



**Uncontrolled When Printed**

Select FLEXPREP to start the FLEXPREP application, or double-click the FLEXprep icon on the desktop

Starting at the Cassette Identification screen:  
1. Select the required Bench from the drop down menu  
2. Enter the required Cassette ID for the cassette in use  
3. Press Enter on the keyboard

**Non-mated Susceptibility Cards (AST Card Only)**

Enter the Lab ID by scanning the LIS barcode label

Enter or change the Isolate number

Place 2 tubes in the cassette slots and add 3 mL of saline to the first tube. Write the last 4 numbers of the accession number on the tubes

Click the Card Type field and scan the VITEK 2 card barcode

Place the AST card in the cassette slot with the empty tube with the grey stick protruding into the empty tube

Click the Organism field and Select the desired organism name

**Identification Cards (ID Card Only)**

Enter the Lab ID by scanning the LIS barcode label

Enter or change the Isolate number

Place 2 tubes in the cassette slots and add 3 mL of saline to the first tube. Write the last 4 numbers of the accession number on the tubes

Click the Card Type field and scan the VITEK 2 card barcode

Place the ID card in the cassette slot with blue stick pointing up

1. Select isolated colonies from a primary isolation plate and inoculate the first tube to obtain the correct McFarland concentration  
2. Press Validate (F12) to move to the next position in the cassette if more isolates are being set up  
3. Click Summary button (F9) to access the Cassette Summary screen  
4. Review the details of each card slot and ensure the software matches the physical cassette  
5. Once each isolate has been defined in the cassette in VITEK FLEXPREP and the user has confirmed that the software matches the physical cassette, the cassette is ready to be sent to the VITEK 2 Systems instrument. Click the Send Cassette button (F10)  
6. Before load cassette check that the blue and grey sticks are inside tubes, caps on tubes are removed, cards are sitting level in the cassette and that the cassette is seated properly in the boat

**Mated Identification and Susceptibility Cards (ID + AST Card)**

Enter the Lab ID by scanning the LIS barcode label

Enter or change the Isolate number

Place 2 tubes in the cassette slots and add 3 mL of saline to the first tube. Write the last 4 numbers of the accession number on the tubes

Click the Card Type field and scan the VITEK 2 card barcode

Place the ID card in the cassette slot with blue stick pointing up

Click Add Card (F8) to add an AST card to the ID card

Click the Card Type field and scan the VITEK 2 AST card barcode

Place the AST card in the cassette slot with the empty tube with the grey stick protruding into the empty tube

**NOTE:** This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.