#### Starting up and Shutting down the Sysmex XN 3100 hematology analyzer

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| Background | This procedure describes the steps required for starting up and shutting down the Sysmex XN 3100 hematology analyzer |

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| Supplies and Equipment | * DI water • Cell Clean Auto * Test tubes • Gauze * Plastic Squeeze bottles • Sysmex XN series analyzer * Sysmex XN series reagents * Sysmex commercial controls |

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| Procedure A | Follow the steps below to perform the daily start up procedure:   |  |  | | --- | --- | | Step | Action | | 1 | Perform visual inspection of analyzer   * Remove items that may interfere with operations * Gather and relocate empty racks to designated storage or loading area | | 2 | Verify network and host connections are properly working | | 4 | Verify sufficient reagent is on board | | 5 | Verify Sysmex XN series analyzer are powered on to ensure required self checks are complete | | 6 | Analyze commercial control material | |

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| Procedure B | Follow the steps below to perform the daily shutdown procedure:   |  |  | | --- | --- | | Step | Action | | 1 | Perform daily cleaning of Sysmex XN series analyzer(s) using Cell Clean Auto   * refer to Sysmex XN maintenance procedure for detailed instructions | | 2 | Document performance of daily cleaning on designated maintenance log | |

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Starting up and Shutting down the Sysmex XN 3100 hematology analyzer, Continued

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| Procedure C | Follow the steps below to perform the weekly shutdown of the Sysmex XN IPU   |  |  | | --- | --- | | Step | Action | | 1 | Perform weekly shutdown ( reboot) of the Sysmex XN IPU   * refer to Sysmex XN maintenance procedure for detailed instructions | | 2 | Document performance of weekly IPU shutdwon on designated maintenance log | |

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| Background Limits | |  |  | | --- | --- | | Parameter | Acceptable Value | | WBC-N | ≤ 0.10 K/uL | | WBC-D | ≤ 0.10 K/uL | | RBC | ≤ 0.02 M/uL | | HGB | ≤ 0.1 g/dl | | PLT-I | ≤ 10 K/uL | | PLT-O | ≤ 10 K/uL | | PLT-F | ≤ 3 K/uL | |

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| Related Documents | * Maintaining the Sysmex XN series analyzer * Maintaining the Sysmex SP-50 slide maker stainer |

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| References | * Sysmex XN 3100 Operator’s manual, March 2017 * Sysmex SP-50 slide maker stainer Operator’s manual, Sept 2017 |

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