

SCANMAIL 10K

Operating Instructions

Using the Scanmail 10K.

Note that the front panel located ON/OFF switch DOES NOT disconnect the mains supply from the unit as a whole thereby ensuring that the battery is maintained in a fully charged condition at all times. The unit is designed to be left in this mode when not in use.

The selection of operational functions is made at the units Membrane front panel by the momentary depression of the raised "bubble" within the appropriate defines and labelled areas.

Operation of the Scanmail 10K may be considered in three parts:-

1. The power up routine necessary to attain the mail screening state.
 2. The mail screening activity.
 3. Maintenance.
1. OPERATING INSTRUCTIONS.

The Scanmail 10K will operate from either the local mains supply VIA THE FILTERED LEAD PROVIDED or the internally fitted battery. This battery requires no maintenance and is automatically charged whenever the unit is connected to a main supply. This is the NORMAL operational state for this unit.

Check that the supply (1 phase 50/60Hz 115 VAC nom. or 240 VAC nom.) has been connected via the filtered mains lead provided. Ensure that the lead is firmly inserted in the socket provided at the rear of the left side of the unit. In the event of a mains failure or there not being a supply available then the BATTERY will be selected.

The Front Panel is segmented into operational areas. The lower centre contains status indicators, the left hand side has battery and reserve functions and the right hand side has optional audio alarm and sensitivity + functions. The reset switch is also located on the right.

ON/OFF

Depress the function labelled ON/OFF.

Notice the short delay before the front panel ON/OFF display is illuminated.

If powered up on mains and the BATTERY function is pressed, the unit will immediately switch off and then onto BATTERY.

LAMPs CHECK

Depress and hold AUDIO ALARM and SENS+ together. Notice that all front panel indicators remain illuminated until both these switches is released.

The unit will POWER OFF at this point.

The user is advised to perform a LAMPs CHECK at each power on. This function is available at any time in the mail screening activity but will always result in the unit being left in the OFF state..

All indicators used in the unit are composites of long life, light emitting diodes and are arranged such that in any one display area, the failure of one element will not disable the whole display.

ON/OFF.

Depress ON/OFF to switch on the unit.
Depress AUDIO ALARM if required.
Check the functions selected are displayed/on.

Note the status displays after power on. MALF and HOLD are illuminated for a period of 1/2 seconds prior to the TEST state. At this point, only TEST is illuminated.

If the MALFUNCTION indicator remains ON there is a fault. Refer to the section on maintenance.

Pass the TEST CARD provided, located in the pocket on the left side of the unit, through the chute at the top of the unit. The three large RED ALARM indicators, 2 on top of the unit, will now flash at a regular rate indicating that the TEST CARD has been successfully detected.

The AUDIO ALARM will sound of selected.

RESET.

Depress RESET to cancel the alarm state and note from the display that the unit has entered the OPERATE state.

If the unit does not alarm in this first pass of the TEST CARD, pass the CARD through the upper chute again. If the CARD is not detected on this second pass refer to the maintenance section.

OPERATE.

The unit is in the OPERATE state. A LAMPs CHECK and a CALIBRATION CHECK by means of the TEST CARD has been successful. Mail screening may now take place.

This may be simulated by passing the TEST CARD, sandwiched between the pages of a thick book, through the chute repeatedly at differing speeds. Reliable detection of this TARGET will be observed.

The ability to discriminate between HOSTILE targets and those that are benign - paper clips etc - can now be assessed using the demo kit provided.

Depress SENS+.

Pass the NON-TARGET, available from SCANNA MSC or their agents repeatedly through the chute at differing speeds to determine that an ALARM state does not occur at this increased sensitivity more than 3/10.

SENS+ is not used during the mail screening activity. However, in times of known threat, the use of this function may give added confidence.

Depress SENS+ and return the unit to normal operation at this point.

RESERVE.

A RESERVE module is provided to prevent interruption of the MAIL SCREENING activity in the event of failure in the main module, indicated by a MALFunction.

Depress RESERVE.

The RESERVE module may be selected at any time during use but will cause an Alarm if not selected at Power On. A RESET will allow mailscreening to continue.

Note permanent illumination of the MALFunction indicator at any time indicates that the selected detector module is at fault. Selection of a second/reserve module at this time will enable mail screening to continue until complete. At that time refer to the maintenance section to counter this fault.

The operator should take time to become familiar with the operation of the unit and in particular should recognise the need for, and perform, regular LAMPs CHECK and performance with the TEST CARD provided.

2. MAILSCREENING.

Having become familiar with the functions and operating routine of the Scanmail 10K the operator may now reliably perform the mail screening activity.

Hence, when the OPERATE green indicator is illuminated, items of mail may be passed down the chute. The unit will reliably operate over a range of throughput speeds from slow to fast provided the operator does not deliberately restrict the pace of the mail through the chute.

The mail may be passed in bundles to speed the screening activity or single in the case of thick packages such as Jiffy type bags.

WHEN SCREENING MAIL IT IS VITAL THAT THE ITEMS/BUNDLES OF MAIL BE PASSED THROUGH THE CHUTE TWICE. ON THE SECOND PASS THE ITEM/BUNDLE SHOULD BE PRESENTED TO THE CHUTE AT RIGHT ANGLES SO THAT A DIFFERENT LEADING EDGE IS PRESENTED TO THE CHUTE.

SUSPECT ITEMS.

Items which causes an alarm must be treated as suspect. In most cases they will be found to be benign but caution must be exercised. Follow the security procedures laid down for your protection.

DO NOT UNDER ANY CIRCUMSTANCES ATTEMPT TO IDENTIFY THE CONTENTS OF SUCH A PACKAGE BY FEEL OR BY ATTEMPTING TO OPEN IT.

3. MAINTENANCE.

ONLY TECHNICALLY QUALIFIED/AUTHORISED PERSONNEL MAY WORK WITHIN THE UNIT FOR THE PURPOSES OF ELECTRICAL SAFETY/MAINTENANCE.

SCANNA MSC do not accept responsibility for the operation of any unit which has been serviced, altered or modified by other than duly authorised agents for the company. The unit does not require regular maintenance. Apart from general cleanliness in order to observe the status of the display it remains to inspect the unit wear and tear and electrical safety at intervals related to the intensity of its use and in line with standard practice.

PARTICULAR ATTENTION MUST BE PAID TO THE CONDITION OF THE MAINS FILTERED LEADS. In the event of wear or abrasion it must be replaced with a similar part.

Fuses for both the power supply (fitted internal to the supply) and the battery (a fuse carrier is mounted on the main PCB). Instructions are also included. The indicators are composed of groups of semiconductor light emitting diodes (L.E.D.) of long life and spares are failure of the indicator.

The BATTERY is designed to operate with the fitted power supply without maintenance. It has a high duty cycle and should give several years usage under normal operating conditions. In the event that the unit is not to be used for long periods it is advised that a local service engineer remove the battery fuse to prevent the over-discharge of the battery. Replacing the battery and applying the mains supply will permit the continued use of the unit and quickly restore the battery.