



Maintenance Management Order

SUBJECT: Preventive, Predictive, and Operational
Maintenance Guidelines for Delivery Input
Output Sub-System (DIOSS - E) Using eCBM

DATE: April 20, 2010

NO: MMO-044-10

TO: All DIOSS AF Offices

FILE CODE: D8F

wbro:mm09101ac

This Maintenance Management Order (MMO) provides Preventive, Predictive, and Operational Maintenance Guidelines for the Delivery Input Output Sub-System (DIOSS - E).

The workhours indicated in the workload estimate (Attachment 1) reflect the *maximum* annual workhours required to maintain each system. Actual workhour requirements and the frequency of tasks are dependent on pieces processed. Therefore, PM workhour requirements will vary day-to-day based on site specific machine utilization. Management may modify task frequencies to address local conditions.

The minimum maintenance skill level required to perform each task is included in the Minimum Skill Level column of each checklist. This does not preclude higher level employees from performing any of this work.

Preventive Maintenance (PM) guidelines provide maintenance employees with the recommended task based maintenance activities. The Electronic Conditioned Based Maintenance (eCBM) is an abbreviated task list that represents a portion of the PM checklist. The complete master PM checklist must be accessible to all maintenance employees when performing PM and eCBM task based maintenance activities.

WARNING

Various products requiring Material Safety Data Sheets (MSDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current MSDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current MSDS be requested. Refer to MSDS for appropriate personal protective equipment.

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WARNING

The use of compressed or blown air is prohibited. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

Direct any questions or comments concerning this bulletin to the HelpDesk, Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070-1600; telephone FTS 2000 (405) 573-2123 or toll free (800) 366-4123.



Robert E. Albert
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

Attachments:

1. Summary of Workload Estimate
2. Master Checklist 03-DIOSS-AF-001-M: Power Off and Power On Tasks
3. Master Checklist 09-DIOSS-AF-001-M: Operational Maintenance

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ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

DIOSS - E SYSTEM

Class Code AF

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**SUMMARY
WORKLOAD ESTIMATE
FOR
DIOSS - E**

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Number of mail pieces Processed for 1 Year >		SUMMARY WORK LOAD ESTIMATES FOR DIOSS AF							
64,000,000		High end estimate					For a 110 Stacker Machine		
Operation Days	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non- Productive Time per Machine (Hrs/yr) **	Total Servicing per Machine (Hrs/Yr)	Operational Maintenance + Total Servicing			
						1 Tour Hrs/Yr OpM x 1	2 Tours Hrs/Yr OpM x 2	3 Tours Hrs/Yr OpM x 3	
5 Days	890.75	267.23	1157.98	115.80	1273.77	1,568.45	1,863.11	2,157.78	
6 Days	1031.15	309.35	1340.50	134.05	1474.54	1,828.15	2,181.75	2,535.35	
7 Days	1171.55	351.47	1523.02	152.30	1675.32	2,087.86	2,500.39	2,912.92	
* Repair maintenance estimates based on 30% of preventive maintenance.									
** Based on 10% of total PM and repair.									
THRESHOLDS and PM TIME SUMMARY Hrs PER Year						OPERATIONAL MAINTENANCE			
						68 MIN. PER DAY PER MACHINE			
						One Tour	Two Tours	Three Tours	
5 Day						294.67	589.33	884.00	
6 Day						353.60	707.20	1060.80	
7 Day						412.53	825.07	1237.60	

*Repair estimates based on 30% of servicing.

**Based on 10% of total servicing and repair.

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Machine Operating 5 Days/Week

# of Stackers	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/yr) **	Total Servicing per Machine (Hrs/Yr)	Operational Maintenance + Total Servicing		
						1 Tour	2 Tours	3 Tours
						Hrs/Yr OpM x 1	Hrs/Yr OpM x 2	Hrs/Yr OpM x 3
110	890.75	267.23	1157.98	115.80	1273.78	1568.45	1863.11	2157.78
126	910.95	273.28	1184.23	118.42	1302.65	1597.32	1891.98	2186.65
142	926.82	278.05	1204.87	120.49	1325.36	1620.03	1914.69	2209.36
158	942.67	282.80	1225.48	122.55	1348.03	1642.70	1937.36	2232.03
174	958.54	287.56	1246.10	124.61	1370.71	1665.38	1960.04	2254.71
190	978.80	293.64	1272.44	127.24	1399.68	1694.35	1989.01	2283.68
206	994.67	298.40	1293.07	129.31	1422.38	1717.05	2011.71	2306.38
222	1010.52	303.16	1313.68	131.37	1445.05	1739.72	2034.38	2329.05
238	1026.39	307.92	1334.31	133.43	1467.74	1762.41	2057.07	2351.74
254	1046.51	313.95	1360.46	136.05	1496.51	1791.18	2085.84	2380.51
270	1062.37	318.71	1381.08	138.11	1519.19	1813.86	2108.52	2403.19
286	1078.25	323.48	1401.73	140.17	1541.90	1836.57	2131.23	2425.90
302	1094.10	328.23	1422.33	142.23	1564.56	1859.23	2153.89	2448.56

Machine Operating 6 Days/Week

# of Stackers	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/yr) **	Total Servicing per Machine (Hrs/Yr)	Operational Maintenance + Total Servicing		
						1 Tour	2 Tours	3 Tours
						Hrs/Yr OpM x 1	Hrs/Yr OpM x 2	Hrs/Yr OpM x 3
110	1031.15	309.35	1340.50	134.05	1474.55	1828.15	2181.75	2535.35
126	1053.08	315.92	1369.00	136.90	1505.90	1859.50	2213.10	2566.70
142	1069.82	320.95	1390.77	139.08	1529.85	1883.45	2237.05	2590.65
158	1086.54	325.96	1412.50	141.25	1553.75	1907.35	2260.95	2614.55
174	1103.27	330.98	1434.25	143.43	1577.68	1931.28	2284.88	2638.48
190	1125.27	337.58	1462.85	146.29	1609.14	1962.74	2316.34	2669.94
206	1142.00	342.60	1484.60	148.46	1633.06	1986.66	2340.26	2693.86
222	1158.72	347.62	1506.34	150.63	1656.97	2010.57	2364.17	2717.77
238	1175.46	352.64	1528.10	152.81	1680.91	2034.51	2388.11	2741.71
254	1197.31	359.19	1556.50	155.65	1712.15	2065.75	2419.35	2772.95
270	1214.04	364.21	1578.25	157.83	1736.08	2089.68	2443.28	2796.88
286	1230.78	369.23	1600.01	160.00	1760.01	2113.61	2467.21	2820.81
302	1247.50	374.25	1621.75	162.18	1783.93	2137.53	2491.13	2844.73

*Repair estimates based on 30% of servicing.

**Based on 10% of total servicing and repair.

# of Stackers	Machine Operating 7 Days/Week					Operational Maintenance + Total Servicing		
	Routine Servicing per Machine	Repair Time per Machine	Routine Servicing + Repair Time	Non-Productive Time per Machine	Total Servicing per Machine	1 Tour	2 Tours	3 Tours
	(Hrs/Yr)	(Hrs/yr) *	(Hrs/Yr)	(Hrs/yr) **	(Hrs/Yr)	Hrs/Yr OpM x 1	Hrs/Yr OpM x 2	Hrs/Yr OpM x 3
110	1171.55	351.47	1523.02	152.30	1675.32	2087.86	2500.39	2912.92
126	1195.21	358.56	1553.78	155.38	1709.16	2121.69	2534.22	2946.76
142	1212.82	363.85	1576.67	157.67	1734.34	2146.87	2559.40	2971.94
158	1230.41	369.12	1599.53	159.95	1759.48	2172.02	2584.55	2997.08
174	1248.00	374.40	1622.40	162.24	1784.64	2197.17	2609.71	3022.24
190	1271.74	381.52	1653.26	165.33	1818.59	2231.12	2643.65	3056.19
206	1289.33	386.80	1676.13	167.61	1843.74	2256.28	2668.81	3081.34
222	1306.92	392.08	1699.00	169.90	1868.90	2281.43	2693.97	3106.50
238	1324.53	397.36	1721.89	172.19	1894.08	2306.61	2719.15	3131.68
254	1348.11	404.43	1752.54	175.25	1927.79	2340.33	2752.86	3165.39
270	1365.71	409.71	1775.42	177.54	1952.96	2365.50	2778.03	3190.56
286	1383.31	414.99	1798.30	179.83	1978.13	2390.66	2803.20	3215.73
302	1400.90	420.27	1821.17	182.12	2003.29	2415.82	2828.35	3240.89

*Repair estimates based on 30% of servicing.

**Based on 10% of total servicing and repair.

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		Power Off Tasks				
# Stackers	Threshold →	3K	1.2M	1.2M	5M	5M
	Item # →	6	10	11	26	27
	110	9	35	36	91	21
	126	1	5	3	10	3
	142	2	10	6	20	6
	158	3	15	9	30	9
	174	4	20	12	40	12
	190	5	25	15	50	15
	206	6	30	18	60	18
	222	7	35	21	70	21
	238	8	40	24	80	24
	254	9	45	27	90	27
	270	10	50	30	100	30
	286	11	55	33	110	33
	302	12	60	36	120	36

		Power On Tasks				Minutes
# Stackers	Threshold →	1 Month	1K	1.2M	30M	
	Item # →	31	28	36	34	
	110	18	10	7	219	
	126	2	1	1	10	
	142	4	1	2	20	
	158	6	1	3	30	
	174	8	1	4	40	
	190	10	2	5	52	
	206	12	2	6	62	
	222	14	2	7	72	
	238	16	2	8	82	
	254	18	3	9	90	
	270	20	3	10	100	
	286	22	3	11	110	
	302	24	3	12	120	

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ATTACHMENT 2

DIOSS MASTER CHECKLIST

03-DIOSS-AF-001-M

POWER OFF AND POWER ON TASKS

Time Total: See roll-ups in Attachment 1.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	D	I	O	S	S	A	F	0	0	1	M	
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

SAFETY STATEMENT	1.	<p>COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.</p> <p>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</p> <p>When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p>	1	All			
DIOSS SYSTEM: REPORT ANALYSIS	2.	<p>Generate, print, or view End of Day and Tracking Report.</p> <p>Prior to performing the power down lockout procedures, analyze data provided on these reports to determine if any areas of machine are degraded or in need of attention.</p>	4	10		1	
DIOSS SYSTEM: SHUTDOWN PRINTERS	3.	<p>Shut down ink jet printers.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">CAUTION</div> <p>Ensure all ink jet printers are shut down in accordance with MS-250 normal shut down procedures. Failure to properly shut down may cause damage to printers.</p> <p>http://mtsc.usps.gov/msbooks/ElectronicH B.cfm</p> <p>Turn OFF ID Tag and POSTNET printer:</p> <ol style="list-style-type: none"> 1. Press Standby button. 2. Press Start/Stop button (Shut down is 	4	7		1	

U.S. Postal Service Maintenance Checklist		IDENTIFICATION										
		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	D	I	O	S	S	A	F	0	0
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model				Bulletin Filename MM09101AC			Occurrence eCBM			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		approximately 4 minutes).					
DIOSS SYSTEM: SHUTDOWN COMPUTERS	4.	Do an orderly shut down of the computer system. Shut down system as prescribed by current local shutdown procedures.	6	10		1	
DIOSS SYSTEM: POWER DOWN	5.	Power down and lock out power. Power down the machine and lock out its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.	1	All		1	
DIOSS SYSTEM: MAIL SEARCH	6.	Mail search. 1. Remove all machine panels, except for diverter plate cover assemblies (Wimpy panels) and stacker lower front panel assemblies. 2. Ensure each cover's gas spring and retaining clip is able to hold cover in uppermost position. Report defective components to supervisor or perform work order. 3. Search all base plate areas and module interiors for mail. 4. Remove any mail pieces found. 5. Remove any large amounts of debris while doing this mail search to prevent clogging of the vacuum when doing vacuuming tasks. 6. Follow local procedures for returning mail to operations for processing.	9	7		3	
DIOSS SYSTEM: VACUUM 1	7.	Vacuum/clean machine. <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> Edges of spiral stacking auger may be sharp. Use extreme caution when working near spiral-stacking auger.	26	7		80	

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	D	I	O	S	S	A	F	0	0	1	M	
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<div style="border: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> <p>Use extreme caution in area of pocket assembly wear plate. On some machines, wear plate extends past edge of its base and into stacker area, exposing sharp edges.</p> <p style="text-align: center;">NOTE</p> <p>Check for loose, cracked, or damaged hinges. Notify supervisor if problem found. Refer to the most recent Maintenance Management Order, currently MMO-077-03, concerned with damaged hinges. www.mtsc.usps.gov/pdf/mmo/2003/mmo07703.pdf</p> <p>Vacuum and clean internal and base-plate areas of the machine starting at the front of Stacker Module #1, and proceed toward the feeder and around the machine to end up and include the rear of Stacker Module #1. In the process of doing this, ensure the following areas are cleaned:</p> <ol style="list-style-type: none"> 1. P-DZ90 and P-LED10 assemblies. 2. Outside surfaces of jogger assembly. 3. Exterior of monitor, keyboard, printer, and printer stand. 4. Ensure laser printer has an adequate amount of paper, add paper if necessary by following instructions in MS-250. mtsc.usps.gov/msbooks/ElectronicHB.cfm <ol style="list-style-type: none"> a. Open paper tray. b. Fill paper tray with paper. c. Close paper tray. 					
DIOSS SYSTEM: VACUUM 2 FILTERS	8.	<p>Ensure the cleaning of the following filters is done.</p> <ol style="list-style-type: none"> 1. Feed module vacuum/clean. Vacuum/clean the vacuum pump air filter located in bottom of feeder module. 2. Drying/Turn module cleaning. Clean the 	20	7		220	

U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	D	I	O	S	S			A	F	0	0	1	M
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model						Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		three Variable Frequency Drive (VFD) filters as follows: a. Remove plastic retainers and filters from VFD. b. Clean VFD filters. c. Re-install VFD filters and plastic retainers. 3. OCR/TAG printer module cleaning. a. Clean/vacuum the air filters mounted in the door in front of the CM card cage. b. Clean/vacuum the air filter located on the ICS reader electronics unit. 4. Drying transport module cleaning. Clean/vacuum the air filter located on the ICS reader electronics unit. 5. Reader module cleaning. Clean/vacuum the WFOV computer air filter located on the front of the computer. 6. Computer system component air filters cleaning. a. At front of computer cabinet, loosen thumbscrews on following components filter grill: 1) Host computer. 2) OCR computer. 3) VPC. 4) VPC2. 5) IS computer. b. Remove each filter grill and filter material. c. Clean each filter grill and filter material. d. Re-install the filter material and filter grill. e. Tighten thumbscrews.					
DIOSS SYSTEM: COMPUTER SYSTEMS FILTER WASHING	9.	Clean and wash computer cabinet and IPC filters. 1. Vacuum and wash IPC filter. Vacuum filter	22	7		1200	

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	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	D	I	O	S	S	A	F	0	0	1	M	
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<p>located on IPC computer. Remove and wash, in warm water, filter located on computer assembly.</p> <p>2. IS computer filter cleaning.</p> <p>a. Vacuum filter located on IS computer. Pull gently on rear corner of square filter holder to remove it.</p> <p>b. Remove and wash, in warm water, filter located on IS computer assembly.</p> <p>c. Allow filter to dry, then reassemble and reinstall filter assembly.</p> <p>3. VPC, VPC1, OCR, and Host computer filter cleaning.</p> <p>a. Remove and vacuum four filters located in computer cabinet on weekly basis. Pull gently on rear corner of square filter holder to remove it.</p> <p>b. Remove filters and wash in warm water.</p> <p>c. Allow filters to dry, and then reassemble and reinstall filter assembly.</p>					
DIOS SYSTEM: VACUUM 3 STACKERS	10.	<p>Clean Stacker Module 2 - End Module by vacuuming, remove dust and debris as follows:</p> <p style="text-align: center;">WARNING</p> <p>Edges of spiral stacking auger may be sharp. Use extreme caution when working near spiral stacking auger.</p> <p style="text-align: center;">WARNING</p> <p>Use extreme caution in area of pocket assembly wear plate. On some machines, wear plate extends past edge of its base and into stacker area, exposing sharp edges.</p> <p>1. Clean Stacker Module #2 through the end of the machine, transport area, interior, and pocket assemblies, including light barriers. This does not include the Wimpy Panels.</p>	35	7		1200	

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	D	I	O	S	S	A	F	0	0
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model				Bulletin Filename MM09101AC			Occurrence eCBM			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		2. Ensure light barriers are clean.					
DIOSS SYSTEM: BELTS AND ROLLERS	11.	<p>Check belts and rollers.</p> <p>Starting at the front of Stacker Module #1 proceed toward the feeder and around the machine to end up and include the rear of Stacker Module #1. Then proceed down the back of the stacker modules and around the front of the stacker modules to end at the front of stacker #2.</p> <ol style="list-style-type: none"> 1. Check all belts (drive and letter transport) for indications of wear. Replace worn, deformed, split, or torn belts. 2. Check for broken or burred gate flags. 3. Write work orders as needed for replacement of belts and/or gates. 4. Check all rollers (drive and idler) for proper adjustment and indications of wear. Replace rollers as necessary. 5. Write work orders as needed for adjustments, cleaning, and/or replacement of rollers. 	36	9		1200	
DIOSS SYSTEM: MACHINE SAFETY LABELS	12.	<p>Verification of safety warning labels.</p> <p>NOTE</p> <p>Refer to the most recent Maintenance Management Order, currently MMO-056-09, for label locations and part numbers. www.mtsc.usps.gov/pdf/mmo/2009/mmo05609.pdf</p> <ol style="list-style-type: none"> 1. Verify feeder modules have safety warning labels present, correctly located and in good condition. 2. Verify stacker modules have safety warning labels present, correctly located and in good condition. 3. Notify supervisor of missing or worn feeder/stacker safety labels and initiate a work order to replace or remove and replace as necessary. 	2	7		5000	

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	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	D	I	O	S	S	A	F	0	0	1	M	
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

DIOSS SYSTEM: FOAM ROLLERS	13.	Foam roller checks. 1. Check WFOV foam roller in OCR/TAG printer module. Replace roller if necessary. 2. Check WFOV foam roller in Reader module. Replace roller if necessary.	2	9		5000	
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DIOSS SYSTEM: UNDER MACHINE CLEANING	14.	Check for mail and clean under machine. 1. Remove foam strips from back side of machine and outer side of Feeder, Transport Section, and Tag scanner. a. Using a flashlight, start at transport, and look for mail pieces under machine, proceed to check for mail to last stacker. b. Remove any mail pieces found. c. Follow local procedures for returning mail to operations for processing. 2. Clean under machine. a. Clean/vacuum any dust and debris found from under machine, start at backside of last stacker and work back to transport and feeder. b. Re-install foam strips to backside of machine.	64	7		60000	
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READER MODULE: ICS AND WFOV	15.	Reader Module ICS and WFOV cleaning. 1. Clean the ICS read head and associated reflector. Recommended cleaner is Riptide, NSN 6850-01-394-0164, and P/N RIP-TIDE-BX4EA. 2. Clean WFOV camera lens and lamp assemblies as follows: <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Use caution when working around WFOV aperture. Edges of aperture may become extremely sharp during machine use.</p>	5	7		227	
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	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	D	I	O	S	S		A	F	0	0	1	M
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<div style="border: 1px solid black; display: inline-block; padding: 2px;">CAUTION</div> <p>Ensure surrounding transport area is free of dust and debris before removing the Aperture/Illumination assembly. Cleaning or checks should occur only after immediate area is clear of mail dust.</p> <ol style="list-style-type: none"> a. Remove WFOV LED Aperture/Illumination assembly by loosening thumbscrew and pulling unit up. b. Visually check the aperture plates and sapphire glass for foreign objects. c. Remove dust on the exterior of camera sapphire glass using dry cotton swabs. If adhesive build-up is on the sapphire glass, remove it with a soft cloth dampened with a site-approved cleaner. <div style="border: 1px solid black; display: inline-block; padding: 2px; margin: 10px auto;">CAUTION</div> <p>Do not contact camera LED arrays or diffuser when cleaning inside of sapphire glass.</p> <ol style="list-style-type: none"> d. Clean dust from inside WFOV camera LED assembly with lens brush or air syringe. e. Clean dirt or streaks from LED assembly, using lens brush or optical lens cleaning kit. Carefully, move brush or cleaning media straight down the slot in the Aperture/Illumination assembly while keeping brush or cleaning media pressed to sapphire glass to remove any dust. f. Replace LED assembly and tighten thumbscrew. 					
OCR/TAG PRINTER MODULE: ICS, WFOV/OCR, ID TAG PRINTER	16.	<p>Clean ICS read head, WFOV, and ID Tag Print head, and service printer.</p> <ol style="list-style-type: none"> 1. Clean ICS read head and associated reflector. Recommended cleaner is Riptide, NSN 6850-01-394-0164, and P/N RIP-TIDE-BX4EA. 	13	7		227	

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Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		2. Clean/vacuum WFOV LED Aperture/Illumination assembly as follows: <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">WARNING</div> <p>Use caution when working around WFOV aperture. Edges of aperture may become extremely sharp during machine use.</p> <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">CAUTION</div> <p>Ensure surrounding transport area is free of dust and debris before removing the Aperture/Illumination assembly. Cleaning or checks should occur only after the immediate area is clear of mail dust.</p> <ol style="list-style-type: none"> a. Remove WFOV LED Aperture/Illumination assembly by loosening thumbscrew and pulling unit up. b. Visually check aperture plates and sapphire glass for foreign objects. <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">CAUTION</div> <p>Do not contact the camera LED arrays or diffuser when cleaning the inside of the sapphire glass.</p> <ol style="list-style-type: none"> c. Remove dust on exterior of camera sapphire glass, using dry cotton swabs. If adhesive build-up is on sapphire glass, remove it with a soft cloth dampened with a site approved cleaner. d. Clean dust from inside WFOV camera LED assembly with a lens brush. e. Clean dirt or streaks from LED assembly, using a lens brush or optical lens cleaning kit. Carefully move brush or cleaning media straight down slot in Aperture/Illumination assembly while keeping brush or cleaning media pressed to sapphire glass to remove any dust. 				
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U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<p>f. Replace LED assembly and tighten thumbscrew.</p> <p style="text-align: center;">WARNING</p> <p>When disposing of ink or ink-saturated waste in following steps, refer to procedures outlined in Material Safety Data Sheets (MSDS). Eye protection (goggles or face shield) must be worn when flushing away contaminants using make-up ink.</p> <p style="text-align: center;">CAUTION</p> <p>Use extreme care in charge tunnel area. Do not touch or bump charge tunnel area during checks or cleaning.</p> <p>3. Clean ID Tag printer print head and guide plate (fence) as follows:</p> <ol style="list-style-type: none"> a. Lift fence off its mounting studs. b. Remove print head from deck plate mount. c. Install print head onto service mount and place service tray directly below it. d. Clean base plate of any ink, using towel and cleaning solution or replenishing fluid. e. Clean fence using a towel and cleaning solution or replenishing fluid. f. Clean up any spilled or splattered ink. g. Remove print head cover and check print head assembly for traces of ink. h. Clean print head as required. i. Replace print head cover and re-install print head onto deck plate mount. j. Re-install fence on mounting studs. <p>4. ID Tag printer fluid replenishment.</p>					
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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

NOTE							
		Do not use expired ink.					
		<ul style="list-style-type: none"> a. Check and replenish, if necessary, ID Tag printer fluid bottles. b. Recommend removal and discarding of ink bottles if ink level is below 25%. c. Insert new bottle and replace cap. d. Clean up any spilled or splattered ink. 					
OCR/TAG PRINTER MODULE: ID TAG PRINTER VACUUM, FILTER TUBE ASSY.	17.	<p>Do the following to replace the vacuum filter and printer filter tube assembly:</p> <ul style="list-style-type: none"> 1. Replace ID TAG bar code printer vacuum filter. Replace bar code printer vacuum filter. <p style="text-align: center;">NOTE</p> <p>Refer to Videojet Universal Series 37PC service manual for part number and for illustrations related to replacing filters. www.mtsc.usps.gov/equipment/FICS/Files/361518-01AB.pdf</p> <ul style="list-style-type: none"> a. Open printer front door. b. Turn fitting located on top of vacuum filter CCW one turn, and remove fitting from filter. c. Pull vacuum tube (attached to top of vacuum filter) off of barbed fitting located behind vacuum filter. <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">WARNING</div> <p>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</p> <ul style="list-style-type: none"> d. Remove vacuum filter from top of ink module by turning filter CCW until it becomes loose. e. Discard old vacuum filter and tubing. f. Ensure that O ring is in place on filter, and then thread new vacuum filter into 	14	9		5000	

U.S. Postal Service Maintenance Checklist		IDENTIFICATION										
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<p>top of ink module until it is finger tight. Do not over tighten.</p> <p>g. Push tube (supplied with filter) onto stem on top of vacuum filter, and insert opposite end of tube onto barbed fitting located behind vacuum filter.</p> <p>h. Install fitting removed in step 1b into top of new vacuum filter.</p> <p>2. Replace ID TAG bar code printer filter tube assemblies. Replace ink and make-up ink filter tube assemblies.</p> <p style="text-align: center;">NOTE</p> <p>Refer to Videojet Universal Series 37PC service manual for part number and for illustrations related to replacing filters. www.mtsc.usps.gov/equipment/FICS/Files/361518-01AB.pdf</p> <p>a. Pull bottle (ink or make-up) in which you are replacing filter tube assembly, away from fluid pan.</p> <p>b. Pull cap off of bottle, and slide attached filter tube assembly out of bottle. Place bottle aside.</p> <p>c. Remove fitting from top of cap by turning CCW one full turn.</p> <p>d. Pull line with attached rubber tube off top cap.</p> <p>e. Discard old filter tube assembly.</p> <p>f. Install fitting (removed in step 2.c) onto top of cap on new filter tube assembly.</p> <p>g. Install line with attached rubber tube (removed in step 2.d) onto top of cap on new filter tube assembly.</p> <p>h. Insert filter tube assembly into bottle and push cap down to secure assembly. Place bottle into fluid pan.</p> <p>i. Repeat steps 2.a-2.h to replace filter tube assembly in other bottle.</p> <p>j. Close printer door.</p>				
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U.S. Postal Service Maintenance Checklist	IDENTIFICATION												
	WORK CODE		EQUIPMENT ACRONYM					CLASS CODE		NUMBER			TYPE
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Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

OCR/TAG PRINTER MODULE: ID TAG PRIMARY AND INPUT AIR FILTER	18.	<p>Do the following to replace the primary ink and input air filter:</p> <p>1. Replace the primary ink filter.</p> <p style="text-align: center;">NOTE</p> <p>Refer to Videojet Universal Series 37PC service manual for part number and for illustrations related to replacing filters. www.mtsc.usps.gov/equipment/FICS/Files/361518-01AB.pdf</p> <p style="text-align: center;">NOTE</p> <p>Compressed air is shut off when electrical power is locked out.</p> <p>a. Verify there is no compressed air to printer.</p> <p>b. Open printer front door.</p> <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">WARNING</div> <p>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</p> <p>c. Place absorbent towels below ink module to catch any ink that may spill when removing primary ink filter.</p> <p>d. Remove fitting from bottom of primary ink filter by turning with a 7/16 inch wrench.</p> <p>e. Unscrew primary ink filter from bottom of ink module.</p> <p>f. Wipe excess ink from bottom of ink module mounting hole with absorbent towels and cleaning solution.</p> <p>g. Discard old primary ink filter.</p> <p>h. Install new primary ink filter into bottom of ink module finger tight. Do not over tighten. Hand tighten only.</p> <p>i. Install fitting into bottom of primary ink filter.</p> <p>2. Replace ID tag bar code printer input air filter.</p>	16	10		30000	
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		0	3	D	I	O	S	S	A	F	0	0
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<p align="center">NOTE</p> <p>Refer to Videojet Universal Series 37PC service manual for part number and for illustrations related to replacing filters. www.mtsc.usps.gov/equipment/FICS/Files/361518-01AB.pdf</p> <p align="center">NOTE</p> <p>Compressed air is shut off when electrical power is locked out.</p> <ol style="list-style-type: none"> Verify there is no air pressure to printer. Open printer door. Use hexagonal wrench (Allen key) to open fluid pan section (door latch located upper right hand corner of fluid pan). Use a 3/4 inch wrench to loosen black nut at top of elbow fitting. Use a dull, pointed instrument to pull input air filter out of bottom of air manifold. Install new input air filter into bottom of air manifold. Thread elbow fitting back into bottom of air manifold and tighten nut to secure fitting. Do not over tighten. Close fluid pan section door and then close outer door. 					
FEEDER MODULE: HARDWARE	19.	<p>Check feeder hardware items as follows:</p> <ol style="list-style-type: none"> Teflon strip. Rubber strippers. Pick-off belts. Replace as required. Refer to the most recent Maintenance Management Order, currently MMO-029-08, covering feeder alignment and performance adjustments. The current MS manual to date of this document is the MS-220. mtsc.usps.gov/msbooks/ElectronicHB.cfm 	1	9		227	

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
FEEDER MODULE: ALIGNMENT CHECK	20.	<p>Check feeder alignments.</p> <p style="text-align: center;">NOTE</p> <p>If any discrepancies are found write a work order to do a full feeder alignment.</p> <p>Check feeder alignment (those steps that do not require power) in accordance with the most recent Maintenance Management Order, currently MMO-029-08, covering feeder alignment and performance adjustments. www.mtsc.usps.gov/pdf/mmo/2007/mmo02908.pdf</p>	30	7		1200	
FEEDER MODULE: REPORT PRINTER	21.	<p>Report printer cleaning and paper check.</p> <ol style="list-style-type: none"> Clean report printer using a vacuum cleaner. Ensure there is a sufficient amount of paper to support at least three tours of operation; add paper as necessary. 	2	7		1200	
LEVELER MODULE: POSTNET IJP	22.	<p>Clean POSTNET bar code printer print head and guide plate (fence) and replenish ink.</p> <p style="text-align: center;">WARNING</p> <p>When disposing of ink or ink-saturated waste, refer to procedures outlined in Material Safety Data Sheets (MSDS). Eye protection (goggles or face shield) must be worn when flushing away contaminants using make-up ink.</p> <p style="text-align: center;">WARNING</p> <p>Ink Jet Printer (IJP) print head must be dried as part of its service. Do not use compressed or blown air. Appropriate, alternate means of drying head must be implemented and may include use of paper towels or use of vacuum suction. Other, equally effective methods may be determined locally.</p>	14	7		300	

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

CAUTION							
		<p>During print head check and cleaning, use extreme care in charge tunnel area. Do not touch or bump charge tunnel.</p> <ol style="list-style-type: none"> 1. Clean POSTNET print head and guide plate. <ol style="list-style-type: none"> a. Lift fence off its mounting studs. b. Remove print head from deck plate mount. c. Install print head onto service mount and place service tray directly below it. d. Clean base plate of any ink, using towel and cleaning solution or make-up ink fluid. e. Clean fence using a towel and cleaning solution or make-up ink fluid. f. Clean up any spilled or splattered ink. g. Remove print head cover and check print head assembly for traces of ink. h. Clean print head as required. i. Replace print head cover and re-install print head onto deck plate mount. j. Re-install fence on mounting studs. 2. Ink jet printer fluid replenishment. <ol style="list-style-type: none"> a. Check and replenish POSTNET printer fluid bottles. <p style="text-align: center;">NOTE</p> <p style="text-align: center;">Do not use expired ink.</p> <ol style="list-style-type: none"> b. Recommend removal and discarding of ink bottles if ink level is below 25%. c. Insert new bottle and replace cap. d. Clean up any spilled or splattered ink. 					
LEVELER MODULE: POSTNET IJP INK FILTER AND FILTER TUBE	23.	<p>Replace POSTNET bar code printer vacuum filter and filter tube assembly.</p> <ol style="list-style-type: none"> 1. Replace POSTNET bar code printer vacuum filter. 	14	9		5000	

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

ASSY		<p>NOTE</p> <p>Refer to Videojet Universal Series 37PC service manual for part number and for illustrations related to replacing filters. www.mtsc.usps.gov/equipment/FICS/Files/361518-01AB.pdf</p> <ol style="list-style-type: none"> a. Open printer front door. b. Turn fitting located on top of vacuum filter CCW one turn, and remove fitting from filter. c. Pull vacuum tube (attached to top of vacuum filter) off of barbed fitting located behind vacuum filter. <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;"> <p>WARNING</p> </div> <p>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</p> <ol style="list-style-type: none"> d. Remove vacuum filter from top of ink module by turning filter CCW until it is loose. e. Discard old vacuum filter and tubing. f. Ensure that O ring is in place on filter, and then thread new vacuum filter into top of ink module until it is finger tight. Do not over tighten. g. Push tube (supplied with filter) onto stem on top of vacuum filter, and insert opposite end of tube onto barbed fitting located behind vacuum filter. h. Install fitting removed in step 1.b into top of new vacuum filter. <ol style="list-style-type: none"> 2. Replace POSTNET bar code printer filter tube assemblies. Replace ink and make-up ink filter tube assemblies. 					
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

NOTE							
		<p>Refer to Videojet Universal Series 37PC service manual for part number and for illustrations related to replacing filters. www.mtsc.usps.gov/equipment/FICS/Files/361518-01AB.pdf</p> <ol style="list-style-type: none"> a. Pull bottle (ink or make-up), in which you are replacing filter tube assembly, away from fluid pan. b. Pull cap off of bottle, and slide attached filter tube assembly out of bottle. Place bottle aside. c. Remove fitting from top of cap by turning CCW one full turn. d. Pull line with attached rubber tube off of top cap. e. Discard old filter tube assembly. f. Install fitting (removed in step 2.c) onto top of cap on new filter tube assembly. g. Install line with attached rubber tube (removed in step 2.d) onto top of cap on new filter tube assembly. h. Insert filter tube assembly into bottle and push cap down to secure assembly. Place bottle into fluid pan. i. Repeat steps 2.b - 2.h to replace filter tube assembly in other bottle. j. Close printer door. 					
LEVELER MODULE: POSTNET IJP PRIMARY INK AND INPUT AIR FILTERS	24.	<p>Replace POSTNET bar code printer primary ink and input air filters.</p> <ol style="list-style-type: none"> 1. Replace POSTNET bar code printer primary ink filter. <p>NOTE</p> <p>Refer to Videojet Universal Series 37PC service manual for part number and for illustrations related to replacing filters. www.mtsc.usps.gov/equipment/FICS/Files/361518-01AB.pdf</p>	16	10		30000	

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<p>NOTE</p> <p>Compressed air is shut off when electrical power is locked out.</p> <ol style="list-style-type: none"> a. Verify there is no compressed air to printer. b. Open printer front door. <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">WARNING</div> <p>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</p> <ol style="list-style-type: none"> c. Place absorbent towels below ink module to catch any ink that may spill when removing primary ink filter. d. Remove fitting from bottom of primary ink filter by turning with a 7/16 inch wrench. e. Unscrew primary ink filter from bottom of ink module. f. Wipe excess ink from bottom of ink module mounting hole with absorbent towels and cleaning solution. g. Discard old primary ink filter. h. Install new primary ink filter into bottom of ink module finger tight. Do not over tighten. Hand tighten only. i. Install fitting into bottom of primary ink filter. <ol style="list-style-type: none"> 2. Replace POSTNET bar code printer input air filter. Replace bar code printer input air filter. <p style="text-align: center;">NOTE</p> <p>Refer to Videojet Universal Series 37PC service manual for part number and for illustrations related to replacing filters. www.mtsc.usps.gov/equipment/FICS/Files/361518-01AB.pdf</p>				
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

NOTE							
		<p>Compressed air is shut off when electrical power is locked out.</p> <ol style="list-style-type: none"> a. Verify there is no compressed air to printer. b. Open printer door. c. Use hexagonal wrench (Allen key) to open fluid pan section (door latch located upper right hand corner of fluid pan). d. Use a 3/4 inch wrench to loosen black nut at top of elbow fitting. e. Use a dull, pointed instrument to pull input air filter out of bottom of air manifold. f. Install new input air filter into bottom of air manifold. g. Thread elbow fitting back into bottom of air manifold and tighten nut to secure fitting. Do not over tighten. h. Close fluid pan section door and then close outer door. 					
STACKER MODULES: TRAY LABEL PRINTERS	25.	<p>Tray label printers cleaning and label stock loading.</p> <ol style="list-style-type: none"> 1. Clean/Vacuum interior and exterior of label printers, located on first and eighth stacker modules. 2. Ensure label printers are loaded with a sufficient supply of label material to support three tours of operation. If required, load the label printer: <ol style="list-style-type: none"> a. Insert label stock between guides into back of label printer. b. Place wide end of label stock into label printer first, face down. c. Push print head lever back. d. Push label stock through until it comes out front of label printer. 	2	7		227	

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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STACKER MODULES: HARDWARE CLEANING	26.	Stacker modules cleaning including Wimpy panels. 1. Open covers and remove panels. In the stacker section, open or remove all machine panels, this includes diverter plate cover assemblies (Wimpy panels) and stacker lower front panel assemblies. 2. Clean stacker module. Clean all plates, covers, doors, framework, top of stacker modules, stacker display panels back and front side, etc. Do a visual check of wiring harnesses, cabling, and connector for wear, loose connections, etc., while cleaning.	91	7		5000	
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STACKER MODULES: POWER SUPPLIES	27.	Power supply cleaning. <div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 0 auto;">WARNING</div> Use non-metallic ends on the vacuum while cleaning the power supplies. 1. Remove covers on power supplies located in each stacker module. 2. Using an approved vacuum cleaner, clean inside of each power supply assembly. 3. Install covers.	21	9		5000	
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DIOSS SYSTEM: POWER UP SYSTEM AND IJP PRINTERS	28.	Power Up DIOSS system and IJP printers. 1. Power up preparation. a. Ensure tools and materials are removed from work area. b. Replace all machine panels. c. Close all machine doors and covers. <div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 0 auto;">WARNING</div> Be cautious when working around or on equipment when power has been applied. Some of the following tasks require that the machine be running. Take precautions to prevent hair, clothing, tools, and test equipment from being caught in moving parts.	10	7		1	
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					Run Hours	Pieces Fed (000)	Freq.

		2. Restore power to equipment as prescribed by current local procedure providing lockout/restore procedures. To restore power move main disconnect switch to ON position. Press POWER ON switch on operator control panel. 3. IJP printers start up. a. Power up bar code printers. Press Start/Stop button located on front panel of each IJP. b. When Ready light comes on, press Print button. This restores printer to normal operating conditions.					
DIOSS SYSTEM: POWER ON COMPUTER SYSTEMS	29.	Power on computer systems. <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied.</p> Power on computer systems using current local computer restore procedures.	5	10		1	
DIOSS SYSTEM: DIRECTORY DOWNLOAD	30.	Directory downloads FIN files from NDSS. Download FIN files as follows: 1. From level three DIOSS Main Menu, select Disk Base Lookup. 2. From Disk Base Lookup Menu, select Reload FIN Files From NDSS. 3. Select YES to answer prompt, "Do you want to reload FIN files from NDSS?" 4. Click OK when message "Reload FIN files completed" appears. 5. Press F1 three times to return to Main Menu.	2	10		1200	
DIOSS SYSTEM: INTERLOCKS AND E-STOPS	31.	Check all system interlocks and emergency stop switches.	18	7			M

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	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	D	I	O	S	S			A	F	0	0	1	M
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<div style="border: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <p style="text-align: center;">NOTE</p> <p>When performing this step, check only one interlock switch and one emergency stop switch with machine running. Check all other interlock and E-Stop switches while machine is stopped.</p> <p style="text-align: center;">NOTE</p> <p>Requires two people. (Time is doubled for staffing purposes for this task.) Verify light conditions and warning sounds for each E-Stop and interlock.</p> <ol style="list-style-type: none"> 1. Start machine. Verify that when START switch is pressed, start-up warning indicators around sorter flash amber. At same time, start-up warning horns sound. The horns sound for 5 seconds and go off, while warning indicators flash for a total of 10 seconds. Machine runs. 2. Press EMERG STOP mushroom switch on feeder control panel assembly and note that following occurs: <ol style="list-style-type: none"> a. Machine stops immediately. b. Lamp lights in EMERG STOP switch. c. Red EMERG STOP indicator lights on appropriate system control panel column. d. READY lamp goes out on system control panel. e. Pressing Start pushbutton does not start machine. 3. Reset EMERG STOP mushroom switch and note that following occurs: 					
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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
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Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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		<p>a. System READY lamp illuminates on system control panel.</p> <p>b. Red EMERG STOP indicator goes out on appropriate system control panel column.</p> <p>c. Lamp goes out in module control panel EMERG STOP switch.</p> <p>d. Machine can now be started.</p> <p>e. Start machine. Verify that when START switch is pressed, start-up warning indicators around sorter flash amber. At same time, start-up warning horns sound. The horns sound for 5 seconds and go off, while warning indicators flash for a total of 10 seconds. Machine runs.</p> <p>f. Open Reader module front panel door and note that the following occurs:</p> <ol style="list-style-type: none"> 1) Machine stops immediately. 2) Red EMERG STOP indicator goes out on appropriate system control panel column. 3) READY lamp goes out on system control panel. 4) Pressing Start pushbutton does not start machine. <p>g. Close Reader module front panel door and note that the following occurs:</p> <ol style="list-style-type: none"> 1) System READY lamp illuminates on system control panel. 2) Red EMERG STOP indicator goes out on appropriate system control panel column. <p>h. Machine can now be started.</p> <p>4. Without starting and stopping machine, check all remaining EMERG STOP mushroom switches one at time to ensure that each one causes actions as described in items 2-b, c, and d above to occur when pressed and actions described in items 3-a, b, and c above to occur when they are reset.</p>					
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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
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Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		5. Without starting and stopping machine, check interlocks one at a time, by opening of panel or door, to ensure that each one causes actions described in items 2-c and d above to occur when opened and actions described in items 3-a and c occur when panel or door closed. When an interlock is activated in stacker there will be an indication on stacker display panel. Red full bin lights will flash on top row of panel. When interlock is deactivated lights will go out. 6. If any problems are found, notify supervisor.					
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DIOSS SYSTEM: ID TAG READERS	32.	<p>ID Tag Reader System electrical enclosure inspection.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied.</p> <p>Use the most recent Maintenance Management Order, currently MM0-113-08, concerning ICS ID-Tag reader system electrical enclosure inspection to perform procedures on the two ICS readers in order to locate enclosures with defective power supplies, switches not configured properly, incorrect lamps, and lamps not installed properly. www.mtsc.usps.gov/pdf/mmo/2008/mmo11308.pdf</p>	10	10		5000	
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DIOSS SYSTEM: WFOV ALIGNMENT	33.	<p>WFOV alignment.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied.</p> <p style="text-align: center;">NOTE</p> <p>Alignment and adjustment procedures can be found in MS-212. mtsc.usps.gov/msbooks/ElectronicHB.cfm</p> <p>1. Perform an alignment on WFOV in OCR/TAG Printer module.</p>	8	10		5000	
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Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	D	I	O	S	S	A	F	0	0
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		2. Perform an alignment on WFOV in Reader module. 3. Log off system computer.					
DIOSS SYSTEM: PREDICTIVE MAINTENANCE	34.	<p>Perform predictive maintenance tasks and procedures.</p> <p style="text-align: center;">NOTE</p> <p>While performing all of the PdM tasks, make a note of any area where excessive vibration, noise, and/or heat are detected. Initiate a work order to cover any annotated area that requires additional investigation.</p> 1. Prepare machine. <ul style="list-style-type: none"> a. Perform power down procedures. <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">CAUTION</div> <p>Ensure all ink jet printers are shut down in accordance with MS-220 normal shut down procedures. Failure to properly shut down may cause damage to printers.</p> <p>mtsc.usps.gov/msbooks/ElectronicHB.cfm</p> <ul style="list-style-type: none"> 1) Shut down ink jet printers. 2) Do an orderly shut down of the computer system. Shut down system as prescribed by current local shutdown procedures. 3) Power down and lock out power. Power down the machine and lock out its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures. <ul style="list-style-type: none"> b. Open covers and remove panels. Open all machine doors including Main AC Power Panel, Feeder Distribution Panel, and Motor Distribution Panel. Open or remove all machine panels, this includes diverter plate cover assemblies (Wimpy panels). Override interlock switches. 	219	10		30000	

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Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model						Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<p>Rear Main Power Unit must by-pass magnetic contacts for DIOSS to run.</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <p style="text-align: center;">NOTE</p> <p>Rear Main Power Unit must by-pass the magnetic contacts for DIOSS to run.</p> <p>c. Restore power to equipment as prescribed by the current local procedure providing lockout/restore procedures. To restore power move the main disconnect switch to the ON position. Press the POWER ON switch on the operator control panel.</p> <p style="text-align: center;">NOTE</p> <p>Machine must have been running for a minimum of 15 minutes prior to doing the ultrasonic and infrared scans.</p> <p>2. Ultrasonic scans.</p> <p style="text-align: center;">NOTE</p> <p>Use the Long Range Module (cone) on the Ultra-Probe when doing the ultrasonic scans.</p> <p>a. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Feeder, for excessive vibration and noise.</p> <p>b. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Transport, for excessive vibration and noise.</p>					
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	0	3	D	I	O	S	S	A	F	0	0	1	M
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<ul style="list-style-type: none"> c. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Drying Turn module, for excessive vibration and noise. d. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the OCR/Tag Printer module, for excessive vibration and noise. e. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Left Computer Rack module, for excessive vibration and noise. f. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Right Computer Rack module, for excessive vibration and noise. g. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Reader module, for excessive vibration and noise. h. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Leveler module, for excessive vibration and noise. i. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of Motor Power Distribution, for excessive vibration and noise. j. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Drying Transport module, for excessive vibration and noise. k. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of Tiers 1-4 of the Stacker modules, for excessive vibration and noise. <p>3. Infrared scans.</p> <ul style="list-style-type: none"> a. Use non-contact infrared to scan Main Power Unit front and rear (magnetic interlock on panel), scan all terminal connections and connector plugs. 					
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		b. Use non-contact infrared to monitor all motors, terminal connections, and connector plugs in the Feeder for abnormal temperature. c. Use non-contact infrared to monitor all terminal connections and connection plugs in the Feeder Distribution Panel for abnormal temperature. d. Use non-contact infrared to monitor all motors, terminal connections, and connector plugs in the Transport for abnormal temperature. e. Use non-contact infrared to monitor all terminal connections and connection plugs in the Drying Turn module for abnormal temperature. f. Use non-contact infrared to monitor all terminal connections and connection plugs in the OCR/Tag Printer module for abnormal temperature. g. Use non-contact infrared to monitor all terminal connections and connection plugs in the Left Computer Rack module for abnormal temperature. h. Use non-contact infrared to monitor all terminal connections and connection plugs in the Right Computer Rack module for abnormal temperature. i. Use non-contact infrared to monitor all terminal connections and connection plugs in the Drying Transport module for abnormal temperature. j. Use non-contact infrared to monitor all terminal connections and connection plugs in Leveler module for abnormal temperature. k. Use non-contact infrared to monitor all motors, terminal connections, and connector plugs in the Reader module for abnormal temperature. l. Use non-contact infrared to monitor all terminal connections and connector					
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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		<p>plugs in the Motor Distribution Panel for abnormal temperature.</p> <p>m. Use non-contact infrared to monitor all terminal connections and connector plugs in the Stacker Modules, Tiers 1-4 for abnormal temperature.</p> <p>4. Restore equipment to ready status.</p> <p>a. Perform orderly shut down of computer system. Shut down system as prescribed by current local shutdown procedures.</p> <p>b. Power down and lock out power. Power down the machine and lock out its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p> <p>c. Replace all panels and doors. Ensure tools and materials are removed from work area. Replace all machine panels. Close all machine doors and covers.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> WARNING </div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <p>d. Restore power to equipment. Restore power to equipment as prescribed by the current local procedure providing lockout/restore procedures. To restore power move the main disconnect switch to the ON position. Press the POWER ON switch on the operator control panel.</p> <p>e. Power on computer systems. Power on computer systems using current local computer restore procedures.</p> <p>f. IJP printers start up.</p>				
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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
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Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		1) Power up bar code printers. Press Start/Stop button located on front panel of each IJP. 2) When Ready light comes on press Print button. This restores printer to normal operating conditions.					
DIOSS SYSTEM: POWER FACTOR CAPACITORS	35.	<p>Verify power factor capacitors are functioning.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <p style="text-align: center;">NOTE</p> <p>Use inductive ampere test meter to check current in following items.</p> <ol style="list-style-type: none"> 1. Open main power panel door. 2. Attach amp probe to one of 3 wires that feed capacitors. 3. Turn Maintenance Switch on operator control panel to Maintenance Mode position. 4. Start machine. 5. Observe current reading, will vary with different stackers configurations, example a three stacker machine averages 24 amps on each of three wires going to capacitor bank. 6. Repeat above items with other two wires that feed to capacitors. 7. If no current detected, check for defective wire or capacitor and repair. 8. Close panel door and turn maintenance switch to Normal mode. 	5	9		60000	

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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STACKER MODULES: BIN SWITCH TEST	36.	<p>Stacker bin-full switch checks.</p> <p style="text-align: center;">WARNING</p> <p>Be cautious when working around or on equipment when power has been applied.</p> <ol style="list-style-type: none"> 1. Pull each stacker blade to its 3/4 full position and note that its associated red indicator on stacker module display panel flashes and stacker module horn beeps. Note defective stacker switches. 2. Pull each stacker blade to its full position and note that its associated red indicator on stacker module display panel is illuminated and stacker module horn beeps. Note defective stacker switches. 3. Notify supervisor of defective stacker switches and initiate a work order to repair or replace as necessary. 	7	7		1200	
DIOSS VALIDATION: TRAY LABEL PRINTER	37.	<p>Perform the tray label printer verification procedures.</p> <p style="text-align: center;">WARNING</p> <p>Be cautious when working around or on equipment when power has been applied.</p> <p style="text-align: center;">NOTE</p> <p>Label printer located in stacker modules.</p> <p>Verify label printer operation as follows:</p> <ol style="list-style-type: none"> 1. On label printer, press LINE FEED button one time. Label printer will print out test label. 2. Verify test label has good quality print (not blurred) and is readable to human eye. 3. If the quality of the print is unacceptable write a work order to troubleshoot and/or do cleaning of the thermal head using cleaning kit (NSN 7930-07-000-1593). 	2	7		3	

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DIOSS VALIDATION: MACHINE VALIDATION	38.	<p>Perform the mail path validation by checking basic machine functions as follows:</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <ol style="list-style-type: none"> 1. Turn Maintenance Mode key switch on operator control panel to MAINT position. 2. Start machine. Verify when START switch is pressed, start-up warning indicators around sorter flash amber. At same time, start-up warning horns sound. Horns sound for 5 seconds and go off, while warning indicators continue to flash for a total of 10 seconds. 3. Do a visual and audible check of machine to verify there are no problems with belt tracking, bearing noise, inappropriate bin gate activity, or any indications of impending or existing machine problems. 4. Proceed to end stacker and press Emergency Stop button. Verify machine stops. 5. If machine fails to stop, notify supervisor. Refer to the most recent Maintenance Management Order, currently MMO-002-03, concerning failure to stop. www.mtsc.usps.gov/pdf/mmo/2003/mmo00203.pdf 6. De-activate E-Stop and turn Maintenance Mode switch back to NORMAL on operator control panel. 	4	9		3	
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		0	3	D	I	O	S	S	A	F	0	0
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

DIOSS VALIDATION: WFOV AUTO-CALIBRATION	39.	<p>WFOV Auto Calibration on both WFOV Readers.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied.</p> <p style="text-align: center;">NOTE</p> <p>Perform calibration from Monitor Menu. Refer to MS-212 for detailed instructions.</p> <ol style="list-style-type: none"> 1. Make sure system is Off Line and WFOV main screen is displayed. If system is not in off line mode, press F3. 2. With WFOV screen displayed, click the System Analysis button or press F5. 3. In WFOV System Analysis screen, click the Camera Maintenance button or press F5. 4. Place WFOV illumination test card in front of OCR read head assembly, ensuring the card bottom edge contacts the transport deck along the full length of the edge. 5. In the WFOV Camera Maintenance screen, click on the Tools Menu. 6. From Tools Menu, select Auto Calibration. 7. The Auto Calibration process takes approximately 1.5 minutes. From the File Menu, select Exit. 8. Click Close or press F12 in the System Analysis screen. 9. Click Go On-Line or press F4 in the WFOV main screen. 10. Remove the illumination card. 11. Repeat this procedure on the WFOV in the Reader Section. 	4	9	3		
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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

DIOSS VALIDATION: WFOV OCR READERS	40.	<p>Run the WFOV validation (OCR and WFOV) with the 300 piece WABCR test deck.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> WARNING </div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <p>Run WABCR 300 piece test deck (NSN 5210-01-371-4906, P/N 031-00000037) as follows:</p> <ol style="list-style-type: none"> 1. From Main Menu screen, select OCR mode. 2. Load sort plan for WABCR test deck. 3. Select Display ZIPs/Pkts and Online Display. 4. Run test deck. 5. On screen, verify ZIP results for Pre-WABCR and WABCR are same. A small number of discrepancies (less than 5) are acceptable. 6. Print End of Run report, if required. 7. Verify test deck was sorted to correct pockets. 8. Recover test deck from stackers. 9. If any problems are found, notify supervisor. 	8	9		3	
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DIOSS VALIDATION: POSTNET IJP	41.	<p>Check POSTNET bar code printing as follows:</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> WARNING </div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <ol style="list-style-type: none"> 1. From Main Menu, select Maintenance, System Tests, and then Bar Code Printer Test. 	4	10		3	
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	0	3	D	I	O	S	S	A	F	0	0	1	M
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		2. At ZIP Code field, type in a 5 digit ZIP Code. 3. At Carrier Route field, type in from 1-4 ASCII characters. 4. Press F2 key. 5. Start machine with control panel MAINTENANCE MODE key in NORMAL mode and feed five blank cards (NSN 5220-03-000-5975, P/N CO-2823NH). <p style="text-align: center;">NOTE</p> Right edge of letter to left framing bar should be 4 1/8" to 4 1/4". Bottom of bars should be even and 1/4" ± 1/16" above bottom edge. 6. Check bar codes for location and quality. 7. If necessary, use the most recent Maintenance Management Order, currently MMO-103-08, to align. www.mtsc.usps.gov/pdf/mmo/2008/mmo10308.pdf 8. Once satisfactory bar codes are sprayed, press F1 key three times to return to Main Menu screen.					
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DIOSS VALIDATION: ID TAG IJP	42.	<p>Perform the ID Tag IJP validation.</p> Check ID tag as follows: <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> 1. From Main Menu, select Maintenance, System Tests, and then ID Tag Printer Test. 2. Fill in fields as follows:	4	10		3	
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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	D	I	O	S	S			A	F	0	0	1
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<p>a. Machine Number - between 1-3999</p> <p>b. Time of Day - between 0-47</p> <p>c. Day of Month - between 1 - 31</p> <p>d. Sequence Number - between 1-25,000</p> <p>e. Mail Class - 1 or 3</p> <p>3. Press F2 key.</p> <p>4. Start machine with MAINTENANCE MODE key in NORMAL mode and feed five blank cards, NSN 5220-03-000-5975, P/N CO-2823NH.</p> <p>5. Check ID Tag quality and position using ID TAG template, NSN 9330-03-000-6399, P/N MM959601.</p> <p>6. Make adjustments to Control Module P-IJP02 circuit board and/or ID Tag printer, if needed. (Refer to MS-220). mtsc.usps.gov/msbooks/ElectronicHB.cfm . Repeat test, if necessary.</p> <p>7. Save above 5 cards for ICS validation.</p> <p>8. Once satisfactory bar codes are sprayed, press F1 key three times to return to Main Menu screen.</p>					
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DIOSS VALIDATION: ICS READERS	43.	<p>ICS reader validation. Verify ICS-3 readers as follows:</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <p>1. Set machine up to run in DBCS mode.</p> <p>2. From ON LINE MAIL PROCESSING screen, select Display ZIPs/Pkts.</p> <p>3. From Select Display Option screen, select On-Line Display.</p>	3	10		3	
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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	D	I	O	S	S	A	F	0	0	1	M		
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		4. Start machine and re-run 5 test cards saved from ID TAG IJP validation. 5. At on-line display screen, verify that ICS-3 Pre-reader and ICS-3 Verifier detected five (5) ID Tags present and they read same. 6. Stop machine. 7. Retrieve cards from stackers.					
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DIOSS VALIDATION: ICS STRESS TEST DECK	44.	<p>Run the ICS Stress Test Deck by doing the following:</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> WARNING </div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <ol style="list-style-type: none"> 1. Set machine up to run in DBCS mode, use sort plan ICSTSTI.ebf. 2. From ON LINE MAIL PROCESSING screen, select Display ZIPs/Pkts. 3. From Select Display Option screen, select On-Line Display. 4. Start machine and run 10 piece stress deck, NSN 3915-10-000-6361. 5. At on line display screen, verify that ICS-3 Pre-reader and ICS-3 Verifier detected 10 ID Tags present and they read same. 6. Stop machine. 7. Retrieve and verify cards sorted correctly (Refer to the most recent Maintenance Management Order, currently MMO-106-07, concerning sorting). www.mts.c.usps.gov/pdf/mmo/2007/mmo10607.pdf 	5	9		3	
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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	D	I	O	S	S	A	F	0	0	1	M		
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

DIOSS VALIDATION: DOUBLES DETECTOR TEST	45.	<p>Doubles Detector Test. Verify doubles detector functions properly.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <ol style="list-style-type: none"> 1. Set machine up to run in DBCS mode and load run information. 2. Type in Operation Number 750 and press F2 key. 3. Load sort plan PdpSpecialPockets.ebf. 4. Click on Start Mail Processing. 5. Switch to the Doubles detector screen by pressing the keyboard key sequence Ctrl, Ctrl, and 8. 6. Click on STOP. 7. Click on RESET COUNT box in lower right hand corner. 8. Click on START box to restart Doubles Detector. 9. Start DIOSS machine and allow 20 piece test deck, NSN 3915-07-000-4327, to pickoff. 10. After all pieces have been processed, stop DIOSS machine. <p style="text-align: center;">NOTE</p> <p>When processing the 20 piece Doubles Detector test deck, a perfect 100% run results in a SINGLES DETECTED count of 10 and a DOUBLES DETECTED count of 10 (10 pieces to bin 5 and 10 pieces to mechanical reject bin). However, runs of 90% and 95% are acceptable. A 90% run consist of a SINGLES DETECTED count of 12 and a DOUBLES DETECTED count</p>	3	10		3	
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U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	D	I	O	S	S	A	F	0	0
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model				Bulletin Filename MM09101AC			Occurrence eCBM			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<p>of 8. A 95% run consist of a SINGLES DETECTED count of 11 and a DOUBLES DETECTED count of 9.</p> <p>11. On Doubles Detector STATUS screen, confirm the PIECES HANDLED count has incremented to 20 pieces, SINGLES DETECTED count has incremented to 10-12 pieces, and DOUBLES DETECTED count has incremented to 8-10 pieces.</p> <p>12. Retrieve and verify cards sorted correctly. Refer to the most recent Maintenance Management Order, currently MMO-046-08, concerning doubles detector. www.mtsc.usps.gov/pdf/mmo/2008/mmo04608.pdf</p> <p>13. If any problems are found, notify supervisor.</p> <p>14. Switch over to DIOSS host computer screen by pressing the keyboard key sequence Ctrl, Ctrl, and 1.</p> <p>15. End test deck run and exit back to Main Menu.</p>					
DIOSS VALIDATION: WFOV 400 PIECE TEST DECK	46.	<p>Use the WFOV 400 piece test deck to verify WFOV GAR is equal to or greater than 99%.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <p style="text-align: center;">NOTE</p> <p>Ensure that read head aperture is clean.</p> <p>Using WFOV 400 piece test deck (NSN 3915-06-000-8292, P/N 237A073-2) do following at Main Menu:</p>	4	9		1200	

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	D	I	O	S	S		A	F	0	0	1	M
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<ol style="list-style-type: none"> 1. Select Mail Processing. 2. Load Run Information. 3. Enter 750 for operation number. 4. Press F2. 5. Load Sortplan. 6. Select All button (displays all sort plans). 7. Double Click sortplan WFOV_TDK.EBF. 8. Select Start Mail Processing. 9. Start machine and process WFOV test deck. Ensure WFOV has a GAR that equals 99% or greater. If the GAR is lower than 99%, check read reject bins for any test cards that may have unreadable bar codes. If necessary, do a WFOV auto-calibration. 					
DIOSS VALIDATION: CERTIFIED MAIL DETECTION TEST	47.	<p>Verify that WFOV detects certified mail.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <p>Using WFOV 400 piece test deck (NSN 3915-06-000-8292, P/N 237A073-2), select 5 test cards with Certified Mail label:</p> <ol style="list-style-type: none"> 1. Verify that DIOSS has been completely swept including mechanical reject bins and that there are no fly outs. 2. From Main Menu select: <ol style="list-style-type: none"> a. Mail Processing. b. Load Run Information Header. c. Enter 750 for Operation Number. d. Select F2 to accept. e. Load sortplan (this will display sortplan for operation number 750). 	5	10		1200	

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	D	I	O	S	S	A	F	0	0
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model				Bulletin Filename MM09101AC			Occurrence eCBM			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		<ul style="list-style-type: none"> f. Double click sort plan that corresponds to machine pocket configuration. g. Start mail processing and run WABCR test deck. h. After processing deck, stop machine and print an Interim Run Report. Do not exit run. i. Verify test deck sorts 5 Certified Mail pieces to Certified Mail pocket. 					
DIOSS VALIDATION: UAA INTERCEPT WITH AND WITHOUT BARCODES	48.	<p>UAA intercept with and without bar codes.</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <ul style="list-style-type: none"> 1. Verify that the OCR engine in OCR mode can intercept UAA without bar code mail by using the Xanadu Test Deck, NSN 9310-08-000-3865, P/N 66.1026.035-00; do the following from the Main Menu: <ul style="list-style-type: none"> a. Select Mode Select. b. OCR. c. Load Run Information. d. Enter Operation Number. e. Select F2 to accept. f. Load a sort plan that has a confirmed UAA pocket assigned. (PARS Special Pockets.ebf assigns pocket 39 for UAA.) g. Start Mail Run. h. Access System Components menu. i. Disable Barcode IJP. j. Start mail processing and run UAA test deck. 	15	9		1200	

U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	D	I	O	S	S	A	F	0	0	1	M		
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model					Bulletin Filename MM09101AC			Occurrence eCBM					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		k. Access System Component menu. l. Enable Barcode IJP. m. Print the end of run report. n. Calculate the intercept rate (# confirmed UAA test pieces divided by the total # of test pieces fed, multiplied by 100). o. Verify that at least 90% of the UAA test deck was intercepted. 2. Verify that OCR engine in DBCS mode can intercept UAA with bar coded mail by using Xanadu Test Deck, NSN 9310-08-000-3864, P/N 66.1026.034-00; do the following from the Main Menu. a. Select Mode Select. b. DBCS. c. Load Run Information. d. Enter Operation Number. e. Select F2 to accept. f. Load a sortplan that has a confirmed UAA pocket assigned. (ParsSpecial Pockets.ebf assigns pocket 39 for UAA.) g. Start Mail Processing and run UAA test deck. h. Print End of Run report. 1) Calculate intercept rate (# confirmed UAA test pieces divided by total # of test pieces fed, multiplied by 100). 2) Verify that at least 90% of the UAA test deck was intercepted. i. Log off system computer.					
FINAL CLEANUP	49.	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to supervisor.	4	All			

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

ATTACHMENT 3

DIOSS MASTER CHECKLIST

09-DIOSS-AF-001-M

Operational Maintenance

Time Total: 68 minutes

Item #	BaseTime Minutes	Times Done per Tour	Total Time per Task per Tour
1	1	1	1
2	1	1	1
3	1	3	3
4	1	3	3
5	1	3	3
6	1	3	3
7	3	3	9
8	2	3	6
9	2	3	6
10	2	3	6
11	1	3	3
12	2	3	6
13	2	3	6
14	2	3	6
15	6	1	6
Total Minutes =			68

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	9	D	I	O	S	S	A	F	0	0
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model				Bulletin Filename MM09101AC			Occurrence Tourly			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

SAFETY STATEMENT	1.	<p>COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.</p> <p>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</p> <p>When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p>	1	All			
DIOSS OPM: MACHINE LOG	2.	<p style="text-align: center;">WARNING</p> <p>Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.</p> <p>At the beginning of the operation examine machine log. Examine log and bring forward any unresolved problems from the previous tour.</p> <p style="text-align: center;">NOTE</p> <p>Operational checks must be made with machine processing mail in a normal operating mode.</p>	1	10			T
DIOSS OPM: SYSTEM GENERAL	3.	<p>Every two hours check for unusual sounds, odors.</p> <p>Be alert for unusual sounds, odors, or other indications of potential failure of the CIOSS.</p>	1	9			T

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	9	D	I	O	S	S	A	F	0	0
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model				Bulletin Filename MM09101AC			Occurrence Tourly			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

DIOSS OPM: SAFETY INDICATORS	4.	Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.	1	9			T
DIOSS OPM: SYSTEM INDICATORS	5.	Every two hours check lamps. Watch for proper functionality of all indicator lamps during normal machine operations. Correct deficiencies as soon as practical.	1	9			T
DIOSS OPM: FEEDER	6.	Every two hours observe feeder. Observe feeder for proper operation while checking to see if operators are having processing problems. Initiate corrective action as appropriate.	1	9			T
DIOSS OPM: VDT AND WFOV CAMERAS	7.	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">WARNING</div> <p>Use caution when working around WFOV aperture. Edges of aperture may become extremely sharp during machine use.</p> <p>Every two hours check the On Line Mail Processing screen. Check current read rate and any fault indicators. Ensure correct sort plan, operating mode, and read rate values are proper for the mail being processed. If MAR or GAR is below acceptable values, check for accumulation of dust and foreign matter on WFOV face plate. Check cooling fan filter for accumulated dust/debris on WFOV computer. Clean as necessary.</p>	3	9			T
DIOSS OPM: ICS READERS	8.	Every two hours check for dirt accumulations on the ICS readers. Check exterior of ICS-3 ID Tag Pre-Reader and Verifier Reader for accumulated dust, dirt, and debris. Pay particular attention to apertures and to raised portion of faceplates. Clean as necessary.	2	9			T

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	9	D	I	O	S	S	A	F	0	0
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model				Bulletin Filename MM09101AC			Occurrence Tourly			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

DIOSS OPM: POSTNET IJP	9.	Every two hours check for dirt/ink accumulations. Check POSTNET ink jet printer to ensure there is no build-up of foreign material or accumulation of ink at print head. Clean as necessary.	2	9			T
DIOSS OPM: ID TAG IJP	10.	Every two hours check for dirt/ink accumulations. Check ID Tag ink jet printer to ensure there is no build-up of foreign material or accumulation of ink at print head. Clean as necessary.	2	9			T
DIOSS OPM: REJECT STACKER(S)	11.	Every two hours check bar code printing. Check for print quality of POSTNET and ID Tag bar codes as well as quality of address in the address block. Are bar codes smudged or out of tolerance? Correct problems as noted.	1	9			T
DIOSS OPM: SORTING STACKERS	12.	Every two hours check for missorts. Sample check at least 5 stackers for correct sortation. Verify bar code matches with address block and scheme. Verify mail pieces enter stacker in a uniform manner.	2	9			T
DIOSS OPM: OVERFLOW STACKER	13.	Every two hours check overflow stacker mail. Check type of mail present in overflow stacker to determine which area(s) of the machine might be malfunctioning. Check for indications of double feeds, one particular code, a single gate or track blockage problem. Correct problems as noted.	2	9			T
DIOSS OPM: ACE/MKAT COMPUTER	14.	Every two hours check MPE-watch computer files. Check for jams and fault indications and ensure all performance metrics are meeting the target.	2	9			T
DIOSS OPM: ADMINISTRATIVE	15.	At the end of the operation, compile the following information: 1. Interim reports taken during the operational run with any abnormalities noted and/or highlighted. 2. Route sheet information. 3. Any work orders generated. 4. Make entries in Machine Logbook of any	6	10			T

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	9	D	I	O	S	S	A	F	0	0	1	M	
Equipment Nomenclature Delivery Input Output Sub-System		Equipment Model						Bulletin Filename MM09101AC			Occurrence Tourly				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

		discrepancies found during the mail run.					
		5. Turn this information into Maintenance Supervision. Brief personnel coming on duty.					