



Matrix Maintenance Guide

1. The back of the Matrix unit has a fan along with a filter. This filter needs to be cleaned or replaced periodically. Depending on the environment the Matrix machine is placed in will determine the frequency of the maintenance of this filter. We recommend once a month but obviously the cleaner the environment the less often this needs to be done, just as the more dirty the environment the more often this needs to be done. (If you have Matrix-TM 4.7 you can set up reports to remind you to change the filter)
2. The Matrix drawer rails as well as the top of the bins can get gummed up with coolant that is floating around in the air as well as other debris. They should be wiped off periodically. Usually a dry cloth will do but if there is a sticky residue then you may want to use something like denatured alcohol to help clean it. This too varies depending on the environment the Matrix is exposed to. This could be once a month or once every six months. Following this practice will ensure that your drawers will continue to operate smoothly.
3. The Matrix computer has a program installed on it to aid in troubleshooting problems that may arise with your Matrix cabinet. The program when run also helps aid in clearing out any false electronic signals that may inhibit the way the cabinet functions. It would be good practice to run this program on a regular basis as part of your regular maintenance routine. You should try doing this either on a quarterly or even a monthly basis. The program is Matrix CIM Tools. Refer to the document named Matrix CIM Tools.
4. You will want to run the Windows defrag program on the Matrix computer hard drive. If your Matrix computer has Windows 7 operating system installed you will not need to do this as it is a scheduled maintenance task ran by windows. But if you have Windows XP operating system then you will need to do this. Once every quarter should be good enough.