MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE OPERATIONS UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Operational and Preventive Maintenance

Guidelines for Manual Scan Where You Band

(MSWYB) Dimensional Scanning Device

(DSD)

NO: MMO-024-18

DATE: April 9, 2018

TO: Maintenance Managers, All MSWYB DSD FILE CODE: F30

Sites

jcra:mm18022ad

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the new MSWYB DSD System. The acronym is MSWYB, class code AD.

The workhours represented in this MMO reflect the maximum workhours 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

Various products requiring Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS 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.

Web Access: http://www1.mtsc.usps.gov

WARNING

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

Direct any questions or comments concerning this bulletin to the MTSC HelpDesk, online at https://tickets.mtsc.usps.gov/login.php or call (800) 366-4123.

Frederick L. Jackson III

Manager (A)

Maintenance Technical Support Center

HQ Maintenance Operations

- Attachments 1. Summary of Workload Estimate
 - 2. Master Checklist 03-MSWYB-AD-001-M Daily
 - 3. Master Checklist 03-MSWYB-AD-002-M Monthly
 - 4. Master Checklist 03-MSWYB-AD-003-M Yearly
 - 5. Master Checklist 09-MSWYB-AD-001-M Operational

ATTACHMENT 1

SUMMARY WORKLOAD ESTIMATE FOR MSWYB DSD SYSTEM

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SUMMARY WORKLOAD ESTIMATE FOR MSWYB DSD

Operation	Routine Servicing (Hrs/Yr)	Repair* (Hrs/Yr)	Routine Servicing & Repair Time (Hrs/Yr)	Non- productive Time ** (Hrs/Yr)	Total Servicing Per Machine (Hrs/Yr)		nal Mainte Servicing hine (Hrs	g Per
5 Day	41.65	12.50	54.15	5.41	59.56	87.73	115.89	144.06
6 day	48.58	14.58	63.16	6.32	69.47	103.27	137.07	170.87
7 day	55.52	16.66	72.17	7.22	79.39	118.82	158.26	197.69

NOTES

^{*}Repair estimates based on 30% of servicing.

^{**}Based on 10% of total servicing and repair.

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ATTACHMENT 2

MSWYB II MASTER CHECKLIST

03-MSWYB-AD-001-M

Daily Maintenance

Time Total: 8 minutes

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2 Attachment 2

1. Wipe the workstation keyboard and monitor using a moistened lint-free cloth.

2. Wipe hand scanner using a moistened lintfree cloth, paying special attention to the scan window. Spray glass cleaner on a lintfree cloth to clean dirt or thumbprints from

3. Wipe scale controller using a moistened lint-

4. Wipe the remainder of the workstation area using a moistened lint-free cloth.

scan window area.

free cloth.

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HAND SCANNER,	3.	Check h	and scanner, printer	, scale		3	9			
		18-0	e the DSD Validation 00-3827, on the scale ode exposed and unco	with the IN	/IPb test					
		a.	Ensure the scale is weight ± 0.2 pounds Tool.							
			NOTE							
		equip work	screpancies are fou oment out of service order should be gene liscrepancies.	A corre	ctive					
		the	QubeVu should read to top of the Validation bution & Routing (D&	Tool and						
		a.	Check the label qu does not have any doin MMO-012-09.							
			NOTE							
		equip work	screpancies are found oment out of service, order should be gene discrepancies.	. A corre	ctive					
		DSD Tool	ne lower left hand corn OGUI screen an imag and the dimens layed.	e of the Va	alidation					
		a.	Check the dimension Tool. The dimension Tool are 14 x 12 x 3	s of the Va	alidation					
			NOTE							
		speci servi	he dimensions are fications place the educe. A corrective work or rated to correct any dis	quipment o order shoul	ld be					
			the hand scanner to code (code 93) on the ed.							

Maintenance Technical Support Center

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		a. The system should accept the barcode					
		and display Ready for dispatch in the					
		Mail Processing Transaction Log of the					
		MSWYB DSD GUI screen.					
		b. Remove the Validation Tool from the					
		scale.					
		c. Press the <f9></f9> key to cancel the					
		transactions.					
		transactions:					
TIME	4.	Check system time.	1	9			
		Check the system time and date on the upper					
		right corner of the MSWYB DSD GUI screen.					
CLEAN UP	5.	Clean up.	1	All			
		Enguro all tools lubricants rage ato are					
		Ensure all tools, lubricants, rags, etc., are					
		removed from the work area. Restore equipment					
		to proper operation. Generate a work order to					
		correct any deficiencies, and notify your					
		Supervisor as necessary.					

ATTACHMENT 3

MSWYB DSD MASTER CHECKLIST

03-MSWYB-AD-002-M

Monthly Maintenance

Time Total: 33 minutes

Maintenance Technical Support Center

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SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.		All			
		THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED. When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to supervisor immediately upon detection. WARNING FOR EWP/PPE: 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 and barricade requirements.					
SCALE	2.	Clean and check scale. 1. Wipe scale platform cover using a moistened lint-free cloth. Spray a cleaning solution on a lint free cloth and remove excess dirt and adhesive build-up.	7	9			
		Remove the scale platform cover. Vacuum any dust or debris from inside the scale unit being careful around the load cell.					
		3. Check the scale platform for proper level. Adjust as necessary using the built-in level as reference.					
		4. Carefully replace the scale platform cover.					
		5. Place a calibrated weight in the center and then in all four corners of the scale.					

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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)	Freq.
		 a. The weight should be consistent and not vary more than ± 0.05 pounds for the calibrated weight. 					
		NOTE					
		If the scale is not uniform or within tolerance, perform the manufacturer scale calibration procedure located on the MTSC website for your particular model of scale. Ensure system is working correctly before returning to service.					
		6. Remove the calibrated weight from the scale platform. After removing the weight, ensure the scale display goes back to zero. If scale display does not go back to zero, push the zero button on the scale controller.					
		If the scale is not working as specified, report discrepancy to supervisor.					
PRINTER	3.	Clean and check printer.	7	9			
		Power off the printer and remove power cord.					
		 Wipe all external surfaces of the printer using a moistened lint-free cloth. Spray a cleaning solution on a lint free cloth and remove excess dirt and adhesive build-up. 					
		Remove the media side cover. If Px4i just open the cover on the media side.					
		 Vacuum any dust or debris from inside the printer unit being careful not to touch electronic components or disturb connectors and cables. 					
		Disengage print head by rotating head, lift lever until print head releases. This raises print head so it can be cleaned.					
		a. Remove label material.					
		 Use Chempads or equivalent to remove any dirt, adhesive, and debris from print surface on the bottom of print head. 					
		c. Use Chempads to clean the printer rollers.					

Maintenance Technical Support Center

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		d. Mayo the pad ever the rellers in a side to					
		 d. Move the pad over the rollers in a side-to- side motion. 					
		e. Rotate the rollers to clean all areas.					
		6. Clean the tear bar with Chempads, and remove dust, paper, and adhesive.					
		7. Replace label material.					
		8. Engage the print head by rotating the head lift lever until it locks in place.					
		Replace the media side cover. If Px4i just close the cover on the media side.					
		 Using the MSWYB DSD application GUI and the Maintenance Printer Test Menu, print a Print Head Test Label and a Calibration Label. 					
		 a. The Print Head Test Label produces a label with a horizontal dark band printed on it. 					
		 There should be no blank spots or light areas in the band. 					
		c. The Calibration Label produces a label with a horizontal line that should be exactly 1.5 inches above the lower edge of the label.					
		11. If the labels are not as specified, report discrepancy to supervisor.					
QUBE VU SETUP	4.	Setup and calibrate the QubeVu.	15	10			
		Exit the MSWYB-DSD application to the Windows login screen.					
		2. Login using the Admin account.					
		Open Internet Explorer, and access the QubeVu Camera (should be one of the favorites).					
		 Enter the QubeVu username and password (See) MSWYB-DSD (QubeVu) Setup Guide REV 2 MTSC Equipment Page. 					
		 Following the instructions in the MSWYB DSD (QubeVu) Setup Guide calibrate the exposure using the black and white 					

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			poard pattern. Make sure to ings when finished.	save					
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		DSD (Qu the zero performin the runni configuri the uppe the zero	g the instructions in the MSV ubeVu) Setup Guide REV 2, height adjustment. When ng this step the QubeVu muing state. If the QubeVu is ing state, click the Restart be right of the QubeVu applicheight is off, perform the adtings when finished.	st be in n the utton in ation. If					
			emplete remove the Validation scale, and close the Internet window.						
		icon in the to the rig Restart to will autor account,	e Admin desktop, click the W ne lower left, and then click that of the shutdown button. It is reboot the system. The smatically come up in the Use and the DSD application wically start.	he arrow Click system er1					
		process, Cancel a	e system comes up and is re test the system for proper of any test transactions before of back to operations.	peration.					
CLEAN UP	5.	Clean up.			3	All			
		removed from	tools, lubricants, rags, m the work area. Restore e peration. Generate a correct air any deficiencies and n s necessary.	equipment ctive work					

Maintenance Technical Support Center

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ATTACHMENT 4 MSWYB DSD MASTER CHECKLIST

03-MSWYB-AD-003-M

Yearly Maintenance

Time Total: 23 minutes

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DSD							
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Component	No	(Comply with all current safety precautions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Freq.
SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.	1	All			
		THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED. When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to supervisor immediately upon detection.					
		WARNING FOR EWP/PPE: 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 and barricade requirements.					
COMPUTER	2.	 Clean computer. Exit the MSWYB application and shut down the MSWYB computer. Remove all cables and connections. Mark the cables for re-installation later. Place MSWYB computer on a bench with static protection or into a Dust Containment Unit (DCU). a. Remove the MSWYB computer side cover. b. Vacuum inside the computer using a HEPA approved vacuum and static protected nozzle. Do not damage components or bump connectors. 	16	10			

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Component	INO	(Comply with all current safety precautions)	Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.
		c. Vacuum the fan and surrounding areas.					
		d. Restore the MSWYB computer side cover.					
		e. Place the unit back on the MSWYB workstation.					
		Restore all cables and connections previously removed.					
		Power up the MSWYB II workstation, and test system.					
		6. Restore system to normal operation.					
WORKSTATION AND CART	3.	Check workstation and wiring.	3	9			
		Check all exposed wiring, cabling, and electrical connectors for damage and tightness. Ensure cabling is neat and wire tied out of the way.					
		 Check DSD cart or Stand for damage. If cart, check casters and caster locks for proper operation. If stand, ensure stand is stable and firmly bolted to the floor. 					
		3. Check QubeVu for tightness.					
		4. Make sure all ground wires (static electricity) are in place and secure especially between the scale bed, scale controller, and the workstation computer.					
CLEAN UP	4.	Clean up.	3	All			
		Ensure all tools, lubricants, rags, etc., are removed from the work area. Restore equipment to proper operation. Generate a corrective work order to repair any deficiencies and notify your Supervisor as necessary.					

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ATTACHMENT 5

MSWYB DSD MASTER CHECKLIST

09- MSWYB -AD-001-M

Operational Maintenance

Time Total: 6.5 minutes

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SAFETY STATEMENT	1.	COMPLY WITH ALL SAFETY PRECAU Disconnect power and apply lockour required by this instruction. Refer to local lockout procedures to proper down and lock out this machine. equipment and inspect dust cor Check for suspicious dust or unusua If any unusual substance is found supervisor prior to proceeding w further action on the equipment. THE USE OF COMPRESSED OR BLO	ts when current rly shut Open nditions. I debris. d notify rith any	All				
		IS PROHIBITED. When cleaning is required, an alt cleaning method such as a HEPA vacuum cleaner or a damp rag must in place of compressed or blown air. free cloth or brush may be used on equipment only when other cleaning r cannot be used. Report safety deficie your supervisor immediately upon det WARNING: Steps contained in this may require the use of Electrical Wa (EWP) Personal Protective Equipment Refer to the current EWP MMO for app EWP PPE and barricade requirements.	ternative filtered be used A lint- n optical methods encies to ection. bulletin ork Plan nt (PPE). oropriate					
OVERHEAD SCANNER	2.	MSWYB DSD Overhead Scanner. 1. Observe the operation of the overhe scanner when the clerk or mail hand scanning the mail. The system show barcodes and produce Distribution & Routing (D&R) labels.	ller is uld read	9				
		Visually make sure the overhead scannot damaged in any way.						
HAND SCANNER	3.	 MSWYB DSD Hand Scanner. Observe operation of hand scanner clerk or mail handler is scanning ma beam should be visible and an audit should be heard when scanning bard. Visually make sure hand scanner is damaged in any way. 	il. Laser ole beep codes.	9				

U.S. Postal Service		IDENTIFICATION														
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	0	9	М	S	W	Υ	В				Α	D	0	0	1	М
Equipment Nomenclature Manual Scan Where You Band DSD			oment Model					В	Bulletin Filename mm18022			(Occur			

DSL	,							
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds			
Component	NO	(Comply with all current salety precautions)			Run Hours	Pieces Fed (000)	Freq.	
SCALE	4.	MSWYB DSD Scale.	0.5	9				
		Observe the operation of the scale when the clerk or mail handler loads mail onto the scale platform. The scale display should reflect the weight of the mail, and when the mail is removed, the scale should return to zero lbs.						
		2. With no mail on the scale, ensure the scale platform is clear and not touching anything that would give erroneous readings. With no mail on the scale platform, the scale should read zero lbs.						
PRINTER	5.	MSWYB DSD Printer.	1	9				
		Observe the operation of the printer when the clerk or mail handler is processing mail. The labels should come out smoothly and pull off the substrate easily.						
		2. Scan the printed labels with the hand scanner to make sure the label quality is good and not smeared or has any missing bars. Also, make sure the print is centered from top to bottom and from side to side on the label.						
MSWYB DSD	6.	System Computer and System Test.	2	9				
COMPUTER AND SYSTEM TEST		Ensure proper operation of the fan on the back of the system computer and ensure it is not blocked or obstructed.						
		Communicate with clerk or mail handler. Ask if the system is functioning correctly.						
		Observe the system status window on the computer monitor GUI screen and ensure all devices are showing green.						
		Observe the date and time on the computer monitor GUI screen and ensure it is correct.						
SYSTEM	7.	Return to Operation.	1	9				
		Ensure all tools, lubricants, rags, etc., are removed from the work area. Restore equipment to proper operation. Generate a corrective work order to repair any deficiencies and notify your Supervisor as necessary.						