Maintenance Management Order

UNITED STATES
POSTAL SERVICE™

SUBJECT:	Preventive Maintenance Guidelines for the Change of Address Forms Processing System (CFPS)	**DATE:** December 18, 2006
		NO: MMO-131-06
TO:	1. Manager, Maintenance Support, Area Offices 2. Maintenance Managers, CFS Offices 3. Supervisors, CFS Offices 4. Processing & Distribution Centers	**FILE CODE:** I4 tkos:mm05055af

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for supporting the CFPS.

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

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

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

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

NOTE

If possible coordinate the weekly directory CD load with the Weekly PM route. Time to complete the software load has been included in the Weekly PM.

WARNING

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

WARNING

The use of compressed or blown air is prohibited. When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used only on optical equipment when other cleaning methods can not be used.

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

Earl J. Jones
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

Attachments: 1. Summary Workload Estimate
2. Master Checklist; 03-CFPS-AA-001-M**;** Weekly PM
3. Master Checklist; 03-CFPS-AA-002-M**;** Monthly PM
4. Master Checklist; 03-CFPS-AA-003-M**;** Semi-Annual
5. Illustrations for CFPS Server/Scanner

ORDER MANAGEMENT MAINTENANCE

<u>ATTACHMENT 1</u>

SUMMARY

WORKLOAD ESTIMATE

FOR

CHANGE OF ADDRESS FORMS PROCESSING SYSTEM

ORDER MANAGEMENT MAINTENANCE

MAINTENANCE MANAGEMENT ORDER

SUMMARY

WORKLOAD ESTIMATE FOR CFPS

					Grand Total	
Operation	Routine Servicing Per System (hrs/yr)	*Repair Time Per System (hrs/yr)	Total Servicing Time Per System (hrs/yr)	**Non-Productive Time Per System (hrs/yr)	Operational Maintenance Time Per System (hrs/yr)	Total Time Per System (hrs/yr)
7 day Scanner Site	53.1	15.9	69.0	6.9	0	75.9
7 day Non-Scanner	18.4	5.5	24	2.4	0	26.4

Total Servicing per CFPS System = Routine Servicing + Repair
Total Time per CFPS System = Total Servicing + Non-Productive + Operational Maintenance
   ∗   Repair estimates based on 30% of servicing.
   ∗∗ Based on 10% of total servicing and repair.

TOTALS   **Scanner Sites**   **Non-Scanner Sites**

03-CFPS-AA-001-M   Weekly   58 Minutes   21 Minutes
03-CFPS-AA-002-M   Monthly   13 Minutes   0 Minutes
03-CFPS-AA-003-M   Semi-Annual   7 Minutes   7 Minutes

TOOLS AND SUPPLIES REQUIRED

Vacuum Cleaner
Universal Maintenance Kit #S003408 (Scanner kit)
• Optic Cleaning Pads
• Shimmer Cleaning Sheets
• Transport Cleaning Sheets
• Spray Duster (not use this product)
• Rubber Tire Cleaner Bottle
Cotton Swabs/Cue Tips
Isopropyl Alcohol
Cleaning cloth
CD/DVD Player

REFERENCE MATERIALS

Siemen CFPS Maintenance Training Materials
MS-216 PARS System Maintenance Handbook

MAINTENANCE MANAGEMENT ORDER

<u>ATTACHMENT 2</u>

CHANGE OF ADDRESS FORMS PROCESSING SYSTEM

MASTER CHECKLIST

03-CFPS-AA-001-M

WEEKLY

Time Total: 58 Minutes

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

NOTE

The weekly directory CD load should be coordinated with the Weekly PM if possible. Time to complete the software load has been included in the Weekly PM.

NOTE

Figures referred to in the following checklist are in attachment 5.

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION							
		WORK CODE	EQUIPMENT ACRONYM				CLASS CODE	NUMBER	TYPE
		0 3	C F P S				A A	0 0 1	M

Equipment Nomenclature Change of Address Forms Processing System	Equipment Model		Bulletin Filename MM05055AF	Frequency WEEKLY

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

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 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.

   1 MIN   All

   NOTE

   When this weekly procedure falls on the same day as monthly procedure, all covers or panels opened during weekly can be left open to complete monthly procedure. Also, the monthly lockout step will have already been performed in this procedure.

LOADING DIRECTORY

2. **Load weekly directory CD.**

   10 MIN   11

   1. Log on the COA Server.

   2. If the COA Process Control status is OK, (see figure 1) from the Commands pull down menu select Stop COA System (see figure 2), to change the status to OFF.

   NOTE

   The COA Process Control status must be OFF (no COA Forms processing).

   3. Attach removable CD/DVD player to the USB port of the COA server (front port).

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION									
		WORK CODE	EQUIPMENT ACRONYM					CLASS CODE		NUMBER	TYPE
		0 3	C F P S					A A		0 0 1	M

| Equipment Nomenclature Change of Address Forms Processing System | | Equipment Model | | Bulletin Filename MM05055AF | | Frequency WEEKLY | |

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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MAINTENANCE MANAGEMENT ORDER

> **CAUTION**

> **As software changes are made, this load procedure may change; check the latest SMO for load procedure.**

4. Using the Tools pull down menu, select "Load Directories from CD**"** (see figure 3)**.**

5. Insert the directory CD into the player.

6. As directed by the WINNT\System32\cmd.exe screen press Enter.

7. Wait for the following window, then click OK (see figure 4)**.**

> **NOTE**

> See figure 5 for window displayed during the directory load.

8. Once the load is complete, press any key as directed by the WINNT\System32\cmd.exe window displaying the "Successfully Loaded" message.

9. From the COA server UI screen, using commands pull down window, select Start System to change the status window to OK (for COA Forms processing) (see figure 2).

> **NOTE**

> QSCAN and/or KFP will not go READY until individual task is started.

10. Verify that all subsystems status are ready.

COA SERVER	3.	**Cleaning the COA server computer.**	6 MIN	11

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

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

> **WARNING**

> **Keep hands away from moving fan blades during computer shutdown.**

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		0 3	C F P S			A A		0 0 1	M

Equipment Nomenclature Change of Address Forms Processing System	Equipment Model	Bulletin Filename MM05055AF	Frequency WEEKLY

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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2. Open front panel/access door of COA server (see figure 6).

3. Grasp the fan filter holder and turn ¼ turn counter-clockwise to remove it from the fan housing.

4. Use vacuum to clean both sides of the filter.

WARNING

Keep hands away from moving fan blades when verifying operation of fan.

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5. Keeping hands clear of fan blades, momentarily power-up the computer verify that fan turns, then power-off the computer. If the fan does not turn, replace the computer.

6. Return filter holder to its proper location against fan housing, line-up fan filter holder with slots in fan housing, press and turn filter holder ¼ turn clockwise to lock it in place.

7. Use vacuum to clean the screen on the computer access door.

8. Power-up the computer.

9. Check system to verify it is working properly.

Part or Component	Item No	Task Statement and Instruction	Est. Time	Skill
MONITOR AND KEYBOARD	4.	**Cleaning the COA server peripherals.** Clean the monitor and keyboard with a soft cloth or vacuum.	3 MIN	8

1. Vacuum the keyboard with a brush.

2. Using soft cloth wipe, clean monitor screen.

3. Vacuum other dust from monitor casing.

CFPS SCANNER (FOR COA SCANNER SITES ONLY)	5.	**Cleaning scanner transport area.**	4 MIN	8

1. Note current position of the paper guides.

2. Open paper guides to the maximum width.

3. Press Clear button to place scanner in Ready mode, if not ready (see figure 7).

4. Press Cleaning Menu button on control panel.

U.S. Postal Service	IDENTIFICATION							
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	0 3	C F P S			A	A	0 0 1	M

Equipment Nomenclature	Equipment Model	Bulletin Filename	Frequency
Change of Address Forms Processing System		MM05055AF	WEEKLY

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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CFPS SCANNER (CON'T)

5. Press the F1 key to start the scanner.

6. Raise the skimmer roller.

7. Place transport cleaning sheet from scanner kit, in feed tray and lower skimmer (the sheet should feed through the scanner).

8. Remove the sheet from the exit tray and feed it through again.

9. Remove sheet from exit tray and flip it over.

10. Repeat steps 7 and 8, twice.

11. Press the Stop button, then the Clear button (scanner should return to Ready mode in approx. 8 sec).

12. Return paper guides to the normal position.

13. Discard the used cleaning sheet.

CFPS SCANNER (CON'T)

6. **Cleaning skimmer roller (feeder).**   5 MIN   8

Dirty skimmer rollers may slip or cause multi-feeds. Clean the skimmer as required.

1. Remove all documents from feed and exit trays.

2. Press the Clear button to place scanner in the Ready mode, if not ready (see figure 7).

3. Press Cleaning Menu key on Control Panel.

4. Raise the skimmer roller.

5. Press the F1 key to start the scanner.

6. Using rubber tire cleaner and skimmer cleaning sheet from scanner kit spray, lightly dampen center leading edge of sheet (see figure 8).

7. Place dampened end of skimmer cleaning sheet in feed position, hold the back of sheet with one hand (see figure 9).

8. Lower the skimmer roller.

9. While holding sheet, let skimmer roller spin on dampened area of sheet (roller should spin freely on sheet).

MAINTENANCE MANAGEMENT ORDER

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Maintenance Checklist		WORK CODE	EQUIPMENT ACRONYM			CLASS CODE		NUMBER	TYPE
		0 3	C F P S			A	A	0 0 1	M
Equipment Nomenclature Change of Address Forms Processing System		Equipment Model		Bulletin Filename MM05055AF			Frequency WEEKLY		

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

10. Allow the sheet be pulled slowly into the scanner and feed through the transport.

11. Remove the cleaning sheet from the exit tray, repeat steps 9, 10, and 11 three times.

12. Press the Stop button, then the Clear button (the scanner should return to the Ready mode in approximately 8 seconds.

13. Discard the used cleaning sheet.

CFPS SCANNER (CON'T)

7. **Cleaning the page sensors.**   6 MIN   11

Page sensors are located at the transport entry and at the back of the transport paper path.

1. Turn the scanner OFF.

2. Open transport to its highest position, by lifting latch on lower right side of front cover (see figure 10).

NOTE

There are five pairs of sensors in the transport entry section, located behind the holes in the stainless transport plates at the front of the scanner. Also, in the paper path there are jam sensors.

CAUTION

Do not touch sensors with cotton swabs or anything else when cleaning them.

3. Vacuum sensor areas (top/bottom) and complete transport page path, including page sensors and jam sensors (see figure 11).

4. Close the transport firmly.

8. **Cleaning the feeder sensor.**   2 MIN   8

1. Remove all paper from the feed tray.

2. Vacuum feeder sensor area (see figure 12).

9. **Clean glass flat.**   11 MIN   8

The glass flat is located inside the scanner

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	0 3	C	F	P	S			A	A	0 0 1	M
Equipment Nomenclature Change of Address Forms Processing System	Equipment Model				Bulletin Filename MM05055AF			Frequency WEEKLY			

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

transport above the bottom read lamps.

NOTE

When scanner transport is opened, a safety interlock removes power from the transport.

CFPS SCANNER (CON'T)

1. Open transport by lifting transport latch on the lower right side of the control panel upward.

2. Raise the cover to its highest position.

3. Place your index fingers on each side of the glass flat (see figure 13).

4. Press down slightly on the glass flat and slide it to the left until you can see right end.

> **CAUTION**
>
> **Handle the glass flat by its edges to avoid smudges and scratches. Do not twist or turn glass flat while removing it.**

5. Push down on the left end of the glass, the right end will rise slightly (see figure 14), grasp this end.

6. Holding the right side, gently pull the glass out scanner. Take care not to twist the glass.

7. Check the glass flat for chips and scratches.

NOTE

If glass flat is chipped or scratched, contact service representative/MTSC to replace it.

8. Using optic cleaning pad from scanner kit, carefully clean all surfaces of the glass flat.

9. Wipe the glass flat down with cleaning cloth dry, to eliminate streaking.

10. Replace the glass flat by grasping each end, placing left end in the track first.

11. Pressing down slightly on left and slide glass flat to left until the right end fits in the track.

12. Slide glass flat back to right until right and left

MAINTENANCE MANAGEMENT ORDER

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Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM			CLASS CODE		NUMBER	TYPE
	0 3	C F P S			A	A	0 0 1	M

Equipment Nomenclature	Equipment Model	Bulletin Filename	Frequency
Change of Address Forms Processing System		MM05055AF	WEEKLY

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

ends are about ¼" into its socket. When centered, glass flat is held in place by springs.

13. Close the transport cover firmly.

CFPS SCANNER (CON'T)	10.	**Checking scanner lamps.**	1 MIN	11

The lamps are cleaned during the monthly PM, replace as required.

1. Check the bulb icon (☼) in the Control Panel display, if this icon is showing or flashing, replace lamp.

2. If a lamp needs replacing, contact the MTSC HelpDesk, and a service technician will be sent to replace it.

CFPS SCANNER (CON'T)	11.	**Cleaning the imprint head.**	5 MIN	11

Check/verify print quality, by priming and firing all nozzles on the imprint head.

1. On the control panel press CLEAR button to display the READY menu (see figure 15).

2. Press the RIGHT arrow until the FRONT PRINTER Menu is displayed (see figure 16).

3. Press F1 to turn the imprinter ON.

4. Press F3 to select CLEAN (see figure 17).

5. Insert a blank sheet of paper in the feed tray. Verify that the paper is wide enough for the imprinter to print on it.

6. Press F1 to select OK, the paper should feed (see figure 18).

7. Verify the control panel displays "CLEANING IMPRINTER" while the blank sheet is feeding through the scanner (see figure 19).

8. Remove the sheet of paper from the exit tray verify that a black rectangle is printed.

NOTE

The above action will prime and use all nozzles of the imprint head.

9. If there is no white streak(s) through the black

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U.S. Postal Service **Maintenance Checklist**		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	C F P S				A	A	0 0	1	M

Equipment Nomenclature Change of Address Forms Processing System	Equipment Model		Bulletin Filename MM05055AF	Frequency WEEKLY

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

rectangle go to step 13.

10. Cycle scanner power (OFF/ON) to pre-fire imprinter.

11. Repeat steps 5 through 9.

NOTE

If the problem persists, it may require priming or replacing the cartridge, contact the MTSC HelpDesk.

12. Once "Front Printer: ON" message appears press F1 to turn printer OFF (see figure 20).

13. Press the CLEAR button to return to READY menu (see figure 21).

CFPS SCANNER (CON'T)	12.	**Clean the imprinter housing.**	3 MIN	11			

Clean the imprinter and print cartridge, and check print cartridge ink level.

1. Open the scanner transport.

2. Mark position of imprinter handle (see figure 22).

3. Grasp imprinter handle, slide it to service position all the way to left side of scanner.

4. Flip the print cartridge securing lever upward and over the cartridge (see figure 23).

5. Grasp the print cartridge by its clear plastic tab and remove it from the imprinter.

CAUTION

When cleaning the print cartridge do not damage the foil below the ink cartridge.

6. Carefully remove dried ink from the bottom of print cartridge with a dry soft cloth.

7. Lay ink cartridge on its side (see figure 24).

8. Check ink level by observing bladder, if bladder lies real low in the cartridge, the ink level is too low.

9. If the ink is low, replace print cartridge. Refer to scanner print cartridge replacement

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		0 3	C F P S				A	A	0 0 1		M
Equipment Nomenclature Change of Address Forms Processing System		Equipment Model				Bulletin Filename MM05055AF			Frequency WEEKLY		

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

procedure.

10. Clean ink from imprinter housing with a cotton swab and isopropyl alcohol to remove residue.

11. Slide the cartridge back into the imprinter.

12. Move the securing lever down to secure and hold the cartridge in place.

13. Slide the imprinter back to the normal operating position.

14. Using a cloth and isopropyl alcohol, clean ink from transport feed path.

15. Close the transport cover firmly.

16. Verify scanner operation and print quality by scanning a COA form or paper the size of a COA form.

17. Report or correct any problems.

| CLEAN UP | 13. | **Clean up.** Ensure all tools, cleaners, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. | 1 MIN | All | | | |

MAINTENANCE MANAGEMENT ORDER

ATTACHMENT 3

CHANGE OF ADDRESS FORMS PROCESSING SYSTEM

MASTER CHECKLIST

03-CFPS-AA-002-M

MONTHLY

Time Total: 13 Minutes

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

NOTE

Figures referred to in the following checklist are in attachment 5.

U.S. Postal Service	IDENTIFICATION							
Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM			CLASS CODE		NUMBER	TYPE
	0 3	C F P S			A A		0 0 2	M

Equipment Nomenclature	Equipment Model	Bulletin Filename	Frequency
Change of Address Forms Processing System		MM05055AF	MONTHLY

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Weeks
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 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.**	1 MIN	All			
LOCKOUT	2.	**Power down and lockout power.** Power down the machine and lockout its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.	1 MIN	All			
CFPS SCANNER (FOR COA SCANNER SITES ONLY)	3.	**Cleaning the scanner lamps.** 1. Remove paper from exit tray. **NOTE** When the user access panel is opened, a safety interlock removes power from the transport. If the bulb icon (☻) is displayed the lamps should be replaced. 2. Open the scanner transport. 3. Open the scanner left side access panel by folding it down (see figure 25). **WARNING** **The lamps may be very HOT, use caution when removing the lamps.**	5 MIN	8			

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service	IDENTIFICATION								
Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM				CLASS CODE		NUMBER	TYPE
	0 3	C F P S				A A		0 0 2	M
Equipment Nomenclature Change of Address Forms Processing System	Equipment Model			Bulletin Filename MM05055AF			Frequency MONTHLY		

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

4. Remove the front lamp (1), then the back lamp (2), by grasping the green bulb housing and gently pull the lamp toward you (carefully slide the lamps out).

5. Using an optic cleaning pad (from the scanner kit); wipe the lamps until they are free of dust.

6. Replace the lamps by carefully sliding them back into the scanner and lamp sockets.

NOTE

If scanner does not operate properly or the light source is degraded, check the position of the lamps ensuring they are properly installed. If replacement is required, contact your service representative.

7. Close the side access panel and transport.

8. Power-up scanner and ensure it is operational.

CFPS SCANNER (CON'T)	4.	**Calibrating the CFPS scanner.**	5 MIN	11

Noise interferes with OCR readability and increases error rate and labor cost.

1. Check COA form images for dirty looking images (see figure 26).

2. If the images are not clear (see figure 27), take the following actions to clean it up.

3. Log in with the maintenance account.

4. Scan in an image that is known to cause bleed through (a dirty image).

5. Select STOP and allow the image to be injected (see figure 28).

6. Move the SCAN window to the lower left corner of the screen (see figure 29).

7. Move the mouse to the lower right part of the screen and expose the start bar.

8. Double click on the Virtual Rescan icon in the Windows tray area, located next to the time (see figure 30).

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	0 3	C F P S				A A	0 0 2		M
Equipment Nomenclature Change of Address Forms Processing System	Equipment Model				Bulletin Filename MM05055AF			Frequency MONTHLY	

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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9. Using contrast slide bar, adjust to point where drop out color truly drops out (see figure 31).

10. If scripting of the form begins to deteriorate, adjust the brightness and gamma slide bars to achieve optimum dropout (see figure 32).

NOTE

Items to be aware of:

- Do not degrade patron scripting

- Leave OFFICIAL MAIL FORWARDING bar black at the top of the form

- All that is not a drop out color, should be legibly exposed (i.e. fine print writing)

- This may need to be repeated with a number of different scripted forms (various inks, colors, pencils) to gain optimum adjustment.

11. Save settings by clicking on the Profile tab (see figure 33).

12. Click Save, then click Apply Batch.

13. If scan window is still active, from CFPS UI, click COMMANDS select STOP SCAN.

14. If SCAN window has timed out, click COMMANDS select START SCAN, and move scan window to expose the counters and the Current Login information bar (see figure 34).

15. Allow SCAN window to time out to save its location settings, then start the scan by clicking COMMANDS select START SCAN

16. Ensure proper location of scan window. If the window is concealing counters, go to step 13.

17. From the CFPS UI screen click COMMANDS, select STOP SCAN and release back to operations.

| CLEAN UP | 5. | **Clean up.** Ensure all tools, lubricants, rags, etc. are removed from the work area. Report all deficiencies to your supervisor. | 1 MIN | ALL | | | |

MAINTENANCE MANAGEMENT ORDER

ATTACHMENT 4

CHANGE OF ADDRESS FORMS PROCESSING SYSTEM

MASTER CHECKLIST

03-CFPS-AA-003-M

SEMI-ANNUAL

Time Total: 7 Minutes

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

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION					
	WORK CODE	EQUIPMENT ACRONYM			CLASS CODE	NUMBER	TYPE
	0 3	C F P S			A A	0 0 3	M

Equipment Nomenclature Change of Address Forms Processing System	Equipment Model	Bulletin Filename MM05055AF	Frequency SEMI-ANNUAL

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Weeks
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 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.**	1 MIN	All			
COA SERVER COMPUTER	2.	**Replacing the fan filter.** 1. Power OFF the COA server.	5 MIN	11			

MAINTENANCE MANAGEMENT ORDER

WARNING

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

2. Open the computer access door.

3. Grasp the fan filter holder and turn ¼ turn counter-clockwise to remove assembly from the fan housing.

4. Remove two screws from the filter holder assembly.

5. Replace old filter with new filter.

6. Replace two screws in filter holder.

WARNING

Keep hands away from moving fan blades when verifying operation of fan.

U.S. Postal Service	IDENTIFICATION								
Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM					CLASS CODE	NUMBER	TYPE
	0 3	C F P S					A A	0 0 3	M
Equipment Nomenclature Change of Address Forms Processing System	Equipment Model				Bulletin Filename MM05055AF			Frequency SEMI-ANNUAL	

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

	7.	Verify that the fan works, by turning computer ON momentarily you should see fan blades moving. If not computer should be replaced.					
	8.	Return the filter holder to its proper location in the filter holder housing, place the fan filter holder into the slots on the server front and turn ¼ turn clockwise to lock it in place.					
	9.	Power ON the computer.					
	10.	Check the system to verify it is working properly.					
CLEAN UP	3.	**Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	1 MIN	All			

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Equipment Nomenclature Change of Address Forms Processing System	Equipment Model	Bulletin Filename MM05055AF	Frequency SEMI-ANNUAL

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

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MAINTENANCE MANAGEMENT ORDER

ATTACHMENT 5

ILLUSTRATIONS FOR CFPS SERVER/SCANNER

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER
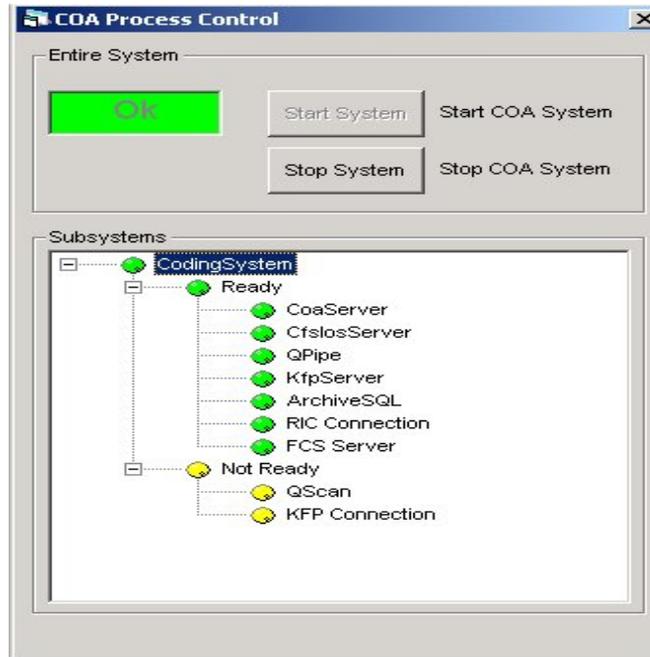
Figure 1. COA Process Control Screen
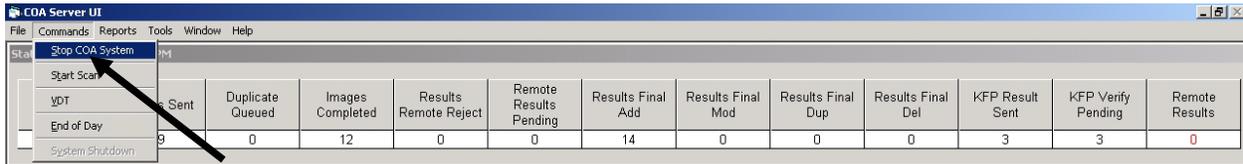
Figure 2. COA Server UI
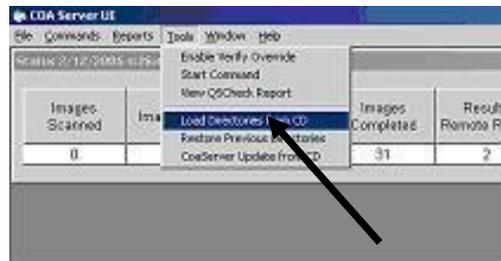
Figure 3. Tools Pulldown Window
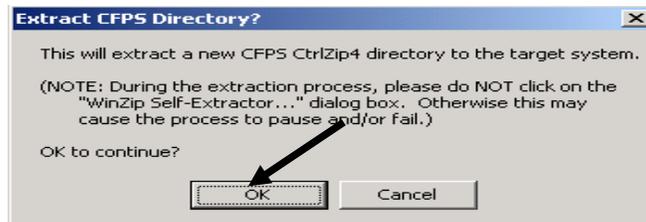
Figure 4. Extract CFPS Directory

Figure 5. WinZip Self-Extractor
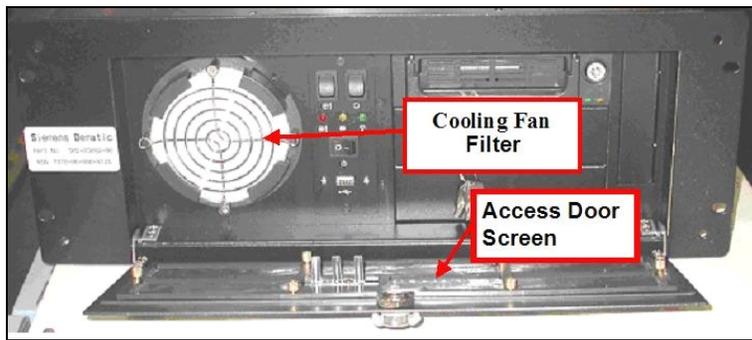
Figure 6. Computer Front Panel
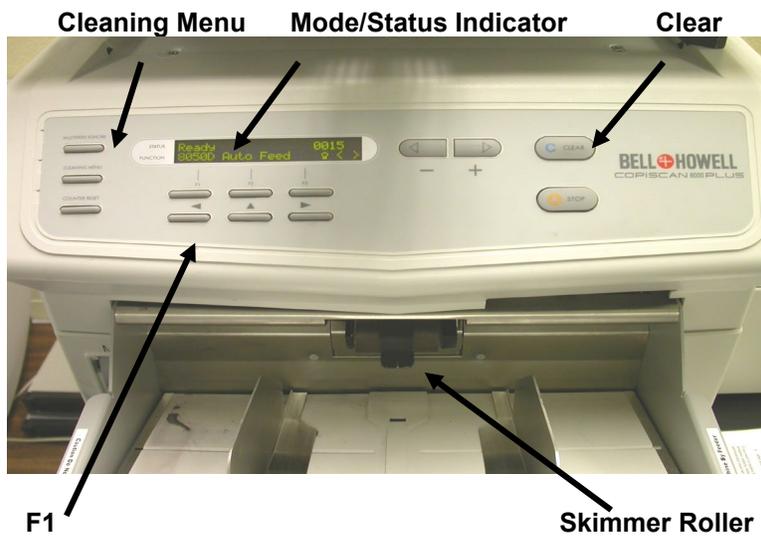
Figure 7. Scanner Control Panel

MAINTENANCE MANAGEMENT ORDER
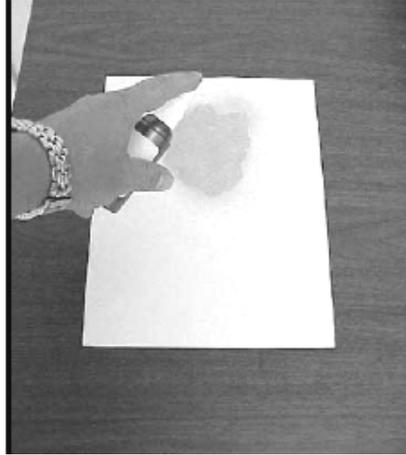
Figure 8. Applying Cleaner to Cleaning Sheet

Figure 9. Holding/Feeding Cleaning Sheet

Figure 10. Transport Latch
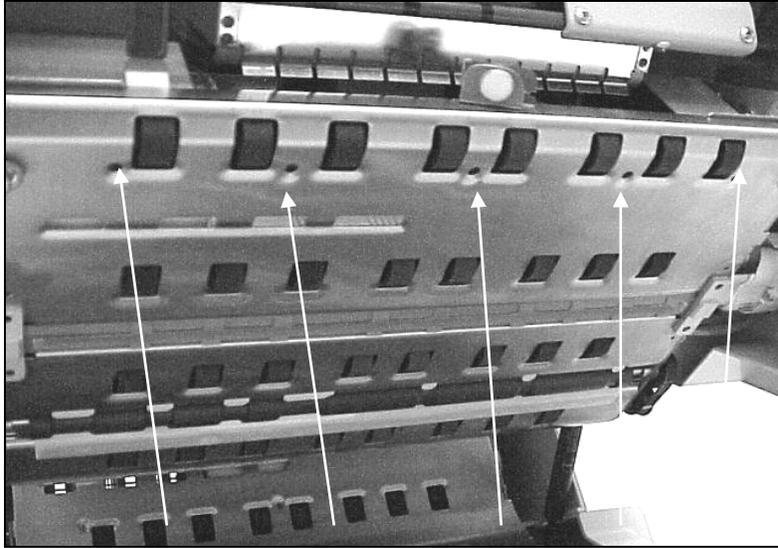
Figure 11. Page Sensors
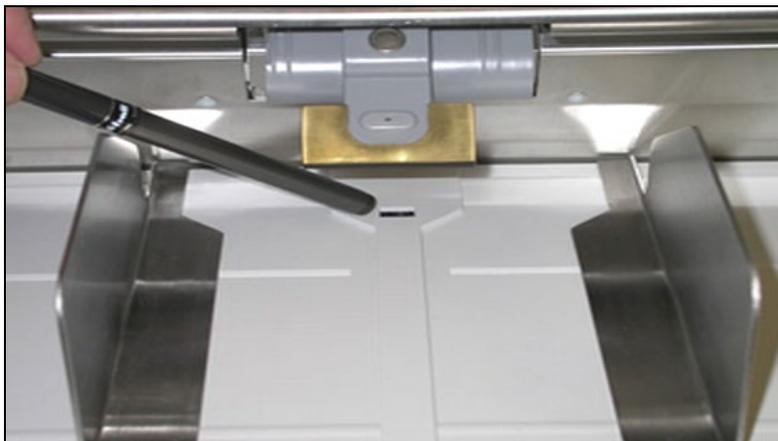
Figure 12. Feeder Sensor

Figure 13. Fingers on Glass Flat

Figure 14. Removing/Replacing Glass Flat

Status	READY		0000
Function	8050D	AUTO FEED	< >
	F1	**F2**	**F3**

Figure 15. Ready Menu

STATUS	FRONT PRINTER: OFF		≡
FUNCTION	ON/OFF	REFILL	100% SETUP ← →
	F 1	**F 2**	**F 3**

Figure 16. Front Imprinter Menu (Printer OFF)

Status	FRONT PRINTER: ON		100%
Function	ON/OFF	REFILL	CLEAN < >
	F1	**F2**	**F3**

Figure 17. Front Imprinter Menu (Printer ON)

Status	PRINTER ON NEXT PAGE FED?		
Function	OK		CANCEL
	F1	**F2**	**F3**

Figure 18. Page Fed Menu

Status	**CLEANING IMPRINTER....**
Function	

F1   **F2**   **F3**
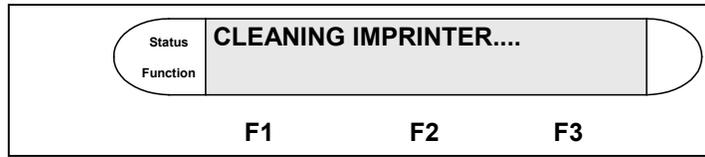
Figure 19. Page Feeding Screen

Status	**FRONT PRINTER: ON** 100%
Function	**ON/OFF REFILL CLEAN < >**

F1   **F2**   **F3**
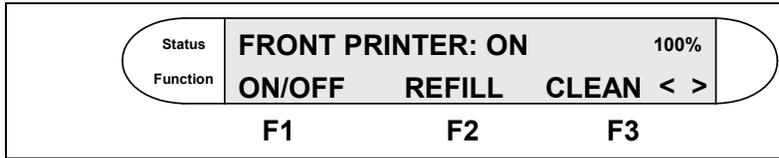
Figure 20. Front Imprinter Menu

Status	**READY** 0000
Function	**8050D AUTO FEED < >**

F1   **F2**   **F3**
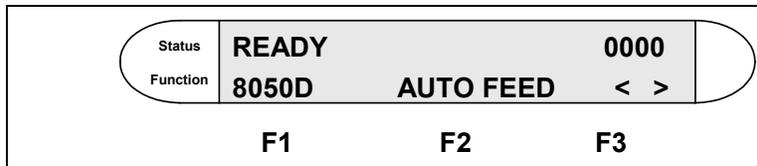
Figure 21. Return to Ready

Figure 22. Imprinter Positioning Handle

Figure 23. Imprinter Print Cartridge
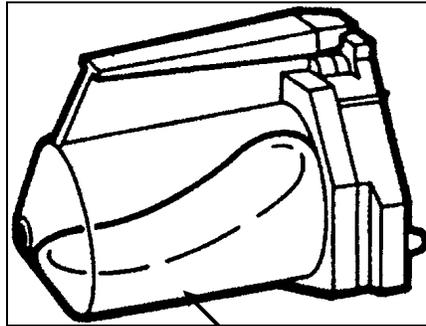
Ink Bladder
Figure 24. Ink Cartridge (Lying on side)
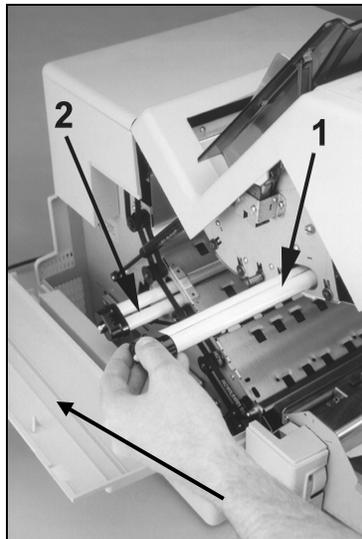
Side Access Panel
Figure 25. Scanner Lamps

Figure 26. Bad COA Image

Figure 27. Good COA Image

Figure 28. COA Server Scan Screen

MAINTENANCE MANAGEMENT ORDER
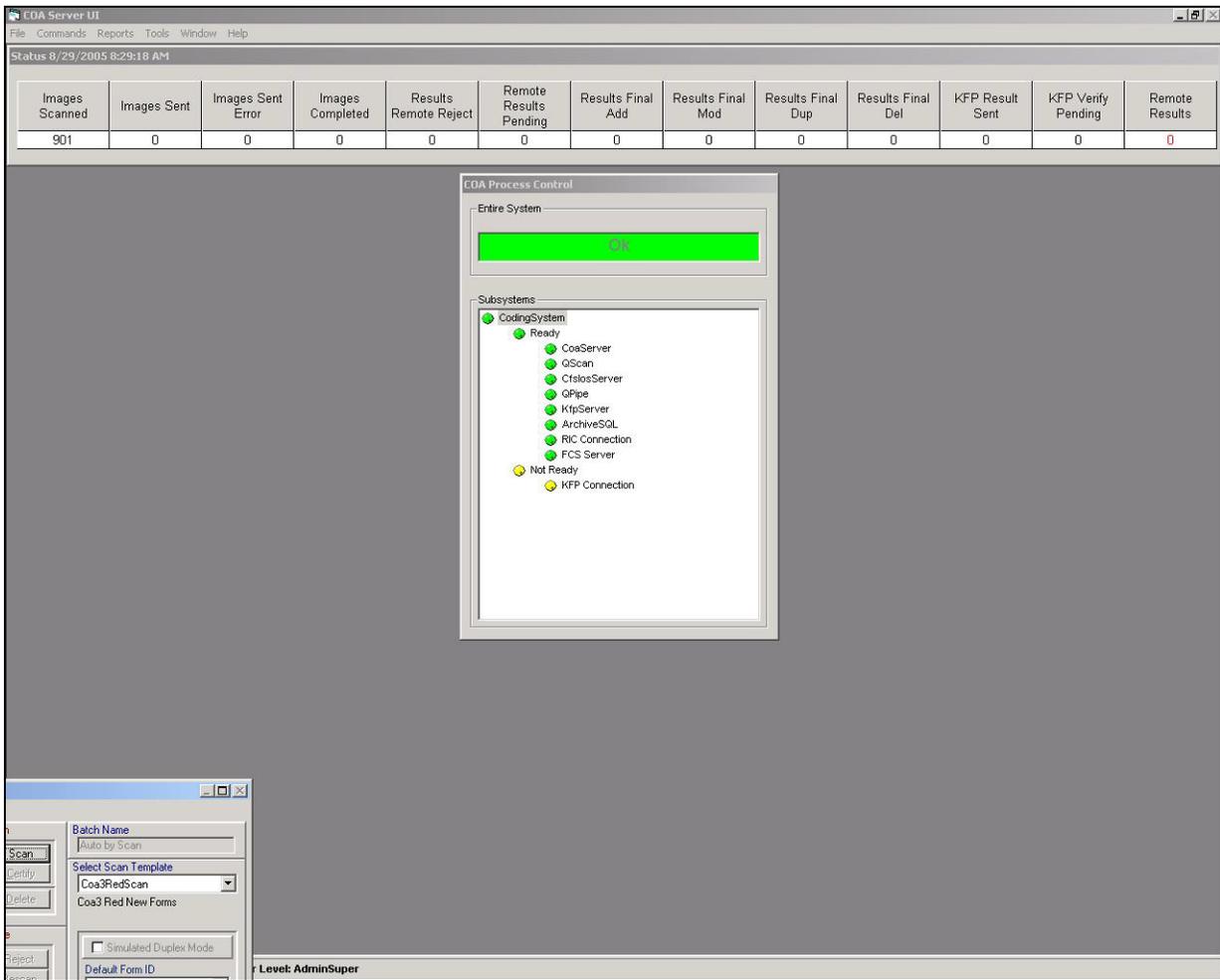
Figure 29. Scan Window in Lower Left Corner

Figure 30. Virtual Rescan Icon

Figure 31. Contrast Bar

Figure 32. Brightness and Gamma Slide Bars

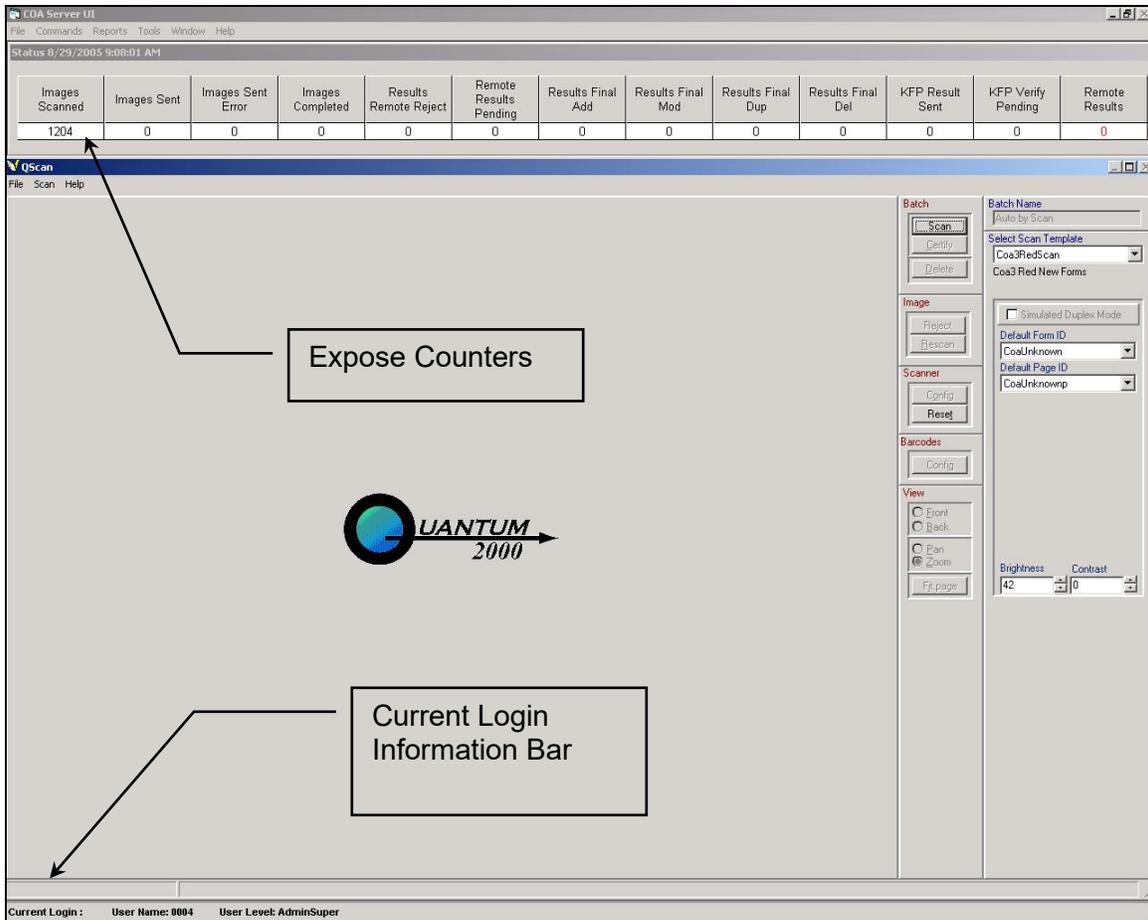MAINTENANCE MANAGEMENT ORDER
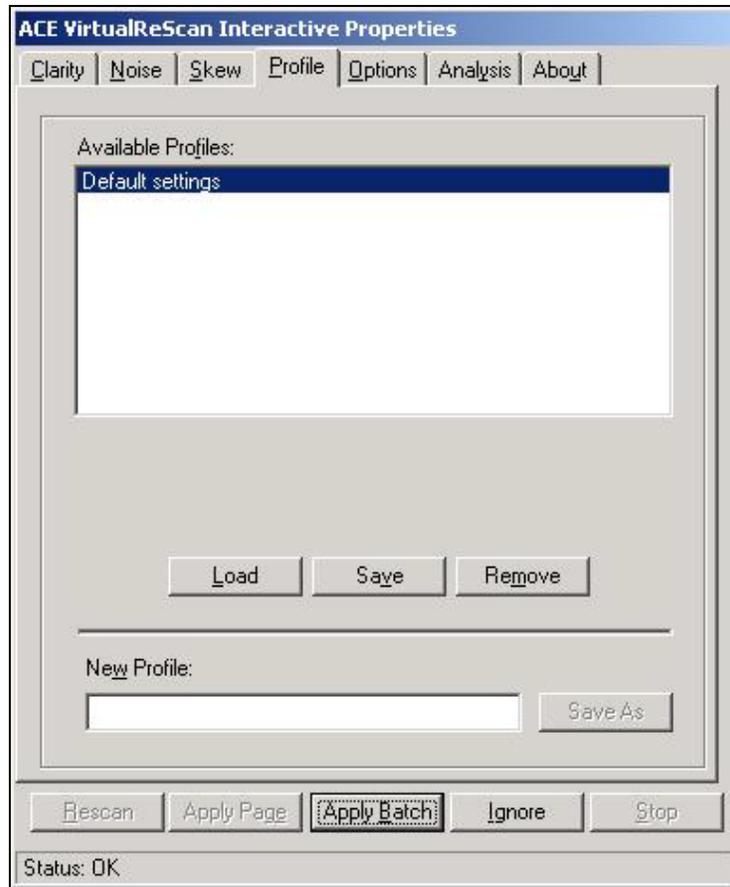
Figure 33. Saving Settings

Figure 34. Expose Counters and Current Login Information Bar