1		STRAP LIMIT: ---			
DENOMINATION: ---		STRAP COUNT: ---			
MEDIA	CRNCY	CLEAR	UNIT	STRAP	CONT
END	ADD	VERIFY	CF	MODE	MENU

Check processing

BAT : CHECK		0			
MODE: CHECK		STRAP LIMIT: ---			
DENOMINATION: ---		STRAP COUNT: ---			
	CHECK	UNIT	STRAP	CONT	
END	ADD	VERIFY	CF	MODE	MENU

Main screen key	Description													
MEDIA	<p>Prompts the MEDIA ENTRY screen, which is used to enter custom label data with the on-screen or external USB keyboard. Label-entry data is included in printed reports and exported files.</p> <p> Use of these characters is prohibited in data entry:</p> <table border="1" data-bbox="407 980 878 1019"> <tr> <td>.</td> <td>,</td> <td>'</td> <td>"</td> <td>/</td> <td>\</td> <td>*</td> <td>;</td> <td>%</td> <td>!</td> <td>=</td> <td>--</td> <td>-</td> </tr> </table> <p>Label fields have a limit of 16 characters.</p>	.	,	'	"	/	\	*	;	%	!	=	--	-
.	,	'	"	/	\	*	;	%	!	=	--	-		
CHECK (Check processing mode)	<p> Notes and checks must be processed separately.</p> <p>Press to enter CHECK mode which is used to process checks, deposit slips and other financial institution MICR documents that meet U.S. and Canadian standard specifications. When multiple document types are activated, press CRNCY to prompt the SELECT NEW CURRENCY screen and press the CHECK key.</p> <p>Documents are scanned and sent to the lower pocket. The machine stops and presents all errors, pocket limits and strap limits. If strap limits are not required, set the strap limit to infinite (INF).</p>													

Main screen key	Description
CRNCY	Prompts the SELECT NEW CURRENCY screen which is used to activate the preferred currency, checks or bar-coded tickets for processing. Each currency button features a series of letters and numbers which represent the currency software revision level.
UNIT	Changes the batch total and sub-batch total on the main screen to piece counts.
STRAP	Prompts the STRAP SETTINGS screen, where strap limits are set, and strap counts are cleared.
CONT (Continue)	Starts the motor.
END	Clears batch and sub-batch totals.
ADD	Enables or disables the ADD function. When enabled, sub-batch and batch totals accumulate after documents are removed from the pockets.
VERIFY	<p>Enables the verify function, which allows notes to be processed off-line. This function can be used to recount and reconcile any count suspected of being wrong without adding to current batch or day totals.</p> <p>When VERIFY is pressed, machine totals return to zero, and the machine processes documents following rules of the indicated mode. When VERIFY is pressed again to exit the function, the machine returns to the operating mode, as well as totals and settings, that were active prior to using the verify function.</p>
CF	Activates counterfeit detection on applicable models.
MODE	Prompts the MODE SELECTION screen, which displays all processing modes that have been enabled in SETUP .
MENU	Displays the MAIN SUB-MENU, which provides access to additional menus for reports and machine adjustments.

Operating modes

Pressing **MODE** from the main screen displays all modes that are enabled in **SETUP** and available for use. Notes and bar-coded tickets share the same processing behavior which is described in the following chart. One exception is noted in **OFFSORT** for tickets.

*	STR1	*	STR2	*	STRFO
*	MIX1	*	MIX2	*	MIXFO
*	SORT1	*	SORT2	*	SORT3
*	SORTFO	*	COUNT	*	OFFSORT
NONE	QUICKFO				EXIT

Mode key	Description
STR1 (Stranger 1)	Scans notes for the target denomination (first note processed). When the machine encounters a different denomination, it is called a stranger. The machine sorts the target denomination to the upper pocket and offsorts strangers, no calls and suspect documents, as well as double, chain or spacing errors, to the lower pocket. A grand total is provided. Strangers are not included in the grand total.
STR2 (Stranger 2)	Scans notes for the target denomination (first note processed) and then begins filling the upper pocket with that denomination. The machine switches to the lower pocket when the strap limit or pocket limit is reached. The machine stops and presents no calls, suspect documents or strangers, as well as double, chain or spacing errors, in the current sorting pocket. A grand total is provided.
STRFO (Stranger face/orient)	Scans notes for the target denomination (first note processed) and facing or orientation. The machine begins filling the upper pocket with the target denomination. The machine sorts and counts non-faced/non-oriented notes to the lower pocket. The machine stops and presents no calls and strangers in the upper pocket; double, chain and spacing errors in the current sorting pocket; and suspect documents in the pocket with the same facing or orientation. A grand total is provided.
MIX1 (Mixed 1)	Used for counting mixed denominations without presorting. The machine begins filling the upper pocket and offsorts no calls and suspect documents, as well as double, chain or spacing errors, to the lower pocket. A grand total is provided.

Mode key	Description
MIX2 (Mixed 2)	<p>Used for counting mixed denominations without presorting. The machine begins filling the upper pocket and switches to the lower pocket when the upper pocket is full. The machine stops and presents no calls or suspect documents, as well as double, chain or spacing errors, in the current sorting pocket. A grand total is provided.</p>
MIXFO (Mixed face/ orient)	<p>Used for counting mixed denominations without presorting. The first note processed determines facing or orientation. The machine begins filling the upper pocket while facing or orienting. The machine sorts and counts non-faced/non-oriented notes to the lower pocket. The machine stops and presents no calls in the upper pocket. Double, chain or spacing errors stop in the current sorting pocket. Suspect documents stop in the pocket with the same facing or orientation. A grand total is provided.</p>
SORT1 (Sort 1)	<p>Scans notes of all denominations and is best used when notes are presorted by denomination and then stacked together. The machine scans and separates denominations by sending them to different pockets or by stopping and presenting the denomination change. The machine sorts the first denomination to the upper pocket. When a different denomination is encountered, it is offsorted to the lower pocket. For subsequent denomination changes, the machine sorts them to an empty pocket or stops in the current sorting pocket. The machine stops and presents no calls or suspect documents, as well as double, chain or spacing errors, in the current sorting pocket. A grand total is provided.</p>
SORT2 (Sort 2)	<p>Scans notes of all denominations and is best used when notes are presorted by denomination and then stacked together. The machine counts and sorts the first denomination to the upper pocket. When it encounters a note of a different denomination, the machine stops and indicates a denomination change. No calls or suspect documents, as well as double, chain or spacing errors, are offsorted to the lower pocket. A grand total is provided.</p>
SORT3 (Sort 3)	<p>Scans notes of all denominations and is best used when notes are presorted by denomination and then stacked together. The machine sorts the first denomination to the upper pocket. When it encounters a different denomination, it is offsorted to the lower pocket. The machine stops, indicates a denomination change, and stops on all subsequent denomination changes in the lower pocket. The machine stops and presents no calls or suspect documents, as well as double, chain or spacing errors, in the current sorting pocket. A grand total is provided.</p>

Mode key	Description
SORTFO (Sort face/ orient)	<p>Scans all denominations and is best used when notes are presorted by denomination and then stacked together. The machine sorts the first denomination to the upper pocket. When it encounters a different denomination, it is offsorted to the lower pocket. The machine stops, indicates a denomination change, and stops on all subsequent denomination changes in the lower pocket. The machine stops and presents no calls or suspect documents, as well as double, chain or spacing errors, in the current sorting pocket. Facing and orientation errors can be configured to stop and present in pocket one or divert to pocket two with an option to stop and present. A grand total is provided.</p>
COUNT	<p>Counts any type of media that complies with document-size and density-setting specifications. This mode only counts pieces; document scanning does not occur. The machine begins filling the upper pocket and switches to the lower pocket when the strap limit is reached or the upper pocket is full. The machine stops and presents double, chain or spacing errors in the current sorting pocket. Totals can be displayed as a unit or denominational value.</p>
OFFSORT	<p>This mode sorts and straps the user-selected target denomination/ticket to the upper pocket. All other denominations are counted and offsorted to the lower pocket. Non-target denominations are added into totals but are not included in strap counts. The machine stops and presents no calls or suspect documents, as well as double, chain or spacing errors, in the lower pocket. If FACE or ORIENT is also selected, non-faced/non-oriented target denominations are counted and offsorted to the lower pocket but are not included in the strap count. A grand total is provided.</p>
QUICKFO (Quick face/ orient)	<p>This option allows documents to be quickly faced or oriented without counting. The QUICKFO key toggles among NONE, QUICK FACE and QUICK ORIENT.</p> <p>QUICK ORIENT offers the ability to quickly “right” a stack of documents, overriding the currently selected operating mode. When the user selects QUICK ORIENT, the machine scans the first document processed and delivers it to the upper pocket; documents in the opposite orientation are diverted to the lower pocket.</p> <p>QUICK FACE offers the ability to quickly “face” a stack of documents, overriding the currently selected operating mode. When the user selects QUICK FACE, the machine scans the first document processed and delivers documents face up (portrait side up) or face down (back side up) to the upper pocket and documents with the opposite facing to the lower pocket.</p> <p>NONE resumes counting and totaling using the currently selected mode.</p>

Face/orient

When **STRFO**, **SORTFO** or **MIXFO** modes are selected for use, the MODE SELECTION screen includes **FACE** and **ORIENT** buttons as shown below:

* STR1	* STR2	* STRFO			
* MIX1	* MIX2	* MIXFO			
* SORT1	* SORT2	* SORT3			
* SORTFO	* COUNT	* OFFSORT			
NONE	QUICKFO	FACE	ORIENT	REJECT	EXIT

When **FACE** or **ORIENT** is chosen:

- The target denomination (first note processed) is counted and sorted to the upper pocket.
- Non-faced and non-oriented notes are diverted to the lower pocket and are counted.
- No calls, strangers and feed errors stop and present.

When **REJECT** is selected in addition to **FACE** or **ORIENT**, non-faced and non-oriented notes are rejected to the upper pocket uncounted. Notes must be returned to the hopper in the correct facing or orientation for reprocessing.

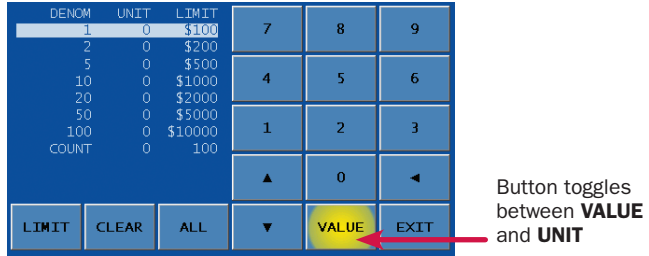
Memory levels

The machine has four memory levels:

Memory level	Description
STRAP	Strap limits can be set from 1 – 100 or infinite (INF) . The machine stops when it reaches a strap limit. Available in offsort, stranger, sort and count modes.
SUB-BATCH	A sub-batch is a deposit processed from one or several sources and treated as sub-groups within a batch. Sub-batch tracks individual amounts and provides a total by category, as well as a grand total. Available in all operating modes.
BATCH	A batch is a deposit processed from one general source. Batch tracks individual amounts and provides a total by category, as well as a grand total. Available in all operating modes.
DAY TOTAL	A day total is the grand total of deposits processed since the last time day totals were cleared. Day total tracks individual amounts and provides a total by category, as well as a grand total. Available in all operating modes.

Strap counts and strap limits

To view current strap limits and counts, press **STRAP** on the main screen. The STRAP SETTINGS screen is displayed, similar to the following example:



A strap limit may be set for any denomination by piece count or value in all operating modes, except for **MIX1**, **MIX2** and **MIXFO**.

Denominations are itemized in the DENOM column. The UNIT column indicates the current strap count. The LIMIT column indicates the current strap limit. The COUNT row refers to the non-value piece count and appears in COUNT mode only.

How to set strap limits

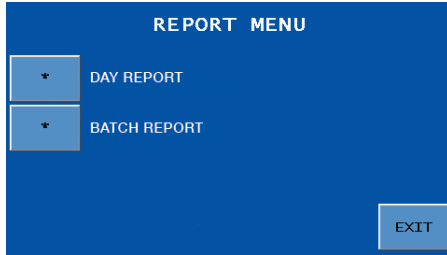
To set a strap limit:

1. Define the strap limit type by selecting **UNIT** or **VALUE** (amount). **UNIT/VALUE** buttons toggle.
2. Press **▲** or **▼** to scroll through the denominations. Stop on the desired denomination.
3. Enter a strap limit by doing one of the following options:
 - Press **LIMIT** to scroll through the preset strap limits. There are seven preset strap limits: **10, 25, 40, 50, 75** and **100 pieces** (or their value equivalents) plus **infinite (INF)**. Stop on the desired setting.
 - Use the numeric keypad to enter the strap limit or press **0** for **infinite**. To delete one character from the right, press **◀**.
4. Do one of the following:
 - Press **ALL** to set all denominations at this strap limit.
 - Press **▲** or **▼** to select the next desired denomination and repeat step 2 to set the strap limit.
5. When configuration is complete, press **EXIT** to return to the main screen.

Printed reports

When an optional printer is connected to and configured on the machine, reports:

- Automatically print after batches or sub-batches are ended.
- Can be generated on demand by navigating to the MAIN SUB-MENU and pressing **REPORT MENU** to prompt the screen below:



Each automatically generated report shows the date and time of creation, as well as an audit number. Within the audit number:

- The first five digits represent the transaction number of this report among all reports sent to the printer. The transaction number increments each time a report is sent and resets to one when the day total is cleared.
- The next four digits represent the batch number.
- The final three digits represent the sub-batch number.

Batch report example

BATCH REPORT			
AUDIT: 00007-0014-000			
03/11/2011		14:12:00	
ACCOUNT#	396		
BATCH#	414		
SLOT#	33		
BOX#	99		
	DENOM	UNIT	VALUE
USD	1	45	45
USD	TOTAL	45	45

Stopping conditions and recovery steps

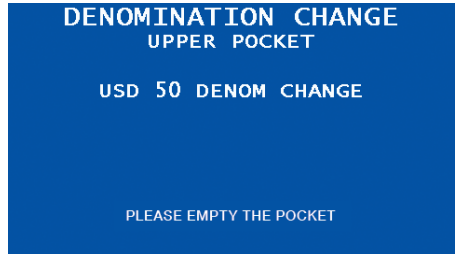
The following conditions cause the machine to stop and require action by the user.

Condition ▶ While in *sort* mode, the machine identified a note that is different than those it has been processing.

The change in denomination is the top note in the pocket.

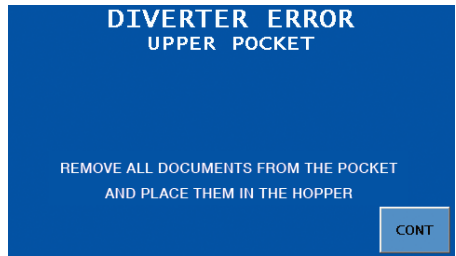
Action ▶ Remove all notes from the pocket indicated on the screen. Separate the top note from the remaining notes. Put the top note in the location for that denomination. Put all the other notes (they are all the same) in the location for that denomination.

The machine will automatically restart.



Condition ▶ The machine diverted documents to the wrong pocket.

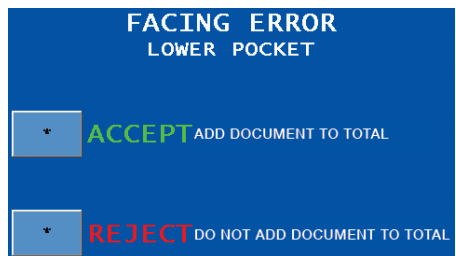
Action ▶ Remove all documents from the pocket indicated on the screen and place them in the hopper; press **CONT**. The machine reverts to the count that preceded the error, with no impact on strap, sub-batch and day counts.



Condition ▶ The machine stopped on a non-faced document.

Action ▶ To add the document to the total, correctly face the document, return it to the pocket, and press **ACCEPT**.

To reject the document without adding it to the total, remove the document from the pocket and press **REJECT**. If desired, the document can be returned to the hopper for reprocessing.



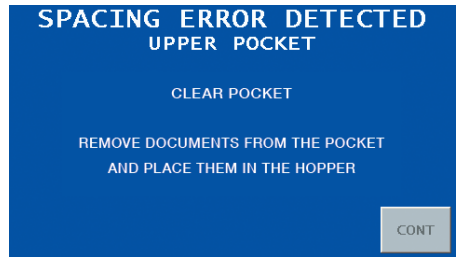
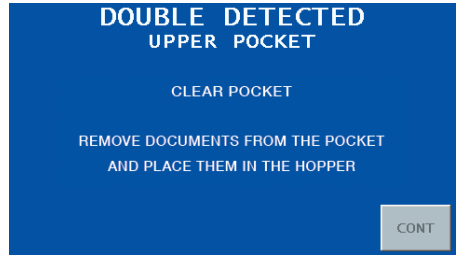
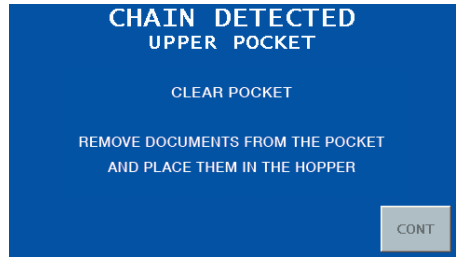
Feed errors

Conditions ►

- The machine detected documents that were not adequately spaced apart.
- The machine may have processed two or more documents as one.

Action ► Remove all documents from the pocket indicated on the screen and place them in the hopper. Press **CONT**. The machine reverts to the starting point that preceded the error, with no impact on strap, sub-batch, batch and day counts.

If the alarm repeatedly sounds, turn the gray thickness adjustment dial on top of the machine behind the hopper extension. Rotate the dial in the negative (-) direction indicated by numbers on the front of the dial.



Condition ► The machine identified a hardware problem upon startup.

Action ► The MACHINE START WARNING screen identifies errors, including:

- DENSITY SENSOR IS DIRTY OR BLOCKED.

To resolve the error, perform the task or maintenance indicated by the screen message. If the error cannot be resolved, **call a Cummins Allison representative**.

Press **OK** to return to the main screen and begin processing.

If the machine is turned **OFF** and then turned **ON**, and corrective action has not been taken, the MACHINE START WARNING screen appears again.





These screens only appear on machines with:

- The check capture option activated.
- The DOCUMENT DATA CORRECTION ADJUSTMENT settings configured.
- CHECKS ON in the DOCUMENT CAPTURE SETUP MENU.

Condition ▶ The machine could not identify characters within a check MICR line. Question marks denote unidentified characters.

Action ▶ To correct unidentified characters and include the check in the count:

1. If desired, press **DISABLE SNAP** to prevent the cursor from automatically moving to the end of the MICR line after all unidentified characters are corrected.
2. Press **PREV** or **NEXT** to select the unidentified character for correction.
3. Using the snippet, or image, of the MICR line as a reference, press the appropriate numeric or MICR-symbol button to make the correction.

Press ▶ to view additional numbers and symbols. Press ◀ to view previous numbers and symbols.

Press ◀◀ to move the MICR snippet to the left. Press ▶▶ to move the MICR snippet to the right.

To insert a character in the MICR-line correction field, press **PREV** or **NEXT** to move the cursor to the desired position and press **INSERT**. A new question mark (?) appears. Select this character and press the appropriate numeric or MICR-symbol button.

Press **DELETE** to remove a highlighted character in the MICR-line correction field.

4. When all unidentified characters have been corrected, press **DONE** to return to the main screen and continue processing.

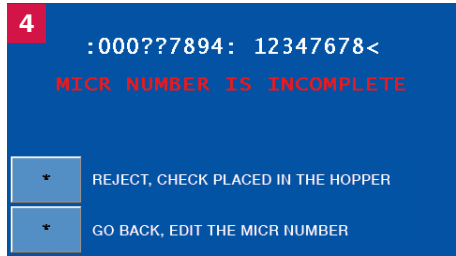
When **DONE** is pressed and all unidentified characters have not been corrected, the MICR NUMBER IS INCOMPLETE screen appears. Do one of the following:

- Return the check to the hopper for reprocessing and select **REJECT, CHECK PLACED IN THE HOPPER**.
- Select **GO BACK, EDIT THE MICR NUMBER** to return to the MICR-LINE CORRECTION screen.

MICR-line correction screen



MICR number is incomplete screen



Condition ▶ A no call occurred, and the machine could not identify the check MICR line.

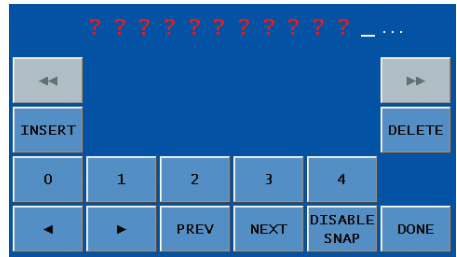
Action ▶ Do one of the following:

- Press **CHECK** on the NO CALL screen to prompt the MICR-LINE CORRECTION screen. Red question marks denote all unidentified characters in the MICR line. Follow the steps on the previous page to correct the MICR line.
- Return the check to the hopper for reprocessing and press **CONT**.

MICR-line correction – no call screen



MICR-line correction screen



Condition ▶ The machine cannot recognize the denomination of a note and has stopped.

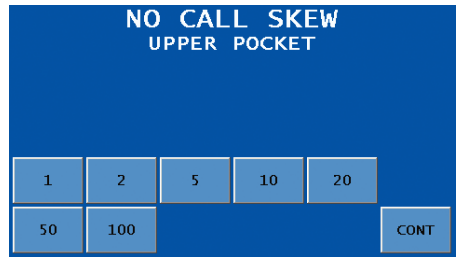
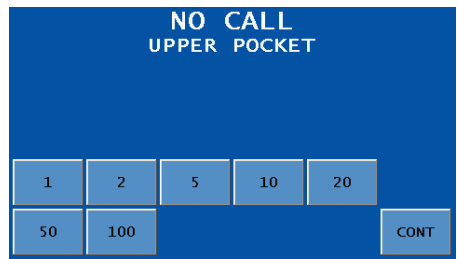
The NO CALL is the top note in the pocket indicated on the screen and is not included in the count.

Action ▶ Inspect the top note in the pocket indicated on the screen. Do not remove all notes from this pocket.

If the document should be counted, return it to the same pocket and then enter its denomination by pressing the correct **denomination value key** (\$1, \$5, \$10, etc.).

The machine restarts, and the note is added to the count.

If the document should not be counted, remove it and press **CONT**. The machine restarts without adding the NO CALL note to the count.





These screens only appear on machines with:

- The ticket capture option activated.
- The DOCUMENT DATA CORRECTION ADJUSTMENT settings configured.
- TICKETS ON in the DOCUMENT CAPTURE SETUP MENU.

Condition ▶ The machine cannot read the bar code on a ticket.

Question marks denote all unidentified characters.

Action ▶ Correct the unidentified characters and include the ticket in the count by following these steps:

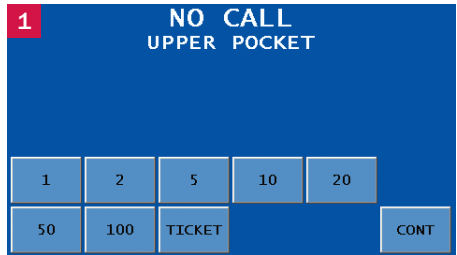
1. Press **TICKET** on the NO CALL screen.
2. The BAR-CODE CORRECTION screen appears.
3. Remove the no call ticket from the pocket indicated on the screen. Hold the ticket so that the validation number is visible.

Press **PREV** or **NEXT** to select the character that will be corrected. Using the validation number on the ticket as a reference, enter the correct characters by pressing the appropriate numbers. When all validation number characters have been entered, press **DONE** to return to the main screen and continue processing.

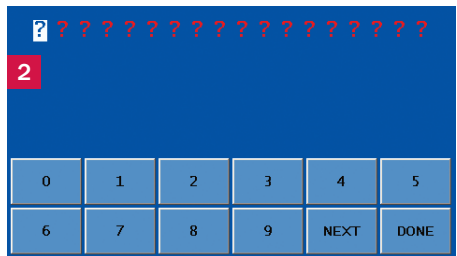
4. When **DONE** is pressed and some or all of the characters in the string have not been corrected, the VERIFY BAR CODE screen appears. Do one of the following:

- Return to the BAR-CODE CORRECTION screen by pressing **EDIT BARCODE**.
- Acknowledge that the ticket was manually returned to the hopper for reprocessing by pressing **TICKET PLACED IN THE HOPPER**. This ticket will not be included in the count.
- Press **ACCEPT** to correct the error at a later time with the optional JetScan iFX Image Management Software (IMS) or a third-party software provider. The ticket will be included in the count.

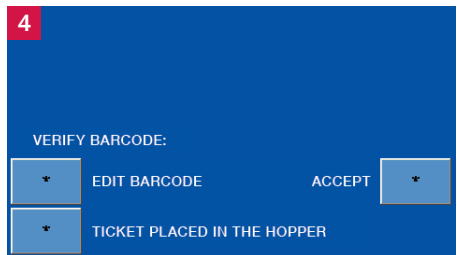
Ticket - no call screen



Bar-code correction screen



Verify bar code screen



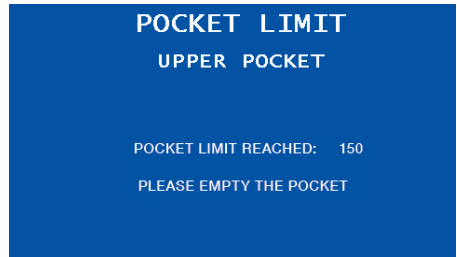
Notes at limit

Conditions ▶

- The number of documents in the pocket reached the pocket limit selected in **SETUP**.
- The number of documents in the pocket reached the preset strap limit.

Action ▶ Remove documents from the pocket indicated on the screen.

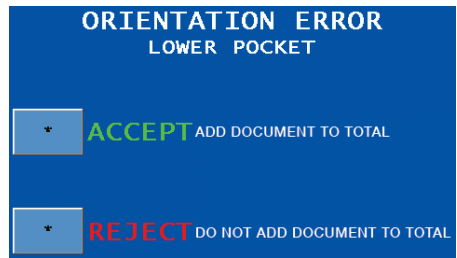
The machine automatically continues processing if additional documents remain in the hopper.



Condition ▶ The machine stopped on a non-oriented document.

Action ▶ To add the document to the total, correctly orient the document, return it to the pocket and press **ACCEPT**.

To reject the document without adding it to the total, remove the document from the pocket and press **REJECT**. If desired, the document can be returned to the hopper for reprocessing.





These screens only appear on machines with:

- The serial-number capture option activated.
- **NOTES ON** in the **DOCUMENT CAPTURE SETUP MENU** and the **DOCUMENT DATA STORAGE** screen configured for all or select denominations.
- The **DOCUMENT DATA CORRECTION ADJUSTMENT** screen configured for all or select denominations.

Condition ▶ The machine could not identify characters in a note serial number. Question marks denote unidentified characters.

Action ▶ To correct unidentified characters and include the note in the count:

1. Press **PREV** or **NEXT** to select the unidentified character for correction.
2. Using the snippet, or image, of the serial number as a reference, press the appropriate alpha or numeric button to make the correction.

If the character to be corrected only can be a letter, then letters will appear on the buttons. If the character to be corrected only can be a number, then numbers will appear on the buttons.

Press ▶ to view additional letters/numbers. Press ◀ to view previous letters/numbers.



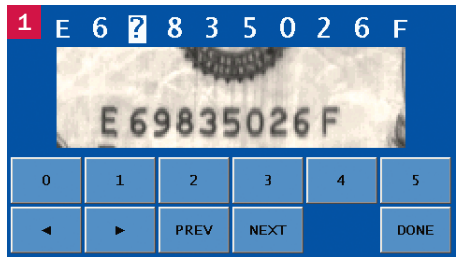
When entering a 10-digit serial number for a note, press **NONE** for the eleventh and final character in the string.

3. When all unidentified characters have been corrected, press **DONE** to return to the main screen and continue processing.

When **DONE** is pressed and all unidentified characters have not been corrected, the **SERIAL NUMBER IS INCOMPLETE** screen appears. Do one of the following:

- Return the note to the hopper for reprocessing and select **NOTE PLACED IN THE HOPPER**.
- Select **EDIT SERIAL NUMBER** to return to the **SERIAL-NUMBER CORRECTION** screen.

Serial-number correction screen



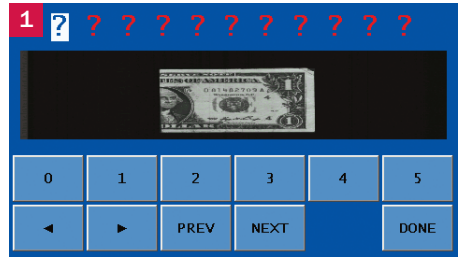
Condition ▶ A no call occurred, and the machine could not identify the note serial number.

Red question marks denote all unidentified characters in the serial number. A picture of the note's serial number is absent from the screen.

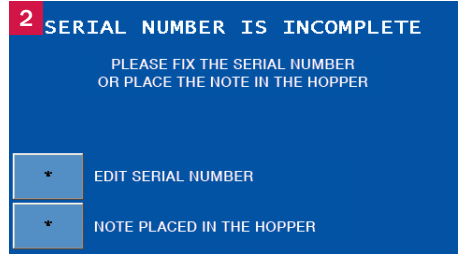
Action ▶ To return the note to the hopper for reprocessing:

1. Press **DONE** on the SERIAL-NUMBER CORRECTION screen to prompt the SERIAL NUMBER IS INCOMPLETE screen.
2. Acknowledge that the note was manually returned to the hopper for reprocessing by selecting **NOTE PLACED IN THE HOPPER**. This note **will not** be included in the count.

Serial-number correction – no call screen

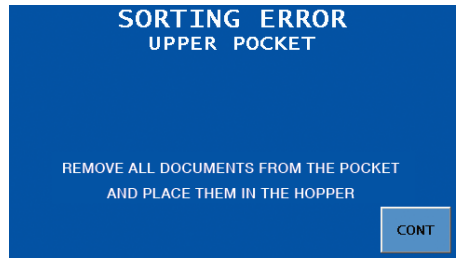


Serial number is incomplete screen



Condition ▶ The machine identified a sorting error.

Action ▶ Remove all documents from the pocket indicated on the screen and place them in the hopper. Then press **CONT**.



Condition ▶ A document is blocking the stacking sensor, located under the upper pocket between the lower-pocket stacker wheels.

Action ▶ Look underneath the upper pocket for a stray document in the lower pocket.

Remove the document and place it on top of the documents in the lower pocket. This document has been counted.

STACKING ERROR

PLEASE MOVE DOCUMENTS
FROM TOP OF STACKER WHEEL
AND PLACE ON TOP IN POCKET

Condition ▶ The machine detected a different document from those being counted and stopped. This *STRANGER* is the top document in the pocket and has not been included in the count.

Action ▶ Remove the top document from the pocket indicated on the screen. Press **CONT** to continue.

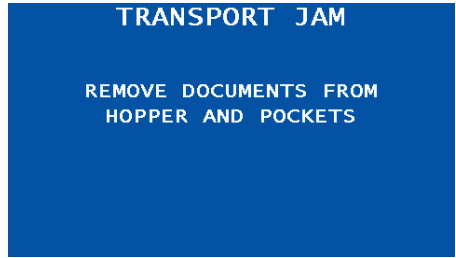
STRANGER DETECTED UPPER POCKET

REMOVE STRANGER FROM POCKET

CONT

Condition ▶ Notes, documents or foreign material are jammed in the paper path.

Action ▶ To clear a jam, follow these procedures:



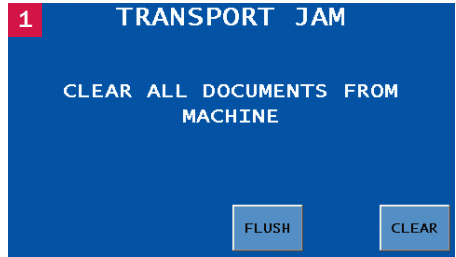
NOTICE

Do not use tools or metal devices to remove jammed documents from paper path.

Use of tools or metal devices could cause machine damage and void existing warranty.

For proper removal of jammed documents, follow the steps listed below.

1. Remove documents from the hopper and pockets. The TRANSPORT JAM; CLEAR ALL DOCUMENTS FROM MACHINE screen will appear, as shown right.
2. Press **FLUSH** to cycle the motor forward and help remove documents from the transport path.

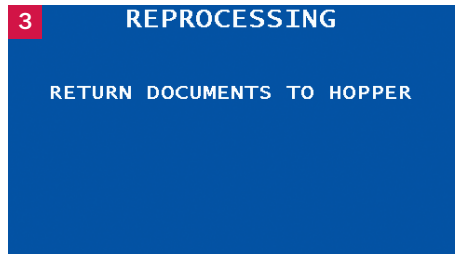


When all jammed documents cannot be removed from the transport path by pressing **FLUSH**, further action is necessary. See How to Manually Remove Documents from Transport Path at the end of this section for more information.

3. When all documents have been flushed — and manually removed if necessary — from the transport path, press **CLEAR**.

The REPROCESSING; RETURN DOCUMENTS TO HOPPER screen will appear, as shown right.

4. Place documents in the hopper, and the machine automatically will continue processing.



How to manually remove documents from transport path

1. Firmly push down on the lower-transport release levers to disengage the lower-transport section. Pull the lower-transport section open to the service position.



2. Lift the upper-pocket transport to the service position.



3. Lift display panel to the upright position.
4. Push upper-transport release levers down to disengage the upper-transport section.



5. Lift upper-transport section to the locked position.



6. Remove jammed documents.
7. Press down on the upper-transport release levers to unlock the upper-transport section from the open position. Press down on the upper-transport section until it locks in the closed position.
8. Return the lower-transport section to the operating position.
9. Lower the display panel to the operating position.

Check order integrity process

This section shows an example of an error recovery process that maintains check item order. For complete check configuration options, **consult a Cummins Allison representative.**



These screens only appear on machines with:

- The check capture option activated.
- **ORDERED RECOVERY ON** in CHECK SETUP MENU 3.
- **BANK AND PRESENT ON** in CHECK SETUP MENU 3.
- **ACCEPT DOUBLES ON** in CHECK SETUP MENU 3.

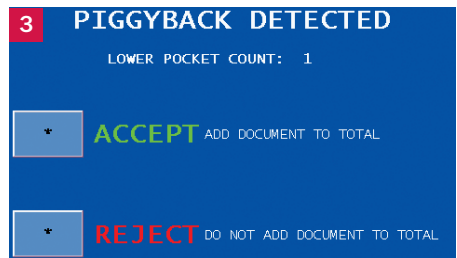
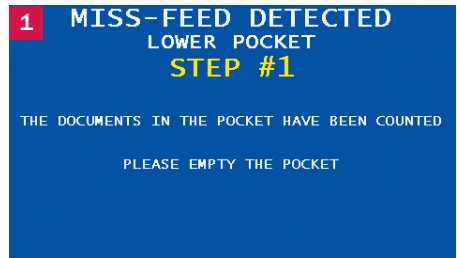
Condition ► The MISS-FEED DETECTED screen shown below appears when BANK AND PRESENT is **ON** and any error that requires checks to be reprocessed occurs.

The PIGGYBACK DETECTED screen is shown below as an example of error processing when ORDERED RECOVERY is **ON**. Detailed instructions appear on the screen to guide users through the check order integrity process so that the original item order is maintained.

When ORDERED RECOVERY is **OFF**, please follow error recovery procedures provided on the main screen.

Action ► To clear a MISS-FEED DETECTED screen when ORDERED RECOVERY is **ON**, follow these procedures:

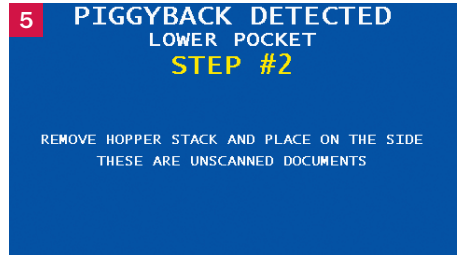
1. Empty the pocket as instructed on the screen. Remove checks from the pocket and bank (accept) them as processed.
2. The machine feeds the error into the pocket.
3. The screen displays the type of miss-feed that was detected. A PIGGYBACK DETECTED screen is shown in this example at right.



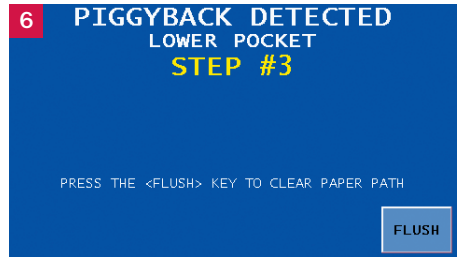
4. Examine the piggyback document and do one of the following:

- Since the ACCEPT DOUBLES option is **ON**, the screen provides the option to accept a piggyback document, add it to the total, and continue. If the document is a thicker check, such as a rebate check, press **ACCEPT** to continue processing the checks.
- If the error was caused by a true piggyback, where two or more checks were overlapping during processing, press **REJECT**.

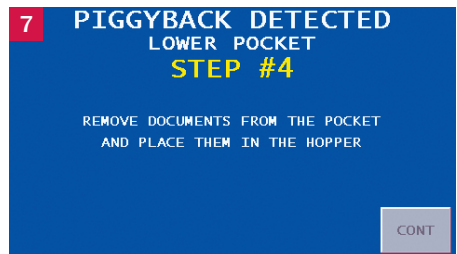
5. When **REJECT** is pressed, the screen at right appears. Since ORDERED RECOVERY is **ON**, observe the sequence of checks in the hopper. Then remove checks from the hopper and place them to the side.



6. The screen at right appears when the machine senses that the hopper is empty. Press **FLUSH**.

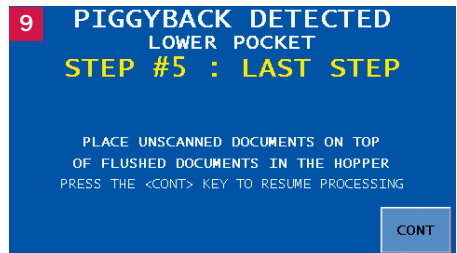


7. The screen at right appears when the flush is complete. Remove flushed documents from the pocket and return them to the hopper.



8. Press **CONT**.

9. The screen at right appears. Return checks that were moved in Step 5 to the hopper in the original sequence to maintain processing order.



Daily cleaning procedures

Daily cleaning of i200-series machines is recommended to ensure maximum productivity and reliability.

Recommended cleaning materials

CAUTION

Simple Green, the recommended cleaning agent, can be an eye irritant. Avoid eye contact.

If eye contact occurs, flush eye(s) with cool water for 5 minutes – remove contact lenses if present – continue flushing eye(s) with cool water for 15 more minutes. If irritation persists, consult physician.

Individuals with sensitive skin should rinse hands after using.

- **Simple Green Safety Towels.** (Part number: 022-2118-00.) A pre-moistened microfiber towel also may be used. If using Simple Green concentrate, dilute to: 1 ounce of Simple Green per 8 ounces of water. For material-safety-data sheets, see simplegreen.com.
- **Microfiber towels.** (Part number: 022-2223-00.)
- **Vacuum cleaner.** (In the United States: Order standard vacuum part number 022-1959-00 or heavy-duty vacuum part number 022-1308-00. Outside of the United States: Buy vacuum locally.)
- **Brush supplied with model i238CT.** (Part number: 480-2483-00.)

Daily cleaning

WARNING

High voltage inside. Risk of electric shock.

Turn power **OFF** and unplug power cord from machine before cleaning.

NOTICE

To avoid machine/component damage and potential voiding of existing warranty, follow these procedures:

Only use specified tools for cleaning machine. Never use metal tools.

If using Simple Green concentrate, dilute to: 1 ounce of Simple Green per 8 ounces of water.

Never use cleaners containing ammonia. Ammonia may remove labels from machine.

Never spray cleaners directly on machine components.

Cleaning instructions and images apply to all models except where noted.

1. Turn power switch **OFF** (rocker panel to **0**).
2. Disconnect power cord from the back of the machine.
3. Lift adjustable hopper guides to the upright position.
4. On the feeder plate:
 - Use a dry microfiber towel to clean the black start sensor.
 - Use a Simple Green Safety Towel to clean all rubber sections of the large, black feed rollers. Rotate the rollers.
 - Use a Simple Green Safety Towel to clean the flat, center rubber-drive tire.

5. Firmly push down on the lower-transport release levers to disengage the lower-transport section. Pull the lower-transport section open to the service position.



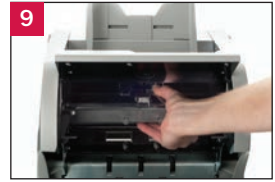
6. Lift the upper-pocket transport to the service position.



7. Lift display panel to the upright position.
8. Push upper-transport release levers down to disengage the upper-transport section.



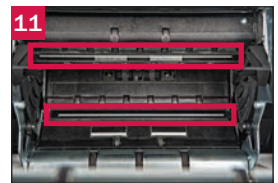
9. Lift upper-transport section to the locked position.



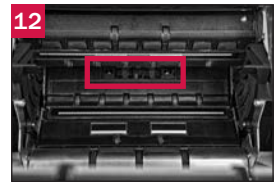
10. Vacuum underneath the upper-transport section (shown at right), as well as the entire lower-transport section (shown at far right).



11. Use a dry microfiber towel to wipe buildup off the image sensors shown at right.

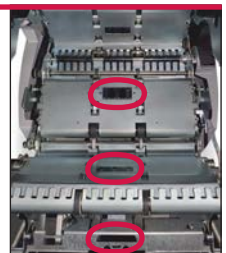
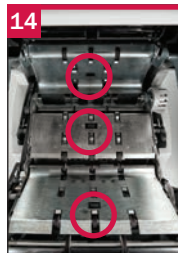


12. Use a dry microfiber towel to wipe buildup off the density sensors shown at right.



13. Wipe the entire lower-transport section with a dry microfiber towel.

14. Use a dry microfiber towel to clean the paper-path sensors and reflectors.



Model i238CT



Pinch point.

Keep hands clear when opening and closing hinged cover.

15. Guide the upper-pocket transport to the operating position.

16. Vacuum the top of the upper-pocket transport, including the paper-path reflector.

Use a dry microfiber towel to clean the paper-path reflector.



Paper-path reflector

17. Press down on the upper-transport release levers to unlock the upper-transport section from the open position. Press down on the upper-transport section until it locks in the closed position.

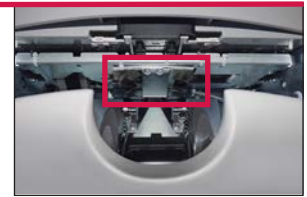
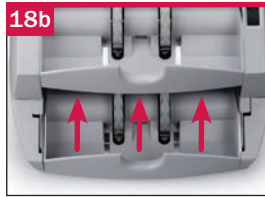
18. Return the lower-transport section to the operating position.

For model i238CT:

- Stop half way on the return and use the supplied brush to clean the stacking sensors.
- Once in the operating position, vacuum underneath the upper pocket, including the underside of the pocket and all side walls. Keep the vacuum away from stacker wheels to protect tines.

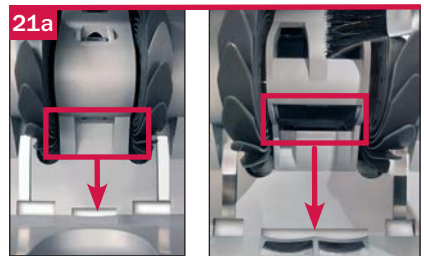


Model i238CT: Close-up view



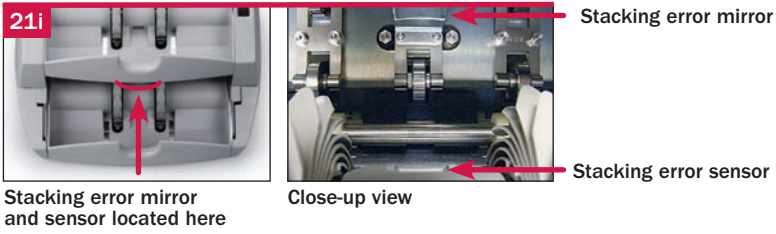
Model i238CT: Close-up view

19. Lower the display panel to the operating position.
20. In each pocket, use a dry microfiber towel or vacuum to remove any remaining dust.
21. Clean sensors and mirrors in the following order:
- Use a dry microfiber towel to clean the upper pocket sensor and mirror.



Model i238CT

- b. For all models except i238CT, use a dry microfiber towel to clean the:
 - i. Lower pocket stacking error mirror and sensor identified below.



- ii. Lower pocket sensor and mirror.

NOTICE

Avoid damaging touch-screen display.
Only clean touch-screen display with dry microfiber towel as directed.

- 22. Clean touch-screen display with a dry microfiber towel.
- 23. Clean remaining hard-plastic exterior surfaces as necessary with a Simple Green Safety Towel.
- 24. Return adjustable hopper guides to the operating position.
- 25. Carefully reconnect power cord on the back of the machine.
- 26. Turn power switch **ON** (rocker panel to **I**).
- 27. Perform a test run with some documents.



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