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| **Leica IPC Cassette Printer**  |
| **Purpose** | This procedure provides working guidelines for the operation of the cassette printer |
| **Policy Statements** | This procedure applies to Histology Technical staff performing cassette printing |
| **Materials** | **Equipment** | **Supplies** |
|  | Leica IPC cassette printerInk cartridge | Stacked cassettes |
| 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 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, refer to the guide attached to the cassette printer. If unable to troubleshoot or having the same error multiple times contact BioMed, they contact North Central Instruments for repairs. |
| **References** | Leica Cassette 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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