

JetScan® MPS 4200

Multi-Pocket Sorter

Care and Maintenance Guide



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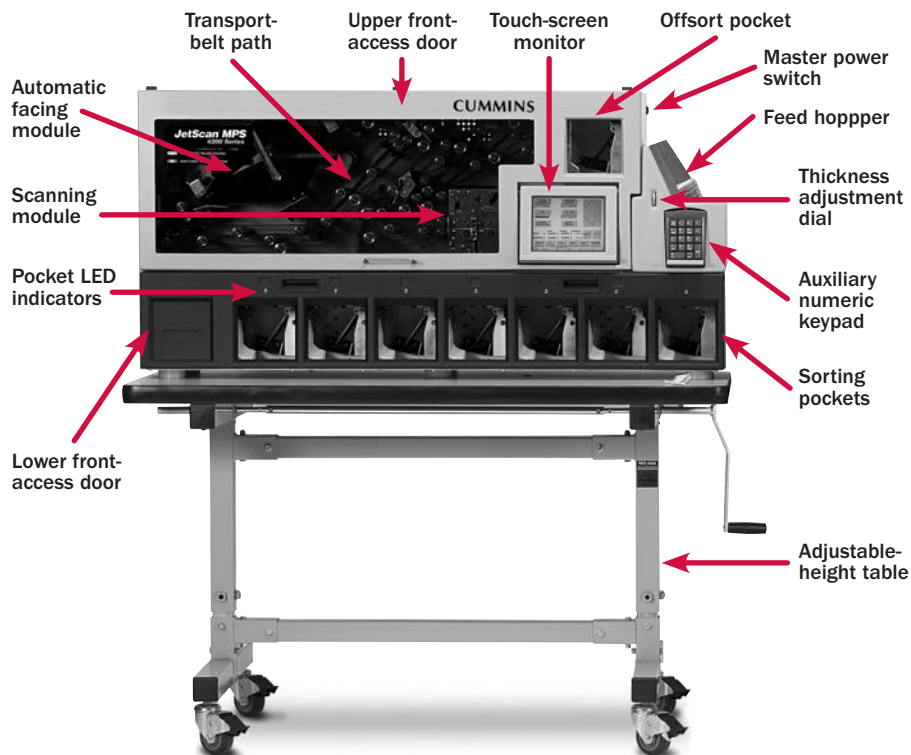
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About This Guide

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.*
- **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.
Turn power **OFF** (master power switch will not be illuminated).

Feeder Module

1



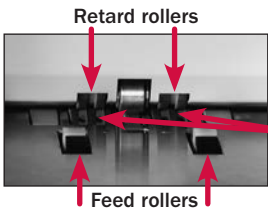
Pull out feeder to service position.

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.

Drum 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



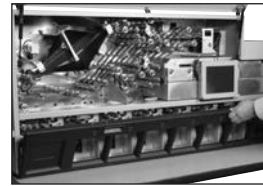
Inspect scan-head glass (upper and lower) for residue. Wipe with dry microfiber towel.

6

Close scanning module and return to operating position.

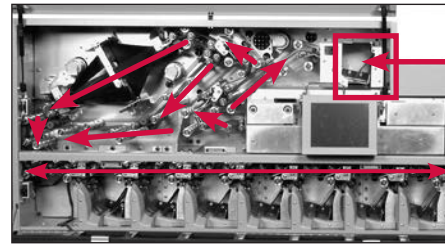
Transport Assembly

1



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

2



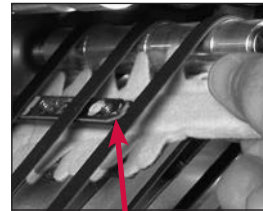
Offsort pocket

Full view of transport area

Following normal document flow, vacuum:

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

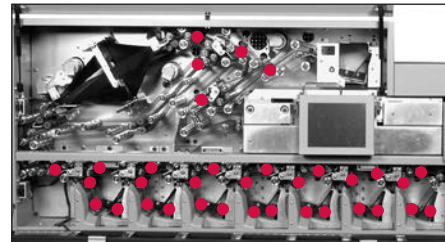
3



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

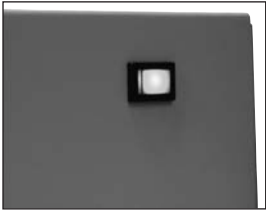


IMPORTANT

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, 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.

