For Training Purposes Only
These job aids are shortened versions of procedures found in the reference below. Information in the job aid is correct as of the date published. Verify you have the correct information.

References:
• UniCel® DxC Synchron Systems Instructions for Use PN A93719AB (October 2012)
WARNINGS AND PRECAUTIONS

Read all product manuals and consult with Beckman Coulter-trained personnel before attempting to operate the instrument.

Beckman Coulter, Inc. urges its customers and employees to comply with all national health and safety standards such as the use of barrier protection. This may include, but is not limited to, protective eyewear, gloves, suitable laboratory attire when operating or maintaining this or any other automated laboratory equipment.

INTENTION FOR USE

This document is not intended to replace the information in your Instrument Instructions for Use Manual (IFU). Information in the Instructions for Use Manual supersedes information in any other manual.

REVISION STATUS

Rev. F (September 2013)  
Based on DxC software version 5.3 (or higher)

TRADEMARKS

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## DxC Daily Start Up

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Clear Manually Assigned Racks

Select Samples from the menu bar

Select Clear F7

Select the Rack(s) field. Type the range of rack numbers(s) to be cleared
Note: Enter 1-999 to clear all racks

Select Enter from the keyboard

Select OK

Select OK to confirm

Notes about Clearing Racks

- Clearing Racks does not clear programming for Sample ID’s; it only clears the assignment to a rack/position. Your Closed Tube Tracking Database tracks which samples have been pierced by Sample ID.
- You may get a message informing you that some racks are In-Progress, Removed, Requested for calibration, or Reserved for Cal. This feature protects you from inadvertently clearing a rack that is needed for one of these conditions.
Check Reagent Status

Select **Rgts/Cal** from the menu bar

Select **Print F10**
Note: Reagent status can also be viewed on the software

Review the **Vol (%)/Tests Left, Days Left, and Reagent Status** columns for reagent requirements
Load MC Reagents

Prepare reagent(s) if required

Select **Rgts/Cal** from the menu bar

Select **MC Rgts**

Select **Load F1**

Open the MC reagent compartment door

Disconnect the straw(s) from the fitting(s) and remove the reagent(s) from the tray. Place the cap/draw tube assembly from the old bottle onto the new bottle. Place the new reagent(s) on the tray and reconnect the fitting(s) to the straw(s).

Notes: Take care not to contaminate the draw tube. Discard the old bottle according to laboratory procedures

- Use the hand held bar code reader to scan the bar code label on the new reagent bottle(s)

OR

- Select reagent to manually load
- Select **Clear F1**
- Using the picture at the right as a reference, enter the following:
  - Lot number (numbers only)
  - Serial number
  - Expiration date (MMYY)
- Select the Tab key on the keyboard to save the entries

- Verify the new reagent information is displayed on the monitor

Select **Done F10**

Close the MC reagent compartment door
Load CC Reagents

Prepare reagent(s) if required

Remove caps, remove any liquid adhering to the chimneys of the cartridge and remove any bubbles on the surface of the reagent

Select Rgts/Cai from the menu bar

Page down to locate the position(s) on the CC carousel where reagent cartridge(s) will be placed (pages 3 to 8)

Select all Positions to load reagent cartridges

Select Load F1

When prompted by the software, open the reagent carousel door

- Place cartridge in the load position in front of the blinking bar code reader beam
- Enter Reagent name (Chem)
- Using the picture on the right as a reference, enter the following:
  - Lot number (numbers only)
  - Serial number
  - Expiration date (MM/YY)
- Select the Tab key on the keyboard to save the entries
- Verify the reagent information is displayed on the monitor
- Move the cartridge onto the reagent carousel

Close the reagent carousel door

Additional reagents selected?

Yes

No

Procedure complete
Unload CC Reagents

Select Rgts/Cal from the Menu bar

Page down to locate the position(s) on the CC carousel where reagent cartridge(s) will be unloaded (pages 3 to 8)

Select all Positions to unload reagent cartridges

Select Load F1

When prompted by the software, open the reagent carousel door

Grasp the cartridge in the load position (located at the blinking bar code reader) and move it in front of the barcode reader beam or select Clear F1 to remove reagent information. Verify the reagent information is removed from the monitor. Remove the cartridge

Close the reagent carousel door

Additional reagents selected?

Yes

No

Procedure complete
Check Calibration Status

Select **Rgts/Cal** from the menu bar

Select **Print F10**
Note: Calibration status can also be viewed on the software

Review the **Cal Time Left** and **Cal Status** columns to identify reagents requiring calibration
Select Rgts/Cal from the menu bar

Select the chemistries to be calibrated (pages 1 to 8)

Select Cal F4

Select List F5

Review the calibrator load list. Verify the calibrator lot # in use matches the load list. Load calibrator information if necessary. Note: For some calibrators, the lot number is N/A

Locate the racks to be used for calibration. Pour the calibrator(s) into sample cups and place the sample cups in either the assigned bar code labeled tube(s) or the assigned calibrator rack number and position

Load the racks on the autoloader with the bar codes facing to the right

Press the <RUN> button on the instrument

When calibration is complete, view calibration status on Rgts/Cal screen

Consult references for troubleshooting assistance

Calibration successful?  

No

Yes

Procedure complete
Process Quality Control using Auto Generation of Control

1. Locate the reserved rack containing the bar code labeled tube(s) for the control sample(s)

2. Pour the control material into sample cup(s). Nest the sample cup(s) in the appropriate bar code labeled tube(s)

3. Place the rack on the autoloader with the rack bar code facing to the right

4. Press the <RUN> button on the instrument

5. When Quality Control is complete, review for acceptability (defined by laboratory policy)

   Quality Control acceptable?

   - Yes: Procedure complete
   - No: Consult references for troubleshooting assistance
Manually Program/Process Quality Control

Select **Samples** from the menu bar

**Clear Control IDs**
- Select Clear F7
- Enter the Control ID(s) to be cleared in the **Sample ID(s)** field*
- Select **Enter** on the keyboard
- Select **OK**
- Select **OK** to confirm

*Clear multiple IDs by typing each Control ID separated by a comma

**Manually Program Control**
- Type the Control ID in the Sample ID field
- Select **Enter** on the keyboard
- Optional: Enter rack/position number if a bar code is not available
- Select the chemistries to be run
- Select **Save F10**
- Repeat steps to program another level, if necessary

Pour the control material into sample cup(s). Nest the sample cup(s) in the appropriate bar code labeled tube(s) or place in assigned rack/position(s)

Place the rack in the autoloader with the rack bar code facing to the right

Press the `<RUN>` button on the instrument

When Quality Control is complete, review for acceptability (defined by laboratory policy)

Note: If a manually programmed control is incomplete, the system will only try to run the incomplete tests the next time you run the Control ID. Clear the Control ID to clear the incomplete QC sample and reset Auto Generation of Control

Consult references for troubleshooting assistance

**Quality Control acceptable?**
- **No**
- **Yes**

**Procedure complete**
Sample Processing

Start Here

Remove visible blood from the top of capped tubes using a cotton tipped swab moistened with DI water

Validated CTS primary tube?

Yes

No

Remove cap

Adequate sample volume?

* Adequate sample volume determined by Primary Tube Sample Template

No

Use the Low Volume Sample Processing flowchart

Yes

Is sample programmed at the LIS?

No

Select Samples from the menu bar

Yes

Is there a readable bar code?

No

Enter the Sample ID. Enter Rack and Position if readable bar code is not available

Yes

Select chemistries to be run

If necessary, select STAT check box, Sample Type, Sample Comment and/or Demog F2

Select Next F10

Place container in the appropriate rack. Ensure that bar code label, if present, is visible through the rack slot. Verify the tube is seated properly

Load the prepared racks on the autoloader with the rack bar code facing to the right

Press the <RUN> button on the instrument

Select Samples from the menu bar

Enter the Sample ID. Enter Rack and Position

Select Next F10
Low Volume Sample Processing

Is sample programmed at the LIS?

Program chemistries using instructions on Sample Processing flowchart

Is there a readable bar code?

Select Samples from the menu bar

Enter the Sample ID. Enter Rack and Position

Select Next F10

Transfer the sample into a validated insert cup and nest the cup in the bar coded primary tube. Place in a Reserved rack

OR

Transfer the sample into a 0.5 mL sample cup

Note: Nest the 0.5 mL sample cup in a red metal insert to reduce the dead volume to 20 µL. Place the nested red metal insert in a Reserved rack. Bar code label can be attached to the red metal insert

Load the prepared rack(s) on the autoloader with the rack bar code facing to the right

Press the <RUN> button on the instrument