

# Universal JetCount® note counter cleaning procedures

For models 4022, 4023, 4024, 4025, 4026, 4027, 4028, 4029, 4122, 4124, 4128

Daily cleaning of Universal JetCount® machines is recommended to ensure maximum productivity and reliability.

## 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: 30 ml (1 ounce) of Simple Green per 240 ml (8 ounces) of water. For a material safety data sheet, see [simplegreen.com](http://simplegreen.com).
- Microfiber towels. (Part number: 022-2223-00.)
- A clean, soft eraser. (Part number: 022-1695-00.)
- Vacuum (purchase locally).

## Daily cleaning

### WARNING

High voltage inside. Risk of electric shock.

Turn power **OFF** and unplug power cord from machine before cleaning.

### 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: 30 ml (1 ounce) of Simple Green per 240 ml (8 ounces) of water.

Never use cleaners containing ammonia. Ammonia may remove labels from machine.

Never spray cleaners directly on machine components.

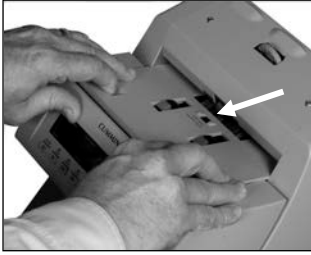
1. Turn power switch **OFF** (rocker panel to 0).

2. Disconnect the power cord from the back of the machine.

3.  Raise hopper.

4. Remove feeder plate as shown in Step 5.

5.



Use a microfiber towel to clean the black start sensor at the top, middle of the feeder plate, as identified at left.

Use a Simple Green Safety Towel to remove dirt buildup from the upper and lower aluminum rollers. To reach all exposed surfaces, rotate the large, black feed rollers forward (direction of note flow).



**Rotating the large, black feed rollers will rotate all other shafts and rollers in the machine. These rollers can be rotated in either direction by using fingers. Generally, the top of these rollers should be rotated forward (direction of note flow), so any dirt or stray material is moved out of the unit.**

6.



If there is heavy buildup on the aluminum rollers, remove it with a clean, soft eraser as shown.

7.



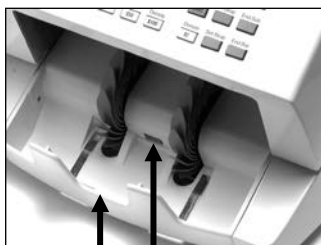
Use a Simple Green Safety Towel to clean all rubber sections of the large, black feed rollers. Rotate the rollers. Also clean the flat, center rubber-drive tire, as identified at left.

8.



Use a microfiber towel or vacuum to remove any remaining dust in the bottom stacker.

9.

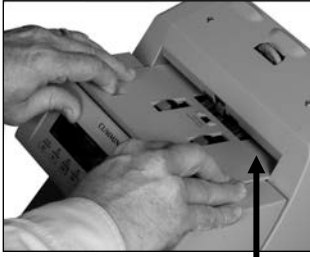


Stacker-sensor lens  
Stacker mirror

Use a microfiber towel to clean the stacker-sensor lens located in the stacker tray between the two gray stacker wheels.

Clean the stacker mirror located directly across from the stacker-sensor lens.

**10.**



**Curved edge**

Replace feeder plate. Insert curved edge of feeder plate first. Gently press down on feeder plate until it snaps into position.

**11.**

Clean exterior surfaces as necessary with a Simple Green Safety Towel.

**12.**



Clean and lower hopper.

**13.**

Carefully reconnect the power cord.

**14.**

Turn power switch **ON** (rocker panel to I).

**15.**

Perform a test run with some notes.