

JetScan® MPS 4100

Multi-Pocket Sorter

Care and Maintenance Guide



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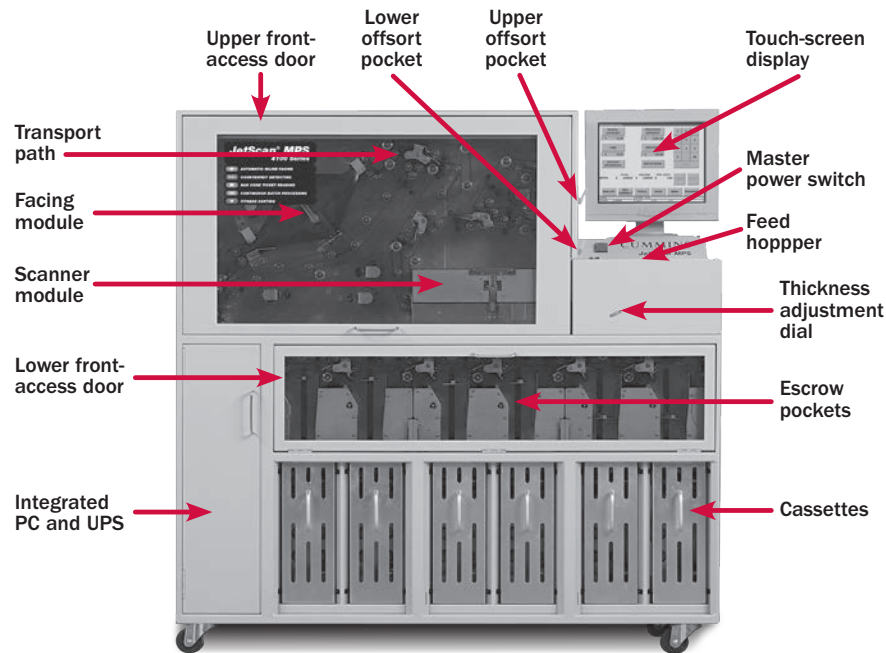
Table of Contents

About This Guide 2
Machine Diagram 2
Daily Cleaning Procedures 3
Cleaning Supplies 10

About This Guide

This guide outlines cleaning procedures for the JetScan® MPS 4100 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*
- **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.

Turn OFF Machine

1



Follow normal procedures to exit the JetTouch® operating system.
Press master power switch to turn power **OFF**.

Feeder Module

1



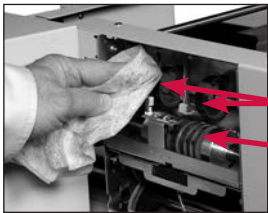
Pull out feeder to service position.

2



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

3



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

Feed rollers

Drum roller

4



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

5

Return feeder to operating position.

Scanning Module

1



Open upper-access door to service position.

2



Pull out scanning module and open to service position.



The scanning module will vary in length depending on the option purchased.

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. Clean with dry microfiber towel.


6

Close scanning module and return to operating position.

Transport Assembly

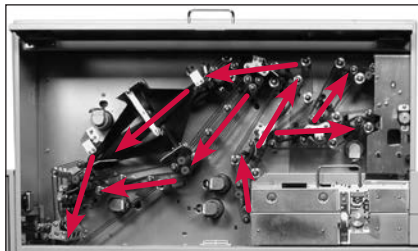
1 Keep upper-access door open and in the service position.

2  Using a dry microfiber towel, clean sensor and reflector in offsort pockets.


3  Following normal document flow, vacuum the following areas:

- Offsort area and offsort pockets.
- Entire transport-belt path.

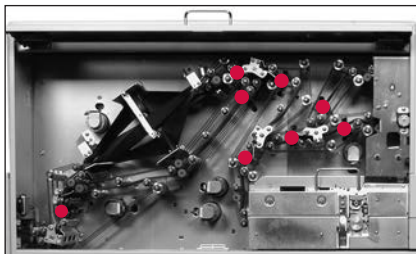
Offsort pocket area



Full view of transport area

4  Following normal document flow, carefully wipe U-shaped flow-control sensors in the transport assembly and transport-belt path with a dry, non-chemically treated mini duster.

U-shaped flow-control sensor

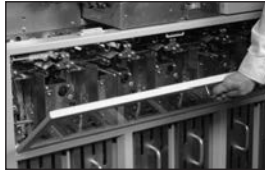


Sensors: ●

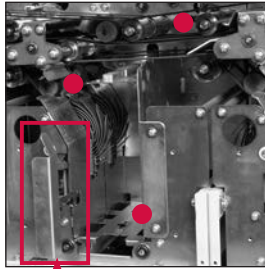
5 Verify all transport belts are in place.

6 Close upper-access door.

Escrow Pocket Area

1  Open lower-access door to service position.

2  Vacuum escrow pockets.

3  Using a dry microfiber towel, carefully wipe the following sensors in each escrow pocket:

- Flow-control sensors.
- Pocket-count sensors and reflectors.
- Empty-pocket sensors.

One pocket is pictured.

Sensors/reflectors: ●

 Open tamper in service position; push forward to close and set in the operating position.



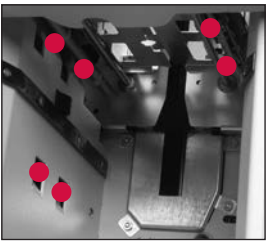
If the escrow pockets are equipped with tampers (see diagram above), ensure tampers are in the operating position prior to closing the lower-access door.

4 Close lower-access door.

Cassette Bays

1 Remove all cassettes from cassette bays.

2  Vacuum cassette-bay area.


3  Using a dry microfiber towel, carefully wipe sensors on left and right sides of cassette bays.

Sensors: ●


4 Inspect cassettes for wear.

5 Return cassettes to cassette bays.

Machine Exterior

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

Resuming Operation

 **IMPORTANT** Prior to **POWERING ON** the MPS 4100, make sure the feeder and scanning modules are in the operating position and all access doors are closed, otherwise the machine will not function.

1  Press master power switch to turn power **ON**.

2 Process a small number of notes to verify machine operation.

Notes



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, please call **1-800-745-9483**, visit **store.cumminsallison.com**, or contact your local Cummins Allison representative.

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