Operator's Manual

MPE-5.0

OPEX
CORPORATION

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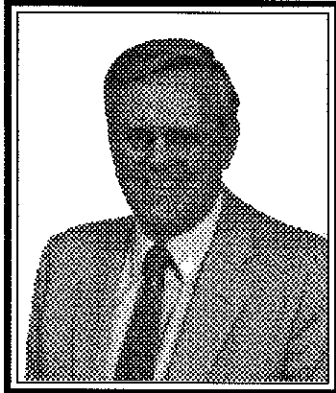
Al Stevens
President, OPEX Corporation

A *letter from the President of OPEX Corporation*

Dear Operator,

You are the focus of what we do here at OPEX Corporation. For twenty years now, we have been designing and producing mail handling equipment. Our machines are designed with the operator in mind. Making *your job* more interesting, making it easier for you to accomplish, making your work environment more satisfying—all of these things enter into the design of every machine designed and manufactured by the team here at OPEX Corporation.

The MPE 5.0 is the newest member of the OPEX family of mail handling equipment. As an extractor, it can process 4,500 envelopes per hour. With optional nodes, it can deliver extracted stubs and checks directly into remittance processing machines. Whether your shop processes 'from the envelope,' 'pre-extract,' 'read & key' or 'image,' the MPE 5.0 will help you to be more productive. This manual should help make your training process an enjoyable experience.

I invite you to view our team at OPEX Corporation —engineering, manufacturing, sales and service—as your company's own support resource . We're here for *you!*

Please drop me a note in the mail, and let me know your thoughts on our product line. I'd like to hear from you. The address is:
305 Commerce Drive, Moorestown, NJ 08057

Sincerely,
OPEX Corporation

Al Stevens, President
✉

Contents

Edition 1 09/92

MPE 5.0 with Sorter Module & 1 Stacker Buffer Feeder Node

What is an MPE 5.0 ?

The MPE 5.0 is a tool. Its function is to assist you and your shop in the constant battle to achieve greater productivity. Success in this area makes you a valuable asset to your company, and makes your company more competitive in the marketplace. This in turn attracts new business and provides greater opportunity for future success.

To understand what the MPE 5.0 is and how it fits in with the workflow of your particular company, perhaps we ought to look at some of the questions that led to the production of this machine. We asked ourselves:

• "What can we do to make the task of mail extraction easier to perform?"
• "How can we assist a wide variety of businesses in simplifying the task of preparing return documents and customer payments for remittance processing?"
• "Can we meet the needs of shops with widely diverse philosophies of operation with one machine?"

The answer to these questions is the machine in front of you—the OPEX MPE 5.0. It is modular in design, so your particular machine is tailored to the specific needs of your mailroom. It is designed to run windowed envelopes.

Depending on your machine's configuration, it will feed, qualify, sort and extract up to 4,500 envelopes per hour with one operator assisting the machine part of the time. Unlike other machines you may have operated in the past, the MPE 5.0 will not require 100% of your time.

One last thing—while the MPE 5.0 is new, it incorporates technology pioneered by OPEX engineers and proven in service to hundreds of companies across North America and the United Kingdom. We are glad to have you as a member of this select group!
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Safety First!

Your first responsibility as an MPE 5.0 operator is safety — your own, and that of your co-workers. For your safety, the MPE 5.0 has the following built-in safety features:

- COVER GUARDS

  Clear plastic cover guards keep your hands away from those parts of the machine which sort, cut and extract the mail. The cover guards allow you to see what is going on without risk of injury. The machine will not start up if a cover is open. During operation, it will immediately stop running whenever one of these cover guards is opened.

- INTERLOCKS

  Electro-mechanical interlocks are triggered when a cover is lifted or a door on the machine is opened. Interlocks are installed as a pre-cautionary measure. They should never be disabled.

- PANIC BUTTONS

  Big, red, mushroom-shaped "panic buttons" are used to stop the machine in an emergency. Learn where they are along the machine. To use a panic button, just push on it. Your machine will stop immediately. In order to turn on the machine again, the panic button must be pulled out to its original position.

  Our engineers have gone to great lengths to design the MPE 5.0 so that it can be operated without fear for your safety. You can help in this effort.

Prescription for Safety:

Make it a practice never to disable any of the safety features on your MPE 5.0!

Steps to follow for your safety

1. **Read this manual.** If you know how the machine works, and what to expect, you're less likely to get into trouble.

2. **Understand what this machine does,** and how it does it. This is covered in this manual on pages ?? to ??. Read these pages before you try to start the machine.

3. **Wear appropriate clothing when operating the MPE 5.0.** Neckties, scarves, and loose-fitting sleeves on blouses are not appropriate for running the machine, and could cause a problem.

4. **If you have long hair, tie it back** so that it does not hang down in front of you as you are working.

5. **Listen to your machine.** You will soon become familiar with the sounds made by your MPE 5.0 as it runs properly. Immediately report any unusual sounds to your supervisor.

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Identification:
OPEX MPE 5.0, Integrated Configuration

Exception outsort
pocket

Sort Module
(optional)

Cutters

Justifier

CRT

Control Panel

Extractor

Node Arm

Drop
Chute

Keyboard
Drawer

Stacker
Module Bins

Feed conveyor

Castored trash
receptacle

Stacker Buffer
Feeder Node
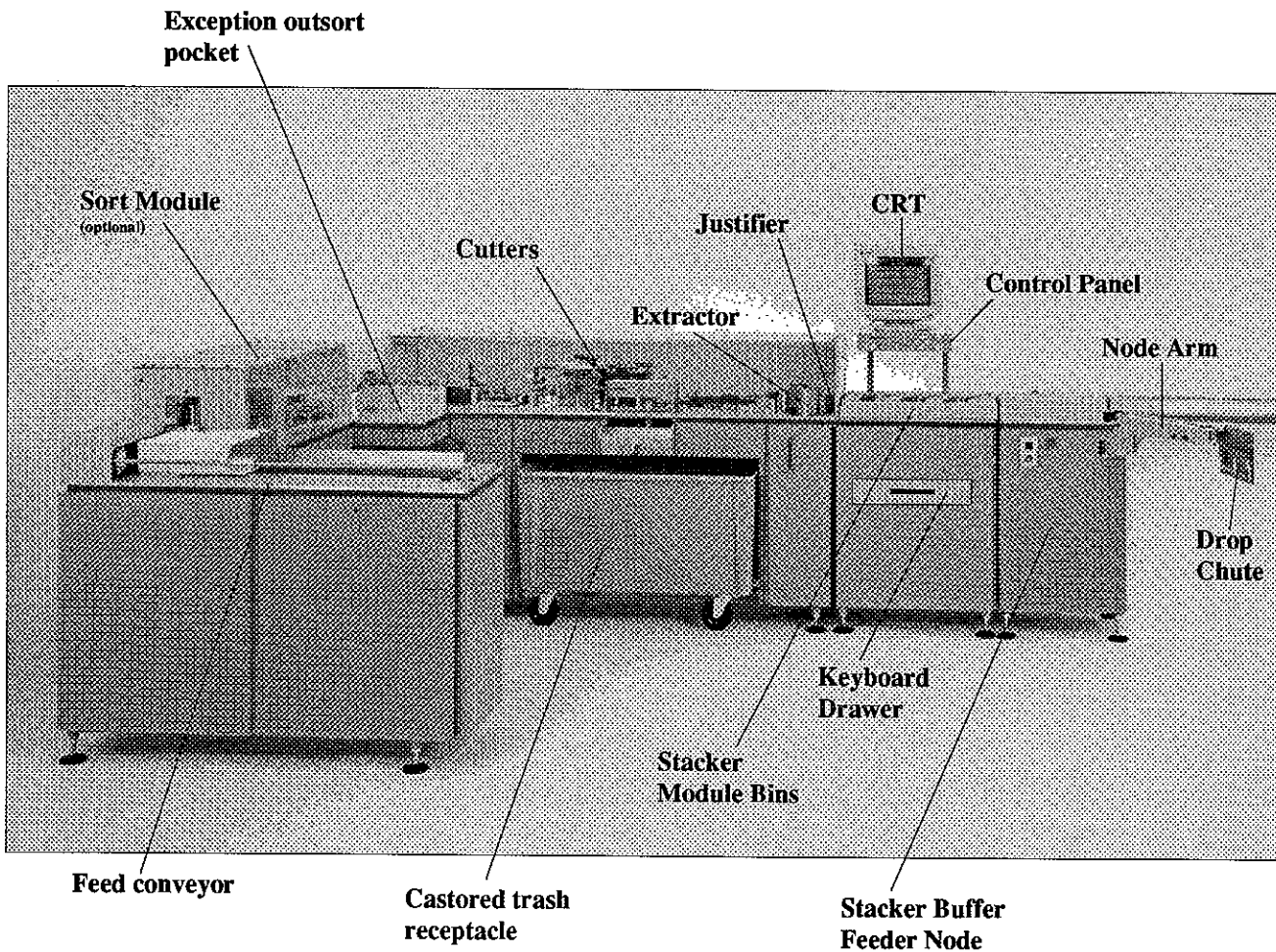
Please Note:
• Not all machines will have the same configuration.
• Your paticular machine may or may not have the sort module option.
• The MPE 5.0 configured for the integrated mode (as above) may have as many as 8 nodes attached.
• More than one stacker module may be included between the MPE 5.0 and the first node.

Definitions / functions:
MPE 5.0, Integrated Configuration

- **Control Panel**

   The *control panel* is your link with the machine. It allows you to turn the machine on and off, and to input instructions to the machine.

- **CRT**

   The *CRT* is the computer monitor just over the Control Panel. "CRT" stands for Cathode Ray Tube.

- **Cutters**

   Three *cutters* open the leading edge, the top, and the bottom of the envelope.

- **Drop Chute**

   The *drop chute*, located at the end of the *node arm*, guides document and check into the drop slot of the remittance processing machine.

- **Extractor**

   The *extractor*, located between the *cutters* and the *justifier*, takes the contents out of the opened envelope.

- **Exception Outsort Pocket**

   Part of the optional *sort module*, the *exception outsort pocket* holds unopened envelopes which contain folded checks, metal, additional correspondence, or multiple transactions — anything other than a single document and a single unfolded check.

- **Keyboard**

   The keyboard is used by OPEX service technicians for entering jobs and changing operator listings. You will not use the keyboard.

- **Node Arm**

   Each *node* has one *node arm*. The function of the arm is to transport each transaction—document and check—from the *stacker buffer feeder* to the *drop chute*. The *node arm* is hinged, allowing it to swing away from the remittance processing machine when this is required for servicing of the RP.

Prescription for Safety:

Make it a practice never to disable any of the safety features on your MPE 5.0!

- **Justifier**

   Located next to the extractor, the justifier squares the document and check to the baseplate of the machine and shifts the document slightly ahead of the check. This is done to help ensure uniform stacking.

- **Trash Receptacle**

   Located beneath the cutters, the castored *trash receptacle* holds empty envelopes and paper chips.

- **Sort Module (optional)**

   The *sort module* qualifies envelopes for extraction, and outsorts exceptions. It also identifies the orientation of checks in envelopes that will be opened. The MPE 5.0 sends documents and checks to their destination based upon the orientation of the check in each transaction.

- **Stacker Buffer Feeder Node (SBF Node)**

   Usually referred to as "the *node*," the *SBF node* receives documents and checks, stacks them in a buffer of approximately 100 transactions, and feeds each transaction in order (document, then check) to the *node arm*.

- **Stacker Module Bins**

   Located just under the CRT, the three *stacker module bins* are programmable. In most cases, the pocket closest to the *justifier* will be reserved for rejects.

   Your particular machine may have more than one stacker module. If so, the additional stacker module(s) will be located between the CRT and the first node. Each stacker module contains three bins.
   ✉

MPE 5.0 Jam location diagram

Outsort Sensor

Feed area

Slitters /
Slitter Sensors

Reunite gate area /
Reunite Sensor

Extractor /
Extractor pullout area

Justifier

Stacker Bins /
Stacker Sensors

Node 1 Sensor
Node 1 Buffer

No. 1 Remittance
Processor

Node 2 Sensor
Node 2 Buffer

No. 2 Remittance
Processor

Node 3 Sensor
Node 3 Buffer

No. 3 Remittance
Processor
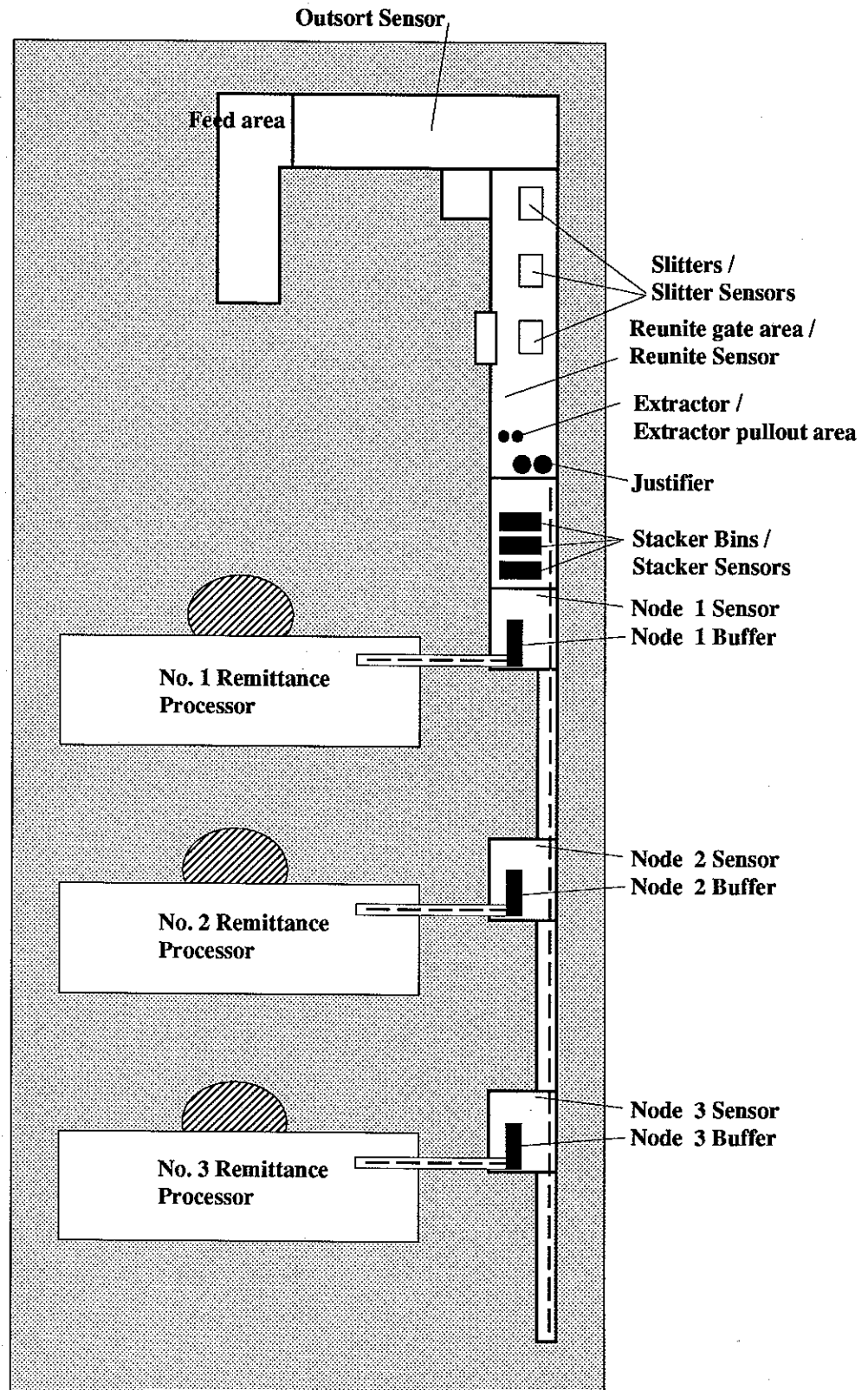
OVERVIEW OF MACHINE OPERATION

Before each computer screen and operation is explained individually, it will be helpful to be given a summary of how the machine operates. Seeing the 'big picture' usually makes the smaller picture easier to understand.

As you begin, keep in mind that the MPE 5.0 has been designed for easy operation, using only one operator. It is simple to operate. The color computer monitor will guide you during the entire operation of the machine. It's a good idea to become very familiar with it and to watch it closely as the machine runs.

Choosing an operator...

Once the MPE 5.0 is powered-up, the display screen on the computer monitor will tell you to select an operator's name. You will probably find your name in the computer. Select your name from the list, enter your password and the display will change to **MAIN MENU**.

Choosing a job to run...

From the Main Menu, you will select the correct **JOB NAME** for the envelopes you are running. The machine will automatically adjust all of the necessary job settings. At this point, the display screen will change to the **RUN JOB MENU**.

In addition to continuous operation, the Run Job Menu will allow you to run 1, 5, or 25 envelopes. This is useful because you can make sure the job is operating properly before you tell the machine to operate continuously.

After carefully loading and preparing the mail, you will select the 'Run Continuous' option on the display screen. The MPE 5.0 will start extracting the contents of your envelopes.

If your MPE 5.0 has the sorter option...

As each envelope goes through the machine, the MPE 5.0 "looks" at it to determine several things. If your machine has the *sorter* option, the envelope will pass through a 'thickness' detector to determine if the envelope is a clean single. If the envelope contains more than just one unfolded check and document, it will be "outsorted;" that is, it will be directed to the holding bin on the front part of the machine for later processing,

either on an OPEX Rapid Extraction Desk or by hand.

Next, the envelope passes through two additional "modules." The metal module will find staples and paper clips. The MICR module will determine the orientation of the check in the envelope.

If your MPE 5.0 has no sorter...

If your MPE 5.0 has no sorter option, your shop has the OPEX high speed incoming mail sorter—the MPS-30. This machine performs the functions outlined in the previous paragraph, pre-qualifying the envelopes for extraction on the MPE 5.0.

Extraction...

In either case, having been pre-qualified, the envelope is fed into the cutters. Cutters remove the leading edge , the top edge and the bottom edge of the envelope. The envelope is fed into the extractor, which pulls the sides of the envelope away from the contents. The contents are extracted, the envelope reversed into the trash, and the contents are sent to their destination.

Finished work...

Each transaction (one document and one check) is sent to a destination. This destination will be either a **stacker buffer feeder node** or one of the bins on a **stacker module**. (The first stacker module supports the CRT screen and the control panel for the MPE 5.0.)

Stacker Buffer Feeder Node

The Stacker Buffer Feeder Node (SBF Node) holds approximately 100 transactions. Each transaction will travel down the **feed arm in preparation for** processing on the next machine—the remittance processing machine.

Depending upon your particular configuration, the transaction may be fed into the drop slot of
  • a remittance processing machine operating in the "read & key" mode or
  • a remittance processing machine operating in an "image / CAR" mode.

How this happens will be covered in detail later on in this manual.

Stacker Module Bins

If all of the SBF Nodes are full, the overflow may be directed into two of the three pockets on the Stacker

Module. We recommend that the first pocket in the Stacker Module be reserved for rejects. The remaining two pockets on the Stacker Module are programmable. ✉

Understanding why the MPE 5.0 does what it does

Making use of the 70 / 30 Rule:

When inserting a document into a windowed envelope, one must orient the document properly in order for the return address to show through the window. Human beings are creatures of habit. As a rule—at least 70% of the time , according to studies made—*we will orient the check in the same way that the document has been oriented.*

The MPE 5.0 makes use of this fact. With the optional in-line sorter module, the machine can determine the orientation of the check inside each envelope. Given this knowledge, it separates those transactions with properly oriented checks (nearly 3/4 of your mail volume) from transactions whose checks are misoriented.

Integrated Mode of Operation

Configured in the integrated mode, the MPE 5.0 separates all transactions with properly oriented checks (70% or more) from those with misoriented checks (30% or less). The larger group (70%) will be sent to nodes functioning in the *automated mode,* and the smaller group (30%) will be sent to nodes functioning in the *semi-automated* mode.

Automated Node Function

Each node operates in either the *automated mode* or the *semi-automated mode.*

Nodes operating in the automated mode receive transactions containing properly oriented checks. When the node is turned on, it feeds documents and checks down the *node arm* and into the *drop chute.* The drop chute delivers the document into the drop slot of the remittance processor, which takes it away. The check follows the document into the drop slot of the RP, where it pauses for the dollar amount to be keyed. After the amount is keyed, the check advances for encoding, and the next document drops into the RP. Throughout the entire process, the RP operator touches no paper!

Semi-Automated Node Function

Transactions which contain misoriented checks are sent to nodes operating in the *semi-automated* mode. The document drops as before, and is scanned through the RP. The check, which will not be properly oriented, is removed from the node arm, oriented and the amount keyed by the operator, who drops the oriented check into the drop chute. The act of dropping the check triggers a sensor, and the next document drops, and so on. In the semi-automated mode, the operator handles only the checks; documents are fed automatically without operator intervention required. ✉

Running the MPE 5.0 — the MPE 5.0 Control Panel

Before you can operate the MPE 5.0, you must become familiar with the Control Panel. To help you locate the various keys, examine the diagram below:
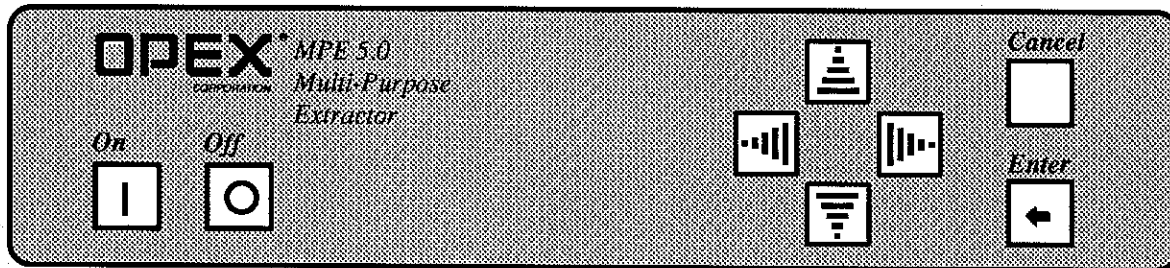
All of the information you need to operate your MPE 5.0 is provided to you through this control panel.

The function of each key is described below:

• **ON Button**

> *Function:* Powers up the MPE 5.0. (The OFF button must be in its "in" position for the machine to switch on.)

• **OFF Button**

> *Function:* Stops power to the MPE 5.0. The OFF button has two positions: "In" and "out." The "out" position turns the machine off.

• **ARROW Buttons — Up, Down, Left, Right**

> *Function:* The arrow buttons move the cursor (it looks like a pointing hand) throughout the various screens and menus as you operate the machine.

• **CANCEL Button**

> *Function:* Stops production or returns you to the previous menu or screen.

• **ENTER Button**

> *Function:* Tells the machine to perform the action you have chosen with the cursor.

Once you have become familiar with the control panel and the buttons on the panel, you are ready to power up the machine.
✉

Turning on the MPE 5.0

Make sure the OFF button is pushed in. It will 'lock' in place when you push it. When you push it again, it will release. You cannot power up the machine if the OFF button is not in. .

Press the ON button and the MPE 5.0 will begin its power-up sequence. The ON button should light when you push it.

If the ON button fails to light, you should check the following things:

• Is the machine plugged in?
• Is the OFF button pushed in all the way?
• Are all of the covers on the machine closed?
• Are all of the Panic Buttons pulled out?
• If the machine still fails to power-up, check the main power breaker. You will find this on the panel to the left of the trash cart. Up is on; down is off.
• If the machine still does not run, notify your supervisor and contact your Opex service technician.

Warm- Up Period: (with sort module option only)

We recommend that you allow the MPE 5.0 about 5 minutes to "warm up" after you have started it and before you begin processing envelopes. Allowing the machine this period of time will help it to process your mail more effectively.

The time spent waiting for the MPE 5.0 to warm up does not have to be wasted time. There are things you can do in terms of preparation which can easily be done during this time, such as preparing and loading the mail.

Mail Preparation:

While the machine is warming up, you should take a close look at the incoming mail. Any envelopes which look damaged should be removed from the mail you are going to load into the MPE 5.0. These can be processed on an OPEX Rapid Extraction Desk.

Carefully examining the mail before you load it into the machine will greatly reduce the potential for envelope jams as you are operating the MPE 5.0.

Loading Mail:

1. Grasp a handful of mail from the mail tray.
2. Turn the mail over in your hand and inspect the bottoms of the envelopes. Pull out any damaged pieces of mail. Take particular care to remove envelopes with folded corners on their leading edge. Turn the mail over and inspect the top side. Remove any envelopes which are obviously very thick.
3. Load the mail onto the Feed Conveyor with the address side of the envelope facing towards you. The mail should be top-side up so that you could read the address if you looked at the envelope. The stamp or meter mark should be in the top right corner of the envelope.
4. Make sure that the nearest side of the mail touches the right guide rail.
5. Place the handful of envelopes against the metal pusher. The mail pusher resembles an old-fashioned meat cleaver. Carefully lift the pusher by its handle and slide it to the rear of the stack. Gently push it back against the last envelope loaded. Don't push the metal pusher against the envelopes too hard; this will interfere with the machine's ability to feed envelopes.
6. Repeat steps 1 - 5 until the Feed Conveyor is fully loaded with mail. The envelopes will feed better if you load them with the tops straight up and down.

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MPE 5.0

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SELECTING AN OPERATOR:
Display Screen

Once the MPE 5.0 has been powered-up, the Display Screen will appear as seen above.

Press the "ENTER" button once; a listing of eligible operators will be displayed, as seen on the following page.

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Select Operator

Tom Ackerman
Ginny Lewis
Margie Rief
Mort Collins
Susan Kandel
Ken Goski
Jeff Chodak
Maureen Lynch

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SELECTING AN OPERATOR :
Select Operator Screen

Use the UP or DOWN arrow button to high-light your name. Press ENTER to select yourself as the operator. A new display will appear, asking for your password.

Using a password protects both you and the equipment. Password protection keeps someone else from running a job under your name, thereby altering your performance statistics.

Password protection also prevents someone without your training from using the MPE 5.0 improperly and damaging it.

Never give out your password.

✉

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MPE 5.0

Input Password

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Enter <CANCEL> to escape.   Input: X
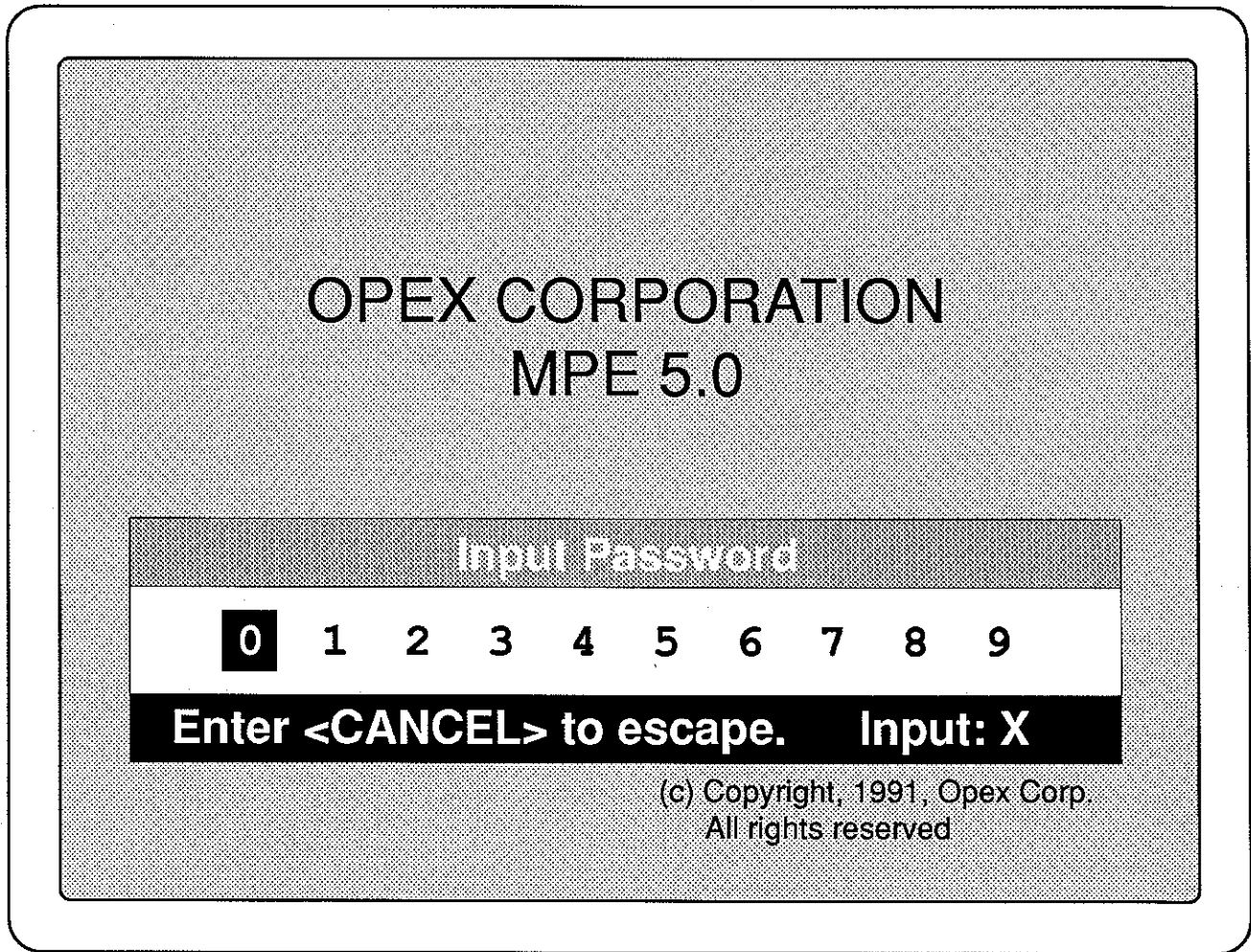
Input Password Screen

Operators are required to use a password to use the MPE 5.0. The password will be a 4-digit number.

Your number will have been chosen by you in advance and programmed into the computer. If your name did not appear on the previous screen, see your supervisor.

In order to enter your password, use the ARROW KEYS to highlight the first number of your password. Then press the ENTER button. Repeat this process until all four numbers have been entered. As each number is entered, an **X** will appear to the right of the word "Input."

When your password has been correctly entered, the screen will change to the MAIN MENU screen. If you have entered your password incorrectly, the screen will prompt you to enter your password again. Repeat the process once again, taking care to choose the correct numbers, and you will successfully access the system. ✉

```
┌─────────────────────────────────────┐
│              MAIN MENU               │
│                                      │
│  ┌────────────────────────────────┐  │
│  │          Job Select            │  │
│  └────────────────────────────────┘  │
│                                      │
│  ┌────────────────────────────────┐  │
│  │        Change Operator         │  │
│  └────────────────────────────────┘  │
│                                      │
│                                      │
│  Select Operator or <cancel> to exit.│
└─────────────────────────────────────┘
```
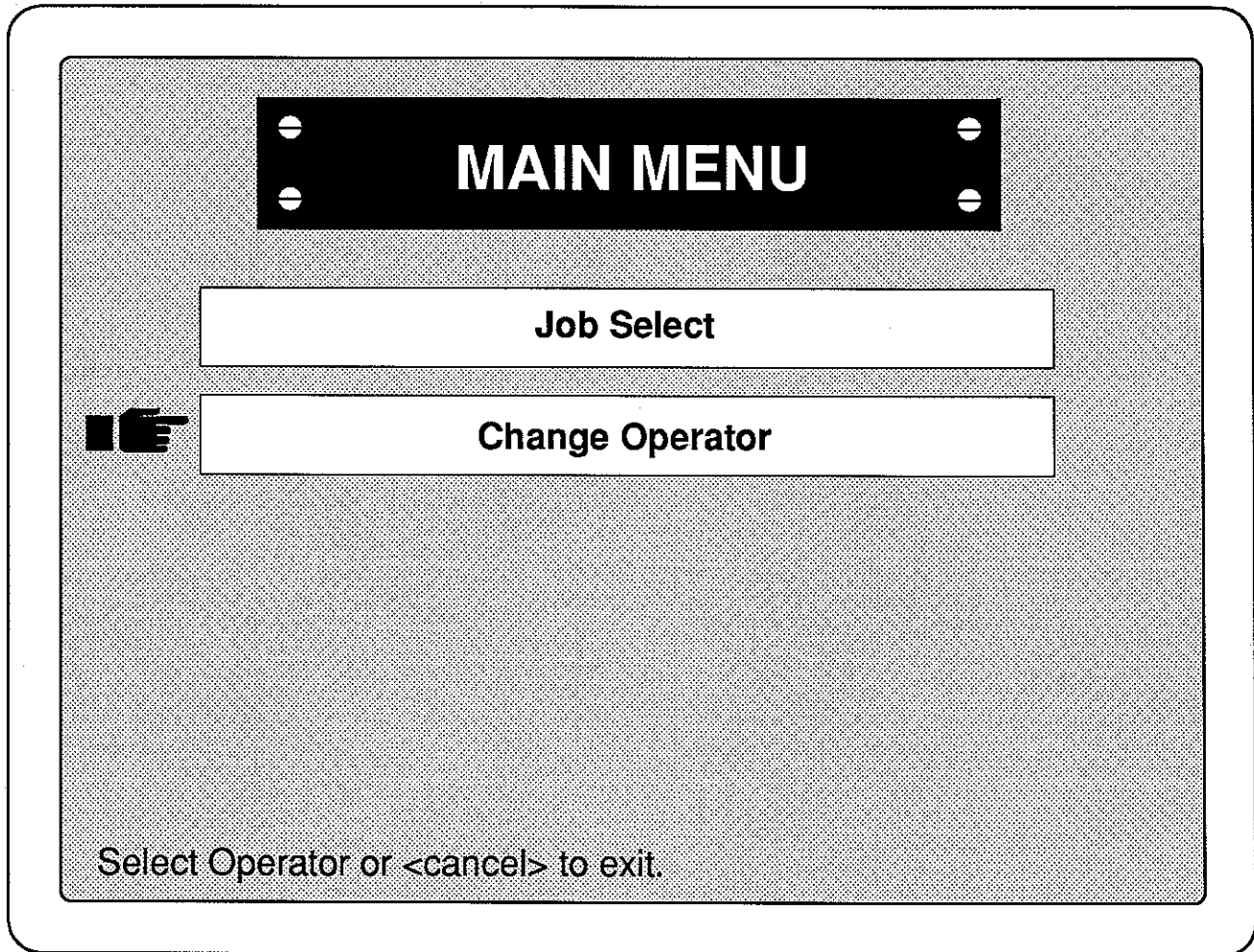
Main Menu Screen

The MAIN MENU Screen allows you to choose the job you wish to run. Once you have chosen the appropriate job, the machine will automatically adjust to the machine setup which has been chosen for that particular job .

The Main Menu also allows you to change operators, should that be necessary. Both of these options are explained in detail on the next two pages.
✉

```
┌──────────────────────────────────────────┐
│  ●                                    ●    │
│                MAIN MENU                   │
│  ●                                    ●    │
├──────────────────────────────────────────┤
│                                            │
│               Job Select                   │
│                                            │
│             Change Operator                │
│                                            │
└──────────────────────────────────────────┘
```
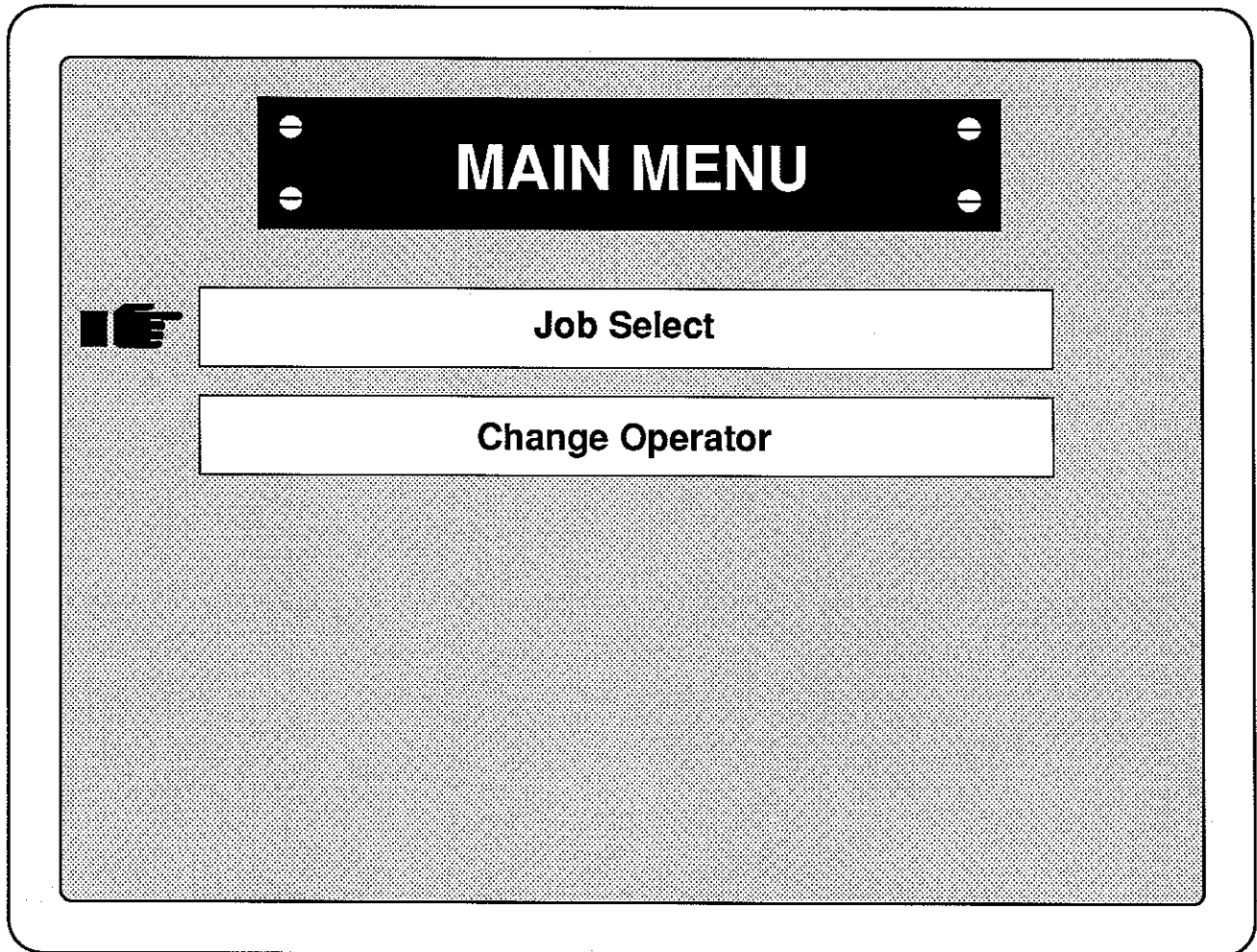
Job Select Option:
Main Menu Screen

       Selecting this option from the MAIN MENU Screen will allow you to choose a job.

       To do this, move the pointer to the JOB SELECT option on the screen, using the UP or DOWN ARROW KEY.

       Now press the ENTER button. A list of job names will be displayed, as shown on the next page.

✉

```
     ┌─────────────────────────────────────┐
     │  ●                            ●      │
     │          MAIN MENU                   │
     │  ●                            ●      │
     └─────────────────────────────────────┘

            ┌──────────────────────────────┐
            │        Job Select            │
            └──────────────────────────────┘

            ┌──────────────────────────────┐
            │        Job Select            │
            │     ┌──────────────────┐     │
            │     │ Credit Union     │     │
            │     │ Department Store │     │
            │     │ Dental           │     │
            │     │ Cable Company    │     │
            │     │ A Job            │     │
            │     │ B Job            │     │
            │     │ Insurance        │     │
            │     └──────────────────┘     │

   Select Job or <cancel> to exit.
```
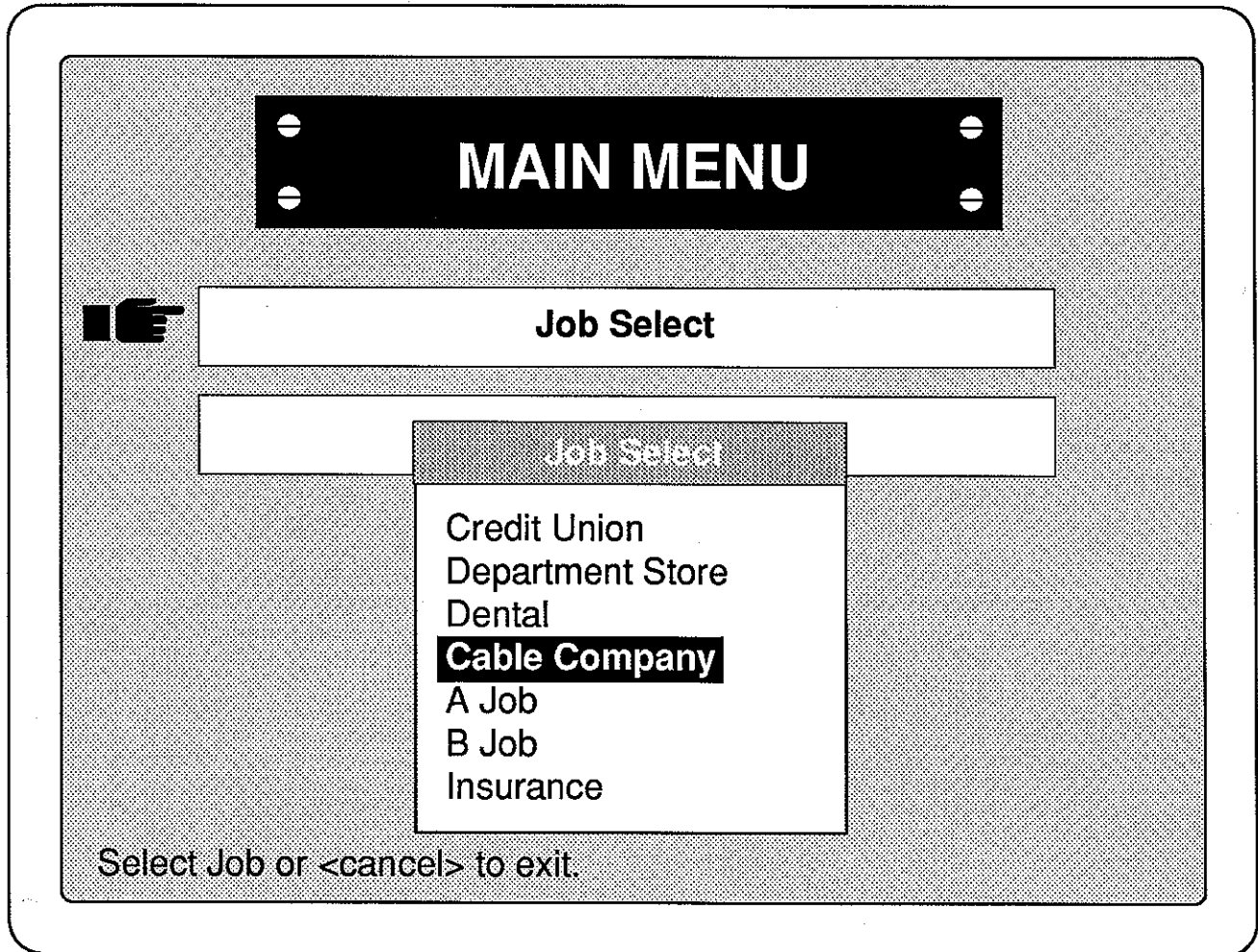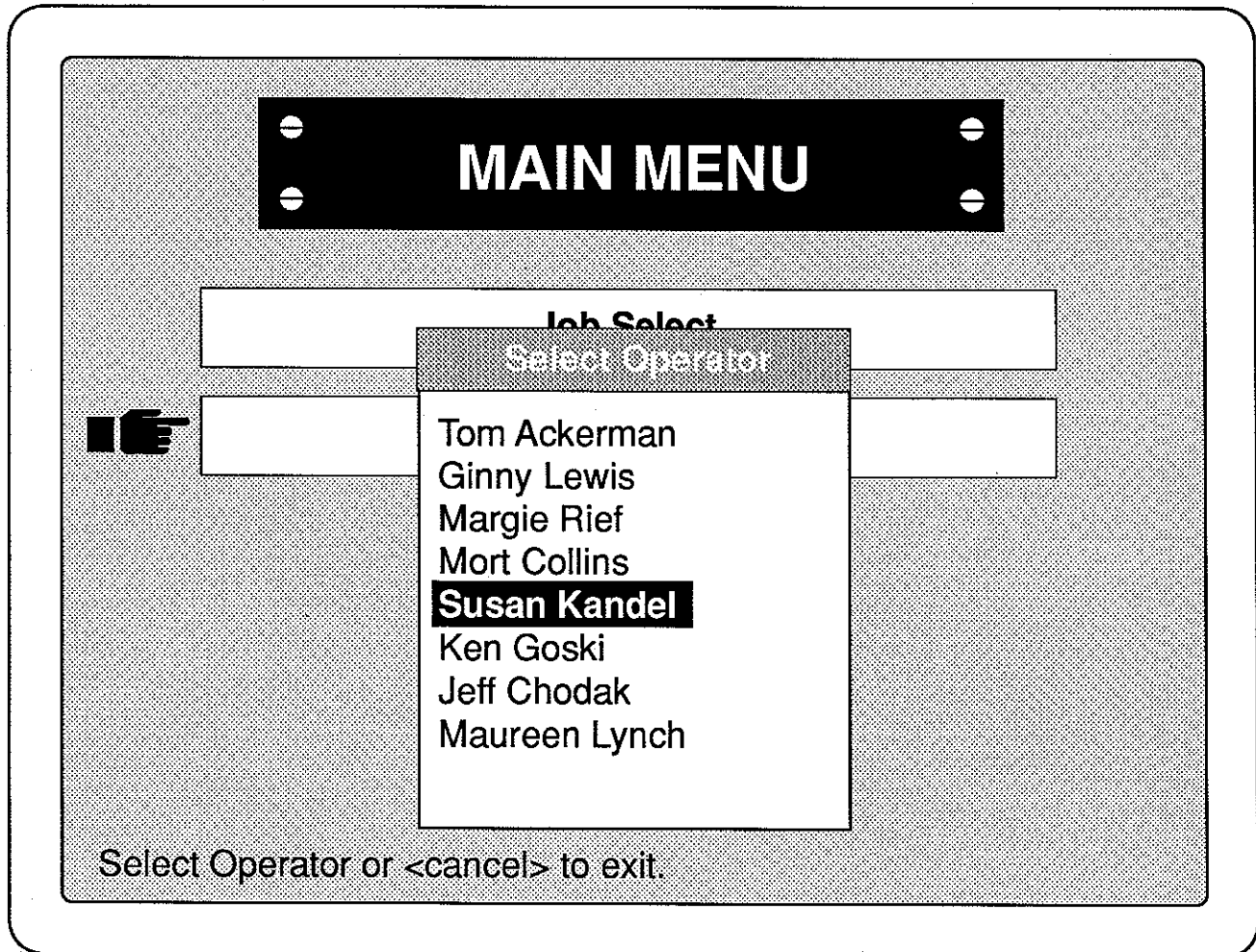
Choosing a Job

Using the UP or DOWN ARROW KEY, high-light the correct job name.

Press the ENTER button. The RUN MENU will now be displayed. The Run Menu will be explained in greater detail later.
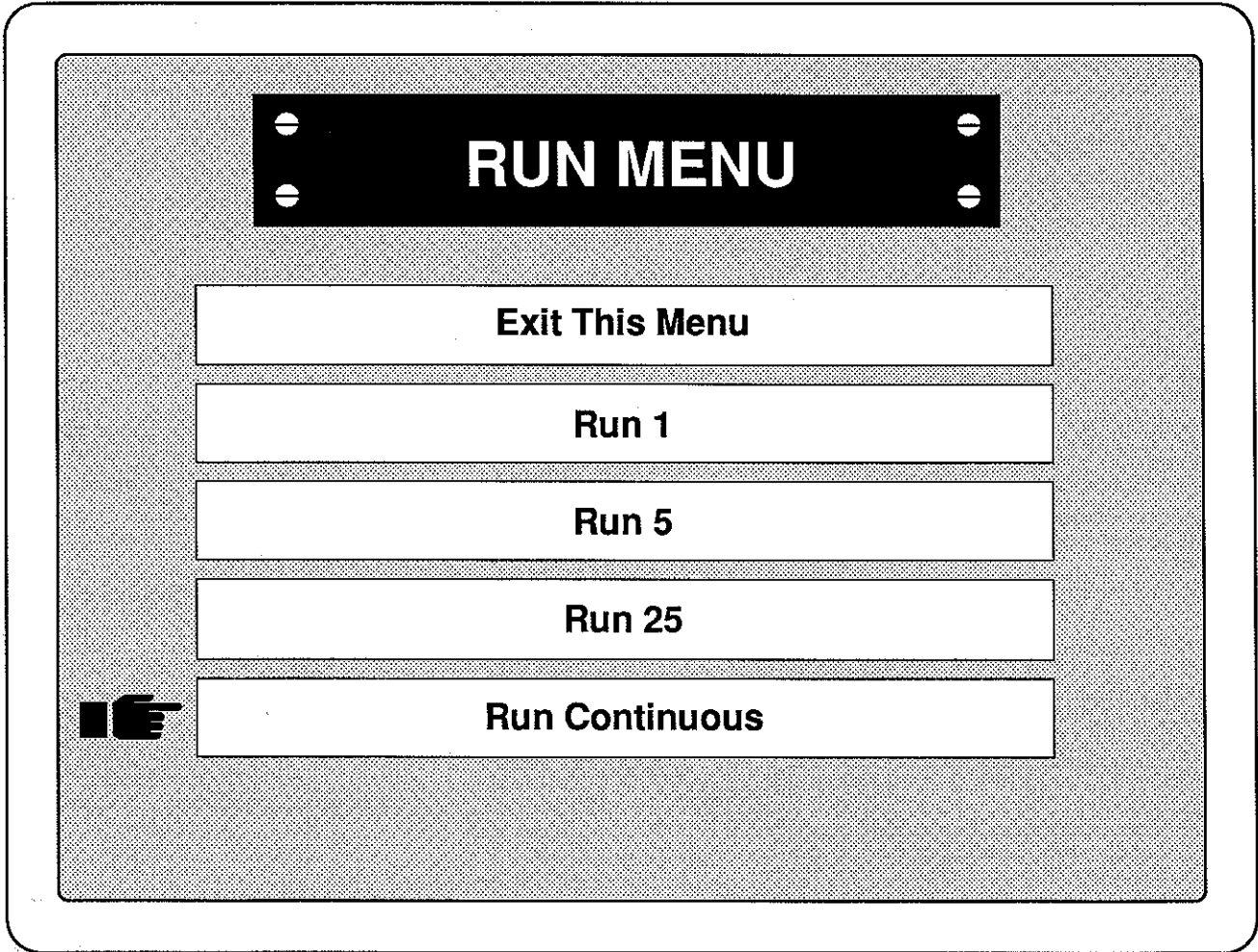
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20

Change Operator option
Main Menu Screen

The Main Menu allows you to change operators when necessary.

To change operators, use the UP and DOWN Arrow Keys to move the pointer to this option. Press ENTER. The 'Select Operator' menu will appear. The new operator will highlight his/her name and proceed as outlined on pages 15 and 16 of this manual.

✉

```
┌─────────────────────────────────┐
│          RUN MENU               │
│                                 │
│  ┌───────────────────────────┐  │
│  │      Exit This Menu       │  │
│  └───────────────────────────┘  │
│  ┌───────────────────────────┐  │
│  │          Run 1            │  │
│  └───────────────────────────┘  │
│  ┌───────────────────────────┐  │
│  │          Run 5            │  │
│  └───────────────────────────┘  │
│  ┌───────────────────────────┐  │
│  │          Run 25           │  │
│  └───────────────────────────┘  │
│  ┌───────────────────────────┐  │
│  │      Run Continuous       │  │
│  └───────────────────────────┘  │
└─────────────────────────────────┘
```

Run Menu

NOTE:

When you select a "RUN" option, the MPE 5.0 will "BEEP" and wait about 4 seconds before actually feeding mail from the conveyor. This is the machine's way of announcing that it is about to run.

"Run 1:"

Use this option to run a single envelope through the MPE 5.0. To select this option, use the Up and Down Arrow Keys to move the pointer to the option. Press the "ENTER" button.

"Run 5:"

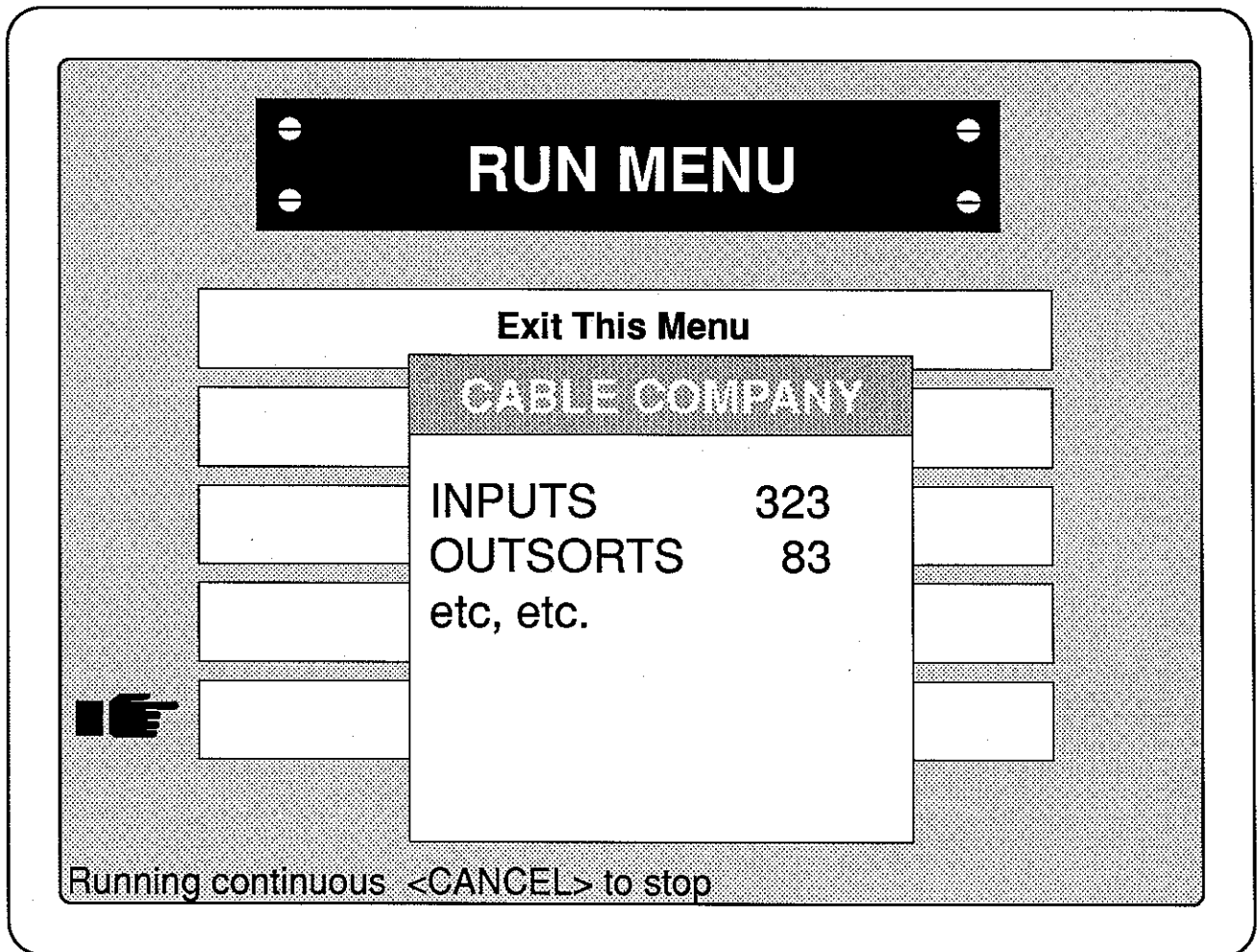This option runs 5 envelopes through the machine.

"Run 25:"

This option runs 25 envelopes through the machine.

"Run Continuously:"

Use this option to let the machine run the job continuously. It will operate uninterrupted except for occasional jams, which are easy to clear and discussed later. You will also need to continue loading mail into the machine while the MPE 5.0 does its work. Use the Up and Down Arrow Keys to move the "Pointing Finger" to this option. Press the "ENTER" button.

```
        RUN MENU

      Exit This Menu
         CABLE COMPANY

  INPUTS          323
  OUTSORTS         83
  etc, etc.

Running continuous <CANCEL> to stop
```

When the machine is running continuously, you will see the above diagram on your computer screen.

LOADING MAIL DURING OPERATION

Once you have chosen the "Run Continuous" option from the Run Menu, the MPE 5.0 will operate until the feed conveyor runs out of envelopes, until the machine experiences a jam, until the nodes and stacker bins fill, or until you turn the machine off.

You will have to load mail while the job is running. To do this, grasp a handful of mail as you did when you first loaded the machine, inspect it, and place the envelopes against the pusher as before.

Lift the handle of the pusher and place it in front of the last envelope loaded, being careful not to push it tightly against the envelopes. Also, be careful not to interfere with the envelopes already in place on the feed conveyor.

Node Controls

he *node* and its' *node arm* and *drop chute* allow the MPE 5.0 to interface directly with remittance processing machines. Each node has two control areas: (1) the *control panel* on the node, and (2) two *arm control* buttons. These independent controls give each RP operator control over his/her node. Here's how they work:

Control Panel on the Node

• ON / OFF SWITCH

Located on the panel of the node (to your left as you are seated at the remittance processor,) this switch turns the Stacker Buffer Feeder on and shuts it off. *The track is powered by the MPE 5.0—not by the node.* This allows downline nodes to be fed when an upstream node is off.

• DELAY CONTROL

Beneath the ON Switch is the *delay control.* This dial controls the speed of operation in the automated mode.

Arm Control Buttons

• HOLD BUTTON (right button)

Two red buttons are located on the node arm. The one to the right is the *hold button.* When lighted, this button stops the node from sending work to the RP. Press to light button.

• OUT OF SERVICE BUTTON (left button)

The *out of service button* is located just to the left of the *hold button.* When lighted, this button prevents more work from entering the node buffer. This button is also used to notify you of jams. (See "clearing machine jams")

Node Operation

1. **Turn on your RP machine.**

Important: Your remittance processing machine must be set up for *drop mode.* The RP cannot be set up for *autofeed* when running in conjunction with the MPE 5.0

2. **Turn on the node.**

The node will "wake up" on hold. The hold button will light up.

Prescription for Safety:

Make it a practice never to disable any of the safety features on your MPE 5.0!

3. **Take the node off hold**

To do this, press the *hold button.* The light will turn off.

4. **Documents and checks will feed into the RP.**

Each node operates in either the *automated mode* or the *semi-automated mode.*

Automated Node Function

Nodes operating in the **automated mode** receive transactions containing properly oriented checks. When the node is *off hold,* documents and checks feed down the *node arm* into the *drop chute.* The drop chute delivers the document into the drop slot of the RP. The RP processes the document, reading the OCR line. The check follows the document into the drop slot of the RP, where it pauses for the dollar amount to be keyed.

Key the amount on the check. Press enter. The check will advance for encoding, the next document will drop into the RP, and so on.

The *delay control* on the front of the node allows you to control the speed of the automated mode.

Semi-Automated Node Function

Transactions which contain misoriented checks are sent to nodes operating in the *semi-automated* mode. The document drops as before, and is scanned through the RP. The misoriented check, however, waits for you to remove it from the node arm.

Pick up the check and orient it. Key the amount. Drop the oriented check into the drop chute. The act of dropping the check triggers a sensor, causing the next document to drop, and so on. In the semi-automated mode, you handle only the checks; documents are fed automatically without operator intervention required.

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Node Controls (cont'd)

RP Jams & the hold button

If you experience a jam or other problem in your RP or drop chute, *press the hold button* before clearing the jam. Failure to do so may result in unwanted items being fed into the drop chute. Press the HOLD button once more to resume working.

Workflow

The MPE 5.0 keeps a running count of the number of transactions in each node. This count is used by the machine to distribute work evenly to each node. Manually adding work to a node disrupts the workflow. *Unless specifically instructed to do so, never remove or add work to a node.*

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Notes:

DEALING WITH PROBLEMS: JAM MANAGEMENT

Jams are bound to occur whenever paper is handled by a machine. A proper understanding of your machine, however, can minimize jam frequency and increase productivity.

You will encounter two different types of jams on the MPE 5.0:
- *machine jams*, which occur in the MPE 5.0 itself, and
- *downline jams*, which occur in or between nodes.

Operators working at RP stations will not normally be affected by machine jams; work built up in each node continues to feed that node's remittance processor while the system operator (the individual who oversees the MPE 5.0) clears a machine jam.

Downline Jams

On the other hand, jams which occur downline of the MPE 5.0 will affect one or more RP operators:

Local Jams

Local jams occur at a node, and affect only that particular node and operator.

You will be prompted that a local jam has occurred in the following manner: the OUT OF SERVICE button will flash on and off slowly. When this happens, simply clear the jam. To resume working, press the flashing *out of service button*.

System Jams

System jams occur in the track, so they affect all downline operators, since the track delivers work to those operators.

System jams are more serious than local jams. When a system jam occurs, the OUT OF SERVICE button will flash on and off very quickly, accompanied by an audible beeping sound. When this happens, clear the jam immediately. To resume working, press the flashing *out of service button*.

Clearing Machine Jams

When the MPE 5.0 jams, the CRT will identify the location of the jam. The machine will stop.

Look at the CRT to determine the location of the jam. Clear the jam, press the ON button (if covers were lifted,) and then press the ENTER button to resume.

At the Feed

Grasp the envelopes which have jammed and pull them out in the opposite direction of that in which they feed. Restart by pressing ENTER on the Control Panel.

At the Sort Module

Lift the cover. Clear the offending envelope, being gentle with the gate. Replace the cover. Restart by first pressing the ON button, then the ENTER button on the Control Panel.

At the Cutters

Take care not to let the trash build up to the point where paper chips can back up in the cutters. Lift the cover and remove the paper chips from the cutters. Clear any envelopes from dead spots in the paper path. Replace the cover. Restart by first pressing the ON button, then the ENTER button on the Control Panel.

At the Extractor

Lift the cover and remove the jam, taking care to keep document and check together. Replace the cover. Clear any envelopes from dead spots in the paper path. Restart by first pressing the ON button, then the ENTER button on the Control Panel.

Clearing System Jams

In the Track

(The jam may be upstream of your node. If so, notify the upstream operator.) When a system jam occurs, the OUT OF SERVICE button will flash on and off very quickly, accompanied by an audible beeping sound. Clear the jam immediately, taking care to keep document and check together. Restart by first pressing the ON button, then the ENTER button on the Control Panel.
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Preventive Maintenance

Your MPE 5.0 has been designed to provide years of service. It will serve you best if you treat it as you would any fine piece of machinery. Keep it clean. Keep food and drinks away from the machine. Don't sit on or lean against the machine. Call OPEX service in the event that something breaks.

The following are part of a good preventive maintenance program, and will help to keep downtime to a minimum:

General vacuuming

Once each shift, lift the protective acrylic covers and vacuum up any paper chips or debris that has collected in the machine.

Check the trash cart. Make sure that it is emptied, so that paper chips do not haystack. Doing this will help to prevent jams in the cutter section of the machine.

Clean the sensors with compressed air.

Care of the Sort Module

When vacuuming out the sort module, take special care around the three upright detectors. While they are not fragile, they are calibrated to very fine tolerances, and can be damaged by carelessness.

Ink from the envelopes will build up on the rollers of the thickness detector, requiring daily cleaning. With the machine turned off, wipe the rollers with **Fantastic, 409** or **Glass Plus**. Use a soft cloth. *Never use alcohol or other solvents, as this will ruin the mechanism.*

Your service technician will show you the best way to rotate the two rollers for cleaning. Follow his instructions so as not to gouge or nick these sensitive rollers.

Clean the sensors with compressed air.

Care of the Extraction Module

As with the sort module, exercise care in vacuuming, expecially around the cutters and the extractors.

Do not use alcohol or other solvents to clean the machine. These are harmful, especially to belts and other soft parts of the machine.

Clean the sensors with compressed air.

Prescription for Safety:

Make it a practice never to disable any of the safety features on your MPE 5.0!

Care of the Clear Covers

Using a soft cloth and **Fantastic, 409** or **Glass Plus**, **gently clean** the clear covers when they get dusty. Take care not to scratch them.

Care of the Stacker Bins and Nodes

Take special care in and around the bins and buffer pockets. O-ring drive belts can accidentally be bumped off their drive wheels, resulting in needless downtime.

As above, do not use alcohol or other solvents, especially around the paper drive belts.

Clean the sensors with compressed air.

Do not sit on any part of the machine!

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