MAINTENANCE TECHNICAL SUPPORT CENTER / MAINTENANCE POLICIES & PROGRAMS ENGINEERING / UNITED STATES POSTAL SERVICE

# Maintenance Management Order

- SUBJECT: Operational & Preventive Maintenance Guidelines for the P&DC and REC Postal Address Redirection System (PARS)
  - TO: 1. Manager, Maintenance Support, Area Offices
    - 2. Maintenance Managers, P&DC Offices
    - 3. Maintenance Managers, REC Offices
    - 4. Supervisors, P&DC Offices
    - 5. Supervisors, REC Offices

DATE: April 19, 2010 NO: MMO-025-10 FILE CODE: 2, 02A, 02B, 02

fjac:mm09009ae

This Maintenance Management Order (MMO) provides Operational & Preventive Maintenance (PM) guidelines for the P&DC and REC PARS. This MMO supersedes MMO-127-06 and MMO-119-06.

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

The work hours represented in this MMO reflect the maximum work hours required to maintain the equipment. Given local conditions, management may modify task frequencies.

The attached master checklists provides tasks to be performed at periodic intervals (Weekly, Monthly, Semi-Annual, and Operational Maintenance), time required per task, and the minimum skill level for each task.

Maintenance Managers are to use these preventive maintenance guidelines when preparing the route sheets for local maintenance personnel. It is the responsibility of each Maintenance Manager to ensure all WARNINGS, CAUTIONS, and NOTES are included with each applicable task as part of the preparation of any local route sheets.

# 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.

# WARNING

The use of compressed or blown air is prohibited. 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 only on optical equipment when other cleaning methods can not be used.

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at **MTSC>HELPDESK>Create/Update Tickets** or call (800) 366-4123.

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

Attachments:

- 1. Workload Estimate
- 2. Master Checklist: 03-PARS-\*\*-001-M: Weekly
- 3. Master Checklist: 03-PARS-\*\*-002-M: Monthly
- 4. Master Checklist: 03-PARS-\*\*-003-M: Semi-Annual
- 5. Master Checklist: 09-PARS-\*\*-004-M: Operational Maintenance
- 6. Illustrations for PARS

#### SUMMARY

### WORKLOAD ESTIMATE

# FOR

# **P&DC AND REC PARS**

(PARS\*\*)

\*\*Class codes AA, AB, BA, BB

#### SUMMARY WORKLOAD ESTIMATE FOR P&DC AND REC PARS

7 Days Pe	er Week O	perationa	I		Gra	Ind Total
		Repair				
		Time				Total
Number	Routine	Per	Total Time Per		Operational	Time Per
PARS Sys	Servicing	System	System	Non-Productive	Maintenance	System
Computers	(nrs/yr)	(nrs/yr)	(nrs/yr)	(Hrs/Yr)	(Hrs/Yr)	(nrs/Yr)
10	90.60	27.18	117.78	11.78	163.80	293.36
15	119.60	35.88	155.48	15.55	163.80	334.83
20	148.60	44.58	193.18	19.32	163.80	376.30
25	177.60	53.28	230.88	23.09	163.80	417.77
30	206.60	61.98	268.58	26.86	163.80	459.24
35	235.60	70.68	306.28	30.63	163.80	500.71
40	264.60	79.38	343.98	34.40	163.80	542.18
45	293.60	88.08	381.68	38.17	163.80	583.65
50	322.60	96.78	419.38	41.94	163.80	625.12
55	351.60	105.48	457.08	45.71	163.80	666.59
60	380.60	114.18	494.78	49.48	163.80	708.06
65	409.60	122.88	532.48	53.25	163.80	749.53
70	438.60	131.58	570.18	57.02	163.80	791.00
75	467.60	140.28	607.88	60.79	163.80	832.47
80	496.60	148.98	645.58	64.56	163.80	873.94
85	525.60	157.68	683.28	68.33	163.80	915.41
90	554.60	166.38	720.98	72.10	163.80	956.88
95	583.60	175.08	758.68	75.87	163.80	998.35
100	612.60	183.78	796.38	79.64	163.80	1039.82
200	1192.60	357.78	1550.38	155.04	163.80	1869.22
300	1772.60	531.78	2304.38	230.44	163.80	2698.62
330	1946.60	583.98	2530.58	253.06	163.80	2947.44
Add for each additional computer	5.80	1.74	7.54	0.75	0.00	8.29

\* Repair estimates based on 30% of servicing.

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

Total Servicing Per PARS System = Routine Servicing + Repair Total Time Per PARS System = Total Servicing + Non-Productive + Operational Maintenance

# TOTALS

03-PARS-**-001-M	Weekly
03-PARS-**-002-M	Monthly
03-PARS-**-003-M	Semi-Annual
09-PARS-**-004-M	Operational Maintenance

33 + 5 minutes per CARS/IMS computer 2 + 7 minutes per CARS/IMS computer 2 + 2 minutes per CARS/IMS computer 27 minutes (9 minutes per tour per day)

**P&DC AND REC PARS** 

#### **MASTER CHECKLIST**

03-PARS-\*\*-001-M

#### WEEKLY

Time Total: 33 Minutes + 5 Minutes per CARS/IMS computer

Reference: MS-216, TL-3, October 1, 2004 or later for location of components, parts, and procedures.

\*\*Class codes AA, AB, BA, BB

#### NOTE

Figures referred to in the following checklist are in Attachment 6.

#### Tools And Supplies Required.

Vacuum Cleaner Cotton Swabs/QTips Isopropyl Alcohol Cleaning cloth

U.S. Postal	Service					1[	DENTIFICAT	TION					]
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**Class codes AA, A	NB, BA,	BB											_
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		b.	In the C check bo	oding S oxes for	System wind All RICs an	dow, Id All	select the AFRs.	9					ĒN
		C.	While ho the rem highlight	olding t aining ed.	he Ctrl key computers	/ dov that	vn, select are not						AINT
		d.	Select R	eboot.									Σ
		2. REC	C Sites:										
		а.	From th System,	e PAR and the	RS Supervision Start/Stop	sor l o.	JI, select						
		b.	In the C check b applicab	oding S oxes fo le), and	System wind or All RICs All VDTs.	dow, , All	select the CFRs (if	: -					
		C.	While ho the rem highlight	olding t aining ed.	he Ctrl key computers	/ dov that	vn, select are not						

d. Select Reboot.

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		W	ORK			E	QUIP	MENT				CL	ASS	N	UMBE	ER	TYPE
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Equipment NomenclatureEquipment ModelPostal Address Redirection SystemP&DC and REC											M09	009AI	E		We	eekly	,
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3. Log in Master CARS.

#### NOTE

Verify that the Merge Status of the Master CARS is listening before performing step 4. See Figure 2.

- 4. Power down each CARS computer.
- 5. Power up the Slave CARS computers.
- 6. Power up the Master CARS, log in Master CARS, and wait for it to come up.
- 7. Verify that all CARS computer are ready.

SUPERVISOR WORKSTATION

#### 2. Cleaning / Checking computer fan.

Remove dust and dirt from the computer access door screen and cooling fan filter.

Phase 1 Computers:

1. Using the commands pull down window, shut down the computer.

#### WARNING

# Keep hands away from moving fan blades, during computer shutdown.

- 2. Open front panel/access door of the computer. See Figure 3.
- 3. Grasp fan filter holder, and turn it 1/4 turn counter-clockwise to remove it from the fan housing.
- 4. Use vacuum to clean both sides of the filter.

#### WARNING

# Keep hands away from fan blades when verifying proper operation of fan.

- 5. Keeping hands clear of fan blades, momentarily power up the computer. Verify fan is running, then power off the computer. If fan does not run, replace the computer fan.
- 6. Return the filter holder to its proper location against the fan housing, lineup the fan filter

MAINTENANCE MANAGEMENT ORDER

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		9. Che	ck syster	n to ver	ify it is wo	orking	properly.						Ë
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		2. Clea	n filter.										Ψ
		3. Rep	lace filter	r.									2
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		Run sca should s time, bu time. Th the impa	n disk or can mor t not mo nis task ct on op	n each ( re than re half should l erations	CARS cor one com of the CA be sched	npute puter .RS a uled t	er. The site (cptr) at a t the same to minimize						ANCE N
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		6. Log	in at the	adminis	strator lev	el.							
		7. Click	on Star	t button									
		8. Click	on My (	Compute	er.								
		9. Righ	t click or	n C drive	e (or drive	to sc	an).						
		10. Click	Propert	ies.									

11. Click on the Tools tab.

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- 12. Under Error-checking, click on Check Now.
- 13. Under Check Disk Options:
  - a. Click the "Automatically fix File System Errors" box.
  - b. Click the "Scan for and attempt recovery of bad sectors" box.
  - c. Click on Start.
  - d. Click Yes, and then click Ok at the bottom of screen.
- 14. Click on the Start button.
- 15. Click Shutdown.
- 16. Select Restart.
- 17. Click Ok (this will start scan disk program).
- 18. Wait for program to complete the scan.
- 19. Log in CARS at the system level.
- 20. Verify that the computer reconnects to the Master CARS.

Scan Disk for IMS Computers (RICs, CFRs, VDTs & AFRs).

Run scan disk on each RIC, CFR, VDT, and AFR computer. The site may scan more than one computer at time, but not more half of the RICs and/or half of the AFRs at the same time. This task should be scheduled to minimize the impact on operations.

- 1. From the IMS Coding System screen, stop the computers to be scanned. See Figure 1.
- 2. Using KVM switch, select computer to scan.
- 3. Press the Ctrl, Alt, and Delete keys.
- 4. Log off, while holding down the shift key.
- 5. Log in at the administrator level.
- 6. Double click on My Computer.
- 7. Right click on C drive.
- 8. Click Properties.

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### Maintenance Technical Support Center

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- 10. Under Error-checking, click on Check Now.
- 11. Under Check Disk Options:
  - a. Click the "Automatically fix File System Errors" box.
  - b. Click the "Scan for and attempt recovery of bad sectors" box.
  - c. Click on Start.
  - d. Click Yes, and then Ok at the bottom of screen.
- 12. Click on the Start button.
- 13. Click Shutdown.
- 14. Select Restart.
- 15. Click Ok (this will start scan disk program).
- 16. Wait for program to complete the scan.
- 17. Windows will restart.
- 18. At the Coding System window, select and start computer.
- 19. Verify that the computer is ready.
- \* Time is minutes per computer.
- CLEAN UP
- Clean up. Ensure all tools, cleaners, rags, etc., 2 All are removed from the work area. Report all deficiencies to your supervisor.

#### **P&DC AND REC PARS**

#### **MASTER CHECKLIST**

03-PARS-\*\*-002-M

#### MONTHLY

Time Total: 2 Minutes + 7 minutes per CARS/IMS computer

Reference: MS-216, TL-3, October 1, 2004 or later for location of components, parts, and procedures.

\*\*Class codes AA, AB, BA, BB

#### NOTE

Figures referred to in the following checklist are in Attachment 6.

#### Tools and Supplies Required.

Vacuum Cleaner Cotton Swabs/QTips Isopropyl Alcohol Cleaning Cloth

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<u>~</u>	PARS SYSTEM COMPUTERS	2.	Cleaning only).	CARS	& I	IMS comp	uters (	phase 1	* 2	10			
Q			* Time is	minutes	per c	computer.							
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_			Keep blade	nands s during	aw g con	ay from nputer shu	tdown.	g fan					
			2. Oper See I	n front p Figure 3.	banel	/access do	or of o	computer.					
			3. Gras coun hous	p the far ter-clock ing.	n filte wise	r holder, ar to remove	nd turn it fron	it 1/4 turn n the fan					
			4. Use	/acuum 1	to cle	ean both sid	es of th	e filter.					

U.S. Posta	I Service								1	DENTIF	ICAT	ION					
Maintenance	e Check	list	WC CO	DRK DE			E		MENT			CL C	ASS ODE	NU	JMBE	ĒR	TYPE
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### WARNING

# Keep hands away from fan blades when verifying proper operation of fan.

- 5. Keeping hands clear of fan blades, momentarily power-up the computer. Verify that fan blades turn, then power off the computer. If the blades do not turn, replace the computer.
- 6. Return the filter holder to its proper location against the fan housing, line-up the fan filter holder with the slots in fan housing, and press and turn the filter holder 1/4 turn clockwise to lock it in place.
- 7. Use vacuum to clean the screen on the computer access door.
- 8. Power on the computer.
- 9. Check system to verify it is working properly.

#### Phase 2 computers.

- 1. Remove cooling fan filter.
- 2. Clean filter.
- 3. Replace filter.
- 4. Verify the system is working properly.

#### VDT Workstations

Clean exterior of monitors, keyboards, report printer, and computer using a vacuum cleaner, glass cleaner, and lint-free static-free cleaning towels. Each workstation requires two minutes.

\* Time is minutes per computer.

DEFRAG COMPUTERS 3.

#### **Run defragmenter for CARS & IMS Computers.** \* 5 10 See Figures 4 – 6.

\* Time is minutes per computer.

Defrag the C drive on each CARS computer. The site should scan more than one computer (cptr) at a time, but not more half of the CARS at the same time. This task should be scheduled to minimize

U.S. Posta	I Service								- I	DEN	TIFICA	TION					
Maintenance	e Checklist		WC CO	DRK DE			E		MENT NYM			CI C	LASS ODE	N	UMBE	ER	TYPE
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the impact on operations.

Defragging CARS computers.

- 1. Using the KVM switch, select CARS computer for scan disk.
- 2. Log in CARS at system level.
- 3. Press the Window key.
- 4. Click on Shutdown.
- 5. Select Logoff, and then click OK.
- 6. Log in at the administrator level.
- 7. Click on Start button.
- 8. Click on My Computer.
- 9. Right click on C drive (or drive to defrag).
- 10. Click Properties.
- 11. Click on the Tools tab.
- 12. Click on Defragment Now.
- 13. Disk Defragmenter, click on Defragmenter.
- 14. Wait for program to complete defragging.
- 15. Click on Start button.
- 16. Click Shutdown.
- 17. Select Restart, click Ok.
- 18. Log in CARS at the system level.
- 19. Using the KVM switch, select the Master CARS and log in (if required).
- 20. Verify that the computer reconnects to the Master CARS (is ready after a few minutes).

Defragging IMS computers.

Run defragmenter on C drive for each RIC, CFR, VDT, and AFR computer. The site should defrag more than one computer at a time, but not more half of the RICs and/or half of the AFRs at the same time. This task should be scheduled to minimize the impact on operations.

1. From the IMS Coding System screen, stop the

U.S. Postal S	Service										DEN	TIFIC		ON					
			WC	DRK			E	QUIF	MEN	Т				CL	ASS	N	UMB	ER	TYPE
Maintenance	Check	list	CC	DE				ACR	DNYM	1				CC	DDE				
			0	3	Ρ	А	R	S						*	*	0	0	2	М
Equipment Nomenclature	;		Equ	ipme	nt Mo	del					Bull	etin F	ilen	name		Occurr	rence		
Postal Address Red	irection	System			P&D	C ar	nd R	EC				MM	)90	)09AE	Ξ		Mo	onthly	/
**Class codes AA, A	B. BA. B	BB																	
,	,, .																		
, Part or	Item			Task	State	ment	and I	nstru	ction					Est.	Min.		Thre	eshold	s
Part or Component	Item No	((	Comp	Task oly wi	State th all o	ment currer	and I nt safe	nstru ety pr	ction ecaut	ion	ıs)			Est. Time	Min. Skill		Thre	eshold	s
Part or Component	Item No	(0	Comp	Task oly wi	State th all o	ment currei	and I nt saf	nstru ety pr	ction ecaut	ion	ıs)			Est. Time Req	Min. Skill Lev	Run	Thre Pi	eshold eces	s Freq.
Part or Component	Item No	(0	Comp	Task oly wi	State th all o	ment currei	and I nt saf	nstru ety pr	ction ecaut	ion	ıs)			Est. Time Req (min)	Min. Skill Lev	Run Hours	Thre Pi	eshold eces <sup>-</sup> ed	s Freq.
Part or Component	Item No	(0	Comp	Task oly wi	State th all o	ment currei	and I nt safe	nstru ety pr	ction ecaut	ion	ıs)			Est. Time Req (min)	Min. Skill Lev	Run Hours	Thre Pie F	eshold eces <sup>-</sup> ed )00)	s Freq.

computer to be defragged.

- 2. Using KVM switch, select computer to be defragged.
- 3. Press the Ctrl, Alt, and Delete keys.
- 4. Log off, while holding down the shift key.
- 5. Log in at the administrator level.
- 6. Double click on My Computer.
- 7. Right click on C drive.
- 8. Click Properties.
- 9. Click on the Tools tab.
- 10. Click on Defragment Now.
- 11. Disk Defragmenter, click on Defragmenter.
- 12. Wait for program to complete the defragging.
- 13. Click on the Start button.
- 14. Click on Shutdown.
- 15. Select Restart, and click Ok.
- 16. At the Coding system window, select and start computer.
- 17. Verify that the computer is ready.
- \* Time is minutes per computer.
- 4. **Clean up.** Ensure all tools, lubricants, rags, etc., 1 ALL are removed from the work area. Report all deficiencies to your supervisor.

MMO-025-10											Maint	ena	ince <sup>-</sup>	Tech	nical \$	Sup	port	Center
U.S. Postal S	Service									ID	DENTIFI	CAT	ION			i		
Maintenance	list	WC CO	DRK DE			E	QUIF	MENT MYNC	Г			CL CC	ASS DDE	N	JMBE	ĒR	TYPE	
			0	3	Ρ	Α	R	S					*	*	0	0	2	М
Equipment Nomenclature Postal Address Red	irection	System	Equ	ipmer I	nt Moo P&D	<sup>del</sup> C ar	nd Ri	EC			Bulletin MN	Filer /109	name 009AE	Ē	Occurr	ence Mc	onthly	/
**Class codes AA, A	B, BA,	BB																
Part or Component	Item No	(0	- Comp	Task Iy wit	Stater th all (	ment currer	and I nt safe	nstruo ety pr	ction ecauti	on	s)		Est. Time	Min. Skill		Thre	shold	s
													Req (min)	Lev	Run Hours	Pie F	eces ed	Freq.

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**P&DC AND REC PARS** 

#### **MASTER CHECKLIST**

03-PARS-\*\*-003-M

#### SEMI-ANNUAL

Time Total: 2 Minutes + 2 minutes per CARS/IMS computer

Reference: MS-197, TL-3, October 1, 2004 or later for location of components, parts, and procedures.

\*\*Class codes AA, AB, BA, BB

#### NOTE

Figures referred to in the following checklist are in Attachment 6.

U.S. Postal S	Service									ID	ENTIFICA	TION						
Maintenance	Chec	klist	WC					EQUI		Т		C		N	UMB	ER	TYPE	
Mainternance	Onco	AII St	0	3	Р	Α		RS		1		*	*	0	0	3	М	
Equipment Nomenclature	)	_	Equ	ipme	nt Mo	del			1 1		Bulletin Fil	ename		Occur	rence			1
Postal Address Red	irection	n System			P&D	C ai	nd	REC			MM0	9009A	E	, e	Semi	i-Ann	iual	
^^Class codes AA, A	NB, BA,	BB		Tack	State	mont	tor	ad Instru	otion			Ect	Min		Thr	ochold		7
Component	No	(	Comp	bly wit	th all	curre	ent	safety p	recauti	ions	5)	Time	Skill			5511010		
												Req (min)	Lev	Run Hours	Pi	eces <sup>-</sup> ed	Freq.	
												. ,			(0	000)		
SAFETY	1.	COMPLY	r WI	ΙТΗ	ALL	. SA	٩F	ETY F	REC	A	JTIONS.	1	All					
STATEMENT		Disconn	ect	ром	ver	and	a	pply	locko	out	s when							
		required	by	this ut r	s ins	odu odu	re	on. R is to	efer	to Ser	current dv shut							
		down a	nd	loci	k o	ut 1	thi	is ma	chin	e.	Open	•						Ř
		equipme	ent	anc	li k	nspe	ec	t du	st c	or	ditions.							Щ
		If any	or si unus	uspi sual	ICIOU SU	us a Ibsta	ius an	storu ceis	inusi fou	uai nd	aepris.							2
		supervis	sor	pric	or t	to	pr	oceed	ing	wi	ith any							Ъ
		further a	ictio	n or	1 the	eq	uip	pment	•									Č
		THE USI			MPI	RES	SE	ED OR	BLC	W	N AIR							F
		When a	libi i clear	ED. 1ina	is	rec	au	ired.	an	alt	ernative							ГП.
		cleaning	me	etho	d s	such	່	as a	HEP	PA	filtered							ž
		vacuum	clea	aner	or	a da	am	np rag	mus	st I	be used							ū
		free clo	or ( tho	r br	rush	ssec ma	a ( av	or bio be u	wn a sed	ur. on	A lint-	•						Ū
		equipme	ent o	only	whe	en o	oth	er cle	aning	g n	nethods							≤
		can not	be u porvi	ised	. Re	epor	rt s iat	safety	defic on d	cie ote	ncies to							$\leq$
OVOTEM	0	your sup					a			/		* 0	40					$\geq$
COMPUTERS	2.	Replace cooling	fan	filte	ŏ. I r.	MS	С	ompu	ters	(p	nase 1)	^ 2	10					ш
		* Time is	s min	utes	s per	con	np	uter.										$\overline{\mathbf{O}}$
		1. Shut men	t dov u op	wn tion.	each	n IN	/IS	comp	outer	us	sing the							M
		2. Shut	dow	vn ea	ach	CAR	RS	comp	uter.									<b>—</b>
					W	AR	NII	NG										E
		Bewa com	are ( oute	of n rsh	novi utdo	ing own.	fa	n bla	des,	dι	uring							<b>JAIN</b>
		3. Ope	n coi	mpu	ter a	acce	ss	door.	See	Fig	gure 3.							2
		4. Gras	sp th	e fai	n filt	er h	olo	der and	d turr	n it	1/4 turn							
		cour the f	nter-o an h	clock ousi	wise na.	e to	re	emove	asse	eml	bly from							
		5. Rem	ove	two	) sc	rews	s f	from t	he fi	ilte	r holder							
		asse	embly	y.														
		6. Rep	lace	old f	filter	with	n n	ew filte	er.									
		7. Rep	lace	two	scre	ews i	in 1	filter ho	older.									
		Replace	PAF	RS P	has	e 2 c	cod	oling fa	an filte	er.								
		1. Shut	dov	wn	eacł	n IN	/IS	comp	outer	us	sing the							

U.S. Postal	Service								IDE	NTIFICA	TION					
<b></b>	<b>.</b>	WC	DRK			E	QUIF	MENT			CI	ASS	N	UMBE	ER	TYPE
Maintenance	Checklist	CC	DE				ACRO	DNYM			С	ODE				
		0	3	Р	А	R	S				*	*	0	0	3	М
Equipment Nomenclature	е	Equ	ipmer	nt Mo	del				Βι	ulletin Fi	ename		Occur	ence		
Postal Address Rec	lirection System		F	P&D	C an	d R	EC			MM0	9009A	E	5	Semi	-Ann	ual
**Class codes AA, A	AB, BA, BB															
Part or	Item		Task	State	ment	and I	nstruc	ction			Est.	Min.		Thre	shold	s
Component	No	Comp	oly wit	h all d	currer	nt safe	ety pr	ecautio	ons)		Time	Skill				
											Req	Lev	Run	Pie	eces	Freq.
											(min)		Hours	F	ed	
														(0	00)	

menu option.

2. Shut down each CARS computer.



# Beware of moving fan blades, during computer shutdown.

- 3. Open computer access door.
- 4. If this is a RPDS computer, perform substeps below. Otherwise, continue with step 5.
  - a. Remove the filter cover by loosening the two thumb screws.
  - b. Remove the two filter assemblies.
  - c. Remove the two screws from the filter holder.
  - d. Replace old filter with a new filter.
  - e. Replace two screws in the filter holder.
- 5. Remove the filter assembly by loosening the two thumb screws.
- 6. Remove the two screws from the filter holder.
- 7. Replace old filter with new filter.
- 8. Replace two screws in filter holder.

# WARNING

# Keep hands away from fan blades when verifying proper operation of fan.

- 9. Verify the fan works by turning computer on momentary, the fan blades should move. If not, the fan should be replaced.
- 10. Return the filter holder to its proper location in the filter holder housing. Place fan filter holder into the slots on the server front and turn it 1/4 turn clockwise to lock it in place.
- 11. Power on the computer.
- 12. Log on and verify that IMS and CARS are working properly.
- \* Time is minutes per computer.

#### MMO-025-10

### Maintenance Technical Support Center

U.S. Postal Service								IDEN	NTIFIC	CATI	ON					
Maintenance Checklist	WC				E						CL	ASS	NU	JMBEI	R	TYPE
Maintenance Oneckist	0	3	Р	Δ	R	S					*	*	0	0	3	М
Equipment Nomenclature Postal Address Redirection System	Equ I	ipmer	nt Mo P&D	<sub>del</sub> C ar	nd R	EC		Bu	illetin MN	Filer 1090	iame )09AE		Occurr S	ence Semi-/	Ann	ual
**Class codes AA, AB, BA, BB																
Part or Item Component No	(Comp	Task bly wit	State h all c	ment currer	and I nt safe	nstruc ety pr	ction ecautic	ons)			Est. Time	Min. Skill		Thres	shold	S
		-									Req (min)	Lev	Run Hours	Piec Fe (00	ces ed 0)	Freq.

CLEAN UP

3. **Clean up.** Ensure all tools, lubricants, rags, etc., 1 All are removed from the work area. Report all deficiencies to your supervisor.

**P&DC AND REC PARS** 

# MASTER CHECKLIST

09-PARS-\*\*-004-M

**Operational Maintenance** 

Time Total: 9 Minutes

\*\*Class codes AA, AB, BA, BB

# MMO-025-10

Maintenance Technical Support Center

U.S. Postal S	Service		WORK EQUIPMENT CODE ACRONYM								ICAT	ION CL	ASS	NUMBER				TYPE
Maintenance	Cnec	KIIST			ΡΔ		ACR	DNYM				C(	ODE *				1	М
Equipment Nomenclature	1		Equ	ipmen	t Model		0		E	Bulletir	n File	name		Occu	irrenc	e 4	r	IVI
Postal Address Red	irectio	n System		· P	&DC a	nd R	EC			M	M09	009AE				Tou	r	
**Class codes AA,	AB, E	BA, BB									1	-						
Part or Component	Item No	(	Comp	l ask S oly with	all curre	t and li ent safe	nstru ety pi	ction ecauti	ons	)		Est. Time	Min. Skill		Ir	iresh	olds	6
												Req (min)	Lev	Run Hour	i F 's	Piece Fed (000)	s )	Freq.
SAFETY STATEMENT	1.	COMPLY Disconn required local lo down a equipme Check fi If any supervis further a THE US IS PROF When of cleaning vacuum in place free clo equipme	Y W nect d by ocko and ent or s unus sor actio E OF HIBIT clean cl	ITH A pow this ut p lock and uspic sual prio on on FED. fED. fED. ning etho aner com or bru	ALL SA er and instru rocedu out insp cious c subst r to the eq MPRES is red or a d presse ush ma when c	AFET I app ction ires this ect dust ance proc juipn SSED quire as amp d or ay bo other	Y P bly l n. R to ma dus or u is seed nent ) OF ed, rag blc e u is cleit	REC locko efer prop chind st c nusu four ing BLC an a HEP mus sed o aning defic	AU puts to meri- e. ond ial md, wif DW alte A st b air. on g m	TION s wh curre y sh Op dition debr not debr not th a N All ernati filter option option option option	NS. Nenthut nens. isify ny R ived educations to to to	1	All					
OPERATIONAL	2	your su	perv	risor Sone	immed	iately	y up	on d	ete	ectior	1.	2	10					
MAINTENANCE FOR CARS	Ζ.	At the M and dire correct it	laste ector t or n	er CAl y sta notify	RS UI, atus. mainte	chec If a nance	k th pro e ma	e sys blem anage	ten is eme	n stat four ent.	tus nd,	L	10					
		1. Log scre	on t en).	o the	e Maste	er CA	RS	UI (N	Лаі	n Me	enu							
		2. Verif with read	fy al the ly. S	ll Sla Mast See Fi	ive CA er CAF igure 2.	RS RS, a	are all C	com ARS	mu sh	nicati ould	ing be							
		3. Verif shou	fy that uld no	at the ot be	e Base more t	Dir: han 1	is c I4 d	urren ays o	t, t ld.	he da	ate							
		4. Verif more	fy th e tha	at th in 2 d	e Daily ays old	v Upo I.	date	is c	urre	ent, r	not							
OPERATIONAL	3.	Verify IN	/IS o	pera	tions.							5	10					
					NO	TE												
		lf a mana	coni agem	nectio nent b	on is o before e	disab enabli	led, ing i	cheo t.	ck	with								
		Using th status a	e Ma nd c	aster dictior	RIC U	l, che statu	eck s.	the IN If a	/IS pro	syste blem	em is							

U.S. Postal S	Service								- I	DENT	IFICAT	ION					
Maintenance	list	WC	RK			E					CL		N	NUMBER			
Maintenance	Oncon	151	0	a	P	Δ	R					*	*	0	0	Λ	М
			0	3		~	17	0						0	0	-	111
Equipment Nomenclature	9		Equ	ipmer	nt Mo	del				Bulle	tin File	name		Occuri	ence		
Postal Address Red	irection	System		F	P&D	C ar	nd R	EC		1	VM08	009A	E		Т	our	
**Class codes AA,	AB, BA	A, BB															
Part or	Item		-	Fask \$	State	ment	and I	nstruc	tion			Est.	Min.		Thre	eshold	s
Component	No	(0	Comp	ly wit	h all d	currer	nt safe	ety pr	ecautio	ns)		Time	Skill				
-												Req	Lev	Run	Pie	eces	Freq.
												(min)		Hours	F	ed	
															1 (0	000	

found, correct it or notify the manager.

- 1. Log on to the Master RIC UI.
- 2. Under System menu, click on Start/Stop, the Coding System window should open. See Figure 1a for P&DCs and 1b for REC Sites.
- Verify that the RICs, AFRs, IHs, CFR, VDTs, QF, and AIV applications are Ready; if not, take them to the ready state (report any problems).
- 4. Verify that all Local Connections are enabled (the enable indicators are green).
- 5. Verify that all Remote Connections are enabled (the enable indicators are green).
- From the IMS Control, pull down screen, select Address Dictionaries. See Figure 1a for P&DCs and 1b for REC Sites.
- 7. Verify that all directories are current:

See Figure 7.

- The CIX and umf should be current or not more than 2 days old.
- The XAI should be current or not more than 14 days old (P&DCs ONLY).
- The DBL should be current or not more than 14 days old (RECs ONLY).
- All other directories should be current.
- 8. Verify Remote Performance Diagnosic Server (RPDS) operation by logging in and ensuring the database can be accessed.
- Clean up. Ensure all tools, lubricants, rags, etc., 1 ALL are removed from the work area. Report all deficiencies to your supervisor.

CLEAN UP

MMO-025-10	
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U.S. Postal S	Service		IDENTIFICATION														
Maintenance	Check	list	WC CC	DRK			E		MENT			CL		N	IUMBE	ER	TYPE
			0	9	Р	Α	R	S				*	*	0	0	4	М
Equipment Nomenclature	9		Equ	ipmei	nt Mo	del				Bull	etin File	ename		Occur	rence		
Postal Address Red	lirection	System		P&DC and REC MM09009AE Tour											our		
**Class codes AA,	AB, B	A, BB															
Part or	Item			Task	State	ment	and I	nstru	ction			Est.	Min.		Thre	eshold	s
Component	No	(	Comp	oly wit	h all o	currer	nt saf	ety pr	ecautio	ns)		Time	Skill				
												Req	Lev	Run	Pie	eces	Freq.
												(min)		Hours	F F	ed	

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# **ILLUSTRATIONS FOR PARS**



Figure 1a. P&DC RIC/IMS Main Screen

i PARS Supervis	or Use	r Interface - RE(	[NRMNOK	MPR00 (5	5.190.209.41, 10.14.8.41	)]					
Start/Ston	Zualicy i	-unctions Statisti	cs Tools	window r		Codi	na Contro				
						Local	Connect	ons			
Entire Syste	em—						Jnit ∧	ID Commun	ication State		1 MA
Ok		Restart	Rest	art Codine	System	<u>। 0</u> स	CARS	1 ok			1 110
		<u></u>		ant obdanig	o jotom	िंके	ARS	2 ok			
		Shut <u>d</u> own	Stop	Coding S	ystem	- w					
					-						
		<u>S</u> tart RIC	Start	RIC on th	e connected host	Remot	e Connec	tions			
							Туре	Site Name ∆	Site ID is Bu	uffered (	
						0 स	NCSC	Memphis-TN	501	О с	
Subsystem	s					0 <del>0</del>	CFS	MTSC OK	157	О с	
Host		State	Comp	onent 🔺	Start	0 <del>.</del>	P&DC	NRMNOK	732	О с	
10.14.8.68	0	Not Ready	CFR-I	003		•				►	
10.14.8.71	0	Not Ready	CFR-I	006	Stop	Syster	n Status				
10.14.8.31	0	Ready	AIV	001		Coding	Svstem	Readv			
10.14.8.32	0	Ready	AIV	002	Restart	Tour S	tart Time	5/15/2009 5:00:08 A	AM		
10.14.8.33	0	Ready	AIV	003		Logge	lin as	SEC Technician (M	anager)		
10.14.8.34	0	Ready	AIV	004		Total	3VIH: 2VIC			4vCDB:	
10.14.8.35	0	Ready	AIV	005			JXII I, ZXIC	, TXVDT, OXAIV, OXC	/ R-1, 4XCI R-11,	4XCDD,	
10.14.8.36	0	Ready	AIV	006	Shutdown						
10.14.8.43	0	Ready	CDB	001					🔢 Ready		
10.14.8.44	0	Ready	CDB	002	Re <u>b</u> oot				Not Read	ły	
10.14.8.60	0	Ready	CDB	003					🚫 Malfunct	ion	
10.14.8.61	0	Ready	CDB	004	disable						
10.14.8.66		Ready	CFR-I	001	auto <u>m</u> atic		lmage Ma	nagement System			
10.14.8.67		Ready	CFR-I	002	upuate		🛓 🕂 🖓 🖓	01			
10.14.8.69	0	Ready	CFR-I	004	🗖 select all R <u>I</u> C		É	- IC 01 master			
10.14.8.70		Ready	CFR-I	005	□ select all VDT			CFS 157			
10.14.8.72	2	Ready	CFR-II	001	E select all CEP			NCSC 501			
10.14.8.73		Ready	CER-II	002				P&DC732			1

Figure 1b. REC RIC/IMS Main Screen

- Master (CARS-1) Status	Slave CARS Status CARS-2: 💻 CARS-6: 🔳 CARS-	10: 🔲 CARS-14: 📕 CARS-18: 📕 CARS-22: 📕 CARS-26: 📕 CA	RS-30: CARS-34: CARS-38: Status Indicator
Ready	CARS-3 CARS-7: CARS- CARS-4: CARS-8: CARS- CARS-5: CARS-9: CARS-	11:   CARS-15:   CARS-19:   CARS-23:   CARS-27:   CA     12:   CARS-16:   CARS-20:   CARS-24:   CARS-26:   CA     13:   CARS-17:   CARS-21:   CARS-25:   CARS-29:   CA	RS-31: CARS-35: CARS-39: Onderined RS-32: CARS-36: CARS-40: Connected RS-33: CARS-37: Rem Con: Ready
CABS Directories status			
Merge Status: LISTENII	NG Base Dir.: 12/06/20	004 Update: 08/12/2004 Update Available: 08/12/200	4 VERSION 2.3 BUILD #1046
ain Menu — Current U	ser Level: 1		
LOG OFF	CLOSE GUI		
		System	
		Configuration	_
		Select CARS	
		Diagnostic	-
JientServer, \$0x ( 84 ). 000 ClientServer, \$0x94 ). 000 ClientServer, \$0x94 ). 1169	uu (u1-04-2005) 16:31.38 uu 0 (01-06-2005) 14:42:57 000 9512 (01-06-2005) 14:42:57	US Into: : (LAHS) Client U10.014.008.190 connects. 3 Info: : (CARS) Redirect Client 010.014.008.100 to 010.014.0 0003 Info: : (CARS) Client 010.014.008.100 connect. Figure 2. Master CARS UI	108.054
	all all a	6 Ma	
Sienens Denatic Herite: Stadossen Statuto-securate		Cooling Filte	g Fan er
Signans Genatic Hen to: Stational Mar 17/Honorian-Mark		Cooling Filte	g Fan er ccess Door creen

Figure 3. PARS Phase-I Computer Front Panel







Figure 5. Defragmenter Complete

💕 Disk Defragi	Defragmentation Report		? ×	- 🗆 ×
File Action Vie ← → III É	Defragmentation report fo	or: (C:)		
Volume	Volume information:			% Free Space
(C:)	Ushana (C)			17 %
🖃 (D:)	Volume (C:)	= 34.22 GB	-	47 %
	Cluster size	= 4 KB		
	Used space	= 28.08 GB		
	Free space	= 6.14 GB		
	Volume fragmentation	- 17 78	-	
Estimated disk us				
	Files that did not defragme	nt:		
	Fragments File Size	File Name		
	100 258 MB	\DailyUpdateGen\CarsUpdate\pmt\KeyFile.T		
Estimated disk us	3,338 325 MB	\DailyUpdateGen\CarsUpdate\pmt\PmtUpdat		
	117 399 MB	\DailyUpdateGen\CarsUpdate\scf\Scf000.Can		
	5,608 1.89 GB	\DailyUpdateGen\CarsUpdate\Split\Scf000.5		
Analyze				
Fragmented fi		Prist Court Court		
J		Print Save As Close		

Figure 6. Defragmentation Report



Figure 7. IMS/RIC Directories