## MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE OPERATIONS UNITED STATES POSTAL SERVICE Maintenance Management Order

SUBJECT: RCR-R PM Checklist

TO: All RCR Sites

DATE: July 15, 2021 PUB NO: MMO-013-21 FILE CODE: KS FILE ID: mm21013 REV LEVEL: ad

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the Remote Character Reader (RCR) System. This bulletin applies to Acronym RCR, Class Code AD.

Work hours presented in this Preventive Maintenance (PM) bulletin are for the entire Remote Character Reader (RCR) system.

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.

### WARNING

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

## 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.

# WARNING

Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements. For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at MTSC>HELPDESK>Create/Update Tickets or call (800) 366-4123.

Frederick L. Jackson III Executive Manager Maintenance Technical Support Center Asset Maintenance Planning, Performance and Support

- Attachments 1. Summary of Workload Estimate For RCR System
  - 2. Master Checklist 03-RCR-ADA-001-M RCR Preventative Maintenance (PM)
  - 3. Master Checklist 09-RCR-AD-001-M RCR Operational Maintenance (OM)

## ATTACHMENT 1

#### SUMMARY WORKLOAD ESTIMATE

#### FOR RCR SYSTEM

Operation	Routine	Repair	Routine	Non- Productive	Total	Operati	onal Maintena Servicing	nce + Total			
Days	Servicing per	Time per	Servicing +	Time per	Servicing per	1 Tour	2 Tours	3 Tours			
	Machine	Machine	Repair Time	Machine	Machine	Hrs/Yr	Hrs/Yr	Hrs/Yr			
	(Hrs/Yr)	(Hrs/yr) *	(Hrs/Yr)	(Hrs/yr) **	(Hrs/Yr)	OpM x 1	OpM x 2	OpM x 3			
5 Days	4.55	0.46	5.01	0.50	5.51	14.18	22.84	31.51			
6 Days	4.55	0.46	5.01	0.50	5.51	15.91	26.31	36.71			
7 Days	4.55	0.46	5.01	0.50	5.51	17.64	29.77	41.91			
*	* Repair maintenance estimates based on 10% of preventive maintenance.										
**	Based on 1	0% of total PN	I and repair.								
		THRESHOL	DS and PM T	IME SUMMARY	Hrs PER Year	OPERATIONAL MAINTENANCE					
			Daily	0.00		0 MIN. PER	R DAY PER M	ACHINE			
			0	0.00		One Tour	Two Tours	Three Tours			
			W	3.47	5 Day	8.67	17.33	26.00			
			М	1.08	6 Day	10.40	20.80	31.20			
			Q	0.00	7 Day	12.13 24.27		36.40			
			S	0.00							
			А	0.00							
			К	0.00							

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## **ATTACHMENT 2**

#### **RCR MASTER CHECKLIST**

#### 03-RCR-AD-001-M

## **PREVENTIVE MAINTENANCE (PM)**

#### Time Total: (9) minutes

U.S. Postal Service			IDENTIFICA					ATION					
Maintenance Checklist			WORK CODE			UIPMENT CRONYM				ASS DDE	NUM	BER	TYPE
				RC	R				Α	D	0 0	) 1	М
Equipment Nomenclature RCR							Filename 21013		Occurrence eCBM				
Part or	Item	[	Task Sta	atemen	t and In	struction			Est. Min.		Т	resholds	
Component	No		Task Statement and InstructionEst.Min.T(Comply with all current safety precautions)TimeSkillRun									1	s Freq.
									Req	Lev	Hours	Fed	
									(min)	-	ļ	(000)	
SAFETY STATEMENT		COMPLY Disconnerequired I lockout pro- out this munusual of found, no any further <b>THE USE</b> <b>IS PROH</b> When cle method s or a damy compressibrush ma when oth Report sa immediate <b>WARNIN</b> this bullet Plan (EW (PPE). R appropriate requirement Safety Data the perfor Ensure tho on file an- reordering current S appropriate	ct power by this in rocedure hachine. debris. If tify supe er action <b>E OF CO</b> <b>IBITED.</b> haning is uch as a prag mu sed or blue er cleaning afety define ely upon <b>G FOR I</b> tin may r (P) Perso tefer to the tete EWP ents. <b>G FOR S</b> ata Shee rmance of he currer d available g such a DS be reference	r and ag struction es to pro- Check f any ur revisor p on the <b>MPRES</b> requires the HEPA is the u own air ed on op ng met ciencie detect <b>EWP/P</b> equires fonal Pro- he curres <b>SDS:</b> V ts (SDS) of the p ot SDS to ple to all produce	oply lock on. Refe operly s for sus for sus orior to p equipm <b>SED C</b> d, an all filtered sed in p . A lint- brical ec hods ca s to you ion. <b>PE:</b> Ste the use otective ent EWI nd barrie arious p S) may l rocedur for each I emplo ct, it is s d. Refe	kouts wher to curr hut dowr picious c ubstance proceedin ent. <b>R BLOV</b> ternative vacuum lace of free cloth uipment nnot be r superv eps conta of Electr Equipme of Electr Equipme of Electr Equipme of Electr Equipme of Electr es in this products pe utilize es in this products types. Wuggested	en la lus en la	t local nd lock t or with <b>AIR</b> eaning eaner r ly ed in l Work luring luring ulletin. sed is n hat		All			

Part or	Item	Task Statement and Instruction	Est.	Min.	Th	resholds		
Component	No	(Comply with all current safety precautions)	Time	Skill	Run	Pieces	Freq.	
			Req (min)	Lev	Hours	Fed (000)		
RCR-R REMOTE COMPUTER	10	This procedure requires the username and password for the account rcr_user.	3	10		(000)	W	
READER: ACTIVE IMAGE SERVER		This will take the RCR offline and will return you to the GUI Login screen.						
		<ol> <li>Press the KVM switch on the active Image Server.</li> </ol>						
		2. Press the CTRL and D keys at the same time and wait for the dialog box to complete.						
		3. Press the CTRL and S keys at the same time and wait for the dialog box to complete.						
		<ol> <li>Press the ALT and X keys at the same time, answer "Yes" to the dialog box and this will return you to the GUI Login screen.</li> </ol>						
		Login and restart the RCR						
		1. Type in the username: rcr_user						
		<ol> <li>Type in the password and acknowledge the dialog box, and wait for the additional dialog boxes to complete.</li> </ol>						
		3. Press the CTRL and I keys at the same time and wait for the dialog box to complete.						
		4. Press the CTRL and C keys at the same time and wait for the dialog box to complete.						
		The following icons will turn Orange:						
		IDS, System State, Transport Connection Status and Accelerator Status						
		The ICU Status icon will be the color Rose and later turn Orange						
RCR-R REMOTE COMPUTER READER: ACTIVE IMAGE SERVER	20	<ul> <li>Wipe down all exposed surfaces</li> <li>1. Using lint-free static-free cleaning towels, clean the exterior of the RCR cabinet.</li> </ul>	5	All			М	
		<ol> <li>Using lint-free static-free cleaning towels, clean the exterior of the monitor and keyboard.</li> </ol>						
			•					

The tasks marked with one asterisk \*, after the time required, are per unit tasks.

The tasks marked with two asterisks \*\*, after the item number, are critical tasks.

## **ATTACHMENT 3**

#### **RCR MASTER CHECKLIST**

#### 09-RCR-AD-001-M

## **OPERATIONAL MAINTENANCE (OM)**

#### Time Total: (2) minutes

U.S. Postal Service			IDENTIFICATION									
Maintenance Checklist			WORK CODE		QUIPMENT ACRONYM			CL	ASS DDE	NUM	BER	TYPE
				R C R				Α	D	0 0	1	М
Equipment Nomenclature RCR								Filename 21013		Occurrence eCBM		
Part or	Item	Γ	Task Sta	tement and I		Est.	Min.	Th	reshold	s		
Component	No											Freq.
									Lev	Hours	Fed	
	-	-						(min)	_		(000)	
SAFETY STATEMENT	1	Disconne required I lockout pro out this m unusual of found, no any furthe <b>THE USE</b> <b>IS PROH</b> When cle method s or a damy compress brush ma when oth Report sa immediat <b>WARNIN</b> this bullet Plan (EW (PPE). R appropria requireme <b>WARNIN</b> Safety Da the perfor Ensure th on file an reordering current S	act power by this ins rocedure: hachine. debris. If thify super er action <b>E OF COI</b> <b>IBITED.</b> caning is no sed or blc by be used er cleaning afety defice ely upon <b>IG FOR E</b> tin may rea (P) Person the EWP ents. <b>IG FOR S</b> ata Sheet rmance of the current d availab g such a DS be re	LL SAFETY and apply lo struction. Re s to properly Check for su any unusual rvisor prior to on the equipe MPRESSED required, an a HEPA filtere st be used in own air. A lin d on optical en g methods of ciencies to yo detection. EWP/PPE: S equire the use nal Protective PPE and bar SDS: Various is (SDS) may f the procedu t SDS for each le to all empl product, it is quested. Re nal protective	ckouts wh fer to curr shut dowr spicious c substance proceedin nent. <b>OR BLOV</b> alternative d vacuum place of t-free cloth equipment annot be fur superv teps conta e of Electr e Equipme (P MMO c ricade products be utilize ires in this ch products oyees. W suggested fer to SDS	vn ar dusi e is ng vn ar dusi e is ng vn ar cle cle cle cle cle cle cle cle cle cle	t local nd lock t or with <b>AIR</b> eaning eaner r ly ed. r ed in I Work guiring luring ulletin. ed is n hat	1	All			

Part or	Item	Task Statement and Instruction	Est.	Min.	Thresholds			
Component	No	(Comply with all current safety precautions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.	
RCR-R REMOTE COMPUTER	30	Start of the Processing Tour	1	All			Т	
READER: ACTIVE		<ol> <li>Press the KVM switch on the active Image Server.</li> </ol>						
		<ol> <li>Visually confirm the following icons are the color Orange: IDS, System State, Transport Connection Status (Available Transports) and Accelerator Status</li> </ol>						
		Available Transports are machines ready to process.						

The tasks marked with one asterisk \*, after the time required, are per unit tasks.

The tasks marked with two asterisks \*\*, after the item number, are critical tasks.