



# MailShelter™

Free-Standing, Self-Contained  
Mail Sorting Station

*Installation, Operation,  
and Maintenance Instructions*

*See Back for Statement  
of Limited Liability*



## IMPORTANT WARNINGS – READ FIRST

1. This document must be permanently displayed in a visible location on the outside of the unit. It must be accessible by maintenance personnel prior to opening the unit.  
*Do not store it inside the housing or glove box.*
2. Read this document thoroughly before performing any maintenance.
3. Read the Introduction and Safety Precautions before proceeding.
4. Read the Statement on Liability on back cover before proceeding.

## 1.0 INTRODUCTION

The AAF MailShelter™ is a compact and efficient machine designed to minimize the risk of inhalation and cutaneous Anthrax, or other airborne infectious diseases, in mail handling and sorting applications. It is designed to completely encapsulate standard mail delivery totes and allow the mail center personnel to be isolated from direct contact with the mail while sorting and opening.

Strategically located slots in the glove box ensure that negative pressure is maintained inside the cabinet while unit is operating, preventing air or dust from escaping the MailShelter until it passes through the filter bank. Unwanted ad-mail, envelopes, wrapping and packaging products are all disposed of safely into an easily accessed container, located inside the bottom housing. (Standard trash can bags are not provided.)

## 2.0 SAFETY PRECAUTIONS

By its very nature, a MailShelter sorting station is intended to clean air which may contain hazardous contaminants in the form of particulates. Such systems must be treated with the utmost care and respect by all who come in contact with them.

Before proceeding the owner/user/maintenance contractor **MUST** evaluate the nature of the contaminants contained within the MailShelter housing and determine the hazards that these contaminants present to those who may come in contact with them. Depending upon the result of this evaluation, additional safety measures may be advisable.

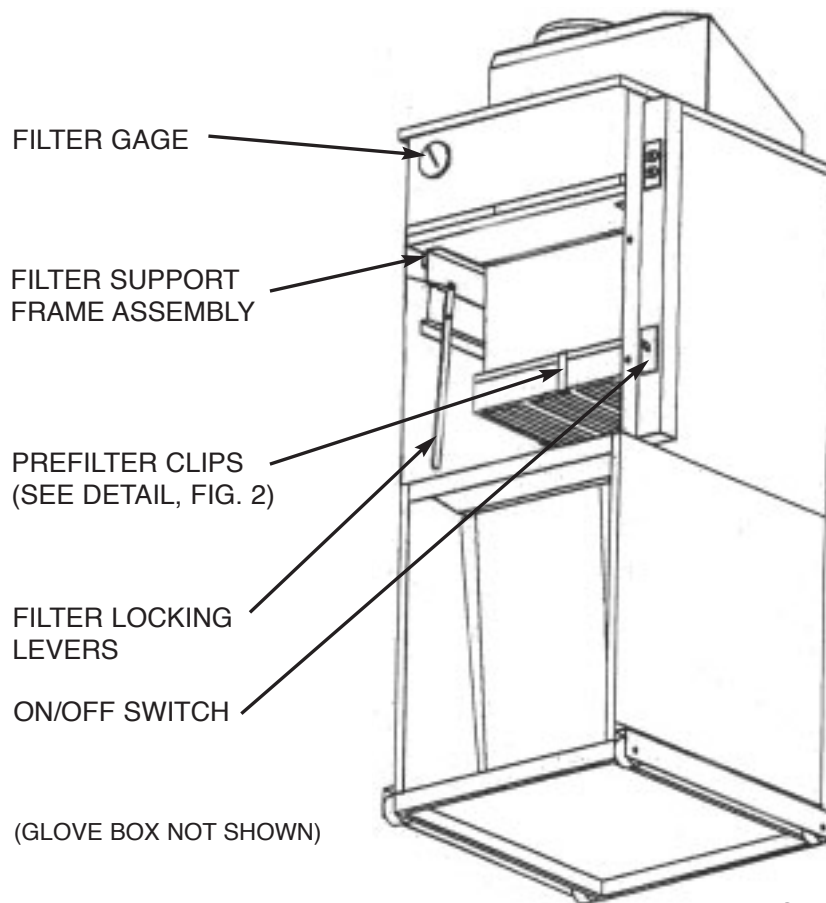


FIG. 1

It is the responsibility of the owner/user/maintenance contractor to determine the extent and nature of any additional safety measures required; however, when necessary AAF International recommends that at least the following safety precautions be followed:

- Implementation of security provisions to ensure that access to the MailShelter is restricted to properly authorized and fully trained individuals.
- Use of protective clothing by maintenance personnel together with adequate facilities for safe removal and disposal of contaminated clothing.
- Facilities are available for safe storage or disposal of any contaminated filters.
- Development of procedures for controlling and cleaning up escaped contaminants.
- Preparation of evacuation and emergency response plans. Other measures may also be called for depending upon the application. This may include procedures such as sterilization of the system by flooding it with a gaseous compound designed to render the contaminants harmless.

This document is not intended to specify, describe or detail the “additional safety measures” that should be implemented in any particular application. AAF International accepts no responsibility for doing so. This is the responsibility of the owner, the user and the maintenance contractor. The above list is offered by way of suggestion only and shall not be considered to be exhaustive or applicable in all situations.

### 3.0 INITIAL SET-UP AND INSTALLATION

#### ■ INITIAL SETUP

- Check unit for damage and report any damage to carrier
- Remove shrink wrap and strapping from the MailShelter
- Remove glove box, HEPA filter and prefilter
- Tip MailShelter upright from pallet

#### ■ FILTER INSTALLATION

The MailShelter is shipped with the filters and glove box as separate items. The filters are to be installed prior to assembling the glove box onto the unit. Lower the filter support frame by pushing the locking levers inward and lowering the frame assembly (see FIG 1). Carefully remove the HEPA filter from its carton and position it on the frame assembly with the gel seal up. Push the filter inward uniformly until seated against the rear stop. Pull the two locking levers toward you until they are pointing straight down. This raises the filter gel seal into the knife edge frame creating the HEPA seal.

The prefilter can be installed next by attaching three of the four holding clips provided. Hook one clip over the rear center HEPA filter header flange (shown in FIG.2) and one centered on each side. Slide the prefilter into these clips and install the remaining clip on the front flange. Clips may be bent slightly to provide a tighter fit to the HEPA filter.

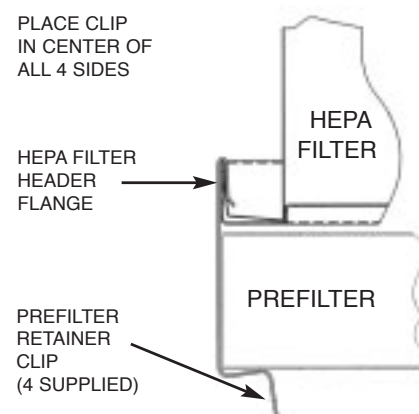


FIG. 2

## 3.0 INSTALLATION (continued)

### ■ FILTER INSTALLATION (cont'd)

Make sure MailShelter is turned off, then follow the steps below.



*Insert new filter*



*Slide filter onto top of filter support frames. Make sure locking levers are pushed all the way in to the unit or damage to the HEPA seal could occur.*



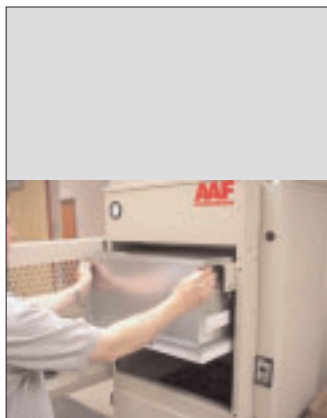
*Add rear prefilter clip*



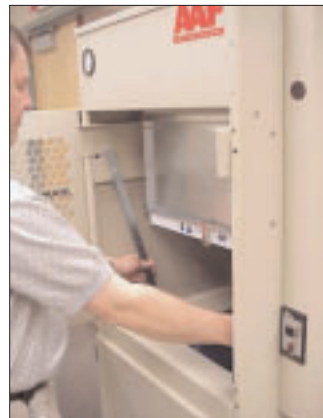
*Insert prefilter into rear clip*



*Add remaining prefilter clips*



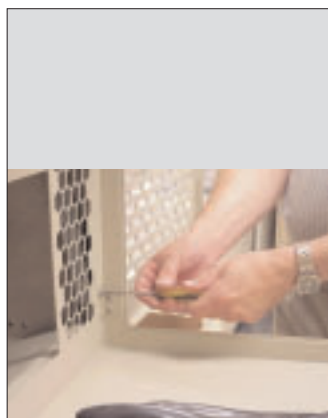
*Push filter assembly against rear stop*



*Pull locking levers forward carefully to form HEPA seal*



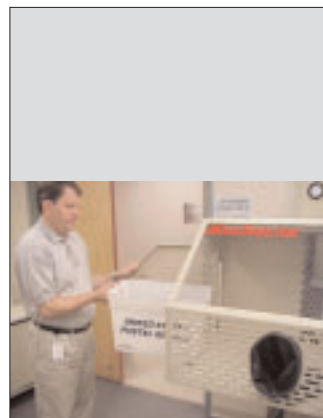
*Close glove box*



*Insert glove box latching screws*



*Insert light cord*



*Turn on unit before inserting mail*

### 3.0 INSTALLATION (continued)

#### ■ GLOVE BOX INSTALLATION

The glove box is attached to the main unit using adjustable lift-off hinges. Install by aligning the two hinges with the mating hinges and lowering into place. Close the glove box cabinet and install the two securing screws. There are two sets of hinge holes provided. Glove box height may be adjusted by relocating the two hinges.

### 4.0 OPERATION

Turn fan on prior to loading mail tote into glove box. Close glove box doors and place hands into gloves. Use the mailhandling procedures developed by the United States Post Office in Publication 166, April 2002. **If any suspicious mail is found, leave fan on and contact the proper authority.**

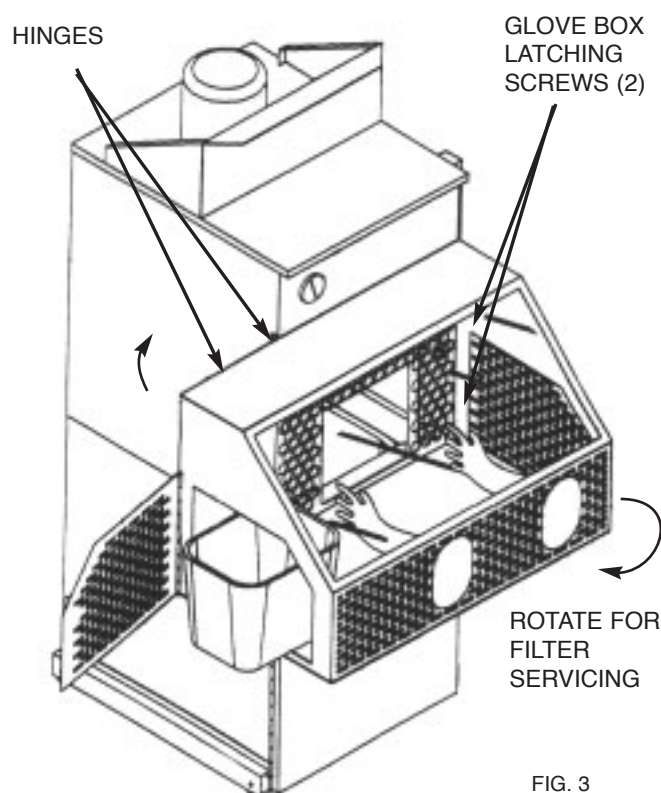


FIG. 3

### 5.0 MAINTENANCE

A filter pressure gage (FIG. 1) reading of 1.4-1.6 inches indicates a plugged prefilter or HEPA. Replace prefilter by removing the two screws that retain the right side of the glove box (they are located just inside the right door opening in the back), and swinging the box open. Remove and replace the prefilter (See Filter Removal). If the pressure remains at 1.4-1.6 inches after prefilter replacement, remove the prefilter and replace the HEPA filter. See filter removal below.

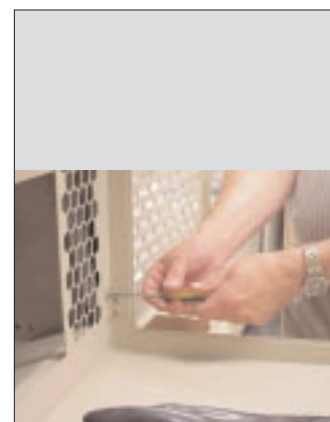
**IMPORTANT: USE PROPER DISPOSAL METHODS FOR HEPA FILTERS AND PREFILTERS THAT ARE CONTAMINATED.**

#### ■ FILTER REMOVAL

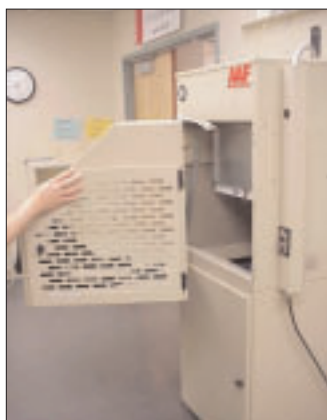
Turn off MailShelter, then follow the steps below.



Unplug light cord



Remove glove box latching screws



Open glove box



Push locking levers inward to release filter





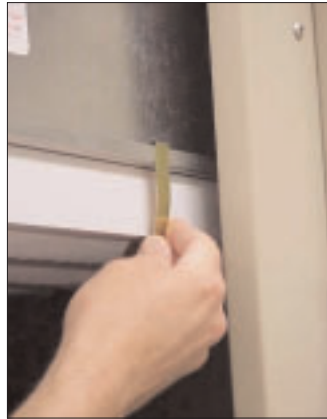
*Pull filter towards you*



*Filter should only be pulled partially out, to gain easier access to prefilter clips*



*Remove front prefilter clip*



*Remove side prefilter clips*



*Remove prefilter*



*Remove HEPA*

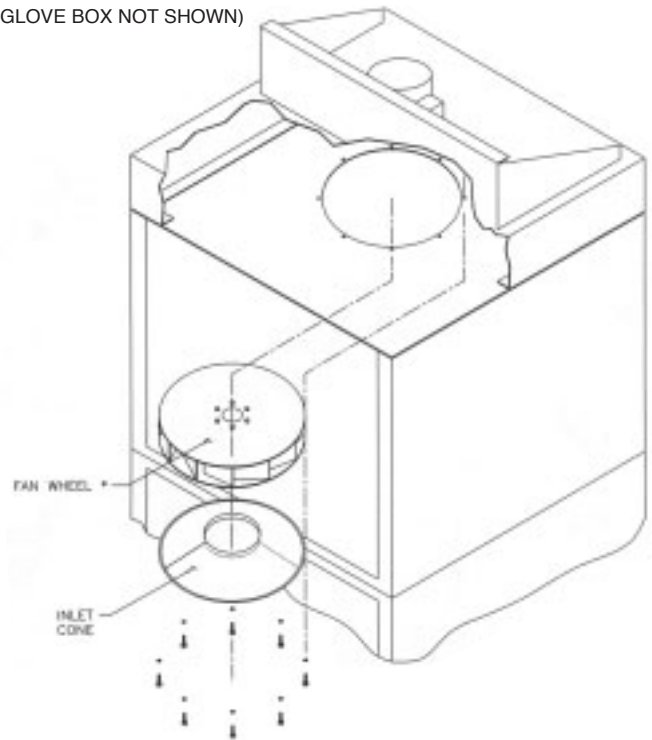
\*See FILTER INSTALLATION for new filters

## ■ FAN WHEEL REPLACEMENT

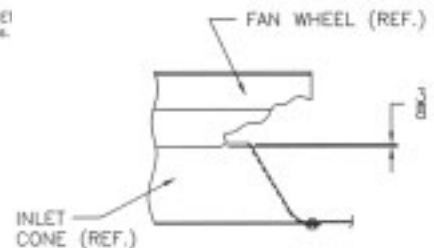
Fan and/or motor replacement requires access from inside the unit (FIG. 4). Disconnect electrical power to the unit. Remove the two screws just inside the right hand door of the glove box (see FIG. 3) and swing open the glove box. Remove the prefilter and HEPA filter (See Filter Removal).

Note: After removing the two latching screws, the glove box can be removed completely by lifting it off the hinge pins. Remove the fan inlet cone. The fan wheel is now accessible for replacement. The fan motor is removed from the top of the unit.

(GLOVE BOX NOT SHOWN)



\* TORQUE 3/8" DIA. SET SCREWS TO 140 in./lbs.



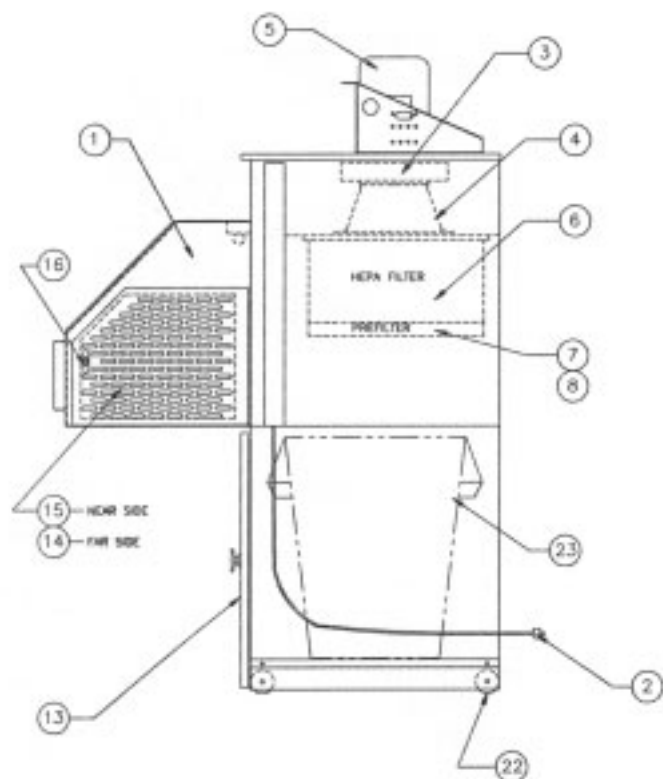
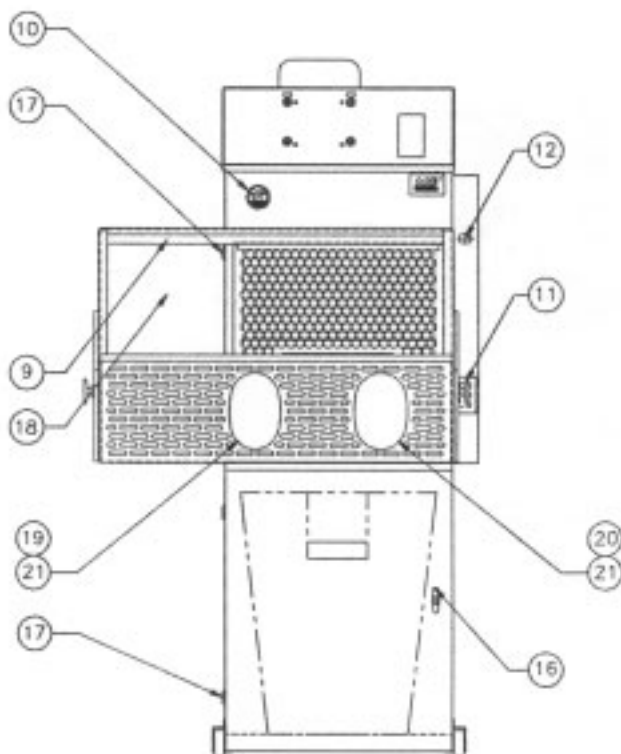
**SECTIONAL VIEW OF  
WHEEL AND CONE INSTALLED**

FIG. 4

## 6.0 SHIPPING

Shipping weight is approximately 650 pounds.

## 7.0 REPLACEMENT PARTS



ITEM NO.	PART NUMBER	DESCRIPTION	ITEM NO.	PART NUMBER	DESCRIPTION
1	1829647-001	GLOVE BOX ASSEMBLY	13	1829662-001	BOTTOM TRASH DOOR
2	1829654-001	POWER CORD ASSEMBLY	14	1829670-001	GLOVE BOX DOOR (LEFT)
3	1414911-001	FAN WHEEL ASSEMBLY	15	1829670-002	GLOVE BOX DOOR (RIGHT)
4	1415561-001	INLET CONE	16	5228010	DOOR LATCH
5	5228085	FAN MOTOR	17	5228028	DOOR HINGE
6	580-105-005	HEPA FILTER	18	1829688-001	ACRYLIC WINDOW
7	170-102-863	PREFILTER	19	5228036	GLOVE (LEFT)
8	315-003-002	FILTER CLIP	20	5228044	GLOVE (RIGHT)
9	5227970	FLORESCENT LIGHT FIXTURE	21	5228051	CLAMP
10	5227988	FILTER GAGE	22	5228069	CASTOR
11	5227996	MOTOR SWITCH	23	5228077	TRASH RECEPTACLE
12	5228002	POWER RECEPTACLE			

## AAF International AirShelter™ and MailShelter™ Products

### Statement on Liability

AAF International AirShelter™, MailShelter™, Air Filter, and Dust Collection products, when properly installed, operated and maintained in accordance with the instructions provided by AAF, are intended to reduce the risk of exposure to airborne particulate which may include hazardous chemical, nuclear, and biological contamination. AAF International makes no claim or guarantee that these products will prevent exposure to these contaminants or that they will prevent injury, illness, or disease. These products should be considered by the purchaser to be only one element in a comprehensive program of prevention. Such a program must also include an analysis of the potential sources of contamination, a risk assessment, an overall system design, and alternative measures (as necessary) to protect users, maintenance personnel, employees, subcontractors, vendors, and the general public. Such alternative measures should address, but may not be limited to:

Development of written policies and procedures to control access to areas of possible contamination;  
Development of written policies and procedures for operation of systems and equipment; Alarm systems; Emergency response plans; Evacuation plans; Maintenance; Training; Use of protective clothing; Cleaning; and Disinfection.

AAF International AirShelter™, MailShelter™, Air Filter, and Dust Collection products make no claim of protection against gaseous contaminants, liquids, or against explosive devices. Also refer to the AAF International standard limited warranty.

#### AAF INTERNATIONAL LIMITED WARRANTY

The Company warrants that it will provide free replacement parts in the event any product manufactured by the Company and used in the United States or Canada proves defective in material or workmanship for a period of twelve (12) months from initial startup or eighteen (18) months from date of shipment, whichever expires sooner. Product(s) not manufactured by the Company but also sold under this agreement are warranted only to the extent that the manufacturer warranted them to the Company or directly to the Purchaser.

The Company's liability to the Purchaser shall not exceed the lesser of the cost of correcting defects in the product(s) sold or the original purchase price of the product(s) and the Company shall in no event be liable to Purchaser or third parties for any delays. The Company's warranty does not apply to any product(s) or goods which: (1) have been opened, disassembled, repaired, or altered by anyone other than the Company or its authorized service representative; or, (2) which have been subjected to misuse, misapplication, negligence, accidents, damage, abuse, improper storage, or abnormal use or service; or, (3) have been operated or installed in a manner contrary to Company's printed instructions; or, (4) have been installed in an incorrect or improper application; or, (5) have become corroded or subjected to abrasion. The Company is not obligated to pay any costs or expenses in connection with the removal and reinstallation of such product(s) or goods, including but not limited to labor, service costs, and shipping charges. The same obligations and conditions shall extend to replacement parts furnished by the Company hereunder. This parts warranty and any optional extended warranties are granted only to the original user. Company's duty to perform under this or any warranty may be delayed, at Company's sole option, until Company has been paid in full for all products or goods purchased by Purchaser. No such delay shall extend the warranty period.

To obtain assistance under this limited warranty please contact the selling agency. To obtain information or to gain factory assistance, contact AAF International Warranty Claims Department, 10300 Ormsby Park Place, Suite 600, P.O. Box 35690, Louisville, Kentucky 40223-5690; Telephone (502) 637-0011, FAX (502) 637-0236.

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No person (including any agent, salesman, dealer or distributor) has the authority to expand the Company's obligation beyond the terms of this express warranty, or to state that the performance of the product(s) is other than published by the Company.



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