|  |
| --- |
| **Leica IPC Cassette Printer**  |
| **Purpose** | This procedure provides working guidelines for the operation of the cassette printer |
| **Scope** | Histology Technical Staff, Pathology Assistant |
| **Materials** | **Equipment** | **Supplies** |
|  | Leica IPC cassette printerInk cartridges | Stacked cassettes- various colors |
| **Sample** | Any specimen that will be placed in a cassette for processing. Printing cassettes with the patient's unique accession number and patient's name ensure identity throughout the process. |
| Records/ Forms/Documents needed | Documentation of change of printer ink cartridges and of any maintenance/ performance issues; Standard preventative repair and yearly maintenance records are kept by BioMed department. |
| **Quality Control** | Visual examination of cassettes |
| **Procedure Notes** | All routine Surgical, Hematology, Cytology, etc cassettes can be printed from CoPath, using the Engraver manager. |
| **Procedure** | **Step** | **Action** |
|  | 1 | Click on Nice watch icon located on the Desktop and the window can be minimized once it's open. Nice Watch window has to be kept open for the cassettes to print. |
|  | 2 | Click start all tab on the Engraver Manager. |
|  | 3 | If the cassettes are printed without opening the Nice Watch, an error will generate. Until this error is cleared no cassettes will be printed. |
|  | 4 | To clear the error message- click on the cassette error icon located on the Desktop. Once the folder is open, highlight the error, right click and choose delete option to delete the error. Once all the errors are cleared this window can be closed. |
|  | 5 | Cassettes can be reprinted by opening the Case in CoPath, click on Histology tab, click on Save/Engrave. This will open Request Cassette Label window. |
|  | 6 | In the Request Cassette Label window- highlight the cassette that needs to be reprinted by clicking on the cassette and click OK button to print the cassette. If more than one cassette needs reprinting, use the "Shift" button to highlight the cassettes for reprinting and click OK to print the cassettes. |
| **Trouble shooting** | When troubleshooting the errors on cassette printer, refer to the troubleshooting guide attached to the slide printer. If unable to troubleshoot or having the same error multiple times, create a St.Croix request for BioMed, BioMed will contact North Central Instruments personnel to come in and check the instrument. |
| **References** | Leica Cassette Printer Owner's/ Operations Manual |
| **Authorization** |  | **Signature** | **Date** |
| **Medical Director** | Megan Dishop, MD | 7/5/17 |
|  |  |  |
|  |  |  |
|  |  |  |
| **Annual Review** | **Designee** | **Signature** | **Summary of Revisions** | **Date** |
|  | Histology Supervisor | Prabha Chintapalli | Initial Version | 7/5/17 |
|  | Histology Lead | Angela Dubbelde | review | 5/14/2019 |
|  |  |  |  |  |