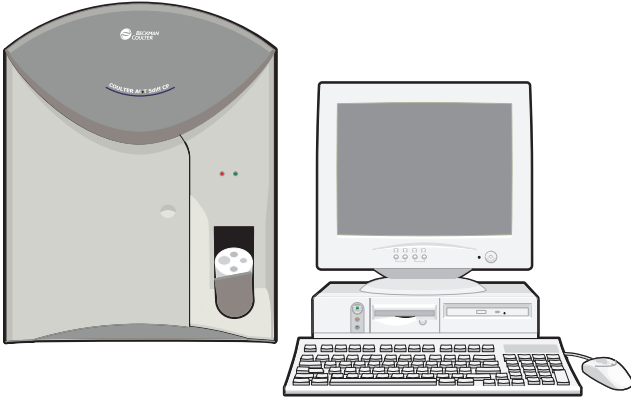





















COULTER[®] A^C•T[™] 5diff CP Hematology Analyzer

Daily Operations Quick Reference



Workstation Icons

 Startup	 Add	 Load Sample
 Shutdown	 Edit	 Print
 Transmit	 Results / List	 Find
 Delete	 Validate	 Logout or Exit
 Previous	 Rerun Sample	 Help
 Next	 Cancel	 OK
 Save	 Restore Defaults	 System State (  to access Error Log)

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Manufactured for
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USING THIS DOCUMENT

When operating your COULTER® AC•T™ 5diff CP hematology analyzer, use this Daily Operations Quick Reference trifold as a guide for performing those routine operations completed on a daily basis. This Quick Reference tool is designed for use by a trained, experienced operator. It is **not** meant to teach you how to run the instrument.

If you need additional instructions,  .

SAFETY SYMBOLS



Biohazard. Consider all materials (specimens, reagents, and controls) and areas these materials come into contact with as being potentially infectious. To avoid being exposed to biohazardous material, adhere to standard laboratory safety procedures.



Probe hazard. The probe is sharp and may contain biohazardous materials, such as control or blood.

POWER UP & LOG ON PROCEDURE



1 Check the Waste Container


Check the waste container level; replace container if necessary.

2 Power on Workstation

- Turn PC on.
- Turn printer on and ensure it is ready to print.
- Wait for Begin Logon window to appear.

3 Power on Analyzer

- Turn Analyzer on.
- Wait for the red LED on the Analyzer to illuminate.
- Simultaneously press **Ctrl** + **Alt** + **Delete** at Begin Login window.
- Enter your username and password.

e.  **OK** or Press **Enter**.

f. Enter your Operator ID.

g.   or Press **Enter**.




4 Perform Startup



5 Prepare the Quality Control (QC) Samples

While Startup is in progress, prepare the control according to the package insert.

6 Ensure Startup *Passed*

-  Analyzer/Logs tab.
- Verify that *Passed* is displayed for each parameter. If all parameters did not pass,   to run another Startup routine. If problem persists, contact your local Beckman Coulter representative.

7 Perform Quality Control Checks


Before running patient specimens, perform QC checks according to your laboratory protocol.

end


RUN COULTER® A^C•T™ 5diff CONTROL PLUS

1 Get the Workstation Ready

To run with the Control window open

-  the **Quality Assurance** tab.
- From the Select Control drop-down menu, select the file that correlates with the lot number of control you want to run.

To run with the Run window open

-  the **Run** tab.
Note: Control lot number must be reserved. If you are not familiar with this protocol, use the Control window.
- Enter the control lot number as the next Sample ID.



2 Prepare the Control

Prepare the control according to the package insert.

3 Run the Control



- Make sure sample position is at the pierce position (12 o'clock).
(Tube holder #1, use sample position 1; tube holder #2, position 4.)
- Place the well-mixed, closed-vial of control in the tube holder and close the cap-pierce door to initiate the cycle.

4 Review Results

- Verify control results are within the acceptable ranges.
- Compare the results of this run with previous runs, as desired.

RUN PATIENT SAMPLES (WITHOUT THE WORKLIST)

1 Get the Workstation Ready

-  **Results** tab to verify the background is white (active archive).
-  **Run** tab.
- At the Sample Identification box:

	Sample ID	Panel	Patient ID
In progress:	123	CBC/DIFF	
Next :	124	CBC/DIFF	

Autonumbering OFF

- Manually type the Sample ID or scan the bar-code label.
- Verify the Sample ID is correct.
- Select CBC or CBC/Diff panel as desired.
- Enter a Patient ID if desired.

Autonumbering ON

- Next Sample ID entry is automatic.
- Select CBC or CBC/Diff as desired.
- Enter a Patient ID if desired.



2 Process the Sample

- Verify the appropriate tube holder is inserted.
- Mix the specimen according to your laboratory's protocol.
- Remove the stopper if it is not pierceable.
- Place the well-mixed specimen tube in the tube holder. Rotate the specimen tube to the pierce position, as needed.
- Close the cap-pierce door to initiate the cycle.
- Remove the specimen tube when the cap-pierce door automatically opens. (Analysis is still in progress; the red LED is glowing.)
- Overlap sample processing, if desired:
 - Go to step 3 to get ready for the next cycle.
 - When the current cycle is complete, go to step 4.

3 Prepare for the Next Cycle

Enter information for the next specimen while the current sample is being analyzed.



Autonumbering OFF

- Manually type Next Sample ID or scan the bar-code label.
- Verify the Sample ID is correct.
- Select CBC or CBC/Diff as desired.
- Enter a Patient ID if desired.
- If overlapping, go to step 2; if not overlapping, go to step 4.

Autonumbering ON

- Next Sample ID entry is automatic.
 - Select CBC or CBC/Diff as desired.
 - Enter a Patient ID if desired.
- If overlapping, go to step 2; if not overlapping, go to step 4.



4 When the Current Cycle is Complete

- Verify the current sample results appear in the Run window.
- Verify the sample ID entry and results before reporting.
-   if the results did not print automatically.
- Repeat steps 2, 3, and 4 until all specimens are analyzed.

end

RUN PATIENT SAMPLES (WITH THE WORKLIST)






1 Get the Workstation Ready

- a.  **Results** tab to verify the background is white (active archive).
- b.  **Worklist** tab.

Autonumbering OFF








Inside the Add/Edit Worklist box:

- a. Manually type the sample ID or scan the bar-code label.
- b. Verify the sample ID is correct.
- c. Select CBC or CBC/Diff as desired.
- d. Select a flagging set if desired.
- e. Enter comment or other patient demographic information as desired.
- f.   to save entries and clear box for next specimen.
- g. When the last Worklist entry is complete,  .
- h.  **Run** tab.

Autonumbering ON



Inside the Add/Edit Worklist box:

- a. Sample ID entry is automatic.
Note: To override autonumber, see the RUNNING PATIENT SAMPLE WITHOUT USING THE WORKLIST SUMMARY as needed.
- b. Select CBC or CBC/Diff as desired.
- c. Select a flagging set if desired.
- d. Enter comment or other patient demographic information as desired.
- e.   to save entries and clear box for next specimen.
- f. When the last Worklist entry is complete,  .
- g.  **Run** tab.

If the Worklist is Downloaded from a Host Computer



 **Run** tab. (Worklist cannot be edited.)



2 Process the Sample

- a. Check Sample ID Next field for the next specimen to be processed. **Note:** If you want to run another specimen, manually type the sample ID or scan the bar-code label. (System automatically matches sample ID with the panel and demographic information previously entered on the Worklist.)
- b. Verify the appropriate tube holder is inserted.
- c. Mix the specimen according to your laboratory's protocol.
- d. Remove the stopper if it is not pierceable.
- e. Place the well-mixed specimen tube in the tube holder. Rotate the specimen tube to the pierce position, as needed.
- f. Close the cap-pierce door to initiate the cycle.
- g. Remove the specimen tube when the cap-pierce door automatically opens. (Analysis is still in progress; the red LED is glowing.)
- h. Overlap sample processing, if desired:
 - ▶ Repeat step 2 to get ready for the next cycle.
 - ▶ When the cycle is complete, go to step 3.

3 When the Cycle is Complete

- a. Verify the sample results appear in the Run window.
- b. Verify the sample ID entry and results before reporting.
- c.   if the results did not print automatically.
- d. Repeat steps 2 and 3 until all specimens are analyzed.

end


LOG OUT & POWER OFF PROCEDURE

ATTENTION: This procedure must be performed at least once every 24 hours or every 100 samples.

1 Perform Shutdown

- a.   to initiate an Analyzer Shutdown.
- b. Allow Shutdown to complete; view *Cycle in progress : Shutdown* status bar.

2 Log Out & Power Off the System

- a. When Shutdown is complete, the “*Shutdown cycle completed. Press OK to Shutdown computer. During computer Shutdown Switch off Analyzer.*” message appears.
- b.  **OK.**
- c. Turn Analyzer off.
- d. Wait for “*It is now safe to turn off computer*” to appear.
- e. Turn PC off.
- f. Wait at least 30 seconds before performing [POWER UP & LOG ON PROCEDURE](#).

end

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