MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE OPERATIONS UNITED STATES POSTAL SERVICE

Maintenance Management Order DOSTAL SERVICE

SUBJECT: Operational, Predictive, & Preventive Maintenance Guidelines for Low Cost Reject Encoding Machine (LCREM) DATE: March 29, 2013

NO: MMO-040-13

TO: Maintenance Manager LCREM Offices

FILE CODE: K3 rhau:mm12094ae

This Online Change removes all references to non-IMb codes from the MMO.

This Maintenance Management Order (MMO) provides Operational & Preventive Maintenance (PM) Guidelines for the Low Cost Remote Encoding Machine (LCREM). The acronym is LCREM and the class code is AA.

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

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 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. 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 Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE 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.

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Robert E. Albert Manager Maintenance Technical Support Center HQ Maintenance Operations

- Attachments 1. Summary Workload Estimate For LCREM
 - 2. LCREM Master Checklist: 03-LCREM-AA-001-M: Daily
 - 3. LCREM Master Checklist: 03-LCREM-AA-002-M: Weekly
 - 4. LCREM Master Checklist: 03-LCREM-AA-003-M: Monthly
 - 5. LCREM Master Checklist: 03-LCREM-AA-004-M: Quarterly
 - 6. LCREM Master Checklist: 03-LCREM-AA-005-M: Semi-Annually
 - 7. LCREM Operational Maintenance Procedures: 09-LCREM-AA-001-M

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

LCREM

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SUMMARY WORKLOAD ESTIMATE FOR LCREM

	Routine		Routine Servicing +	Non-	Total Servicing	Operatio T	onal Mainte otal Servici	nance + ng
Operation	Servicing	Repair*	Repair Time	productive	Per Machine	1 Tour	2 Tours	3 Tours
	(Hrs/Yr)	(Hrs/Yr)	(Hrs/Yr)	Time**	(Hrs/Yr)	(Hrs/Yr)	(Hrs/Yr)	(Hrs/Yr)
				(Hrs/Yr)				
5	475.80	142.74	618.54	61.85	680.39	845.06	1009.73	1174.39
6	557.27	167.18	724.45	72.44	796.89	994.49	1192.09	1389.69
7	638.73	191.62	830.35	83.04	913.39	1143.92	1374.46	1604.99

NOTES:

*Repair estimates based on 30% of servicing.

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

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ATTACHMENT 2

LCREM MASTER CHECKLIST

Daily

03-LCREM-AA-001-M

Time Total: 94 minutes

Maintenance Technical Support Center

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Maintenance	Chec	klist	WC CO	DRK DE			E	QUIF	MENT			CL C	LASS ODE	N	UMB	ER	TYPE
			0	3	L	С	R	Е	М			Α	A	0	0	1	М
Equipment Nomenclature Low Cost Remo Machi	ding	Equ	ipmer	nt Mo L	^{del} ₋CRI	EM			Bu	ulletin Fil mm1	ename 2094a	9	Occur	rence E	aily		
Part or		- Comr	Fask ∜	State	ment	and I	nstruc	ction	ne)		Est.	Min. Skill		Thre	eshold	ls	
Component No			Comp	iy wit	11 011 0	Suitei	11 341	sty pi	ecaulic	113)		Req (min)	Lev	Run Hours	Pi F (0	eces ⁻ ed)00)	Freq.

SAFETY STATEMENT	1.	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.	3	ALL		
		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 on optical equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection.				
		WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.				
SYSTEM	2.	Generate and view an End Of Run report. Analyze data provided on this report to determine if any areas of machine are degrading or need attention.	2	10		
	3.	 Initiate IJP shutdown. If the printhead is On (square light in upper right corner on Start/Stop key is lit or flashing), press the Start/Stop key on the keyboard to turn the printhead Off. Press F2 to start shutdown. Wait for the printhead shut- down procedure to complete (about 2 minutes). The vacuum gauge will read 0 when the printhead shutdown procedure is complete. Press the AC power switch (located below the keyboard) to the OFF (O) position to turn the 	4	7		

MMO-040-13

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Maintenance	Chec	klist	CODE			E/		MEN F			CL	ODE	NL	TYPE		
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Part or	Item		Task	State	ment a	and I	nstruc	tion			Est.	Min.		Thresh	nolds	6
Component	No	(Comply wit	th all c	curren	t safe	ety pro	ecautio	ns)		Time Req (min)	Skill Lev	Run Hours	Piece Fec (000	es d))	Freq.
			Γ	W	ARN	ING	i									
		Befoi you requi Plan	re perfo must do red by f (EWP) M	rmin on th the o IMO.	ng th ne a curre	ne f ppro ent	ollo opria Elec	wing ate P trical	steps PE as Work	5 5 K						
MACHINE	4.	Power of down the pressed instructio	down ar e machin air as pr ons provid	n d l a le ar escri ding	ocko nd loo ibed locko	out ck c by c out/r	pro out p curre esto	cedur ower ent loc re pro	e. Po and c al loci	ower com- kout es.	2	ALL				
MACHINE	5.	Open ma	achine, s	sear	ch fo	or m	ail.				5	7				
		1. Oper	n all mac	hine	door	rs ar	nd co	overs.								
		2. Rem piece	iove all r es.	nach	ine	pane	els. 3	Searc	h for i	mail						
		3. Rem	ove any	mail	piec	es fo	ound									
		4. Follo opera	ow local ations for	proc r pro	edure cess	es f ing.	or re	eturnir	ng ma	il to					R 1 aily sholds ces ad D0)	
FEEDER MODULE	6.	Clean Fe	eder/Jo	ggei	r Mo	dule	es.				5	7				
		1. Clea Mode	n/vacuun ule.	n ol	utsid	e s	urfa	ces c	of Fee	eder						
		2. Clea Mode	n/vacuun ule.	n ir	ntern	al	area	as of	f Fee	eder						
		3. Clea asse	n/vacuun mbly.	n o	utsid	e s	surfa	ces	of jog	gger						
		4. Clea asse com	n/vacuun mbly. ponents a	n un Visu and I	nders ally oose	ide ch cat	surf ieck oling	aces for while	of jog bro clean	gger oken ing.						
		5. Sear	ch for ma	ail pi	eces	-										
		6. Rem	ove any	mail	piec	es fo	ound									
		7. Follo opera	w local ations for	proc r pro	edur cess	es f ing.	or re	eturnir	ng ma	il to						
		8. Clea	n/vacuur	n the	e follo	owin	g ite	ms:								
		a. A	 Area around the pickoff belts (Strip assemblies, Compensator levers, etc.). 													
		b. 1	The P-DZ	290 a	and F	P-LS	80.									

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	7	Check F	eeder ()	beck Fee	der as f	ollows		2	9			
	1.	1. Cheo	ck Teflon	strip for w	vear.	5110110	•	2	Ŭ			
		2. Cheo	ck frictio	n strips	for pro	per v	vear and					
		3 Cher	nation. sk pickoff	f belts for y	wear							
		4. Repl	ace/repa	ir using w	ork orde	r as re	equired.					
		5. If F	eeder N	lodule co	over ga	s spr	ings are					
		unab	le to ho	old cover i	in uppe	rmost	position,					
		for a	dditional	time.	pring u	sing w						
READER MODULE	8.	Clean R	eader M	odule.				5	7			
		1. Clea the F supp micro	n the let Reader M ly and f o fiber glo	ter transpo lodule, in the light t ove or clot	ort area cluding barriers th).	interior of 4V power e off with						
		2. Do a or to cut, Mode	a visual o orn belts or frayeo ule.	check for ; damage d cables \	loose, d ed phot when cl	deform ocells eaning	ned, split, ; broken, g Reader					
		3. If R unab repla for a	eader M Ne to ho Nce defeo dditional	Nodule co old cover ctive gas s time.	over ga in uppe spring us	s spr rmost sing w	rings are position, vork order					
		4. Sear	ch for ma	ail pieces.								
		5. Rem	ove any	mail piece	es found	-						
		6. Follo oper	w local ations fo	procedure r processii	es for re ng.	turnin	g mail to					
	9.	Clean W	FOV As	sembly.				6	7			
(CONT.)				WARNI	NG							
		Use arour of th sharp	extremo nd the N e apertu o during	e caution NFOV ap ure may l use of the	n whe erture. become e LCRE	n wo The o extro M.	orking edges emely					
		1. Follo Aper thum remo	wing sa ture/Illun ibscrew ove. Ch	afety prec nination <i>A</i> on top, a eck the	cautions Assemb and pull apertur	, ren y, loo straio e pla	nove the osen the ght up to ates and					

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		sapp	hire glas	s for f	oreign	obje	cts.						
		2. Remo sappl adhe glass acce	ove dus hire gla sive bui , use a s otable si	t build ss us ild-up swab te app	l-up or sing d appea or soft proved	n ext ry co ars o cloth clear	f camera swabs. If sapphire d with an						
		3. If du Asse detai	st is to mbly re led clear	ind in fer to hing in	nside MS-2 istructi	Aper 12, 7 ons.	ture/IIIt Append	umination dix A for					
		4. Repla Slide came thum	ace the assemb era he bscrew.	Apert oly str ad	ture/IIIt aight o assen	umina down ibly	ition A on the and	ssembly. e front of tighten					
READER MODULE (CONT.)	10.	Clean IC system re	S-3 Sys ead head	tem R d as fo	Read H	ead.	Clean	ICS-3	1	7			
		1. Clear clean	n ICS-3 i ier is Rip	read h otide, l	nead. F NSN 6	Recor 850-0	nmend)1-394	led -0164.					
		2. Clear clean	n read h er is Rip	ead re otide.	eflector	. Rec	omme	nded					
ENCODE AND PRINT MODULE (EPM)	11.	Clean Er	icode ai	nd Pri WA	int Mo	dule. G			5	7			
		Edges be sl worki	s of the narp. U ng near	spira se ex the s	al stac xtreme piral-s	king ca stack	auge ution ing au	r may when ger.					
				WA	RNIN	G							
		Use e pocke mach the eo area,	extreme et asser ines, th lge of it exposir	cauti mbly le we is bas lg sha	ion in wear ar pla se and arp edg	the plate te ex into ges.	area o . On ttends the st	of the some past acker					
		1. Clear (EPM	n/vacuur I) area.	n the	Enco	le ar	d Prin	t Module					
		2. If EP in up spring	M cover permost g using v	gas s t posit work c	prings tion, re order fo	unat eplac or ado	le to h e defe litional	old cover ctive gas time.					
		3. Clear the E	n the let PM, inc	ter tra luding	nsport the light	area ght b	a and i arriers	nterior of (wipe off					

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		with	micro fib	er alove or i	ploth)					T									
		4. Do a	i VISUAI (In helts:	misalioner	ose, deto 1 photoce	rmed, split, lls: broken													
		cut, o	or frayed	cables; co	mpressed	or missing													
		rubb	er cushio	ons when cle	eaning the	EPM.													
		5. Clea	n verifier	lens.															
		6. Rem	ove any	loose lab	el materia	I from the													
		mail	transport	t.															
		7. Rem roller	ove any s, diverte	label materi ers, etc.	al from m	odule belts,													
		8. Sear	ch for ma	ail pieces.															
		0 Rem		mail nieces	found														
					for return	ing mail to													
		opera	ations for	r procedures r processing	j.	ing mail to													
LABELER	12.	Clean la	beler cu	tting blade	s and filte	er.	4	9											
			[WARNIN	G														
		Use arour blade	extremend labele es could	e caution er cutting b cause bod	when lades. Th ily injury.	working e sharp													
			[WARNIN	G														
		Silico perfo hand curre (MSD bodil	one oil rming p led acco nt Mate S). Failu y injury.	will be rocedure. I ording to in erial Data ure to do s	when nust be s in the Sheet esult in														
		1. Clea with	n Bell ar silicone c	nd Howell la bil.	abeler cut	ting blades													
		2. Clea Repl can r	n filter ace filter not be rei	on Bell a when impa moved by v	and How acted dirt acuuming	ell labeler. and debris													

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(IJP)	15.	Clean IJF Clean IJF follows: When	print h	sing	and (VARN	nk c	e pla	te (fer k sat	d	0	7				
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		r ye p must conta	be v be n	vorn ts us	(gogg wh sing r	gies en nak	or flus e-up	hing fluid.	і) У						
					CAUT		-								
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		1. Rem from	ove prir deck pl	nt he ate i	ad an moun	nd pr t.	otec	tive sl	eeve						
		2. Rem and p	ove prir place in	nt he holo	ad fro der air	om p ming	roteo it in	ctive s to ser	leeve vice ti	ray.					
		Flush fluid.	n away Use so	cont Iutio	amina n spa	ants Iring	usin ly.	g mak	e-up						
		4. Dry a charg	all areas ge tunn	s tho el.	rough	nly in	clud	ing ins	side o	f					
		5. Re-ir	nstall pr	int h	ead ir	n pro	otecti	ve sle	eve.						
		6. Cleai solut	n fence ion or m	usir nake	ng a to -up fli	owel uid.	and	clean	ing						
		7. Re-ir deck	Re-install print head and protective sleeve leck plate mount.												
INK JET PRINTER (IJP)	14.	Check/re	neck/replace low IJP fluid bottles. Check an place low IJP fluid bottles.							and	4	7			
				۷	VARN	NING	;								
		When waste curre (MSD	i dispo e, refer nt Ma S).	sing ' to teria	gofi proc al Sa	nk c ædu afety	or in res / Da	k sat outlir ata S	urate ned i Sheet	d n s					

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	Place	the I	mak	e-up	fluic	l bot	tle o	n left.								
					ΝΟΤ	Е										
		Do no	t use	e exp	bired	ink	or m	nake	up flui	id.						
													1	1		

		Do not use expired ink or make-up fluid.				
		1. Open printer side panel door.				
		 Remove and discard ink bottle if fluid level is low. 				
		 When performing next step, do not pour leftover fluid into replacement bottle. Contamination may occur. Insert new bottle and replace cap. 				
		4. Clean up any spilled or splattered fluid.				
		5. Close printer door.				
STACKER MODULE	15.	Clean the stacker transport. WARNING Edges of the spiral stacking auger may be sharp. Use extreme caution when working near the spiral-stacking auger. WARNING Use extreme caution in the area of the pocket assembly wear plate. On some machines, the wear plate extends past the edge of its base and into the stacker area, exposing sharp edges.	5	7		
		 Clean/vacuum stacker transport area an pocket assemblies, including light barrier (use micro fiber glove or cloth). 	d s			
		2. Search for mail pieces.				
		 If Stacker Module cover gas springs an unable to hold cover in uppermost position replace defective gas spring using work orde for additional time. 	e ı, er			
		4. Remove any loose label material from the	е			

mail transport.

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MACHINE	16.	Close p and mac	anels. C hine pan	close all els.	mac	hine	door	s, covers	, 3	7			
CLEAN UP	17.	Clean removed Be ca equip appli	up. Ens from the autious oment ed.	when we	ols a NING orkir pow	and i ig an er	mate round has	erials are or on been	• 1	7			
		Befor you requi Plan	re perfo must do ired by t (EWP) M	WARI orming to on the a the curr IMO.	NING he f appr ent	follo opri Elec	wing ate P ctrical	steps PE as Work					
SYSTEM	18.	Restore equipme procedur	power t nt as p res provid	t o equip prescribe ding lock	men d by out/r	t. R the esto	estore e cur re pro	e power to rent loca cedures.) 3 	ALL			
IJP	19.	Power u switch to code pri powered the print blinking,	b bar co o the ON nter to o on, pre er is up press the	ode prin N () pos operatior ess the and the e Print b	ter. I sition n. Or Start Start Star utton	Pres to nce /Sto rt/Sto	s the restor the p p butt op bu	AC power e the bar rinter has con. Once tton stops		7			
MACHINE	20.	Check b	asic ma	chine fu	nctio	ons.			4	9	1		
		 Turn Cont Start press sorte warn for sindic seco 	Servic trol Pane t machin sed, sta er flash. ing beep 5 secon ators co onds.	e Mode I to Serv ne. Verif rt-up wa At the bers sou ds and ntinue to	e sv ice M y wh irning e sa nd. go go flas	vitch lode nen g inc ame The off, sh fo	on sposit Start dicato time beepo while or a to	Operator ion. switch is rs around , start-up ers sound e warning otal of 10					

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Maintenance	Chec	klist	WORK CODE		EQUIPMENT ACRONYM		CL CC	ASS DDE	NU	MBER	TYPE
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Component	No	((Comply wit	h all current sa	afety precaution	ıs)	Time	Skill	Dun	Diagon	L. L. L.
							Req (min)	Lev	Hours	Fed (000)	rieq.
SYSTEM	21.	 Performach belt t gate or ex Proce Emermach Proce Emermach If ma De-a Mode Control Run WFC Log (ma) 	rm a via inne to ve racking, activity, isting ma eed to t gency inne stops chine fail ctivate f e switch rol Panel DV test c	sual and a erify there a bearing no or any indi achine probl he end sta Stop butto s. Is to stop, n E-Stop and back to l Jeck (NSN provide	audible chec are no prob ise, inappro cations of in lems. acker and p on. Verify otify superv d turn Mai Normal on 3915-06-000 uter as Mai	ck of the lems with priate bin mpending oress the that the isor. Intenance Operator	3	9			
		 (m) v 2. From PRO 3. Select 4. In the FILE and p 5. Select 6. Place jog it It is in prope pieces edge shifted edge "dog barcoo unrea 7. Slide with way Feed deck 8. Rotat 	vith the a the CESS M. CESS M. CELOAD e PRIM. SELECT oress the ct LOAD e the WF for 30-45 mportant rly to er s are sh of the e d inside of the e ear" res de bein dable by the WF the addro from the er Trans	ppropriate LCREM M AIL. SORTPLAN ARY SOR FION dialog SELECT b in the SOR OV test de 5 seconds. NOTE that the ten sure that ifted away nvelope. If of the enve envelope m sulting in ng obscu the WFOV OV test de ess block of e pick-off sport Pado	password. Main Menu N. FATION SC g select Tes utton. TPLAN INFO ck on the jo rone of the from the le the mail pi elope, the le hay bend ba a portion of tred makin camera. eck up to the f the test m belts and p dle behind to the DIS	DRTPLAN tWfov.prs O dialog. ogger and ogged e mail eading ece is eading ack or of the ng it ne feeder nail facing place the the test ENGAGE					

U.S. Postal Servi	vice					DENTIFICAT	ΓΙΟΝ				
Maintenance Ch	neck	list	WORK CODE		EQUIPMENT ACRONYM		CL C(ASS ODE	NU	MBER	TYPE
			0 3	L C R	EM		Α	A	0	0 1	М
Equipment Nomenclature Low Cost Remote E Machine	Encod	ding	Equipme	nt Model LCREM		Bulletin File mm12	ename 2094ae	Ð	Occurre	^{nce} Daily	
Part or Ito	om		Tack	Statement and	Instruction		Fet	Min		Throchold	c
Component N	No	(0	Comply wit	th all current sa	afety precaution	ns)	Time	Skill	Dur	Disease	5
							Req (min)	Lev	Hours	Fed (000)	Fleq.
		positi	on.								
	g). Press Pane	s the sta I (OCP).	rt button on	the Operato	or Control					
	1	0. Once slide	the m switch to	achine has the ENGA	started, r GE position	otate the					
	1	1. Let th been	ne mach fed.	ine run until	l all mail pie	eces have					
				NOTE							
		Do no will no are n addres	ot hand-f ot feed th nechanic ssed.	feed the mane mail on it the mail on it the source of the	ail! If the ma s own, then that need	achine there to be					
	1	2. After butto	all of th n on the	ne mail has OCP. The r	fed, press nachine will	the stop stop.					
	1	3. Select the so withir	ct View creen an specific	Interim Re nd verify the cation.	port from t results of th	he top of ne run are					
		Expe	cted Res	sults:							
		Piece Mach Gross Mach Pocke Any indic with	s Fed: ine Accept ine Thro et Count S S deviation ative of the WFC	eptance Rate ance Rate (oughput: s: Stacker 1: Stacker 2: Stacker 3: Stacker 3: Stacker 4: Stacker 5: In from the re machine pro DV test deck	40 e (MAR): 10 GAR): 10 >=18 0 108 56 115 121 esults above oblems or a c.	0 0% 0% ,500 pph					
22.	2. F 1	Run ICS I. Log appro	Test De in as opriate p	ck (NSN 39 Maintenar assword.	15-10-000-0 nce (m)	6361) with the	2	9			
	2	2. From PRO	the CESS M	LCREM N IAIL.	/lain Menu	u Select					
	3	8. Selec	t LOAD	SORTPLAN	۱.						
	4	I. In th FILE press	e PRIM SELEC the SEI	ARY SORT TION dialo LECT buttor	TATION SC g TestIdtag า.	ORTPLAN g.prs and					

U.S. Postal	Service						IDENTIFICA	TION				
Maintenance	Chec	klist	WORK CODE		E		Т 1	CI C	_ASS ODE	NL	JMBER	TYPE
			0 3	L	CR	E M		Α	A	0	0 1	М
Equipment Nomenclature Low Cost Remo Machin	e te Enco ne	oding	Equipme	nt Mod L(^{el} CREM		Bulletin Fil mm1	ename 2094a	e	Occurre	once Daily	
Part or	ltem		Task	Statem	ent and	Instruction		Fst	Min		Threshold	de
Component	No	((Comply wi	th all cu	urrent sat	ety precaut	ions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
		5 0 a b a										1
		 Selection Placetic text belts. behin Rotatipositi Press Pane Oncesside Let the been Do not will not are not been 	et LOAD e the ICS on the Place d the te se the st on. s the sta I (OCP) e the m switch to he mach fed. ot hand- ot feed ti	in the S test test the st dec slide s art butt nachin o the l nine ru feed t he mac	e SORT deck in pieces Feede k. ton on ton on e has ENGAC in until NOTE the ma ill on its	PLAN IN facing the facing the r Transp to the Di the Opera started, BE position all mail p ill lf the n s own, the	FO dialog. der with the he pick off ort Paddle ISENGAGE ator Control rotate the on. bieces have machine en there					
		addre 11. After OF R The r 12. View	ssed. all of th UN PRI nachine the stac	he ma NT RI will st	ail has EPORT top and ockets	fed, pres button c the run and verif	is the END in the OCP. will end. iy the cards					
		have	sorted a	as follo	ows:							
		Expe	cted Re	sults:					1			
		Piece Mach Gross Stach Stach	es Fed: ine Acc s Accep ter Pock tacker tacker tacker	eptano tance cet Co 1: 2: 4: 5:	ce Rate Rate (f ntents: Card Card Card Card	e (MAR): GAR): 1 8 10 5	4 100% 75%					
		Any o indica with t	leviatior ative of r he ICS	n from machii test de	the res ne prot eck.	sults abov plems or a	ve is a problem					
SYSTEM	23.	OCR Tes This func software.	tion has	not y	et beer	n impleme	ented in the	3	9			

U.S. Postal	Service				1					IDEN	NTIFICA	TION					-
Maintenance	Chec	klist	V C	CODE			E		ONYM			C	_ASS ODE	NU	JMBEF	र	TYPE
			0) 3	L	С	R	Е	М			Α	A	0	0	1	М
Equipment Nomenclatur Low Cost Remo Machi	^e ote Enc ine	oding	Ec	quipme	ent Mo	^{odel} LCRI	EM		1 1	Bu	illetin File mm1	ename 2094a	e	Occurr	^{ence} Da	ily	
Part or	Item			Task	State	ement	and I	nstru	ction			Est.	Min.		Thres	hold	S
Component	No		(Cor	nply wi	ith all	currer	nt saf	ety pr	ecautic	ons)		Time Req (min)	Skill Lev	Run Hours	Piec Fe	es d 0)	Freq.
SYSTEM	24.	Label/	IJP T	est								10	10				
		Verify	Labe	and	d Ba	rcod	e Ar	oplic	ation								
		1. Lo m	g in t and e	in to the LCREM application using l and enter the appropriate password. m the MAIN menu, select PROC IL.							User:						
		2. Fro M/	om t AIL .	in to the LCREM application using U nd enter the appropriate password. m the MAIN menu, select PROCI IL. ect LOAD SORTPLAN .							CESS						
		3. Se	lect L) SO	RTP	LAN	I.									
		4. Se LC	lect DAD.	Test	Prn.	.prs.	Pr	ess	SEL	ECI	F and						
		5. Ot	otain s	sever	al bla	ank t	est o	cards	5.								
		6. Pro	ess F de 12	Print 2345.	Tes Clicl	st on k OK	the	e SC	. Ent	er i	routing						
		7. Ru ap ma rej vie the loc	in the plied, ailpied ect). wed e upp oking	e blan ce so The p by se er rig unde	hk ca barcorts printe election ht ha	ards a code to th ed ar ing th and c Ver i	and is ne a nd v ne M corne i fier	verif prin ppro erifie PC (er of colu	y that nted, priate d res Codes the s mn.	a la an bi ult o bu cree	abel is d the n (not can be utton in en and						
		8. Ve po ter ba	rify t sition nplate rcode	hat tl is e N e tem	he fr corre NSN: plate	ront ect : 5 e NSN	side using 220- N: 66	lab g la -03-0 575-0	el and Ibel a 000-55 03-000	d ba appl 594 0-93	arcode ication and 366.						
						NO	ΓE										
		The pied app with of ver	e bar ce of proxin the test r ificati	code test nately softw mail 1 on.	anc mail / 1/4 /are. for b	d/or I will I". Th Do r parco	abel be s nis is not u ode	l ap shifte s a l ise ti or la	olied ed to knowr he firs abel p	to f the n iss t pie oosif	first left sue ece tion						
		9. If to to rec su	the la Step quires b-ste	abel c 11. s adj ps:	or ba If th ustm	arcod ne lal nent,	e po bel pei	ositio or b rform	n is c arcod the	orre e p fol	ect, go osition llowing						
		a.	Pre key	ss C boarc	TRL d to a	., CT acces	F RL, ss th	3 e EF	on th PMC.	ie s	system						
		b.	The auto on f "Sys	e m omati the to stem"	ainte cally p lef ', and	enano / logo ft cor d the	ce ged ner o n "Lo	acc in. l of th og o	ount Jsing e scre ut mai	wi the een, int	ll be menu select .".						

U.S. Postal	Service						DENTIFICAT	ΓION				
Maintenance	Chec	klist	WORK CODE		EQUIF ACRO	PMENT DNYM		CL CC	ASS ODE	NU	MBER	TYPE
			0 3	LC		Α	Α	0	0 1	М		
Equipment Nomenclature Low Cost Remo Machi	∍ te Enco ne	oding	Equipme	nt Model LCRE	М		Bulletin File mm12	ename 2094ae	e	Occurre	^{ence} Daily	
								E 1			- , , ,	
Part or Component	Item No		I ask (Comply wit	Statement a th all current	nd Instruct safety pr	ction ecautior	ns)	Est. Time	Min. Skill		Inreshol	ls _
								Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.
		C.	At the puser logir	rompt, clie n screen s	ck "Swi hould a	itch U ppear.	ser". The					
		d.	Log in to with the already lo	Log in to the EPMC as Administrat with the appropriate password if n already logged in. Log in to the GUI as admin if not alread logged in. Select the Configuration link in th								
		e.	Log in to logged in	vith the appropriate password if ne already logged in. Log in to the GUI as admin if not alread ogged in. Select the Configuration link in the upper left-band corner of the screen								
		f.	Select tl upper, lef	aiready logged in. Log in to the GUI as admin if not alread logged in. Select the Configuration link in th upper, left-hand corner of the screen.								
		g.	Select th EPMC co	ogged in. Select the Configuration link in th upper, left-hand corner of the screen. Select the Labeler/Printer tab in th EPMC configuration dialogue.								
		h.	Adjust the a larger to the left label to th	e Front La value to n t, or a sma ne right.	bel Del nove th aller va	ay par e labe lue to	ameter to I position move the					
		i.	Adjust ti paramete barcode 11-digit). value to r left, or barcode t	he appro er (deper being prin Adjust the move the a smaller to the right	priate Ids on ted, i.e e param barcode value t.	barcoo the . 5-dig neter to e posit to n	de delay type of it, 9-digit, o a larger ion to the nove the					
		j.	Select Sa	ve.								
		k.	Run seve	eral more t ges took a	est mai ffect.	lpiece	s to verify					
		I.	Repeat s label and achieved	ub-steps (l barcode	g throu applic	ghjur ationl	ntil proper has been					
		10. Re on	turn to the the systen	SC by pro	essing d.	CTRL,	CTRL, 1					
		11. Re pos coo	peat step sition of 9- des. Use th	verify the -digit IMb								
		Se pai	9-Digit: 1 11-Digit: elect End F nel.	23456789 12345678 Run on the	901 e Opera	tor Co	ntrol					
		12. Se	lect OK .									

U.S. Postal	Service									IDE	NTIF	CAT	ION						
	<u></u>	1.12.4	WC	ORK			E	QUIP	MEN	Т			CL	ASS	N	JMBE	ER	TYPE	
Maintenance	Cnec	KIIST	CO	DE		-	/	ACRC	NYM				C	DDE		-			
			0	3	L	С	R	Е	М				Α	A	0	0	1	М	
Equipment Nomenclature	e		Equ	ipmeı	nt Mo	del				В	ulletir	Filer	name		Occurr	ence			
Low Cost Remo	te Enco	oding			L	CRE	ΞM				m	m12	094ae	e	Daily				
Machi	ne	•																	
	-																		
Part or	Item		-	Task	State	ment	and li	nstruc	tion				Est.	Min.		s			
Component	No	(0	Comp	ly wit	h all c	currer	nt safe	ety pro	ecaut	ions)			lime	Skill	Run	Pie	eces	Freg.	
													(min)	Lev	Hours	F	ed		
													()			(0	00)		
	05	0				4		1							1	1		1	
CLEAN UP	25.	Clean up). Er	nsur	e all	tool	s, iu	brica	ants,	rag	s, e	IC.,	2	All					
		are rem	ovec	l fro	om t	the	work	k ar	ea.	Rep	port	all							
		are remo deficienci	oved ies to	l fro o su	om 1 perv	the isor.	worl	k ar	ea.	Rep	oort	all							

MMO-040-13									Ma	aint	ena	nce	Tec	hnic	al Su	ppc	ort C	enter
U.S. Postal	Service									IDE	INTIF	ICAT	ION					
Maintenance	e Chec	klist	WC CC)rk)de			E	equif Acro	PMEN DNYM	Т 1			CL CC	ASS DDE	Ν	UMB	ER	TYPE
			0	3	L	С	R	Е	М				Α	A	0	0	1	М
Equipment Nomenclatur Low Cost Remo Mach	^{re} ote Enco ine	ding	Equ	ipmer	nt Mo I	_{del} _CR	EM			B	Bulletii M	n Filer m12	name 094ae	Э	Occur	rence [; Daily	
Part or	Item	(Comr	Task :	State	ment	and I	nstru	ction	ions)			Est. Time	Min. Skill		Thr	eshold	ls
Component			Comp	/iy wit	ar an v	541101	it San	ory pr	codut	.013)	,		Req (min)	Lev	Run Hours	; P	Fed	Freq.

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ATTACHMENT 3

LCREM MASTER CHECKLIST

Weekly

03-LCREM-AA-002-M

Time Total: 35 minutes

U.S. Postal	Service									IDENT	TIFICAT	ION					
Maintenance	Chec	klist	WC CC	DRK DE			E	QUIF ACR(PMENT DNYM			CL C(.ASS ODE	N	UMBE	ĒR	TYPE
			0	3	L	С	R	Е	М			Α	A	0	0	2	М
Equipment Nomenclature Low Cost Remo Machin	e te Enco ne	ding	Equ	ipmeı	nt Mo L	^{del} ₋CRI	EM			Bulle	etin File mm12	name 2094ae	e	Occurr	rence We	eekly	1
Part or	Item		Comr	Task	State	ment	and I	nstruc	ction			Est.	Min.		Thre	shold	IS
Component	NO		comp	ny wii	.1 all (unei	n Sar	ety pi	ecaulic	115)		Req (min)	Lev	Run Hours	Pie F (0	eces ed 00)	Freq.

SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout 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.	3	ALL		
		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 on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection. WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work				
		Plan (EWP) MMO for appropriate PPE requirements.				
		WARNING Be cautious when working around or on equipment when power has been applied.				
IMB PRINTER	2.	 Check IJP vacuum and positive air pressure. Check that IJP vacuum gauge reads between 12 and 13 inches in vacuum. Refer to MS-224. Check IJP positive air with flow meter for 2.0 ± 0.5 Standard Cubic Feet per Hour (SCFH). Address any deficiencies found. 	4	9		

U.S. Postal	Service			1			<u> </u>	DENTI	FICATI	ON					
Maintenance	Chec	klist	WORK CODE		E		MENT			CL C(LASS ODE	NU	MBE	R	TYPE
			0 3	L C	R	Е	М			А	A	0	0	2	М
Equipment Nomenclature Low Cost Remo Machi	e te Enco ne	oding	Equipme	nt Model LCRI	EM			Bullet n	in Filer nm120	name 094ae	е	Occurre	wnce We	ekly	
Part or	Item		Task	Statement	and I	nstru	ction			Est.	Min.		Three	shold	s
Component	No		(Comply wit	th all currer	nt safe	ety pr	ecautio	ns)		Time Req (min)	Skill Lev	Run Hours	Pie Fe (00	ces ed 00)	Freq.
LABELER	3.	Clean a	nd checl	k labeler						4	9				
		Use arou shar Silic perfo hanc curro (MSI bodi 1. Ren 2. Che 3. Clea a Bu 4. Che	extreme nd labe p blades one oil orming p dled accc ent Mat DS). Failu nove and eck labele an label a ucket tow	WARN e cautio eler cut could c WARN will the orocedur ording to erial D ure to do clean lat r wick for applicatio elette. er oil le	IIING auso auso IIING De Poins ata Do so Deler r dar r dar r dar	whee bl e bo pres rodu truc Sat cou r cutt mage	n wo ades. dily ir sent ict mi tions fety ild res ing bla e or re using s	orking The njury. when ust be in the Sheet Sult in ades. sidue. Scrub enish	s in as	·					
WFOV	4.	WFOV Mainten refer to l 1. Plac at th 2. Ens Scre Line 3. With Sysi 4. In V Can 5. In th click 6. Fror Cali 7. The scre	Installati nance Sc MS-212.) the Operat ure syste een is dis emode, p m WFOV tem Analy VFOV Sy nera Mair he WFOV con the T m Tools bration. first li een opens	CREM tra CREM tra tor Contro em is Off splayed. ress F3. V Screen ysis butto vstem An intenance V Camer cools men s menu nstallatio s. Click th	brat For consport of Pa of Lin If sin halys butt a M nu. u, me N	ion detai detai anel. e ar yster is pla is so con o ainte sele Calib ext I	From led ins a serv d WF m is r yed ss F5. creen, r pres enance ct Ir oration	Cam structi ice m OV M ot in click click s F5. e scre nstalla Wiz	ode ode Main Off the the een, tion	6	9				

U.S. Postal S	Service						I	DENTIFICA	TION				
Maintenance	Chec	klist	WORK CODE		E	QUIP ACRC	MENT		CL C	LASS ODE	NU	MBER	TYPE
			0 3	LC	R	Е	М		Α	A	0	0 2	М
Low Cost Remo	e te Enco ne	oding	Equipme	LCR	REM			Bulletin File	ename 2094a	e	Occurre	Weekly	1
Part or	Item		Task	Statemen	t and I	nstruc	tion		Est.	Min.		Threshold	ls
Component	No	(0	Comply w	ith all curre	ent safe	ety pre	ecautior	ıs)	Time Reg	Skill	Run	Pieces	Freq.
									(min)	201	Hours	Fed (000)	
		8. The scree trans Oper	e second Installation Calibration V reen opens. At this point, sta nsport by pressing the Start button perator Control Panel. ed the Set-up Calibration Card 7A082-2) as directed by the on s structions.										
		9. Feed 237A instru	the 082-2) uctions.	n Ca the oi	ard (P/N n screen								
		10. Cont	inue to t	en inst	ructions.								
		11. Verif capti	y corre ure in ac	botto MS-2	m edge 12.								
		12. Whe as di	n the ca rected b	alibration by the on	is co scre	omple en di	ete, cli irectio	ck Finish ns.					
WFOV	5.	WFOV Maintena refer to th	AUTO ance Sene MTS	Calibra creen: (C LCRE	ation For c M equ	i . F detail uipm	rom ed ins ent pa	Camera structions iges.)	3	9			
		1. Ensu Scre Line	ire syste en is di mode, p	em is O isplayed. press F3	ff Lin . If s <u>y</u>	e an yster	d WF n is n	OV Main ot in Off					
		2. With Syste	WFO\ em Anal	✓ Scree lysis butt	en di ion or	ispla r pres	yed ss F5.	click the					
		3. In W Cam	FOV S era Mai	ystem A ntenance	nalys e butt	is so ton o	reen, r pres	click the s F5.					
		4. Place card trans the c read botto along card is in the b the a	e WFC (PSN 3 port be card ide head m edg the ful so that front of plack pr perture	V Illum 3915-06- It and re- entificatio assemb e conta l length the whit the WFC inting on on eithe	inatic 000- ead h on fac oly, e cts t of the e out DV ap the r side	on C 0139 head cing ensu the f e edg ter ed bertui card e of t	Calibra) betw asser away transp ge. Po ge. Po dge of re, and is ex ne car	tion test veen the nbly with from the the card ort deck sition the the card d none of posed to d.					
		5. In th click	e WFO on the	V Came Tools me	era M enu.	lainte	enance	e screen,					
		6. From	ı Tools ı	menu, se	elect	Auto	Calibr	ation.					
		7. The appro ment	Auto oximate u, select	Calibr ly 1.5 r t Exit.	ation ninut	p es.	rocess From	s takes the File					

U.S. Postal S	Service			1	_			DENTIFIC	CATION				
Maintenance	Chec	klist	CODE		E A	QUIP ACRC	MENT NYM			LASS ODE	NU	IMBER	IYPE
			0 3	LC	R	Е	М		Α	A	0	0 2	М
Equipment Nomenclature Low Cost Remo Machin	e te Enco ne	oding	Equipme	nt Model LCR	EM			Bulletin I mm	Filename 12094a	e	Occurre	weekly	/
Part or	Item		Task	Statement	and Ir	nstruc	tion		Est.	Min.		Threshold	ls
Component	No	((Comply wi	th all currer	nt safe	ety pro	ecaution	ıs)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
		8. Rem	ove the	illuminati	ion ca	ard.							
				NO	TE								
		for ar for ar runs utilizir calibr The I (237A for the	dure is at a slo ng the W ation ca back of A082-2) e Auto C	different MPE. B wer spe /FOV, th rd that i the Set- is also u calibration	thar Becau eed t e LC s a -Up used n.	n the use han REN "brig Calik for	e proc the L(other A requ hter" pration this r	edure CREM MPE ires a white. card eason					
				NO	TE								
		Positi (237A apertu the ca apertu throug illumin the ca	on the V A082-2) ure in su ard will ure. The gh the o nation ca ard is pla	VFOV Se in front uch a wa not be ir e WFOV card and alibration aced impl	et-Up of th y tha n fror ' will l the n will roper	cali ne V It the nt of rea inte be o ly.	bration VFOV printi the V d the grity compr	n card RHA ng on VFOV print of the ised if					
		9. Place betw asse from card along card is in the b the a	e WFO een the mbly wi the rea bottom g the full so that front of t plack pri aperture	V Set-Up transport th the te d head edge cor l length c the white the WFO nting on on either	p Ca brt be asse asse tacts of the e out V ap the side	alibra elt a atter mbly s the e edg er edg er tu card e of t	ation f ind re in fact , ens trans ge. Po dge of re, and is ex he car	test car ad hea ing awa uring th port dec sition th the car d none of posed t d.	rd d yy e k k rd of to				
		10. In th click	e WFO on the T	V Camer ools me	ra Ma nu.	ainte	enance	e screei	n,				
		11. From	n Tools r	nenu, se	lect A	Auto	Calib	ation.					
		12. The appro ment	Auto oximatel u, select	Calibra y 1.5 m Exit.	ation ninute	p es.	rocess From	s take the Fil	es le				
		13. Click Anal	Close ysis scre	or pres een.	s F	12 i	n the	Syster	m				
		14. Click Main	Go On Screen	-Line or	pres	s F4	l in th	e WFO	V				

MMO-040-13			Mainten									e Tec	hnic	<u>al Sup</u>	oport	Ce	enter
U.S. Posta	I Service									IDENTI	FICAT	ION					
Maintenance	e Chec	klist	WC CC	DRK DDE			E		MENT			CI C	LASS ODE	NU	JMBER	2	TYPE
			0	3	L	С	R	E	М	. _		Α	A	0	0	2	Μ
Equipment Nomenclatu	re oto Enci	odina	Equ	lipmer	nt Mo		= N 4			Bullet	in File	ename	<u> </u>	Occurre			
Low Cost Ren Mach	ole Enco	oung			L						111112	2094a	е		vvee	KIY	
			1														
Part or	Item		(Comr	Task S	State	ment	and I	nstru	ction	ne)		Est. Time	Min.		Thresh	nold	3
Component	No		(Comp	Jiy wit	ii ai t	Surren	it sar	cty pi	ccaulo	13)		Req (min)	Lev	Run Hours	Piece Fec (000	es d))	Freq.
		15. Rei	nove	the \$	Set-l	Up C	alib	ratio	n carc								
	6.	Verifie	[.] Cali	brati	on \	Verif	icat	ion				5	9				
	0.				loint	lonor		(uc/	or mo)	with	tho	Ũ	Ũ				
		app	propria	ate p	assv	word.		lase	ər III)	WILII							
		2. Fro	m tł	he .	LCR	REM	M	ain	menı	ı. se	lect						
		PR	OCES	SS M	AIL					,							
		3. Sel	ect L(OAD	SO	RTP	LAN	I .									
		4. In FIL and	In the PRIMARY SORTATION SORTPLAN FILE SELECTION dialog, select Testivt.pr and press the SELECT button.								AN prs						
		5. Sel dial	 Select LOAD in the SORTPLAN INFO dialog. 								IFO						
		6. Pla Car picl the the	dialog. Place the Bar Code Verifier Calibration Test Card (66.0032.001-01 Rev. A) against the pick-off belts with the print facing away from the belts. Place the feeder paddle in front of the test card.							est the rom t of							
		7. Rot pos	ate th	he sl	lide	swite	ch t	o th	e DIS	ENGA	GE						
		8. Pre Coi	ss th ntrol F	ne S Pane	Start	t bu CP).	tton	on	the	Opera	ator						
		9. On slid	 Once the machine has started, rotate the slide switch to the ENGAGE position. 								the						
		10. The has on	0. The test card should feed. After the test card has sorted to a pocket, press the Stop button on the OCP.								ard tton						
		11. If t suc hav not	 The test card should feed. After the test card has sorted to a pocket, press the Stop buttor on the OCP. If the test card was recognized and read successfully by the verifier, then it should have sorted to Pocket 2. If the test card was not recognized and read successfully by the 														

verifier, then it should have sorted to Pocket

12. For verification, switch over to the EPMC by selecting CTRL, CTRL, 3 on the system

13. Open a new browser tab by selecting File,

1.

keyboard.

and then New Tab.

U.S. Postal	Service										TION					
Maintenance	Chec	klist	WORK CODE			E		MENT NYM			CL	LASS ODE	NL	IMBE	ĒR	TYPE
			0 3	L	С	R	Е	М			А	A	0	0	2	М
Equipment Nomenclature Low Cost Remo Machin	e te Enco ne	oding	Equipme	nt Mo	^{odel} LCRI	EM			Bu	illetin File mm12	ename 2094ae	9	Occurre	ence We	eekly	,
Part or	Item		Task	State	ement	and I	nstruc	tion			Est.	Min.		Thre	shold	s
Component	No	(0	Comply wi	th all	currer	nt safe	ety pr	ecautior	ns)		Time Req (min)	Skill Lev	Run Hours	Pie F (0	eces ed 00)	Freq.
		14. Sele	ct the H	ome	butto	on.										
		15. Log as ac	into the Imin use	Gra er.	aphic	al U	ser	Interfa	ace	(GUI)						
		16. Go t the D	o the le)iagnost	ft sio ics L	de of .ink i	f the n the	e scr e Ver	een a ifier In	nd nag	select je tab.						
		17. Sele	ct Get Ir	nage	Э.											
		18. The minu the u	verifier tes. The pload is	ima e im corr	ige o lage nplete	dowr will e.	nloac be (l will display	tak yed	ke 2-3 I once						
		19. The by its barco meas lines card. Verif IVT meas Resu Targ	The verifier recognizes the calibration card by its barcode. When the verifier reads the barcode, it automatically attempts to measure the distance between the vertical ines on the leading and trailing edges of the card. If the measurements are correct, the Verifier Result Type field will read 0x07 – IVT Test Target Found . If the measurements are incorrect, the Verifier Result Type field will read 0x08 – IVT Test Target Found – Calibration Required . When finished, select System , Log Out													
		20. Whe main out c will c	 Target Found – Calibration Required. When finished, select System, Log Out maint, then select Log Out. This will log you out of the GUI and the default maint screen will come back up. 							g Out og you screen						
	7.	Touch S	creen C	alib	ratio	on.					5	9				
		1. From appli comp	 From the Main Menu of the LCREM application software on the LCREM sort computer select Shutdown. 						CREM 1 sort							
		2. Sele 3. The	Select OK. The LCREM Application software will shu						l shut							
		dowr	down. At the Login prompt enter calibrate.							te.						
		4. FOIIO		struc	Juons	son	une s	screer	1.							
		5. Sele	ct Exit.													
		6. Cycle	e power	on tl	he L(CRE	M so	ort Cor	mpι	uter.						

U.S. Postals	Service	kliet	WORK		E		I MENT	DENTIF	ICAT		ASS	NU	JMBI	ER	TYPE
wantenance	Chec	KIISL			CR	F	M			A		0	0	2	М
Equipment Nomenclature Low Cost Remo Machii	e te Enco ne	oding	Equipme	nt Mode L(el CREM			Bulleti m	n File 1m12	name 2094ae	e	Occurre	ence W	eekly	
Part or	Item		Task	Statem	ent and	Instruc	tion			Est.	Min.		Thre	eshold	s
Component	No	(1	Comply w	ith all cu	irrent saf	fety pre	ecautio	ns)		Time Req (min)	Skill Lev	Run Hours	Pie F (C	eces ⁻ ed)00)	Freq.
	8.	Check I WFOV, a	Date ar	nd Tin /I com	ne on puters	the	LCRI	EM So	ort,	3	10				
		1. Pres acce	s ctrl, ss the L	ctrl, CREM	1 on /I Sort (the s Comp	systen uter b	n key oard.	to						
		2. At t Main pass	the CSBCS login screen, login as intenance (m) with the appropriated sword and press Enter. ect SYSTEM MANAGEMENT .												
		3. Sele													
		4. Sele													
		5. Sele	ct SET DATE/TIME.												
		6. Verif and	ify date & time and enter the correct Date Time if necessary.												
		7. Pres	s OK .												
		8. Sele	ct BACI	۲.											
		9. Sele	ct BACI	K .											
		10. Sele	ct LOG	OUT.											
		11. Pres acce	s ctrl, c ss the V	t ri, 2 VFOV	on the Compu	syste uter.	m ke	yboard	d to						
		12. Verif hanc the c	y that th corner orrect d	e date of the ate an	e and til e scree id time	me in n are if nec	the lo corre	ower ri ect. Er 'y.	ght nter						
		13. Pres acce Com	s ctrl, c ss the puter.	trl, 3 Enc	on the code a	syste and	m ke Print	yboarc Mod	d to ule						
		14. Log adm	in to tl i n with t	ne app he app	olicatio propria	n sof te pas	tware sswor	as u d.	ser						
		15. Verif right Ente	ify that the date and time in the upper the the corner of the screen are correct. er the correct date and time if necessary.												
CLEAN UP	9.	Clean up are rem deficienc	o. Ensu oved fr ies to s	re all t om th upervis	iools, lu ne wor sor.	ubrica k are	nts, r ea. R	ags, e leport	tc., all	2	All				

ATTACHMENT 4

LCREM MASTER CHECKLIST

03-LCREM-AA-003-M

MONTHLY

Time Total: 102 Minutes

U.S. Postal	Service									IDEN	ITIFIC	ATION						
Maintenance	Chec	klist	WC CC)rk)de			E	QUIF ACRO	MENT			(LASS ODE		NL	JMBE	R	TYPE
			0	3	L	С	R	Е	М			A		4	0	0	3	М
Equipment Nomenclature Low Cost Remo Machi	ding	Equ	ipmeı	nt Mo L	^{del} ₋CRI	EM			Bul	lletin F mm	ilename 12094a	e	0	occurre	ence Mo	nthly	/	
Part or	Item		Task Statement and Instruction						ction	anc)		Est.	Min			Thre	shold	S
Component	NO	(com	Jiy Wil			11 5 619	erà hi	cauli	, (6110)		Req (min)	Lev	F	Run Iours	Pie F	eces ed 00)	Freq.

SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout 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. THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED. When cleaning is required, an alternative cleaning method such as a HEPA filtered	3	ALL		
		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. WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.				
	2.	 Initiate IJP shutdown. If the printhead is On (square light in upper right corner on Start/Stop key is lit or flashing), press the Start/Stop key on the keyboard to turn the printhead Off. Press F2 button to start shutdown. Wait for the printhead shut-down procedure to complete (about 2 minutes). The vacuum gauge will read 0 when the printhead shutdown procedure is complete. Press the AC power switch (located below the keyboard) to the OFF (O) position to turn the AC power off. 	4	7		

U.S. Postal	Service				DENTIFICAT	FION				T) (5-			
Maintenance	Chec	klist	WORK CODE		EQ AC	UIPMEI RONY	NT M		CL	LASS ODE	NL	IMBER	TYPE
			0 3	L C	R	EM			Α	Α	0	0 3	М
Equipment Nomenclature	e sto Era	oodina	Equipme	nt Model	= N A		Ī	Bulletin File			Occurre	ence Month!	
LOW COSt Remo	ne EN ine	coung		LOKE	_1VI			1111112	20948	6		wonun	у
IVIACNI													
Part or	Item		Task	Statement	and Ins	truction		,	Est.	Min.		Threshol	ds
Component	No	(Comply wi	th all curren	it safety	precau	ution	s)	Time Req	Skill Lev	Run	Pieces	Freq.
									(min)		Hours	Fed (000)	
										1		(000)	
				WARN	ING								
		Steps	s conta	ined in t	this t	oulleti	n r	nav					
		requi	re the u	ise of Pe	rsona	al Pro	tec	tive					
		Equip	oment (PPE). Re	fer to	the c		rent					
		appro	ncal w	ork Plan PPE requ	(⊏vv ireme	P) WI ents.	NO	TOP					
		~~~~	- P - 1410 I										
MACHINE	3.	Power of	ower down and lockout procedure. Power own the machine and lock out power and ompressed air as prescribed by the current local							ALL			
		compres	own the machine and lock out power and ompressed air as prescribed by the current local ockout instructions providing lockout/restore rocedures.										
		lockout											
		procedur	rocedures.										
IJP	4.	Replace	eplace vacuum filter. Replace vacuum filter as llows:							7			
			WARNING										
			WARNING										
		Wher	n dispos	sing of ir	nk or	ink s	atu	rated					
		waste	e, refer ent Mat	το proc terial Sa	eaure afetv	s out Data		ea in Sheet					
		(MSD	)S).		····								
				NOT	Е								
		Refer	to M	S-224 fc	or illu	stratio	ons	and					
		inforn filter.	nation r	elated to	repl	acing	va	cuum					
		1. Turn	the fitti	ng locate	d on t	op of	the	vacuum					
		filter the f	counter	clockwise m the filte	e one er.	turn, a	and	remove					
		2 Dull	the vac	um tubo	(atta	hod t	0 +1	ne ton of					
		∠. Puil the	vacuum	filter) of	f of t	the ba	arbe	ed fitting					
		locat	ed behir	nd the vac	cuum	filter.							
				NOT	Е								
		Some	e ink ma	y spill fro	m the	botto	m d	of the					
		vacu	um filter	once it	has b	een r	em	oved.					
		Have	Have absorbent towels on hand to clean										
		any ir	any ink spillage.										
		3. Rem	. Remove the vacuum filter from the top of the										
		coun	iterclock	wise until	it bec	omes	loo	Se.					
		4 Disc	ard the	old vacu	um fi	lter a	nd	attached					

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U.S. Postal S	Service						DENTIFICA	TION				
Maintenance	Chec	klist	WORK CODE		EQL ACI	IPMENT RONYM		CL C	ASS ODE	NU	MBER	TYPE
			0 3	L C	RE	Μ		Α	Α	0	0 3	М
Equipment Nomenclature Low Cost Remo Machir	e te Enco ne	oding	Equipme	nt Model LCR	EM		Bulletin File	ename 2094ae	e	Occurre	nce Monthl	у
	1							1				
Part or Component	Item No	((	Task Comply wi	Statement	and Insti nt safetv	uction precautio	ns)	Est. Time	Min. Skill		Threshold	ds
Component								Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.
		tubin	a						ſ			
		<ol> <li>Make the f into t tight.</li> <li>Push the s inser barb filter.</li> <li>Insta</li> </ol>	e certain ilter, the the top of Do not the tub stem on t the op ed fittin	that the en thread of the ink over tigh top (supp top of posite e g locate	e "O" rid d the n k modul tten. lied wit the va and of t ed beh							
		top c	of the new	w vacuur	m filter.							
	5.	Clean be and extended follows: 1. Open 2. Wipe using 3. Close 4. Disp	ar code erior of printer interior glint free e printer ose of ra	printer bar co door. and ex rags an door. ags.	cabine ode pri aterior c	2	7					
	6.	Clean li printer p to bar co buildup swab and	i <b>ght ba</b> print hea ide printa from lig d Videoja	<b>rriers a</b> ad. Clea er print h ht barrie et make-	<b>idjacen</b> n light nead by er lens up or cl	ar code adjacent away ink a cotton solution.	3	7				
FEED TABLE	7.	Check fo	or wear.					8	9			
		<ol> <li>Check defore sprove wear LCR comp</li> <li>Check</li> </ol>	heck for wear. Check transport belt for splits, tears, ar deformity. Check drive chain for stretc sprockets for broken teeth and sprocket tee wear. If chain needs lubrication, refer LCREM Maintenance Handbook completion of this route. Check transport paddle, transport padd									
		moui	nting bra	icket, clu	itch.							
FEED TABLE	8.	Check T to MS-26	ranspo	rt Padd etailed ir	le Adju nstruct	ustment ions.	ts. Refer	8	7			

U.S. Postal S	Service			1	_	I	DENTIFICA	TION				
Maintenance	Chec	klist	WORK CODE		EQUI ACR	PMENT ONYM		CL C	ASS ODE	NU	IMBER	TYPE
			0 3	LCF	R E	М		Α	Α	0	0 3	М
Equipment Nomenclature Low Cost Remo Machi	ite En ne	coding	Equipme	nt Model LCREN	Л		Bulletin File	ename 2094ae	Э	Occurre	ence Monthly	/
Part or	Item		Task	Statement an	d Instri	ction		Est	Min		Threshold	s
Component	No	(1	Comply wit	th all current s	safety p	recaution	ns)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
		Check tr include: • Tran Adju • Tran Adju • Tran Adju • Tran Dista Write wo deficience	nclude: Transport Paddle Clutch Pressure Adjustment. Transport Paddle Stop Screw Adjustment. Transport Paddle Belt Tension Adjustment. Transport Paddle Chain Tension Distance. Write work orders as needed to address any leficiencies found. WARNING Discard solvent soaked materials according to local procedures to prevent pollution or spontaneous									
		Disca accor preve comb	ard so rding f ent po oustion.	lvent so to local llution o	oaked proc or s	erials s to neous						
FEEDER MODULE	9.	Check F	eeder M	odule.				3	9			
		1. Cheo prop Repl	ck all bel er adjus ace wori	ts (drive a tment and n, deforme	nd lett indic d, spli	er tran ations t, or tor	sport) for of wear. n belts.					
		2. Cheo adjus and/	ck all i stment a or adjust	rollers (dr nd indicati rollers as	ive/idl ons o requir	er) fo f wear. ed.	r proper Replace					
		3. Clea usinę	n any d g cleanin	lirt or glue g solvent.	build	lup fro	m rollers					
		4. Write of be	e work or elts, rolle	rders as ne rs, etc.	eded	for rep	lacement					
				WARNI	NG							
		Disca accor preve comb	ard so rding f ent po oustion.	lvent so to local llution o	oaked proc or s	erials s to neous						
READER	10.	Check R	eader N	lodule.				4	9			
MODULE		1. Cheo prop Repl	ck all bel er adjus <u>ace wo</u> rr	ts (drive a tment and <u>n, deform</u> e	nd lett indic d, spli	er tran ations t, or tor	sport) for of wear. <u>n belts.</u>					

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U.S. Postal S	Service					DENTIFICA	ΓΙΟΝ				
Maintenance	Chec	klist	WORK CODE		EQUIPMENT ACRONYM		CL C	LASS ODE	NU	MBER	TYPE
			0 3	LCR	ΕM		Α	A	0	0 3	М
Equipment Nomenclature Low Cost Remo Machii	e te Enco ne	oding	Equipme	ent Model LCREM		Bulletin File mm12	ename 2094ae	e	Occurre	nce Monthly	/
Part or	ltem		Task	Statement and	Instruction		Est	Min		Threshold	s
Component	No	(0	Comply wi	ith all current sa	fety precaution	ns)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
		<ol> <li>Chec adjus and a</li> <li>Clea</li> <li>Write of be</li> </ol>	k all ro stment a adjust ro n any di work o lts, rolle	ollers (drive a and indicatio ollers as requ irt or glue bui orders as nee ers, etc.	and idler) fons of wear. Na of wear. Name of wear. Name of the second s Name of the second se	or proper Replace ollers. lacement					
ENCCODE AND PRINT MODULE	11.	Check E	ncode a	and Print Mo	odule. G		4	9			
		The e may when auge Use e pocke mach the e area,	edges o be sha workin c. extreme et asse ines, th dge of i exposit	of the spiral arp. Use e ng near the WARNING e caution in mbly wear he wear pla its base and ng sharp ed							
		1. Cheo propo Repl	k all be er adjus ace wor	elts (drive and stment and m, deformed,	d letter tran indications split, or tor	sport) for of wear. n belts.					
		2. Cheo adjus and/o	k all stment a or adjus	rollers (driv and indication t rollers as re	ve/idler) fo ns of wear. equired.	r proper Replace					
		3. Cheo propo proce	k that t erly. See edures.	the label pre e MS-267 for	ss roller is detailed ad	adjusted djustment					
		4. Clea using	n any o I cleanir	dirt or glue ng solvent.	buildup fro	m rollers					
		5. Write of be	work o lts, rolle	orders as nee ers, etc.	ded for rep	lacement					
		Disca accor preve comb	rd so ding nt po oustion.	WARNING olvent soa to local ollution or	G iked mat procedure spontar	erials s to neous					

U.S. Postal S	Service			1		IDENTIFICA	TION				
Maintenance	Chec	klist	WORK CODE	E	EQUIPMENT ACRONYM		CL	LASS ODE	NU	MBER	TYPE
			0 3	L C R	ΕM		Α	Α	0	0 3	М
Equipment Nomenclature	, 	I ¹	Equipme	nt Model		Bulletin File	ename		Occurre	nce	
Low Cost Remo	ne En	coaing		LCREIM		mmin	2094a	e		wontiny	/
Machi	ne										
Part or	Item		Task	Statement and	Instruction		Est.	Min.		Threshold	S
Component	No	()	Comply wi	th all current saf	ety precautio	ns)	Time Req	Skill Lev	Run	Pieces	Freq.
							(min)		Hours	Fed (000)	
	40						_				
MODULE	12.	Check S	tacker/	lurn Module			5	9			
MODOLL		1. Cheo	ck all be	Its (drive and tmont_Bonic	l letter trar	nsport) for					
		split,	or torn l	belts.		Jelonneu,					
		2. Cheo	ck gate f	lags for cuts,	nicks, and	l burrs.					
		3. Cheo	ck all ro	llers (drive a	nd idler) f	or proper					
		adjus	siment a		s or wear.						
		4. Write	e work c , rollers,	etc.							
FEEDER	13.	Check F detailed	eeder a instruc	llignment. R tions.	30	7					
				WARNING	•						
		مر ال ۸	achanic								
		requi perfo done	re power rm the with the	er to mach adjustmer e machine lo	der to ld be						
		Check fe	eder alię	gnment to inc	lude:						
		<ul> <li>Mail Adju</li> </ul>	Guid stment.	le Strippe	r Lengt	th					
		• Mail	Guide G	ap Adjustme	ent.						
		• 60D	Drive Pu	ulley Height A	Adjustment	-					
		• Feed	ler Belt ⁻	Tension Adju	stment.						
		• Swin	ig Arm A	ngle Adjustm	nent.						
		<ul> <li>Swin</li> <li>Adju</li> </ul>	ig Arr stment.	m Spring	Pressur	re					
		• Swin	ig Arm T	ravel Adjustr	nent.						
		Botto     Swite	om Tra ch Gap <i>I</i>	insport Belt Adjustment.	ty						
		<ul> <li>Com Posit</li> </ul>	pensato tion Adju	r Levers istment.	al						
		<ul> <li>Com</li> <li>Positi</li> </ul>	pensato tion.	r Levers	Horizont	al					
		• Slide Pulle	e Plate ey Adjust	Adjustable tment.	e Groove	ed					

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U.S. Postal S	Service						II	DENTIFICA	ΓΙΟΝ				
Maintenance	Chec	klist	WORK CODE				PMENT DNYM		CL CC	ASS ODE	NU	IMBER	TYPE
			0 3	L	CR	Е	М		А	A	0	0 3	М
Equipment Nomenclature Low Cost Remo Machir	e te Enco ne	oding	Equipme	nt Mod L(	^{el} CREM			Bulletin File	ename 2094ae	Э	Occurre	^{ence} Monthl	у
Waldhin													
Part or	Item		Task	Statem	nent and	Instru	ction	``	Est.	Min.		Threshol	sc
Component	NO	((	Jompiy wi	th all cl	urrent sa	rety pr	ecautior	15)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.
												(000)	
		<ul> <li>Slide</li> </ul>	Plate G	Gap Ac	djustme	ent.							
		<ul> <li>Large Adjus</li> </ul>	e Strip stment.	oper	Spring	) P	ressure	е					
		<ul> <li>Strip</li> <li>Posit</li> </ul>	ripper Finger Assembly Vertical osition.										
		Rubb	per Idle	er R	oller	-2 F	Positio	n					
		Rubi	per Idl	er F	Roller	-1	Trave	el					
		<ul> <li>P-DZ</li> </ul>	190 and	P-LS	80 Vert	ical F	Positio	n					
		Adju:	stment.	d D	1 580	Цо	rizonta	51					
		Posit	ion Adju	ustmei	-L380 nt.	ΠŪ	IIZUIIId	11					
		<ul> <li>Guid</li> <li>Adjus</li> </ul>	e Rolle stment.	er A	ssemb	ly F	Positio	n					
		• Guid Pres	e Roll sure Adj	er (1 justme	1) Dis ent.	stanc	e and	d					
		• Guid Pres	e Roll sure Adj	er (2 justme	2) Dis ent.	stanc	e and	d					
		• Guid Pres	e Roll sure Adj	er (3 justme	3) Dis ent.	stanc	e and	d					
		Write wo found.	rk order	s to a	ddress	any	deficie	ncies					
MACHINE	14.	Close p machine	<b>anels.</b> panels.	Close	e all r	nach	ine do	oors and	3	7			
CLEAN UP	15.	Clean up	<b>o</b> . Remo area.	ove to	ols and	d ma	terials	from the	1	ALL			
		Be ca equip appli	utious oment ed.	WA when wher	worki n pov	G ng ai ver	round has	or on been					

U.S. Postal Service							DENTIFICA	TION					
Maintenance	Cher	klist	WORK		E				CL		NU	MBER	TYPE
	Shet				R	F	M		Δ		0	0 3	М
Equipment Nomenclature	;		Equipme	nt Model				Bulletin Fil	ename		Occurre	ence	1 1 1
Low Cost Remo	te En	coding		LCR	REM			mm1	2094a	е		Monthly	/
Machi	ne												
Part or	Item		Taek	Statemen	t and I	nstru	ction		Fst	Min		Threshold	s
Component	No	(	Comply wit	th all curre	ent safe	ety pr	ecaution	ns)	Time	Skill	Dur	Disease	5
									Req (min)	Lev	Hours	Fed	Freq.
									()			(000)	
			ľ	WAR	NING								
			L			·							
		Befo	re perfo	rming	the f	follo	wing	steps					
		you	u must don the appropriate PPE as uired by the current Electrical Work										
		Plan	(EWP) N	ING CUII IMO.	ent	LIEC	uical						
MACHINE	16.	Restore	power t	o equip	omen	t. R	estore	power to	3	ALL			
		equipme	nt as p	rescribe	ed by	/ the	e curr	ent local					
		procedur	es provi	aing loc	KOUT/I	resto	ore pro	cedures.					
IJP	17.	Power u	p bar co	de prin	iter.	Pres	s the A	AC power	2	7			
		switch to	nter to o	n ( ) po: poeratio	sition n Oi	nce	restore the pr	inter bar					
		powered	on, pre	ss the	Start	/Stoj	butto	on. Once					
		the print	er Start/S	Stop but	ton s	stops	blinki	ng, press					
		the Print	button.										
FEEDER MODULE	18.	Check t applied. instruct	he follo Refer ions.	wing ac to	djust MS-2	men 267	ts wit for	h power detailed	8	7			
		• Tran	sport Pa	ddle Sw	vitch /	Activ	ation						
		Adju	stment.										
		• Tran	sport Be	lt Tracki	ing A	djust	ment.						
		<ul> <li>Lette Adju</li> </ul>	er Preser stment.	nt Proxir	nity S	Switc	h Lenç	gth					
		<ul> <li>Botto Swite</li> </ul>	om Tra ch Actua	nsport tion.	Belt	Pi	oximit	у					
		<ul> <li>Slide</li> <li>Adju</li> </ul>	e Plate stment.	Slide S	witch	n Ac	tivatio	n					
		Serv	o-Drive I	Motor A	djustr	ment							
		Write wo found.	rk orders	any (	deficie	ncies							
	10	Cloan		a all taal	ام ابنه	orico	nte: ro	as oto	2	A11			
	19.	are remo	ved fron	the wo	ork ar r	ea. F	Report	all		All			
				100111301									

MMO-040-13									M	aint	.ena	ince	: Tecł	nnica	<u>il Su</u> r	рро	rt C	enter
U.S. Postal {	Service									IDF	INTIF	ICAT	ION					
Maintenance	Chec	klist	WC CC	)RK )DE			E	QUIF		л Л			CL/ CC	ASS DDE	NL	JMBE	R	TYPE
			0	3	L	С	R	Е	Μ				Α	Α	0	0	3	М
Equipment Nomenclature Low Cost Remote Encoding Machine			Equi	ipmer	nt Mo I	_{del} LCR	EM			В	ulletin M	n Filer Im12	ւame .094ae	, (	Occurre	^{ənce} Mo	nthly	/
Part or	Item		(Comi	Task	State	ment	and I	instru	ction	tions			Est.	Min. Skill		Thre	eshold	ls
Component	NO		(Comply with all current safety precautions) Time Skill Req Lev Ru (min)									Run Hours	Pie F (C	ed (000)	Freq.			

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# ATTACHMENT 5

## LCREM MASTER CHECKLIST

03-LCREM-AA-004-M

## QUARTERLY

Time Total: 218

Maintenance Technical Support Center

Fed (000)

U.S. Posta	I Service									IDE	INTIFI	CAT	ION						
Maintenance	e Checkl	list	WC CO	DRK DE			E	Equif Acro	MENT NYM				CL C	ASS DDE	1	NUN	ЛВЕІ	R	TYPE
			0	3	L	С	R	Е	М				Α	A	0		0	4	М
Equipment Nomenclatu Low Cost Rem Mach	ing	Equ	ipmer	nt Mo I	del _CR	EM			B	ulletin mr	Filer n12	name 094ae	e	Occu	rrer (	ıce ⊋uai	rterl	у	
Part or	Item	10	- Comr	Task :	State	ment	and I	Instru	ction	one)			Est.	Min. Skill		٦	hres	shold	s
Component	Component No				ii aii i	currer	11 341	ety pi	ccauli	5115)			Req (min)	Lev	Run Hour	s	Piec Fe	ces ed	Freq.

SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout 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.	3	All		
		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 on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.				
		WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.				
IJP MODULE	2.	<ol> <li>Initiate IJP shutdown.</li> <li>If the printhead is on (light in upper right corner on Start/Stop key is lit or flashing), press the Start/Stop key and the F2 button on the keyboard to turn the printhead Off. Wait for the printhead shut-down procedure to complete (about 2 minutes). The vacuum gauge will read 0 when the printhead shutdown procedure is complete.</li> <li>Press the AC power switch (located below the keyboard) to the OFF (O) position to turn the AC power off.</li> </ol>	4	7		
	3.	<b>Power down and lockout procedure.</b> Power down the machine and lock out power and compressed air as prescribed by the current local lockout instructions providing lockout/restore procedures.	2	ALL		

U.S. Postal	Service								TION					
Maintenance	Chec	klist	WORK CODE		E		PMENT DNYM		CL	LASS ODE	NU	JMBE	R	TYPE
			0 3	L C	R	Ε	М		А	A	0	0	4	М
Equipment Nomenclature Low Cost Remo Machin	e te Enco ne	oding	Equipme	nt Model LCF	REM			Bulletin Fil mm1	ename 2094a	e	Occurre	ence Qua	arterl	у
Part or	Item		Task	Statemer	nt and I	Instru	ction		Est.	Min.		Thre	shold	S
Component	No	(1	Comply wi	th all curre	ent saf	fety pr	ecautio	ns)	Time Req (min)	Skill Lev	Run Hours	Pie Fe (00	eces ed 00)	Freq.
				WAR	NING	3								
		Elect at th unles facilit at	rical po e input s the ty powe	wer wil of the circuit r distril	ll alw e dise is d butio	vays conr lisat n pa 	be pr nect d led a nel lo	resent levice at the cated						
MACHINE	4.	<b>Open pa</b> and door	<b>anels.</b> C s. Overr	pen/ren ide inte	nove rlock	all r swite	nachir ches.	ne panels	5	7				
MACHINE	5.	<b>CLEAN</b> Clean all	doors. Override interlock switches. EAN LCREM PRINTED CIRCUIT CARDS an all LCREM printed circuit cards as follows CAUTION							7				
		Extre regar (ESD hand inclu comp wrist	Extreme care should be taken that rules egarding electro-static-discharge ESD) are strictly followed when handling all printed circuit boards, ncluding those in logic racks, system computers, etc. This includes the use of wrist straps and ESD pads.											
		1. Rem to all	ove all c system	overs n printed	eces: circu	sary it ca	to gair ds.	n access						
		2. Vacu	ium all s	ystem p	orinte	d ciro	cuit ca	rds.						
		3. Do n	ot replac	ce covei	rs.									
LCREM SORT	6.	VACUUN	<b>INTER</b>	RIOR S		ACE	<b>S.</b> Vao	cuum the	25	7				
		1. Disc	onnect a	Il cables	s fron	n cor	nputer							
		2. Rem	ove com	nputer fr	om m	nach	ne.							
		3. Rem	ove com	nputer co	over.									
		4. Vacu	ium all c	ompute	r inte	rior s	surface	es.						
		5. Repl	ace com	puter co	over.									
		6. Rein	stall con	nputer ir	n mad	chine	-							
		7. Reco	onnect a	ll compu	uter c	able	S.							
				•								1		

MMO-040-13 Maintenance Technical Support Center U.S. Postal Service IDENTIFICATION EQUIPMENT WORK CLASS NUMBER TYPE **Maintenance Checklist** CODE ACRONYM CODE R 0 3 L С EM 0 0 4 A Α Μ Equipment Nomenclature Equipment Model **Bulletin Filename** Occurrence Low Cost Remote Encoding LCREM mm12094ae Quarterly Machine Part or Thresholds Item Task Statement and Instruction Est. Min. Component No (Comply with all current safety precautions) Time Skill Pieces Freq. Run Req Lev Hours Fed (min) (000) WFOV VACUUM INTERIOR SURFACES. Vacuum the 7. 20 7 COMPUTER computer interior surfaces as follows: Disconnect all cables from computer. 1. 2. Remove computer from machine. 3. Remove computer cover. 4. Vacuum all computer interior surfaces. 5. Replace computer cover. 6. Clean replace exterior filter as needed. 7. Reinstall computer in machine. 8. Reconnect all computer cables. VACUUM INTERIOR SURFACES. Vacuum the ENCODE AND 8. 20 7 PRINT MODULE computer interior surfaces as follows: COMPUTER Disconnect all cables from computer. 1. 2. Remove computer from machine. 3. Remove computer cover. 4. Vacuum all computer interior surfaces. 5. Replace computer cover. 6. Clean replace exterior filter as needed. 7. Reinstall computer in machine. Reconnect all computer cables. 8. INTERIOR POWER 9. VACUUM SURFACES. Vacuum 15 7 DISTRIBUTION interior surfaces of the Power Distribution ASSEMBLY Assembly as follows: Open power distribution assembly. 1. 2. Vacuum all interior surfaces. 3. Close power distribution assembly. READER 10. Clean/vacuum power supply. Vacuum 24 VDC 2 7 MODULE power supply.

U.S. Postal	Service							IDE	NTIFICA					
Maintenance	Chec	klist	CODE			EQU ACI	IPMENT RONYM	Γ		CL	LASS ODE	NU	IMBER	TYPE
			0 3	6 L	С	RE	М			Α	Α	0	0 4	М
Equipment Nomenclatur Low Cost Remo Mach	^{re} ote Enco ine	oding	Equipm	ient Mo	^{odel} LCREI	M		В	ulletin Fil mm1	ename 2094a	e	Occurre	ence Quartei	ly
Part or	Item		Tas	k State	ement a	nd Insti	uction			Est.	Min.		Threshol	ds
Component	No		(Comply v	with all	current	safety	orecauti	ons)		Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
		Be c equi appl Befc you requ	WARNING e cautious when working around or on guipment when power has been oplied. WARNING efore performing the following steps ou must don the appropriate PPE as quired by the current Electrical Work an (EWP) MMO.											
MACHINE	11.	Restore equipme procedu	tore power to equipment. Restore power poment as prescribed by the current loc equipment procedures providing lockout/restore procedures								ALL			
IJP	12.	Power of switch to code provered the print the Print	tore power to equipment. Restore power to ipment as prescribed by the current loca cedures providing lockout/restore procedures ver up bar code printer. Press the AC power ch to the ON ( ) position to restore the bar e printer to operation. Once the printer ha rered on, press the Start/Stop button. Once printer Start/Stop button stops blinking, press							2	7			
MACHINE	13.	Check I interlock light con stop and 1. Swi Ser that up v At th bee sec indi Mad 2. Pre- feed follo a. b. c.	<ul> <li>a E-Stops and Switches. Check all system cks and emergency stop switches. Verify onditions and warning sounds for each E-nd interlock.</li> <li>witch the Service Mode switch to the ervice Position. Start the machine. Verify at when Start switch is pressed, the startwarning indicators around the sorter flash. the same time, the start-up warning tepers sound. The beepers sound for 5 conds and go off, while the warning dicators flash for a total of 10 seconds. achine runs.</li> <li>ess EMERG. Stop mushroom switch on eder Transport assembly and note that the lowing occurs:</li> <li>Machine stops immediately.</li> <li>Lamp lights in EMERG. STOP switch.</li> </ul>						15	9				

MMO-040-13				Mai	ntenance	e Tec	hnica	al Sup	port C	enter
U.S. Postal S	Service				DENTIFICAT	ION	4.0.0			
Maintenance	Chec	klist	CODE	ACRONYM			DDE	NU	MBER	TYPE
			0 3	L C R E M		Α	Α	0	0 4	М
Equipment Nomenclature Low Cost Remo Machin	e te Enco ne	oding	Equipmer	nt Model LCREM	Bulletin File mm12	name 2094ae	e	Occurre	_{nce} Quarter	У
Part or	Item		Task	Statement and Instruction		Est.	Min.		Threshold	ls
Component	No		(Comply wit	h all current safety precautior	ns)	Time	Skill	Run	Pieces	Freq
						(min)	Lev	Hours	Fed (000)	
		d.	Pressing machine.	Start pushbutton does	not start					
		3. Res note	set EMER e that the	G. STOP mushroom sw following occurs:	vitch and					
		a.	Red EMB on Opera	ERG. STOP indicator tor Control Panel.	goes out					
		b.	Lamp go STOP sw	oes out in module ⁄itch.	EMERG.					
		C.	Machine	can now be started.						
		4. Che per	eck all rem forming a	naining machine switche switch test:	es by					
		a.	Switch th Normal P	ne Service Mode swite osition.	ch to the					
		b.	Login as appropria	maintenance (user <b>m</b> ) ite password.	) with the					
		C.	From the Managen Diag-Nex	e Main Menu select nent-Maintenance-LCR t-Switch Test.	System EM					
		d.	In the "S ALL.	witch Name" dialog b	ox select					
		e.	Select the Utility.	e Start button in the Sw	vitch Test					
		f.	Follow th verify the correctly.	e instructions on the s at each switch is fu	screen to inctioning					
		g.	Once te any defic	sting has completed, iencies found.	address					
MACHINE	14.	Check lamps.	All Mach	<b>iine Lamps.</b> Check a	ll system	10	9			
		1. Che lam	eck all mae p test:	chine lamps by perform	iing a					
		a.	From the Managen Diag-Lam	Main Menu select Syst nent-Maintenance-LCR np Test.	tem EM					
		b.	Select the Utility.	e Start button in the Lar	mp Test					
		C.	Verify that	it each lamp is functioni	ing					

U.S. Postal	Service			1		DENTIFICA	TION				
Maintenance	Chec	klist	WORK CODE		EQUIPMENT ACRONYM		CL	LASS ODE	NU	MBER	TYPE
			0 3	LCR	EM		Α	Α	0	0 4	М
Equipment Nomenclature Low Cost Remo Machin	e te Enco ne	oding	Equipme	nt Model LCREM		Bulletin File mm12	ename 2094ae	e	Occurre	nce Quarterl	у
Part or	Item		Task	Statement and	Instruction		Est.	Min.		Threshold	s
Component	No	((	Comply wi	th all current sa	fety precaution	ns)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
		C	correctly								
		d. 8	Screen s State/Re	hould displa sult: Past.	y test resul	t: Test					
		e. (	Click exit	t.							
		2. Once defic	e testing iencies f	has comple found.	ted, addres	s any					
MACHINE	15.	Check A Beepers	All Mach	ine Beeper	<b>'s.</b> Check a	III system	10	9			
		1. Cheo beep	ck all ma ber test:	achine beep	ers by perf	forming a					
		a.	From t Manage Diag-Ne	the Main N ement-Maint ext-Beeper	t System REM						
		b.	In the " the bee	Beeper Nan	ne" dialog b h to test (0,	oox select 1, or 2).					
		C.	Select Test Ut	the Start b ility.	utton in the	e Beeper					
		d.	Verify correct	that the ly by selectir	beeper ng Yes.	functions					
		e.	Press S	STOP button	ı.						
		f.	Repeat to ver correct	the procedu ify they a ly.	ures for eac are all fu	h Beeper Inctioning					
		g.	Select I	Exit.							
		2. Pull 100% soun	bin 1 pao % full p ids wher	ddle in the s position. Ve n the bin full	tacker mod erify that a switch is de	ule to the an alarm pressed.					
				NOTE							
		Durin stack testec select stack Verify full sv 3. Once	g this te er bin 10 d if logg ted. The er modu v that an vitch is d e testing	est only bin 00% full posi jed in and l in pull each ile to the 10 alarm sour lepressed. g has comp	1 will repo itions can o have a sor bin paddle 00% full po nds when th pleted, add	ort. All nly be t plan in the sition. he bin ress any					
		aetic	iencies f	iound.							

MMO-040-13				Ма	intenance	e Tec	hnica	al Sup	port C	enter
U.S. Postal	Service		MODIC	FOUNDMENT	IDENTIFICA	FION				
Maintenance	Chec	klist	CODE	ACRONYM		CL	ASS DDE	NU	MBER	TYPE
			0 3	LCREM		Α	Α	0	0 4	М
Equipment Nomenclature Low Cost Remo Machin	e te Enco ne	oding	Equipme	nt Model LCREM	Bulletin File mm12	ename 2094ae	e	Occurre	_{nce} Quarterl	у
Part or	ltem		Task	Statement and Instruction		Est	Min		Threshold	s
Component	No		(Comply wi	th all current safety precaution	ons)	Time	Skill	Run	Pieces	Freq
						(min)	Lev	Hours	Fed (000)	
MACHINE	16.	Gate ar	nd Soleno	oid Test.		3	9			
		1. Fro Mai Ne>	m the nagement tt-Gate Te	Main Menu, select t-Maintenance-LCREM est.	System DIAG-					
		2. In tente sele	he Gate er the g ection box	Test Utility select S ate to be tested in a.	ingle and the gate					
		3. Sel	ect the St	art button.						
		4. The Ver the pos	specifie ify that it transport ition.	d gate should begin does, and that it is n t fence when it is in	to cycle. ot striking the open					
		5. Sel	ect Stop.							
		6. Rep	eat steps	2-5 for the remaining	gates.					
		7. Exit	the Gate	Test Utility.						
MACHINE	17.	Lightba	rrier Dis	tance Test.		5	10			
		1. Fro Mai Dist	m the nagement ance.	Main Menu select: t-Maintenance-LCREM	System DIAG-LB					
		2. Sel Tes	ect Start t Utility.	from the Lightbarrier	Distance					
		3. Pre Cor	ss the s ntrol Pane	Start button on the l.	Operator					
		4. The test	machine mail.	will start. Feed a sing	le piece of					
		5. Ond mad that "pas	ce the te chine the the Te ssed".	est mail has fed thi transport motors will s est/state result: line	rough the top. Verify indicates					
		6. Sel	ect View.							
		7. If the the faile thro app	e Test /st previous ed. If the ugh the r roaching	tate result: line indicate step, find the LB po e previous step pas results for any distance the upper or lower limi	ed failed in sition that sed, look es that are ts.					
		8. Add ord	lress any er.	deficiencies found w	th a work					

U.S. Postal S					DENTIFICA	TION						
Maintenance	Chec	klist	WORK CODE		EQL AC	JIPMENT RONYM		CL C	ASS ODE	NU	IMBER	TYPE
			0 3	LC	RE	M		А	Α	0	0 4	М
Equipment Nomenclature Low Cost Remot Machir	te Enco ne	oding	Equipme	nt Model LCRE	ΞM		Bulletin File mm1	ename 2094ae	e	Occurre	_{ence} Quarter	ly
Part or	Item		Task	Statement a	and Inst	ruction		Est.	Min.		Threshol	ds
Component	No	((	Comply wi	th all curren	it safety	precautior	าร)	Time Req (min)	Skill - Lev	Run Hours	Pieces Fed (000)	Freq.
		Com opera	oly with ating s	WARN local sat ystem v	lING fety pi with p	rocedur power	es for panel					
		0001	open.									
								1				
		The r of 15 infrare 22.	nachine i minute ed thern	must be es before nometer i	ng a mir g non-ca ns 18 th	imum ontact rough						
MAIN POWER DISTRIBUTION	18.	Infrared the interi 1. Start 2. Scar plugs 3. Inves	scan. U or of the LCREM a all tern s. stigate	Jse non-c Power D I machine ninal coni cause	contact vistribu e. nection of	t infrared tion Ass ns and c any a	d to scan embly. connector abnormal	5	9			
		temp nece	erature ssary co	and prrective a	notify action.	superv	isor of					
FEEDER	19.	Infrared monitor t 1. Scar conn 2. Inves temp nece	scan. he Feed a all circu ections, stigate c berature ssary co	Use no ler for abr uit cards, and conr ause of a and notify prrective a	on-con normal motors nector ny abr y supe action.	tact inf tempera s, termin plugs. normal rvisor of	rared to ature. al	2	9			
READER	20.	Infrared monitor t 1. Scar conn 2. Inves temp nece	scan. he Reac all circu ections, stigate c serature ssary co	Use no ler for abi uit cards, and conr ause of a and notify orrective a	norma motors nector ny abr y supe action.	tact inf l temper s, termin plugs. normal rvisor of	rared to ature. al	2	9			
ENCODE AND PRINT MODULE	21.	Infrared monitor t 1. Scar and o	<b>scan.</b> he Trans all circu connecto	Use no sport for a uit cards, or plugs.	on-con abnorn termin	tact inf nal temp al conne	rared to erature. ections,	4	9			

MMO-040-13						Mair	ntenance	e Tec	hnica	al Sup	port C	enter
U.S. Postal S	Service						DENTIFICA	TION				7) (9)
Maintenance	Chec	klist	WORK CODE	E	QUIPN	1ENT JYM		CL	ASS DDE	NU	MBER	TYPE
			0 3	L C R	E	М		Α	A	0	0 4	М
Equipment Nomenclature			Equipmen	t Model			Bulletin File	ename		Occurre	nce	
Low Cost Remo		baing		LCREM			mmil	2094ae	9		Quarteri	у
Macini												
Part or	Item		Task S	Statement and I	nstructi	on		Est.	Min.		Threshold	S
Component	INO	(		i all current sai	ety prec	caution	15)	Req	Lev	Run	Pieces	Freq.
								(min)		Hours	Fed (000)	
		2. Inves	stigate ca	use of any a	bnorr	nal						
		temp	erature a	ind notify su	pervis	or of						
		nece	ssary cor		····.							
STACKERS/TURN	22.	Infrared	scan.	Use non-c	ontac	t inf	rared to	5	9			
MODULE		monitor s	stackers f	or abnormal	temp	eratu	re.					
		1. Scar	all circui	t cards, tern	ninal c	onne	ctions,					
		and	connector	r plugs.								
		2. Inves	stigate ca	use of abno	rmal t	empe	erature					
		and	noury sup n.		cessa	ary co	Directive					
				NOTE								
		Do n	ot use c	ontact prob	e for	chec	ks in					
		items	23 throu	igh 26. Use	focu	sing	probe					
		or airi	porne tec	nnique.								
FEEDER	23.	Ultrasor	ic scan	. Use ultra	asonic	det	tector to	5	9			
		monitor a	all bearing	g assemblie	s top	and b	pottom of					
		the ⊦ee Label a	der tor e nd date	all had h	bratio	n an ns/as	a noise.					
		found an	d submit	work order.	cann	90/U0	Sembles					
254252			-		<u> </u>							
READER	24.	Ultrason	ic scan	. Use ultra	asonic s top	; det and h	ector to	5	9			
		the Rea	der for e	excessive v	ibratio	n an	id noise.					
		Label a	nd date	all bad b	earin	gs/as	semblies					
		found an	d submit	work order.								
ENCODE AND	25.	Ultrasor	ic scan	. Use ultra	asonic	det	tector to	8	9			
PRINT MODULE		the Tran	all bearing sport for	g assemblie	s top /ibrati/	and t	oottom of					
		Check	JP and	Labeler p	neum	atics	for air					
		leakage.	Labe	l and	date	а	ll bad					
		bearings	/assembli	ies found	and	subn	nit work					
		order.										
STACKER/TURN	26.	Ultrasor	ic scan.					8	9			
MODULE				NOTE								
		Stack	er work s	heets are av	/ailabl	e for	down					
		load f	rom MTS	C Web site	(PDM	Site	Map)					
		for us	e in keep	ping track of	f locat	tion c	of bad					
		bearli	igs in sta	cker module	5.							

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# ATTACHMENT 6

## LCREM MASTER CHECKLIST

SEMI-ANNUAL

03-LCREM-AA-005-M

Time Total: 96 Minutes

U.S. Postal	Service									IDEN	ITIFICA	TION					
Maintenance	Chec	klist	WC CC	DRK DE			E	QUIF ACR(	MENT			CI C	LASS ODE	N	UMBI	ΞR	TYPE
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STATEMENT       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.         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 on optical equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection.         WARNING FOR EWP/PPE:         Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.         IJP       2.       Initiate JJP shutdown.       4       7         1. If the printhead is On (square light in upper right comer on Start/Stop key is lit or flashing), press the Start/Stop key on the keyboard to turn the printhead Off. Press F2 to start shutdown. Nait for the printhead of the printhead off. Press F2       4       7         SYSTEM POWER       3.       Power down and lockout procedure is compressed air as prescribed by the current local lockout instruction. Reverting and lockout procedure is compressed air as prescribed by the current local lockout procedure is compressed air as prescribed by the current local lockout forcedure and compressed air as prescribed by the current local lockout power and compressed air	SAFETY	1.	COMPLY WITH ALL SAFETY PRECAUTIONS.	3	All		
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the keyboard) to the OFF (O) position to turn the AC power off.       Image: Comparison of the com			2. Press the AC power switch (located below				
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SYSTEM POWER       3.       Power down and lockout procedure. Power       2       ALL         DOWN       add the machine and lock out power and compressed air as prescribed by the current local lockout instructions providing lockout/restore       ALL			the AC power off.				
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READER	9.	Reader discolor	r. Cl ration	heck of c	for able	- lo s due	ose e to	co heat	nnecti	ons	and	5	9				
		1. Ver	ify all	l tern	ninal	con	nect	ions	are ti	ght.							
		2. Ver	ify all	l cab	le co	nne	ction	is pr	operly	' sea	ted.		1				

U.S. Postal	Service						<b>IDENTIFICA</b>	TION				
Maintenance	Chec	klist	WORK CODE		EQI AC			CL CC	ASS ODE	NU	IMBER	TYPE
			0 3	L C	RI	EM		Α	Α	0	0 5	М
Equipment Nomenclature Low Cost Remo Machir	e te Enco ne	oding	Equipme	nt Model LCR	EM		Bulletin File	ename 2094ae	e	Occurre Se	emi-Anr	iual
Part or	ltem		Task	Statement	and Ins	truction		Fst	Min		Threshold	le
Component	No	(	Comply wi	th all curre	nt safety	precautio	ns)	Time	Skill	Dup	Pieces	Frog
								Req (min)	Lev	Hours	Fed (000)	TTEQ.
		3. Look to he	for any at.	cable or	wiring	discolor	ation due					
		4. Verif	y all terr	ninal cor	nectio	ns are ti	ght.					
		5. Verif seat	y all c ed.	able co	nnectio	ons are	properly					
		6. Look to he	for any at.	cable or	wiring	discolor	ation due					
		7. Clos asse	e the mbly.	door	on po	ower d	istribution					
ENCODE AND	10.	Check	for	loose	con	nection	s and	1	9			
PRINT MODULE		discolor	ation of	cables	due to	heat.						
		1. Verif	y all terr	ninal cor	nnectio	ns are ti	ght.					
		2. Verif seate	y all c ed.	able co	nnectio	ons are	properly					
		3. Look to he	for any at.	cable or	wiring	discolor	ation due					
STACKERS/TURN MODULE	11.	Check discolor	for ation of	loose cables	con due to	nection heat.	s and	3	9			
		1. Verif	y all terr	ninal cor	nnectio	ns are ti	ght.					
		2. Verif seate	y all c ed.	able co	nnectio	ons are	properly					
		3. Look to he	for any at.	cable or	wiring	discolor	ation due					
IJP	12.	Replace following assembl bottles:	Filter T steps to es in bo	ube Ass replace th the inl	ethe filt k and n	<b>es.</b> Com er tube nake-up	plete the fluid	5	7			
				WAR	NING							
		Wher waste curre (MSD	i dispos e, refer nt Mat S).	sing of i to proc terial S	ink or cedure Safety	ink satu s outlir Data	urated ned in Sheet					
		1. Pull repla the f	the bottle cing the uid pan.	e (ink or filter tub	make-i be asse	up) whic embly aw	h you are vay from					

U.S. Postal	Service					l	DENTIFICA	TION				
Maintenance	Chec	klist	WORK CODE		EQL AC	IIPMENT RONYM		CL	LASS ODE	NU	MBER	TYPE
			0 3	L C	RE	Μ		Α	Α	0	0 5	М
Equipment Nomenclature Low Cost Remo Machin	e te Enco ne	oding	Equipme	nt Model LCRE	EM		Bulletin File mm12	ename 2094a	е	Occurre	emi-Ann	ual
Part or	Item		Task	Statement	and Inst	ruction		Est.	Min.		Threshold	S
Component	No	((	Comply wi	th all currer	nt safety	precautior	ns)	Time Rea	Skill	Run	Pieces	Freq.
								(min)		Hours	Fed (000)	
				NOT	E							
		If you in the hand 2. Pull attac bottle	are repl ink bott to clean the cap hed filt e. Place	acing the le, have any ink t off of th er tube the bottle	e filter t absorb hat ma ne bott assen e aside	ube ass ent tow y spill. le, and hbly ou						
		3. Rem turnii	ove the	fitting fro erclockw	m the ise one	top of th e full turi	າe cap by າ.					
		4. Pull the to	the line op of the	with atta e cap.	ched r							
		5. Disca	ard the c	old filter tu	ube as	sembly.						
		6. Insta the asse	ll the fit top of t mbly.	ting (ren he cap	noved on the	in step new f	#5) onto ilter tube					
		7. Insta (rem on th	II the I oved in e new fi	ine with step #6) Iter tube s	attach onto tl assem	ned rub ne top o bly.	ber tube f the cap					
		8. Inser and asse	t the filt push t mbly. Pl	er tube a he cap ace the b	ssemb down ottle ir	ly into t to se to the fl	he bottle, cure the uid pan.					
		9. Repe asse	eat_step mbly in f	s 2-8 to the other	replac bottle.	e the f	ilter tube					
IJP	13.	Replace following	Primary steps to	<b>y Ink Filt</b> replace	<b>er.</b> Cor the pri	nplete tł mary ink	ne k filter:	5	10			
				WARN	IING							
		Wher waste curre (MSD	n dispos e, refer nt Mat S).	sing of in to proc erial Sa	nk or i edures ifety	nk satu s outlin Data S	irated ed in heets					
		1. Place to ca the p	e absorb tch any rimary ii	ent towe ink that n nk filter.	ls belo nay spi	w the inl II when	k module removing					
		2. Rem prima wren	ove the ary ink fi ch.	fitting froi Iter by tui	m the k rning w	oottom o rith a 7/1	f the 6-inch					

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U.S. Postal S	Service							DENTIFICA	TION				
Maintenance	Chec	klist	WORK CODE		EC A(	UIPI CRO	MENT NYM		CL C	LASS ODE	NL	MBER	TYPE
_			0 3	L C	R	E	М		Α	Α	0	0 5	М
Low Cost Remote Machine	te Enco ne	oding	Equipme	nt Model LCR	EM			Bulletin File	ename 2094a	e	Occurre	emi-Anr	iual
Part or	ltom		Task	Statement	and Inc	struct	ion		Ect	Min		Threshold	10
Component	No	((	Comply wi	th all currer	nt safet	y pre	cautior	is)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
IJP	14.	<ol> <li>Unsc botto</li> <li>Wipe mode and c</li> <li>Disca</li> <li>Insta botto</li> <li>Insta prima</li> <li>The p was l no pri</li> <li>Use top o</li> <li>Use input mani</li> <li>Check Ir</li> </ol>	crew the or of the e excess ule moun cleaning and the c ll the ne over tight ll the fitt ary ink fi rinter wi ost durin ming is <b>put Air</b> check ar a wrencl of the elb a dull, po c air filter fold.	primary ink mod ink from nting hole solution old prima w primar ink mod ten. Hand ing into the lter. <b>NO</b> ^T ill compenditer. <b>NO</b> ^T ill compenditer. <b>NO</b> ^T ill compenditer. <b>NO</b> ^T ill compenditer. <b>NO</b> ^T ill compenditer. <b>NO</b> ^T ind/or replation h to loose pow fitting ointed instanting out of the put air fill	ink filt lule. the b e with or ma ry ink f lule ur d-tight he bot nsate procect comple lace the g. strume ie bott	er fr otto abs ake- filte filter filter filter ttom for a dure ete t bla ent t tom dirt	om th orben up flui r. into t inger f only. of the any in , ther he fol nput a ck nut of the and c	he ink at towels id. he tight. Do e k that efore, lowing ir filter: t at the the air lamage.	3	10			
		Repl ques prop 4. Insta the b	ace the tionable er printe Il the ne ottom of	input air , replace r operatio w or exis f the air r	filter if the fi on. sting ir nanifo	f neo Iter nput old.	cessai to ens air filf	ry. If sure ter into					
		5. Thre of the secu	ad the e e air mai re the fit	lbow fittir nifold, an tting. Do	ng bao id tigh not ov	ck in ten ver t	to the the nu ighten	e bottom ut to 1.					
		Be ca equip appli	nutious oment ed.	WARN when wo when	NING orking powe	g aro r l	ound has	or on been					

U.S. Postal S	Service									1[	DENTIFICA	TION					
Maintenance	Chec	klist	WC	RK			E			T I		CI		NU	JMB	ER	TYPE
mannenance	Shee	nii St	0	3	L	С	R	E	M			A		0	0	5	М
Equipment Nomenclature Low Cost Remo	e te Enco	oding	Equ	ipmer	nt Mo L	_{del} _CRI	EM				Bulletin Fil	ename 2094a	e	Occurr	ence emi	i-Ann	ual
Machir	ne	-															
Part or	Item		-	Task	State	ment	and I	nstruc	ction			Est.	Min.		Thr	eshold	s
Component	No	(1	Comp	ly wit	h all d	currer	nt safe	ety pr	ecaut	ion	is)	Time Req (min)	Skill Lev	Run Hours	Pi F ((	Freq.	
		•		-													
					W	ARN	ling	i									
		Befor you requi Plan	re p mus red (EW	erfo tdc by 1 P) N	rmir on th the o 1MO	ng t ne a curre	he f ppro ent l	ollo opria Elec	wing ate l trica	) PP al	steps PE as Work						
SYSTEM	15.	Restore equipme procedur	<b>pow</b> nta resp	<b>ver t</b> is p	resc	<b>quip</b> ribec lock	<b>men</b> d by out/r	t. Re	estor e cu re pi	re Irre	power to ent local cedures.	3	ALL				
IJP	16.	Power u	p ba	ar co	ode j	orint	er. F	Pres	s the	, А	C power	4	7				
		switch to On.	the	ON	( ) p	ositi	on to	o turi	n the	, А	C power						
CLEAN UP	17.	Clean u are remo machine deficienc	p. Ei oved co cies t	nsur fro over	e all m w s perv	l too vork and visor.	ls, lu area do	ubric a. Cl pors.	ants ose/ R	, r ′re Rej	ags, etc. place all port all	2	All				

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U.S. Postal S	Service									IDE	INTIFI	CATI	ON					
Maintenance	Chec	klist	WC CC	)rk )de			E	QUIF ACRO	MEN NYN	T I			CL C(	.ASS ODE	NU	JMBE	ĒR	TYPE
			0	3	L	С	R	Е	Μ				А	Α	0	0	5	М
Equipment Nomenclature Low Cost Remot Machin	e Enco ie	ding	Equ	ipmer	nt Mo L	^{del} ₋CR	EM			B	ulletin mr	Filer n12	name 094ae	Ð	Occurre	ence emi∙	-Ann	ual
Part or Component	ltem No	(	Task Statement and Instruction       Est.       Min.       Thresholds         (Comply with all current safety precautions)       Time       Skill       Run       Pieces       Free         (min)       Fed       (coop)       Free       Free       Free       Free										s Freq.					

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## ATTACHMENT 7

### LCREM OPERATIONAL MAINTENANCE PROCEDURES

## OPERATIONAL TOUR

## 09-LCREM-AA-001-M

Time Total: 38 Minutes

U.S. Postal Service		IDENTIFICATION																
Maintenance Checklist			WC CO	DRK DE			E	QUIF	MEN1	Γ			CLASS CODE		N	UMB	TYPE	
				9	L	С	R	Е	М				Α	Α	0	0	1	М
Equipment Nomenclature Low Cost Remote Encoding Machine			Equipment Model Bulletin LCREM mr								n Filei m12	⁻ilename ı12094ae			Occurrence Tour			
Part or Item Task Statement								atement and Instruction						Min.	Thresholds			
				comply with all current safety precautions)									Req (min)	Lev	Run Hours	Pi F ((	eces ⁻ ed )00)	Freq.

SAFETY STATEMENT	1.	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.	1	All		
		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 on optical equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection.				
		WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.				
		<b>NOTE</b> Operational checks must be made with machine processing mail in a normal operating mode.				
MACHINE LOGBOOK	2.	<b>Examine machine logbook.</b> Examine log and bring forward any unresolved problems from the previous tour.	Begin Tour	9		
MACHINE SAFETY	3.	<b>Be alert for unusual sounds or odors.</b> While performing listed operational maintenance tasks, be alert for unusual sounds, odors, or other indications of potential failure conditions in the machine.	Every 2 Hrs	9		
MACHINE SAFETY	4.	<b>Observe warning beepers and indicators.</b> Watch for proper operation of warning beepers and indicators on machine start-ups.	Every 2Hrs	9		

U.S. Postal Service Maintenance Checklist			IDENTIFICATION														
			WORK EQUIPMENT CODE ACRONYM								CL	LASS ODE	NUMBER			TYPE	
	09	L	. C	R	E	М			A	A	0	0	1	М			
Equipment Nomenclature Low Cost Remote Encoding Machine			Equipment Model Bulletin File LCREM mm12							lename 2094a	e	Occur					
Part or Item			Task Statement and Instruction								Est.	Min.		S			
Component	No	((	Comply with all current safety precautions)								Time Req (min)	Skill Lev	Run Hours	; ;	lieces Fed (000)	Freq.	
MACHINE SAFETY	5.	<b>Lamps.</b> Watch for proper functionality of all indicator lamps during normal machine operations. Correct deficiencies as soon as practical.						Every 2Hrs	9								
OPERATORS	6.	Observe feeder for proper operation, while checking to see if operators are having excessive processing problems. Investigate as necessary. Initiate corrective action as appropriate.						Every 2 Hrs	9								
VIDEO DISPLAY TERMINAL WFOV	7.	<b>Check mail processing screen.</b> Check current read value and fault indicators. Ensure current sor plan, operating mode, and read rate values are correct for the mail being processed. If MAR of GAR is below acceptable values, check for dust/debris accumulations on WFOV faceplate Check cooling fan filter for accumulated dust and debris on WFOV computer. Correct as necessary.								t Every t 2 Hrs r r r d	9						
INK JET PRINTER	8.	<b>Check for dirt/ink accumulations.</b> Check IMB ink jet printer to ensure there is no build-up of foreign material or accumulation of ink at the print head. Clean as necessary.							k Every n 2 Hrs	9							
SORTING STACKERS	9.	<b>Check for mis-sorts.</b> Sample check stackers for correct sortation. Verify that the bar code matches with the address block and scheme. Verify mail pieces enter stacker in a uniform manner.							r Every s 2 Hrs il	9							
ACE/MKAT COMPUTER	10.	<b>Check WebEOR reports.</b> Check for, jams and fault indications and ensure all performance metrics are meeting their target.							d Once e per shift	9							
MACHINE LOGBOOK AND SMO	11.	Log prob Report un the SMO a	lems dis resolved and gene	sco I pro erat	o <b>vered</b> oblem te app	<b>d an</b> ns at propr	<b>d wo</b> the riate	o <b>rk p</b> o end c work	erfo of to orc	ormed. our to ders.	Tour	9					