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| **IH-Reader 24 Maintenance** | | | | | |
| **Purpose** | This procedure provides instructions for performing maintenance on the IH-Reader 24 to ensure that is properly maintained. | | | | |
| **Policy Statements** | * Perform the maintenance work according to the instructions. Carefully read the steps described before carrying out any operation. * The use of alternate cleaning agents or products may damage the IH-Reader. Do not use alternate cleaning agents or products without consulting the manufacturer. | | | | |
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| **Related**  **Documents** | TSf 17.39.1 IH-Reader 24 Maintenance Form | | | | |
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| **Materials** | **Supplies** | | | | |
| * Mild chloride-free cleaning agent (e.g.: 70% ethanol solution) * lint-free cloth, cotton buds or swabs. * 24 unused IH-Card Neutral * Tachometer with current calibration * Silver reflective tape | | | | |
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| **Procedure** |  | | | | |
|  | **Step** | Action | | | |
| Daily Maintenance | 1 | 1. Check and clean the outer casing (5), lid (3), the chamber (4) and rotor (1) with mild chloride-free cleaning agent (e.g.: 70% ethanol solution) on a lint-free cloth. 2. Record on TSf 17.39.1 IH-Reader 24 Maintenance log. | | | |
| Weekly Maintenance | 2 | 1. Check the seal, lid, hinges and locking bolts for damage. 2. Check the gel card centrifuge head for damage. 3. Check the gel card centrifuge head card holders for free motion. 4. Shutdown the computer and IH-Reader 24 5. Record on TSf 17.39.1 IH-Reader 24 Maintenance log | | | |
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|  | **Step** | Action | | | |
| Quarterly Maintenance-Calibration | 1 | Calibration balances the brightness of the individual pixels. For each pixel, a correction value is calculated by analyzing 24 unused IH-Card Neutral (74000). The correction value depends on the intensity of the light in relation to the pixel. For each subsequent analysis, the correction values are added to the read values | | | |
|  | 2 | The IH-Reader 24 must be switched on for at least 30 minutes before this calibration can be carried out (warm up time). | | | |
|  | 3 | Select Reader devices/IH-Reader 24/IH-Reader 24 settings/IH-Reader 24 calibration in the IH-Com client menu. | | | |
|  | 4 | Insert the centrifuge head containing the 24 unused IH-Card Neutral (74000). The orientation of the gel cards in the head must be correct. The barcode must be facing the front of the IH-Reader 24 when in the analysis position (Labels face counter-clockwise.). | | | |
|  | 5 | Close the lid. | | | |
|  | 6 | Execute the calibration by selecting the Calibrate button. The result appears in the images analysis calibration window. | | | |
|  | 7 | Check the calibration and verify that it is successful. | | | |
|  | 8 | Record on TSf 17.39.1 IH-Reader 24 Maintenance log | | | |
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| As Needed Maintenance-Decontamination | 1 | Switch off the instrument with the lid Open | | | |
|  | 2 | Disconnect the power plug | | | |
|  | 3 | 1. Remove the centrifuge head (1) 2. Clean the casing (5) and the lid (3) with a lint-free cloth with a suitable disinfectant. 3. Clean the chamber (4) thoroughly with a lint-free cloth with a suitable disinfectant. | | | |
|  | 4 | Thoroughly clean   * The centrifuge head (1) * The gel card holders (2)   With a lint free cloth with a suitable disinfectant. | | | |
|  | 5 | Remove any liquid with a clean, dry, lint-free cloth. | | | |
|  | 6 | Allow the centrifuge head and the instrument sufficient time to dry after cleaning. At least 30 minutes with the lamp access cover and the lid open. | | | |
|  | 7 | Reconnect the instrument to the power supply | | | |
|  | 8 | Complete a decontamination certificate when the decontamination has been completed if the IH-Reader 24 is being service or shipped out for repair | | | |
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| **References** | 1. IH-Reader 24 User Manual NA V1.0.06/2018, Chapter 4, Section 4.1-4.3 | | | | |
| **Approval**  **Workflow** | Transfusion Service/Lab Director | | | | |
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| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | | S. Cassidy | 02/17/2023 | Initial Version |