 <b>KAISER PERMANENTE</b> <sup>®</sup>	Ortho Vision Startup and Shutdown
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### 1.0 Purpose

Qualified Ortho Clinical Diagnostics service personnel will perform initial system startup and setup. After initial startup and setup, you do not need to shut the system down; the system is intended to remain in operation 24 hours a day. When not in use, the system continues to control the environmental conditions of stored liquids and reagents for a specified time. Environmental conditions are not controlled when the system is shutdown.


**IMPORTANT:** The system should be restarted if you experience excessive rates of slow system responses.

### 2.0 Scope


CLS who have been trained and deemed competent for routine testing and trouble-shooting the Vision analyzer.

### 3.0 Procedure

Steps	Action
1.	<p><b>System Startup</b></p> <p><b>Power On:</b></p> <ol style="list-style-type: none"> <li>1. Before powering on the analyzer,               <ol style="list-style-type: none"> <li>a. Fill up the system liquid containers with saline and DI water.</li> <li>b. Empty liquid waste and card waste tray.</li> <li>c. Remove samples and reagents from the Load Station.                   <ul style="list-style-type: none"> <li>• If any samples are found on board, they will be marked as expired.</li> <li>• If any liquid reagents are found in the agitated supply, they will be marked as requiring agitation.</li> </ul> </li> <li>d. Close all the doors.</li> </ol> </li> <li>2. Confirm the system is connected to a power outlet. The system should be plugged into the UPS, which should be plugged into a proper power supply and turned on.</li> <li>3. Press the ON switch located on the lower right side of the analyzer.</li> <li>4. Once powered on, the system completes a series of initialization processes, which include:               <ul style="list-style-type: none"> <li>• Hardware Initialization</li> <li>• Component Inventory</li> <li>• Consumable Inventory</li> </ul> </li> <li>5. Startup is complete when the Dashboard is displayed, and you can login.</li> </ol>

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	<p><b>IMPORTANT: Any samples found on board the system at startup will be marked as expired. Any liquid reagents in the agitated supply at startup will be marked as requiring agitation.</b></p> <p><b>NOTE:</b> On startup, there is short time period for login with maintenance permissions (by use of a <b>Diagnostic</b> button on the screen available to Field Service or Key Operator as directed by Service).</p> <ol style="list-style-type: none"> <li>i. Note that the system does not initialize after the Service Log in, leaving the system in a maintenance state.</li> <li>ii. If the operator does not touch the Diagnostics button, the software continues the startup process. <b>Only touch the Diagnostics button if directed by an Ortho Service Engineer.</b></li> </ol>
<b>2.</b>	<p><b>Normal Startup</b></p> <p>A normal system startup leaves the system in Operational state. The system will perform device and consumables inventories. The system will post an error for the Incubator (37° C) ring until the temperature is reached.</p>
<b>3.</b>	<p><b>Startup after an Urgent Shutdown</b></p> <p>If starting up after an urgent shutdown, any orders in the work list/database with status Running will be flagged as aborted. The system will discard any cards found onboard and perform an inventory.</p>
<b>4.</b>	<p><b>Shutdown Procedures</b></p> <p><b>Shut Down the System:</b></p> <p>Use this procedure to perform a graceful shutdown of the system. This procedure is accessed from the Home screen.</p> <ol style="list-style-type: none"> <li>1. Remove samples and reagents from the Load Station.</li> <li>2. Empty card waste</li> <li>3. Touch the Home menu button.</li> <li>4. Touch the Shut Down action button. <ul style="list-style-type: none"> <li>• A confirmation screen is displayed.</li> </ul> </li> <li>5. Touch Yes to confirm the shutdown procedure. Shutdown process begins. Before turning off the power, confirm that the green light under the monitor is blinking.</li> <li>6. Power off the Ortho Vision<sup>®</sup> Analyzer with the power switch, located on the right side of the analyzer. <ul style="list-style-type: none"> <li>• The system shuts down.</li> </ul> </li> </ol>

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<b>5.</b>	<p><b>Emergency Shutdown</b></p> <p><b>IMPORTANT: An emergency shutdown should only be performed if normal shutdown procedures are not available</b></p> <p>To perform an emergency shutdown, touch the Stop Processing button from any screen and choose the <b>Perform Urgent Stop</b> option. The system must then be restarted.</p> <p><b>IMPORTANT: All test processes are stopped immediately once an urgent stop is requested. These tests will be failed and any results are lost. Pending tests will not begin.</b></p> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> An emergency shutdown can be performed at any time. A user does not need to be logged in; therefore, the user who performed the emergency shutdown may not be recorded.</li> </ul>
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#### 4.0 Documentation and Records

<b>4.1</b>	<ol style="list-style-type: none"> <li>1. Record analyzer issue using the Instrument Problem Log. Record the incident leading to the instrument shutdown and all actions taken to return the instrument to normal operation.</li> <li>2. Submit completed log for supervisory review.</li> </ol>
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#### 5.0 Related Documents

<b>5.1</b>	<b>Ortho Vision Routine Testing SOP.</b>
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#### 6.0 References

<b>6.1</b>	ORTHO Vision <sup>®</sup> Analyzer Quick Reference Guide, current revision.
<b>6.2</b>	ORTHO Vision <sup>®</sup> Analyzer ID-MTS <sup>®</sup> Gel Cards Reference Guide, current revision.
<b>6.3</b>	ORTHO Vision <sup>®</sup> Analyzer ID-MTS <sup>®</sup> Gel Cards Self-Service Customer Procedures Guide, current revision.