JetScan® MPS 4100 Automatic-Strapping Module, Corner Module Cleaning Procedures

IMPORTANT JetScan® MPS 4100 multi-pocket sorter cleaning procedures are in the MPS 4100 operating instructions and care-and-maintenance guide which are packed with the machine.

The following cleaning procedures must be performed every day. In some instances, it may be advisable to perform these procedures more than once a day.

Recommended Cleaning Materials

The following cleaning materials are recommended:

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

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

Individuals with sensitive skin should rinse hands after using.

- **Simple Green Safety Towels.** (Part number: 022-2118-00.)
  A pre-moistened microfiber towel also may be used. If using Simple Green concentrate, dilute to: 1 ounce of Simple Green per 8 ounces of water. *For a material-safety-data sheet, see* simplegreen.com.

- **Microfiber towels.** (Part number: 022-2223-00.)

- **Non-chemically treated mini dusters.** (Part number: 022-2224-00.)

- **Vacuum.** (Standard vacuum part number: 022-1959-00; heavy-duty vacuum part number: 022-1308-00.)

Daily Cleaning Procedures

⚠ WARNING Risk of injury.

Press MPS 4100 master power switch **OFF** before cleaning any automatic-strapping module and any corner module.

Do not defeat safety interlock switches.

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

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

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

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

Never spray cleaners directly on machine components.

Turn OFF MPS 4100

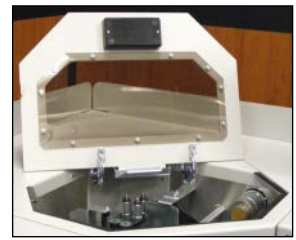|	
1.	Follow normal procedures to exit the JetTouch® operating system on the MPS 4100. Press MPS 4100 **master power switch** to turn power **OFF**.

Transport Assembly on Automatic-Strapping and Corner Modules

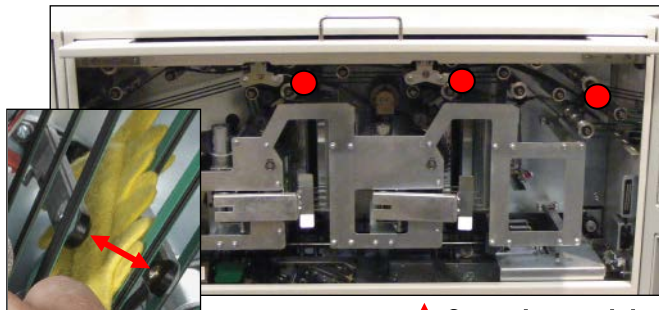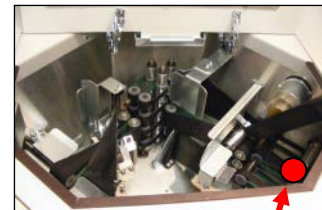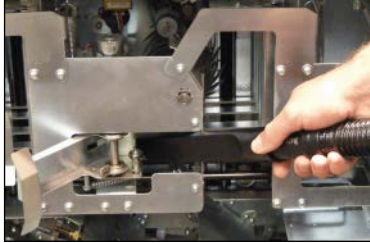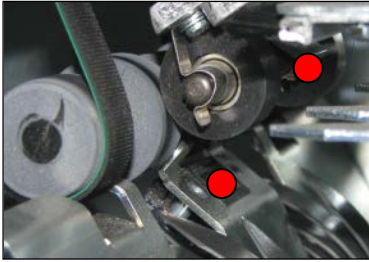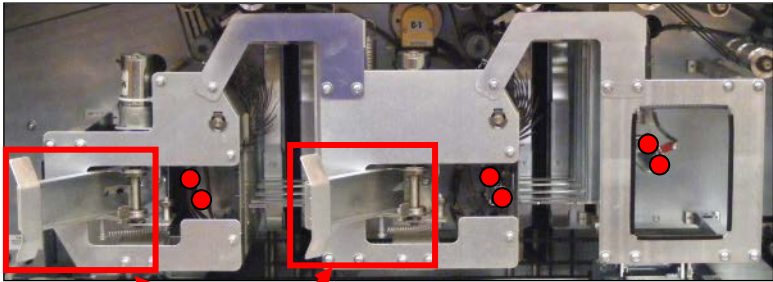|	
1.	Open upper-access doors on strapping and corner modules to service position. **Strapping module** **Corner module**
2.	Following normal document flow, vacuum main transport-belt path. **Strapping-module transport area** **Corner-module transport area**
3.	Following normal document flow, carefully wipe U-shaped flow-control sensors in the transport assembly and transport-belt path with a dry, non-chemically treated mini duster. 🔴 **= U-shaped flow-control sensor** **↑ Strapping-module transport area** **↑ Corner-module transport area** **Clean this sensor on first corner module only.**
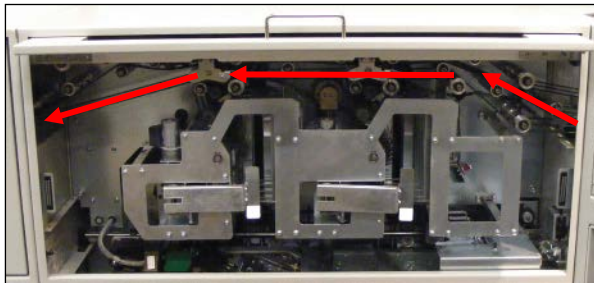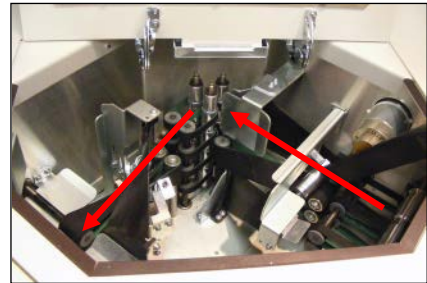
4.	Verify all transport belts are in place.
5.	Keep upper-access door on strapping module in service position. Close upper-access door on corner module.

Escrow Pockets on Automatic-Strapping Module

| 1.		Vacuum both escrow pockets.
2.	**Stacker-count sensor and reflector:** 🔴 	Using a dry, non-chemically treated mini duster, carefully wipe stacker-count sensors and reflectors located between stacker wheels in both escrow pockets.
3.	Using a dry, non-chemically treated mini duster, carefully wipe pocket sensors and emitters. **Pocket sensors and emitters:** 🔴 **Open tampers in service position;** **push forward to close and set in the operating position.**	
i IMPORTANT	Ensure tampers are in operating position prior to closing upper-access door on strapping module.	
4.	Close upper-access door.	

Collection-Bin Bays on Automatic-Strapping Module

1.	Remove both bins from collection-bin bays.	
2.		Vacuum collection-bin-bay area.
3.	Inspect bins for wear.	
4.	Return bins to collection-bin bays.	

Paper-Roll Bay on Automatic-Strapping Module

1.	Open lower-access door for paper roll.	
2.		Lift paper away from base of paper-roll bay. Using a dry, non-chemically treated mini duster, carefully wipe paper-loop-sensor emitter and receiver shown below. **Paper-loop-sensor emitter and receiver:** 🔴
3.		Vacuum base between paper-loop-sensor emitter and receiver.
4.	Close lower-access door for paper roll.	

Exterior on Automatic-Strapping and Corner Modules
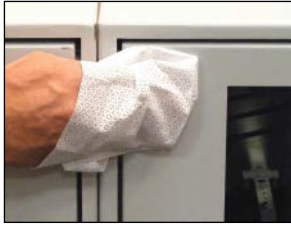
1.		Use Simple Green Safety Towel to clean exterior machine surfaces as needed.

Resuming Operation

i IMPORTANT	<u>Prior</u> to **POWERING ON** the MPS 4100, make sure all access doors are closed on the MPS 4100, all strapping modules and all corner modules, otherwise the machines will not function.
1.	Press MPS 4100 **master power switch** to turn power **ON**.
2.	Process a small number of notes to verify machine operation.