

# JetScan® MPS 4200

## Multi-Pocket Sorter

### Care and Maintenance Guide



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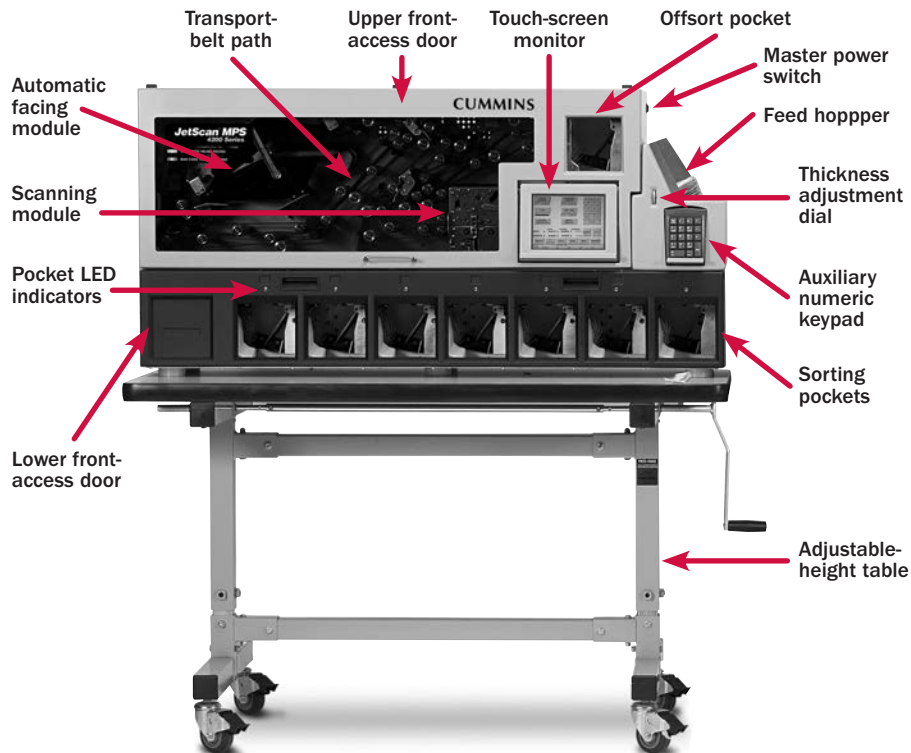
# Table of Contents

About This Guide ..... 2  
Machine Diagram ..... 2  
Daily Cleaning Procedures ..... 3  
Cleaning Supplies ..... 9

## About This Guide

This guide outlines cleaning procedures for the JetScan® MPS 4200 multi-pocket sorter. For more information, please refer to the corresponding operating instructions.

## Machine Diagram



## Daily Cleaning Procedures

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

### Recommended Cleaning Materials

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

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

Individuals with sensitive skin should rinse hands after using.

- **Simple Green Safety Towels.** (Part number: 022-2118-00.) A pre-moistened microfiber towel also may be used. If using Simple Green concentrate, dilute to: 1 ounce of Simple Green per 8 ounces of water. For material-safety-data sheets, see [simplegreen.com](http://simplegreen.com).
- **Microfiber towels.** (Part number: 022-2223-00.)
- **Non-chemically treated mini dusters.** (Part number: 022-2224-00.)
- **Vacuum.** (Standard vacuum part number: 022-1959-00; heavy-duty vacuum part number: 022-1308-00.)

### Daily Cleaning

**WARNING** Risk of injury.  
Turn power **OFF** before cleaning machine.  
Do not defeat safety interlock switches.

**NOTICE** To avoid machine/component damage and potential voiding of existing warranty, follow these procedures:  
Only use specified tools for cleaning machine. Never use metal tools.  
If using Simple Green concentrate, dilute to: 1 ounce of Simple Green per 8 ounces of water.  
Never use cleaners containing ammonia. Ammonia may remove labels from machine.  
Never spray cleaners directly on machine components.

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## Turn OFF Machine

1



Follow normal procedures to exit the JetTouch® operating system.  
Turn power **OFF** (master power switch will not be illuminated).

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## Feeder Module

1



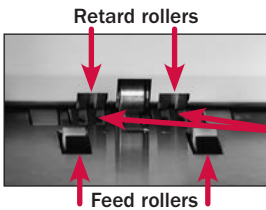
Pull out feeder to service position.

2



Use dry microfiber towel to remove dirt buildup on aluminum rollers.

3



Use Simple Green Safety Towel to clean feed, drum and retard rollers.

4



Squeeze tabs to open access plate. Lift access plate to locked position.  
Inspect area for debris.

5



Vacuum entire feeder, including area surrounding feed, drum and retard rollers.

6

Squeeze tabs to close access plate. Lower access plate until it locks in the operating position.

7

Return feeder to operating position.

---

## Scanning Module

1



Open upper-access door to service position.

2



Pull out scanning module.  
Unlatch scanning module and open to service position.



The following scanning-module elements will vary depending on the MPS 4200 model purchased:

- Latch design.
- Dimension and weight.

3



Use dry microfiber towel to remove dirt buildup on aluminum rollers.



It is not necessary to clean urethane rollers.

4



Vacuum upper and lower scanner transport plates.

5



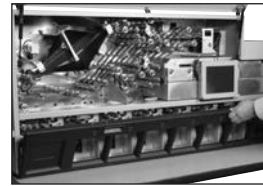
Inspect scan-head glass (upper and lower) for residue. Wipe with dry microfiber towel.

6

Close scanning module and return to operating position.

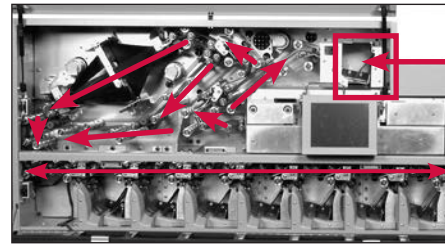
## Transport Assembly

1



Keep upper-access door open in service position.  
Open lower-access door to service position.

2



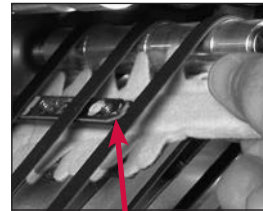
Offsort pocket

Full view of transport area

Following normal document flow, vacuum:

- The transport-belt path.
- The offsort pocket and area surrounding it.

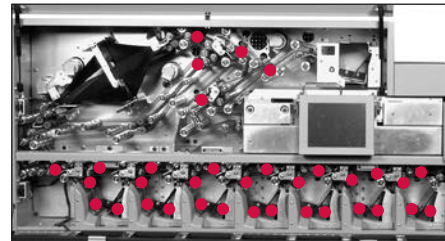
3



U-shaped flow-control sensor

Following normal document flow, carefully wipe off these sensors and reflectors in the transport assembly and transport-belt path with a dry, non-chemically treated mini duster:

- All U-shaped flow-control sensors.
- All pocket-count sensors and reflectors.
- All pocket-empty sensors and reflectors.



Sensors/reflectors: ●

4

Verify all transport belts are in place.

5

Close upper- and lower-access doors.

## Machine Exterior

1



Use Simple Green Safety Towel to clean exterior machine surfaces as needed.

## Resuming Operation

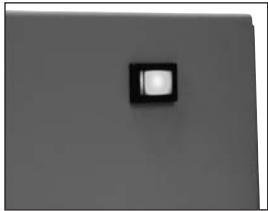


IMPORTANT

The machine will not function, and the master power switch will intermittently flash green if:

- The feeder and scanning module are not in the operating position.
- Access doors are open.

1



Turn power **ON** (solid green light will illuminate).

2

Process a small number of notes to verify machine operation.



## Cleaning Supplies

The following items are available for purchase through **Cummins Allison**

### MPS Cleaning Kit

(Part number: 410-3400-01)

The kit contains:

- 25 mini dusters
- 20 microfiber towels
- 100 Simple Green Safety Towels
- MPS 4100 and MPS 4200 care-and-maintenance guides

### Items Sold Separately

- 25 mini dusters. (Part number: 022-2224-00.)
- 10 microfiber towels. (Part number: 022-2223-00.)
- 50 Simple Green Safety Towels. (Part number: 022-2118-00.)
- Vacuum. (Standard vacuum part number: 022-1959-00; heavy-duty vacuum part number: 022-1308-00.)

## How to Order

To place an order in the United States, visit [store.cumminsallison.com](https://store.cumminsallison.com).

To place an order outside of the United States, contact your local Cummins Allison representative.

