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| **Performing CS-2500 Daily Maintenance** | | | | | | | |
| **Purpose** | This procedure provides instructions for PERFORMING CS-2500 DAILY MAINTENANCE. | | | | | | |
| **Policy Statements** | * This procedure applies to all laboratory technologists who operate the CS2500, and to the section supervisor. | | | | | | |
| **Materials** | **Supplies** | | | | **Equipment** | | |
|  | * Sysmex CA Clean I, 50 ml bottle, product # 10445689 * Distilled water * CA Clean II 5.0 L box, product # 10445690 * Cuvettes, Reaction Tubes, 3000/box, product # 10488059 * Liner, Trash CS-2500,   Product # 10628682 | | | | * N/A | | |
| **Procedure** | Follow the activities in the table below for PERFORMING CS-2500 DAILY MAINTENANCE. | | | | | | |
|  | **Step** | **Action ( Shut Down )** | | | | | **Related Document** |
|  | 1 | Verify **CA Clean I** vial is loaded on the Reagent Table. | | | | |  |
|  | 2 | Press **Shutdown icon**. Select option: **Turn the Main Unit OFF**. | | | | |  |
|  | 3 | Press **O.K**. Cleaning will take 5 minutes. Wait for IPU computer to automatically shut down. | | | | |  |
|  | 4 | Press analyzer power switch **off**, this is located on the upper left side of the analyzer. | | | | |  |
|  | 5 | Check Trap Chamber for fluid. Remove fluid if present. | | | | |  |
|  | **Step** | **Action ( Start Up )** | | | | |  |
|  | 1 | Press power button on IPU computer. Computer starts up. | | | | |  |
|  | 2 | The Logon dialog box appears when the startup is complete. | | | | |  |
|  | 3 | Enter User password (**Customer+2020**). Instrument software starts up. | | | | |  |
|  | 4 | Select Logon icon, enter password (**admin**). | | | | |  |
|  | 5 | Press analyzer power switch **on**. | | | | |  |
|  |  | **Tasks to complete** | | | | |  |
|  | 1 | Select **Status** to check rinse, waste, cuvettes. Empty cuvette trash box, replace liner if necessary. Reset trash counter. | | | | |  |
|  | 2 | Press **Maint**. Icon. Empty waste tank: Press **Change Waste Tank Key**. Empty waste. Press **O.K**. | | | | |  |
|  | 3 | Check / Replace DI water. | | | | |  |
|  | 4 | Check / Replace detergent (CA Clean II box). | | | | |  |
|  | 5 | Add cuvettes to the hopper if necessary. Do not fill above the red line. | | | | |  |
|  | 6 | Select **Manual Maintenance** key: check off completed tasks. | | | | |  |
|  | 7 | Press the Menu icon to view the Main Menu. | | | | |  |
|  | 8 | Replace reagents and QC as needed. | | | | |  |
|  | 9 | Run QC for assays. | | | | |  |
| **References** | 1. SysmexCS-2500 Training Workbook, EffectiveDate:14-Jan-2021JobAid HOOD05162003158941   [Sysmex CS-2500 Training Workbook](https://starnet.childrenshc.org/References/labsop/coag/res/sysmex-cs-2500-system-training-workbook.pdf) | | | | | | |
| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | | **Summary of Revisions** | |
| 1 | | Al Quigley | 9/19/22 | | Initial Version | |
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