



# Maintenance Management Order

**SUBJECT:** Operational and Preventive Maintenance  
Guidelines for Manual Scan Where You Band  
(MSWYB) Dimensional Scanning Device  
(DSD)

**DATE:** April 9, 2018

**TO:** Maintenance Managers, All MSWYB DSD  
Sites

**NO:** MMO-024-18

**FILE CODE:** F30

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.

**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)	Operational Maintenance + Total Servicing Per Machine (Hrs/Yr)		
<b>5 Day</b>	41.65	12.50	54.15	5.41	59.56	87.73	115.89	144.06
<b>6 day</b>	48.58	14.58	63.16	6.32	69.47	103.27	137.07	170.87
<b>7 day</b>	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

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B	A	D	0	0	1	M	
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model					Bulletin Filename mm18022			Occurrence Daily				

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

SAFETY STATEMENT	1.	<p><b>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.</b></p> <p><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b></p> <p>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.</p> <p><b>WARNING FOR EWP/PPE:</b> 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.</p>	1	All			
WORKSTATION	2.	<p><b>Clean workstation.</b></p> <ol style="list-style-type: none"> <li>1. Wipe the workstation keyboard and monitor using a moistened lint-free cloth.</li> <li>2. Wipe hand scanner using a moistened lint-free cloth, paying special attention to the scan window. Spray glass cleaner on a lint-free cloth to clean dirt or thumbprints from scan window area.</li> <li>3. Wipe scale controller using a moistened lint-free cloth.</li> <li>4. Wipe the remainder of the workstation area using a moistened lint-free cloth.</li> </ol>	2	7			

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	D	0	0	1	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model						Bulletin Filename mm18022			Occurrence Daily			

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

HAND SCANNER,	3.	<p><b>Check hand scanner, printer, scale</b></p> <ol style="list-style-type: none"> <li>1. Place the DSD Validation Tool, PSN 5210-18-000-3827, on the scale with the IMPb test barcode exposed and uncovered.                             <ol style="list-style-type: none"> <li>a. Ensure the scale is reading the correct weight <math>\pm 0.2</math> pounds for the Validation Tool.</li> </ol> <p style="text-align: center;"><b>NOTE</b></p> <p>If discrepancies are found, place the equipment out of service. A corrective work order should be generated to correct any discrepancies.</p> </li> <li>2. The QubeVu should read the test barcode on the top of the Validation Tool and print a Distribution &amp; Routing (D&amp;R) label.                             <ol style="list-style-type: none"> <li>a. Check the <b>label quality</b> to ensure it does not have any defects as described in MMO-012-09.</li> </ol> <p style="text-align: center;"><b>NOTE</b></p> <p>If discrepancies are found place the equipment out of service. A corrective work order should be generated to correct any discrepancies.</p> </li> <li>3. In the lower left hand corner of the MSWYB-DSD GUI screen an image of the Validation Tool and the dimensions should be displayed.                             <ol style="list-style-type: none"> <li>a. Check <b>the</b> dimensions of the Validation Tool. The dimensions of the Validation Tool are 14 x 12 x 3 +/- 0.25 inches.</li> </ol> <p style="text-align: center;"><b>NOTE</b></p> <p>If the dimensions are not within specifications place the equipment out of service. A corrective work order should be generated to correct any discrepancies.</p> </li> <li>4. Use the hand scanner to scan the large <b>barcode</b> (code 93) on the D&amp;R label you just printed.</li> </ol>	3	9			
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U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	D	0	0	1	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model					Bulletin Filename mm18022			Occurrence Daily				

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

		<ul style="list-style-type: none"> <li>a. The system should accept the barcode and display Ready for dispatch in the Mail Processing Transaction Log of the MSWYB DSD GUI screen.</li> <li>b. Remove the Validation Tool from the scale.</li> <li>c. Press the <b>&lt;F9&gt;</b> key to cancel the transactions.</li> </ul>					
TIME	4.	<b>Check system time.</b> Check the system time and date on the upper right corner of the MSWYB DSD GUI screen.	1	9			
CLEAN UP	5.	<b>Clean up.</b> 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.	1	All			

**ATTACHMENT 3**

**MSWYB DSD MASTER CHECKLIST**

03-MSWYB-AD-002-M

Monthly Maintenance

Time Total: 33 minutes

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	D	0	0	2	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model						Bulletin Filename mm18022			Occurrence Monthly			

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

SAFETY STATEMENT	1.	<p><b>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.</b></p> <p><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b></p> <p>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.</p> <p><b>WARNING FOR EWP/PPE:</b> 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.</p>	1	All			
SCALE	2.	<p><b>Clean and check scale.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Remove the scale platform cover. Vacuum any dust or debris from inside the scale unit being careful around the load cell.</li> <li>3. Check the <b>scale platform</b> for proper level. Adjust as necessary using the built-in level as reference.</li> <li>4. Carefully replace the scale platform cover.</li> <li>5. Place a calibrated weight in the center and then in all four corners of the scale.</li> </ol>	7	9			

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	D	0	0	2	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model						Bulletin Filename mm18022			Occurrence Monthly			

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

		a. The weight should be consistent and not vary more than $\pm 0.05$ pounds for the calibrated weight.  <p style="text-align: center;"><b>NOTE</b></p> 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.					
PRINTER	3.	<b>Clean and check printer.</b>  1. Power off the printer and remove power cord. 2. 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. 3. Remove the media side cover. If Px4i just open the cover on the media side. 4. Vacuum any dust or debris from inside the printer unit being careful not to touch electronic components or disturb connectors and cables. 5. Disengage print head by rotating head, lift lever until print head releases. This raises print head so it can be cleaned. <ul style="list-style-type: none"> <li>a. Remove label material.</li> <li>b. Use Chempads or equivalent to remove any dirt, adhesive, and debris from print surface on the bottom of print head.</li> <li>c. Use Chempads to clean the printer rollers.</li> </ul>	7	9			

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	D	0	0	2	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model						Bulletin Filename mm18022			Occurrence Monthly			

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

		<p>d. Move the pad over the rollers in a side-to-side motion.</p> <p>e. Rotate the rollers to clean all areas.</p> <p>6. Clean the tear bar with Chempads, and remove dust, paper, and adhesive.</p> <p>7. Replace label material.</p> <p>8. Engage the print head by rotating the head lift lever until it locks in place.</p> <p>9. Replace the media side cover. If Px4i just close the cover on the media side.</p> <p>10. Using the MSWYB DSD application GUI and the Maintenance Printer Test Menu, print a <b>Print Head Test Label</b> and a <b>Calibration Label</b>.</p> <p>a. The Print Head Test Label produces a label with a horizontal dark band printed on it.</p> <p>b. There should be no blank spots or light areas in the band.</p> <p>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.</p> <p>11. If the labels are not as specified, report discrepancy to supervisor.</p>					
QUBE VU SETUP	4.	<p><b>Setup and calibrate the QubeVu.</b></p> <p>1. Exit the MSWYB-DSD application to the Windows login screen.</p> <p>2. Login using the Admin account.</p> <p>3. Open Internet Explorer, and access the QubeVu Camera (should be one of the favorites).</p> <p>4. Enter the QubeVu username and password (See) MSWYB-DSD (QubeVu) Setup Guide REV 2 MTSC Equipment Page.</p> <p>5. Following the instructions in the MSWYB DSD (QubeVu) Setup Guide calibrate the <b>exposure</b> using the black and white</p>	15	10			

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION													
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	0	3	M	S	W	Y	B		A	D	0	0	2	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model						Bulletin Filename mm18022			Occurrence Monthly			

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

		<p>checkerboard pattern. Make sure to save your settings when finished.</p> <p>6. Following the instructions in the MSWYB-DSD (QubeVu) Setup Guide REV 2, check the <b>zone of interest</b> using the blue and orange rectangular boxes. The blue box will cover the area just inside the scale top. The orange box will cover an area just outside of the scale cover. If the settings are not correct make the appropriate adjustments. Save settings when finished.</p> <p>7. Following the instructions in the MSWYB-DSD (QubeVu) Setup Guide REV 2, check the <b>zero height adjustment</b>. When performing this step the QubeVu must be in the running state. If the QubeVu is in the configuring state, click the <b>Restart</b> button in the upper right of the QubeVu application. If the zero height is off, perform the adjustment. Save settings when finished.</p> <p>8. When complete remove the Validation Tool from the scale, and close the Internet Explorer window.</p> <p>9. From the Admin desktop, click the <b>Windows</b> icon in the lower left, and then click the <b>arrow</b> to the right of the shutdown button. Click <b>Restart</b> to reboot the system. The system will automatically come up in the User1 account, and the DSD application will automatically start.</p> <p>10. Once the system comes up and is ready to process, test the system for proper operation. Cancel any test transactions before giving the system back to operations.</p>				
CLEAN UP	5.	<p><b>Clean up.</b></p> <p>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.</p>	3	All		

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	D	0	0	2	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model					Bulletin Filename mm18022			Occurrence Monthly				

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

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**ATTACHMENT 4**

**MSWYB DSD MASTER CHECKLIST**

03-MSWYB-AD-003-M

Yearly Maintenance

Time Total: 23 minutes

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	D	0	0	3	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model					Bulletin Filename mm18022			Occurrence Yearly				

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

SAFETY STATEMENT	1.	<p><b>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.</b></p> <p><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b></p> <p>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.</p> <p><b>WARNING FOR EWP/PPE:</b> 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.</p>	1	All			
	COMPUTER	2.	<p><b>Clean computer.</b></p> <ol style="list-style-type: none"> <li>1. Exit the MSWYB application and shut down the MSWYB computer.</li> <li>2. Remove all cables and connections. Mark the cables for re-installation later.</li> <li>3. Place MSWYB computer on a bench with static protection or into a Dust Containment Unit (DCU).                             <ol style="list-style-type: none"> <li>a. Remove the MSWYB computer side cover.</li> <li>b. Vacuum inside the computer using a HEPA approved vacuum and static protected nozzle. Do not damage components or bump connectors.</li> </ol> </li> </ol>	16	10		

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	D	0	0	3	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model						Bulletin Filename mm18022			Occurrence Yearly			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					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. 4. Restore all cables and connections previously removed. 5. Power up the MSWYB II workstation, and test system. 6. Restore system to normal operation.					
WORKSTATION AND CART	3.	<b>Check workstation and wiring.</b> 1. Check all exposed wiring, cabling, and electrical connectors for damage and tightness. Ensure cabling is neat and wire tied out of the way. 2. 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.	3	9			
CLEAN UP	4.	<b>Clean up.</b> 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.	3	All			

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	M	S	W	Y	B		A	D	0	0	3	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model					Bulletin Filename mm18022			Occurrence Yearly				

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

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**ATTACHMENT 5**

**MSWYB DSD MASTER CHECKLIST**

09- MSWYB -AD-001-M

Operational Maintenance

Time Total: 6.5 minutes

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	9	M	S	W	Y	B		A	D	0	0	1	M
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model					Bulletin Filename mm18022			Occurrence Tourly				

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

SAFETY STATEMENT	1.	<p><b>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.</b></p> <p><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b></p> <p><b>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 your supervisor immediately upon detection.</b></p> <p><b>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.</b></p>	1	All			
OVERHEAD SCANNER	2.	<p><b>MSWYB DSD Overhead Scanner.</b></p> <ol style="list-style-type: none"> <li>Observe the operation of the overhead scanner when the clerk or mail handler is scanning the mail. The system should read barcodes and produce Distribution &amp; Routing (D&amp;R) labels.</li> <li>Visually make sure the overhead scanner is not damaged in any way.</li> </ol>	0.5	9			
HAND SCANNER	3.	<p><b>MSWYB DSD Hand Scanner.</b></p> <ol style="list-style-type: none"> <li>Observe operation of hand scanner when clerk or mail handler is scanning mail. Laser beam should be visible and an audible beep should be heard when scanning barcodes.</li> <li>Visually make sure hand scanner is not damaged in any way.</li> </ol>	0.5	9			

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	9	M	S	W	Y	B	A	D	0	0	1	M		
Equipment Nomenclature Manual Scan Where You Band DSD		Equipment Model						Bulletin Filename mm18022			Occurrence Tourly				

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

SCALE	4.	<p><b>MSWYB DSD Scale.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	0.5	9			
PRINTER	5.	<p><b>MSWYB DSD Printer.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Scan the <b>printed labels</b> 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.</li> </ol>	1	9			
MSWYB DSD COMPUTER AND SYSTEM TEST	6.	<p><b>System Computer and System Test.</b></p> <ol style="list-style-type: none"> <li>Ensure proper operation of the fan on the back of the system computer and ensure it is not blocked or obstructed.</li> <li>Communicate with clerk or mail handler. Ask if the system is functioning correctly.</li> <li>Observe the system status window on the computer monitor GUI screen and ensure all devices are showing green.</li> <li>Observe the date and time on the computer monitor GUI screen and ensure it is correct.</li> </ol>	2	9			
SYSTEM	7.	<p><b>Return to Operation.</b></p> <p>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.</p>	1	9			