## MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE OPERATIONS UNITED STATES POSTAL SERVICE



## Maintenance Management Order

**SUBJECT:** Operational and Preventive Maintenance

Guidelines for Automated Flat Sorter Machine

100 Ink Jet Canceller (IJCAFSM)

**TO:** AFSM 100 Ink Jet Canceller Enabled Sites

**DATE:** October 30, 2012

**NO:** MMO-127-12

FILE CODE: H8F

afre:mm10064ac

	Online Change Record												
Change #	Date	Description of Change											
4	10/07/2020	In Attachment 2, Task 8, Step 2 changed to "Verify the											
Rollover time is set to 06:59"  3 08/31/2020 In Attachment 4, after Task 1, added a new Task 2, MIS Mail													
3 08/31/2020 In Attachment 4, after Task 1, added a new Task 2, MIS Mail													
		Report and updated the Workload Estimate table.											
2	06/30/2020	In Attachment 2, Item No. 8, Ink Jet Canceller, inserted a new											
	Step 1 and Step 2 and added 1 minute to the task time.												
1	06/07/2018	Updated Attachment 2 item 8. Also updated time roll-up.											

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for Automated Flat Sorter Machine 100 Ink Jet Canceller (IJCAFSM). The acronym is IJCAFSM. The class code is AA.

A number of tasks in this bulletin require power to be removed before they can be performed. It is recommended to complete these tasks in conjunction with the AFSM100 eCBM tasks to take advantage of the machine already being locked out. In the event these tasks can not be coordinated with the AFSM100 daily PM, time is allocated to perform a maintenance procedure that directs power to be removed and a lockout device installed.

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

#### WARNING

Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.

Web Access: http://mtsc.usps.gov

#### 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. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

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.

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

Robert E. Albert

Manager

Maintenance Technical Support Center

**HQ** Maintenance Operations

- 1. Summary of Workload Estimate for IJCAFSM
- 2. IJCAFSM Master Checklist: 03-IJCAFSM-AA-001-M: Daily PM
- 3. IJCAFSM Master Checklist: 03-IJCAFSM-AA-002-M: Weekly PM
- 4. IJCAFSM Master Checklist: 09-IJCAFSM-AA-001-M: Operational Maintenance

### **ATTACHMENT 1**

**SUMMARY** 

**WORKLOAD ESTIMATE** 

**FOR IJCAFSM** 

#### **SUMMARY**

#### **WORKLOAD ESTIMATE**

#### **FOR IJCAFSM**

			Routine		Total	***Operat	ional Maint	enance +
	Routine		Servicing +	Non-	Servicing	To	otal Servicir	ng
Operation	Servicing	Repair*	Repair Time	productive	Per	1 Tour	2 Tours	3 Tours
	(hrs/yr)	(hrs/yr)	(hrs/yr)	Time**	Machine	(hrs/yr)	(hrs/yr)	(hrs/yr)
				(hrs/yr)	(hrs/yr)			
5	169.00	50.70	219.70	10.99	230.69	347.69		
6	202.80	60.84	263.64	13.18	276.82	417.22		

#### NOTES:

- \*Repair estimates based on 30% of servicing.
- \*\*Based on 5% of total servicing and repair.
- \*\*\*Operational maintenance time is 117 hours for 5 days and 140.4 hours for 6 days.

### **ATTACHMENT 2**

#### IJCAFSM MASTER CHECKLIST

03-IJCAFSM-AA-001-M

DAILY

Time Total: 39 Minutes

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AFSM100 INK J	et Caric	ellel	MARSH ENCORE	IVIIVIT	064A	,		Dally	
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PROTECTIVE EQUIPMENT INFEED	2.	you m to the MMO	e performing the following nust don the appropriate PPE. current Electrical Work Plan (for appropriate PPE requirement)	Refer (EWP) ents.	5	All			
STATION		following 1. Open 2. Turn CCW 3. Instal 4. Verify volt n	maintenance procedures: infeed front doors. circuit breaker Q1 off by rotating . I lockout device on Q1. I load side of Q1 reads 0 VAC us	handle	J	All			

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		lo D DDE (		ı		1	1
		Remove PPE after performing the above steps.					
INK JET CANCELLER	3.	Remove Ink Jet Canceller (IJC) and place on maintenance cradle.	2	9			
		Open the FICS module top cover and rear doors.					
		<ol> <li>Extend the 37PC ID Tag printer to the maintenance position.</li> </ol>					
		3. Place the IJC in the standby position.					
		<ol> <li>Unhook the wiring harness from the support hooks located on the underside of the top cover of the FICS module.</li> </ol>					
		5. Lifting with the handle, move the IJC mounting plate assembly to the maintenance cradle.					
		WARNING					
		When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).					
		6. Clean any ink from the IJC base plate.					
		<ol><li>Clean any ink from the IJC window on the lower back plate.</li></ol>					
MOUNTING PLATE	4.	Perform the following on IJC:	1	9			
ASSEMBLY		WARNING					
		Chemical proof goggles (with side shields), aprons, and rubber gloves must be worn when handling cancellation ink.					
		WARNING					
		When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).					

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		CAUTION										
		ot over tighten the i										
		ening the ink bottle cap to break.	may cause the	•								
	Dottie	e cap to break.										
		CAUTION										
	Do r	not wipe or blot t	he print head									
		not wipe or blot the print head ices. Wiping or blotting may clog the										
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		CAUTION										
		manufacturer recons and foam swabs w										
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	Visually	check the ink bottle on	the ink system of	of								
		ase plate assembly. If	an ink bottle is									
	empty, re	eplace by:										
	1. Rem	oving empty ink bottle										
	2. Rem	oving ink bottle shippi	ng cap from new	ink								
		e and installing the shi										
	emp	ty ink bottle. Properly o		ink								
	bottle	е.										
	3. Insei	rting the new ink bottle	into the ink bottl	le								
		- 11 1 41	. 41		1	1	1	1				

INK JET CANCELLER 5. Purge Print Head.

WARNING

port, aligning the arrow with the notch and

tighten. Do not over tighten.

When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).

 Using prescribed Clean Wipes only; NSN 7930-07-000-4113, fold three clean wipes in half and place flat under the front of engine. Do not touch or come in contact with the print engine.

2. While holding the Clean Wipes in place, use

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Equipment Nomenclature AFSM100 Ink Jet Canceller	Equ	Equipment Model MARSH ENCORE					•	В	ulletir MI	Filer			F	reque	aily		

Doub on	11	Tools Obstanced and Instruction	F	N 41		There also also	-
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill		Threshold	
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	1		1	1	1	1	I
		the other hand to lightly press the purge bulb through a full depression on the ink system until ink is expelled from orifice. Continue to hold Clean Wipes under print engine for approximately 15 seconds to soak up the ink.					
		<ol> <li>Using new Clean Wipes, wipe ink from the print-head rub strip and front of the print engine being careful not to contact the print engine orifices.</li> </ol>					
INK JET	6.	Return IJC to FICS module.	1	9			
CANCELLER		Gently align the IJC mounting plate assembly onto the IJC base plate assembly.					
		2. Place the IJC in the print position.					
		<ol> <li>Hook the wiring harness over the support hooks located on the underside of the top cover of the FICS module.</li> </ol>					
		<ol> <li>Return the 37PC ID Tag Printer to the operational position.</li> </ol>					
		<ol><li>Close the FICS module top cover and rear doors.</li></ol>					
PERSONAL PROTECTIVE EQUIPMENT		WARNING  Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.					
INFEED	7.	Remove lockout device and power on.	5	9			
STATION		Open infeed front doors.					
		Remove lockout device from circuit breaker     Q1.					
		3. Turn Q1 on by rotating CW.					
		Close infeed front doors.					
		<ol><li>Remove PPE after performing the above steps.</li></ol>					

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INK JET CANCELLER		cancellat	r the quality and reporting of ities mark.		11	9							
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		"Roll	y the Rollover time is set to 06:5 to Current Date" is selected fror p> <b>General&gt;Rollover Time</b> mer	n the									
		3. Pres	s Start button on IJC Control pa	nel.									
		to so	green lamp should change from blid green, indicating that the IJC abled.										
		work	e the infeed run ready. On the Mastation start a new run using the program for the respective IJC-roole.	Carbon1									
			d a minimun of 20 test cards and roper cancellation mark.	l analyze									
		by re MS- Adju cand	y the alignment of the cancellati eferring to most recent version o 178 Supplemental Handbook for stment for the placement of the cellation mark can be made by a Distance to Head's Photocell par	f the IJC. djusting									
		3 by	the Carbon1 sort program starte clicking the End Run button on estation.										
		MIS 030- proc	y that the IJC counts are reportice computer and WebEOR. Refervanted 16, Section 4, and KB12212 for edures to verify reports for cancibers.	to MWO-									
PERSONAL PROTECTIVE EQUIPMENT		you m	WARNING e performing the following nust don the appropriate PPE. current Electrical Work Plan for appropriate PPE requirement	Refer (EWP)									

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Part or	Item No	Task Statement and Instruction	Est. Time	Min. Skill		Threshold	ls
Component	INO	(Comply with all current safety precautions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Weeks
INK JET CANCELLER	9.	Place IJC in Stand By.  1. Open the FICS module top cover.	5	9			
		<ol> <li>Place the IJC in the Stand By position.</li> <li>Close the FICS module top cover.</li> <li>Remove PPE after performing the above steps.</li> </ol>					
CLEAN UP		Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	1	9			

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

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#### **ATTACHMENT 3**

#### IJCAFSM MASTER CHECKLIST

03-IJCAFSM-AA-002-M WEEKLY

Time Total: 39 Minutes

#### **NOTE**

This weekly checklist includes all daily tasks. Therefore it supersedes the daily checklist on the day this checklist is performed.

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Part or	Item	Task Statement and Instruction (Comply with all current safety precautions)		Est. Time	Min.		Threshold	s
Component	No	(Comply with all current salety precautions)		Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Weeks
SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUDISCONNECT power and apply lockouts required by this instruction. Refer to complete to local lockout procedures to properly down and lock out this machine. equipment and inspect dust concounted for suspicious dust or unusual of the formula substance is found supervisor prior to proceeding with further action on the equipment.  THE USE OF COMPRESSED OR BLOW	when current y shut Open ditions. debris. notify h any	5	All			
		IS PROHIBITED.  When cleaning is required, an altercleaning method such as a HEPA for vacuum cleaner or a damp rag must be in place of compressed or blown air. free cloth or brush may be used on equipment only when other cleaning mecannot be used. Report safety deficiency your supervisor immediately upon detection.	rnative filtered e used A lint- optical ethods cies to					
		WARNING FOR EWP/PPE: Steps in this procedure may require ywear appropriate Personal Pro Equipment (PPE). Refer to the of Electrical Work Plan (EWP) MM0 appropriate PPE requirements.	tective current					
PERSONAL PROTECTIVE		WARNING						
EQUIPMENT		Before performing the following st you must don the appropriate P Refer to the current Electrical Work F (EWP) MMO for appropriate F requirements.	PPE.					
INFEED STATION	2.	Shut off Infeed station and perform the following maintenance procedures.		5	All			
		Open infeed front doors.						
		Turn circuit breaker Q1 off by rotating h     CCW.	nandle					
		3. Install lockout device on Q1.						
		<ol> <li>Verify load side of Q1 reads 0 VAC usin volt meter.</li> </ol>	ng a					

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill		Threshold	s
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		5. Close infeed front doors.					
		Remove PPE after performing the above steps.					
INK JET CANCELLER	3.	Remove Ink Jet Canceller (IJC) and place on maintenance cradle.	2	9			
		WARNING					
		When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).					
		Open the FICS module top cover and rear doors.					
		Extend the 37PC ID Tag printer to the maintenance position.					
		3. Place the IJC in the standby position.					
		<ol> <li>Unhook the wiring harness from the support hooks located on the underside of the top cover of the FICS module.</li> </ol>					
		5. Lifting with the handle, move the IJC mounting plate assembly to the maintenance cradle.					
		6. Clean any ink from the IJC base plate.					
		7. Clean any ink from the IJC window on the lower back plate.					
MOUNTING PLATE ASSEMBLY	4.	Perform following on IJC:  WARNING	5	9			
		Chemical proof goggles (with side shields), aprons, and rubber gloves must be worn when handling cancellation ink.					
		CAUTION  Do not over tighten the ink bottle. Over tightening the ink bottle may cause the bottle cap to break.					

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			CAUTI	ON						T	
	1. I	rifices.  se manufaripes and for leaning tas Remove, variocated on the controller book on most reces Supplement	bam swabs ks associa cuum, and ne front and ox. Replace ent version	comme s when ated with reinstal d right has neconf MS-1	perfo th the Il two nand seessar	orming IJC. (2) filte side of try. Refe	rs the				
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		Jse Spray A clean print e			7-000	)-4112,	to				

WARNING

When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).

 Wipe excess ink from the exterior of the print engine, ink system, and the mounting plate assembly using approved cleaner and lint free wipes being careful not to contact print engine orifices.

FRONT LOWER DECK 5. Clean trigger photosensor.

 Clean the trigger photosensor using a foam swab. Refer to most recent version of MS-178 IJC Supplement for trigger photosensor location. 2

MMO-127-12

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Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	s
Component	No	(Comply with all current safety precautions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Weeks
		<ol> <li>Inspect the IJC encoder wheel for wear and/or damage. Refer to most recent version of MS-178 IJC Supplement for IJC encoder wheel location.</li> </ol>					
INK JET CANCELLER	6.	WARNING  When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).  1. Using prescribed Clean Wipes only; NSN 7930-07-000-4113, fold three clean wipes in half and place flat under the front of engine. Do not touch or come in contact with the print engine.  2. While holding the Clean Wipes in place, use the other hand to lightly press the purge bulb through a full depression on the ink system until ink is expelled from orifice. Continue to hold Clean Wipes under print engine for approximately 15 seconds to soak up the ink.  3. Using new Clean Wipes, wipe ink from the print-head rub strip and front of the print engine being careful not to contact the print engine orifices.	3	9			
INK JET CANCELLER	7.	<ol> <li>Return IJC to FICS module.</li> <li>Gently align the IJC mounting plate assembly onto the IJC base plate assembly.</li> <li>Place the IJC in the print position.</li> <li>Hook the wiring harness over the support hooks located on the underside of the top cover of the FICS module.</li> <li>Return the 37PC ID Tag Printer to the operational position.</li> <li>Close the FICS module top cover and rear doors.</li> </ol>	1	9			

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Part or	Item	Task Statement and Instruction	Est.	Min.		Threshold	S
Component	No	(Comply with all current safety precautions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Weeks
PERSONAL PROTECTIVE		WARNING					
EQUIPMENT		Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.					
INFEED	8.	Remove lockout device and power on.	5	9			
STATION		Open infeed front doors.					
		Remove lockout device from circuit breaker     Q1					
		3. Turn Q1 on by rotating CW.					
		4. Close infeed front doors.					
		<ol><li>Remove PPE after performing the above steps.</li></ol>					
INK JET	9.	Check for the quality of the cancellation mark.	5	9			
CANCELLER		Press Start button on IJC Control panel.					
		The green lamp should change from flashing to solid.					
		3. Make the infeed run ready.					
		<ol> <li>Feed three test cards and analyze for proper cancellation marks.</li> </ol>					
		<ol> <li>Verify alignment of cancellation mark by referring to most recent version of MS-178 Supplemental Handbook for the IJC. Adjustment for the placement of the cancellation mark can be made by adjusting the Distance to Head's Photocell parameter.</li> </ol>					
PERSONAL		WARNING					
PROTECTIVE EQUIPMENT		Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.					

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Part or	Item No	Task Statement and Instruction	Est. Time	Min. Skill		Threshold	s
Component	INO	(Comply with all current safety precautions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Weeks
INK JET	10.	Place IJC in Stand By	5	9			
CANCELLER		Open the FICS module top cover.					
		2. Place the IJC in the Stand By position.					
		3. Close the FICS module top cover.					
		<ol> <li>Remove PPE after performing the above steps.</li> </ol>					
CLEAN UP	11.	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	1	9			

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Equipment Nomenclature	Equ	Equipment Model								Filer	name		Freque	ency		
AFSM100 Ink Jet Canceller								W	eekly	/						

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill		Threshold	ls
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# ATTACHMENT 4 IJCAFSM MASTER CHECKLIST

09-IJCAFSM-AA-001-M

**Operational Maintenance** 

Time Total: 27 Minutes

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill		Threshold	s
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SAFETY STATEMENT	1.	WARNING: Be careful when working around or on equipment when power has been applied. Some of the following tasks require that the machine be running. Take precautions to prevent hair, clothing, tools, and test equipment from being caught in moving parts.	5	All		
		WARNING: When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).				
		WARNING FOR EWP/PPE: Steps in this procedure may require you to wear appropriate Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.				
MIS MAIL REPORT	2.	Ensure Cancel Counts Reporting to MIS Check Online Reports during cancelations.  1. Access MIS Online Reports and verify Canceled count is incrementing.  2. Refer to Knowledge Base (KB) KB0013785 for steps to access the Online Reports and find the Canceled count.  3. If Canceled counts are not reporting in the Online Reports while actively canceling, immediately notify supervisor and reference KB0012212 to troubleshoot the issue.	3	9		
INK JET CANCELLER	3.	<ol> <li>Check for the quality of cancellation mark.</li> <li>Inspect sorted mail pieces.</li> <li>Remove and inspect the most recent sorted mail pieces from flat trays.</li> <li>Make sure the cancellation is legible.</li> <li>If the cancellation is not legible, perform a light purge by performing remaining items through item 7.</li> <li>If cancellation is legible, go to item 7.</li> </ol>	5	9		

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill		Threshold	s
·			Req (min)	Lev	Run Hours	Pieces Fed (000)	Weeks
PERSONAL PROTECTIVE EQUIPMENT		WARNING  Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.					
INFEED STATION	4.	Shut off Infeed station and perform the following maintenance procedures.	5	All			
		<ol> <li>Shut down FARC, CoBCR, 37PC, and power off camera.</li> </ol>					
		2. Open infeed front doors.					
		<ol><li>Turn circuit breaker Q1 off by rotating handle CCW.</li></ol>					
		4. Install lockout device on Q1.					
		<ol><li>Verify load side of Q1 reads 0 VAC using a volt meter.</li></ol>					
		6. Close infeed front doors.					
		Remove PPE after performing the above steps.					

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INK JET	5.	Light Print Head Purge.	2	9			
CANCELLER		<ol> <li>Open the FICS module top cover and rear doors.</li> </ol>					
		<ol><li>Extend the 37PC ID Tag printer to the maintenance position.</li></ol>					
		3. Place the IJC in the standby position.					
		<ol> <li>Unhook the wiring harness from the support hooks located on the underside of the top cover of the FICS module.</li> </ol>					
		<ol><li>Lifting with the handle, move the IJC mounting plate assembly to the maintenance cradle.</li></ol>					
		6. Perform a light purge by pressing the ink system purge bulb partially, until a small amount of ink runs down the orifices. Hold Clean Wipes, NSN 7930-07-000-4113, under the orifices to absorb the ink.					
		WARNING					
		When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).					
INK JET	6.	Return the IJC to the FICS Module	1	9			
CANCELLER		Return the IJC to the FICS Module					
		<ol><li>Gently align the IJC mounting plate assembly onto the IJC base plate assembly.</li></ol>					
		3. Place the IJC in the print position.					
		<ol> <li>Hook the wiring harness over the support hooks located on the underside of the top cover of the FICS module.</li> </ol>					
		<ol><li>Return the 37PC ID Tag Printer to the operational position.</li></ol>					
		<ol><li>Close the FICS module top cover and rear doors.</li></ol>					

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Part or	Item	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
Component	No						
					Run Hours	Pieces Fed (000)	Weeks
PERSONAL PROTECTIVE EQUIPMENT		WARNING  Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.					
INFEED STATION	7.	<ol> <li>Remove lockout device and power on.</li> <li>Open infeed front doors.</li> <li>Remove lockout device from Q1</li> <li>Turn circuit breaker Q1 on by rotating CW.</li> <li>Close infeed front doors.</li> <li>Remove PPE after performing the above steps.</li> <li>Restore FARC, CoBCR, 37PC, and camera to operational condition.</li> </ol>	5	9			
AFSM100	8.	Return the mail pieces to the flat tray.	1	All			