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| **Leica IPS Slide Printer**  |
| **Purpose** | This procedure provides working guidelines for the operation of the slide printer |
| **Policy Statements** | This procedure applies to Histology Technical staff performing slide printing |
| **Materials** | **Equipment** | **Supplies** |
|  | Leica IPS slide printerInk cartridge | Glass slides |
| Records/ Forms | Documentation of change of printer ink cartridge and any performance issues; repairs and yearly Preventative Maintenance records are kept by BioMed department. |
| **Quality Control** | Visual examination of slides |
| **Procedure Notes** | All routine Surgical, Hematology, Cytology, etc slides can be printed from Copath, using the Engraver manager.Manually print slides using the Leica HistoPal function. Follow the procedure steps to print slides from HistoPal. |
| **Procedure** | **Step** | **Action** |
|  | 1 | Click on Leica HistoPal icon to open the HistoPal window. |
|  | 2 | Client Case/ Patient Name column- type in the case number. For Cardiac Registry type in the Cardiac Register case number. |
|  | 3 | Stain column- pick the correct stain type using the drop down box. |
|  | 4 | Part/Level- enter letter disignation and level or serial section number |
|  | 5 | Location column- can be used for patient's name. For Cardiac Registry type in the designation of the block. |
|  | 6 | Our Case column- type in Children's case number for Cardiac Registry cases. |
|  | 7 | Site Name- select the correct site type from the drop down box. |
|  | 8 | Slide Magazine- select the correct slide type (Plus slides, Red box, etc.) from the drop down box. |
|  | 9 | Once all the information is filled, click on Print button to print the slides. |
| **Trouble shooting** | When troubleshooting, refer to the guide attached to the slide printer. If unable to troubleshoot or having the same error multiple times contact BioMed, they contact North Central Instruments for repairs. |
| **References** | Leica Slide Printer Operation Manual |

**Historical Record**

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| Version | Revised by | Effective Date | Summary of Revisions |
| 1 |  |  | Initial version. |
| 2 | A. Dubbelde | 6/27/19 | Update format, add version. |
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