

Care and Maintenance for KPPI Handhelds, Printers, and Accessories

Purpose To ensure that all KPPI handhelds, printers, batteries and charging stations are continually efficient for usage for all three shifts.

Policy The care and maintenance for the KPPI handhelds and accessories are the responsibilities of all Phlebotomists and Lab Assistants across three shifts.

Abuse, hiding, or theft will be appropriately investigated.

Care & Maintenance

1. **Disinfect** it properly at start of every shift with Sani-cloth wipes. Squeeze out all excess liquid before disinfecting as not to damage the handheld and accessories.
2. **Avoid moisture.** All forms of liquids should be kept a good distance away to avoid accidental spillage.
3. **Don't drop it.** One of the most common causes of damage of handheld is dropping it. Ways to prevent it from falling include keeping it away from the edges of tables, carts and keeping a good grip on it while in use.
4. Never use the pneumatic tube system for transporting the handhelds, printers and batteries. The intense pressure will lead to forceful banging inside the cylinder causing irreversible damages to the handheld and/or accessories.
5. If labels are printing light, replace the printer with fully charged battery to resolve the issue.
6. For damaged handheld and accessories, please deliver these to the office of the Lab Systems Manager, for instance:
 - a) KPPI batteries with pink indicator at the back
 - b) *'Fully'* charged batteries but lasting for less than an hour.
 - c) Printers which fails to roll forward the label.
 - d) Handhelds that have alignment issue.
 - e) Handheld screen remains dark or black after turning on the power.
 - f) Printer batteries with broken clip.If the Lab Systems Manager is out of office, leave a short note describing the problem including the date and your first name.
7. Turn off the printer prior to going to meal or break time. This will prevent unnecessary battery drainage.
8. Place batteries to the appropriate charging stations after each use.

Note: Caring for the handhelds and accessories must equate to the way you upkeep your own personal cell phone, with care and attention.