

# Poch-100i Basic User

System Instructions for use

# Agenda/Overview

01 System Overview

02 Sample Analysis

03 QC Analysis

04 Maintenance

05 Troubleshooting



## System Overview

## System overview

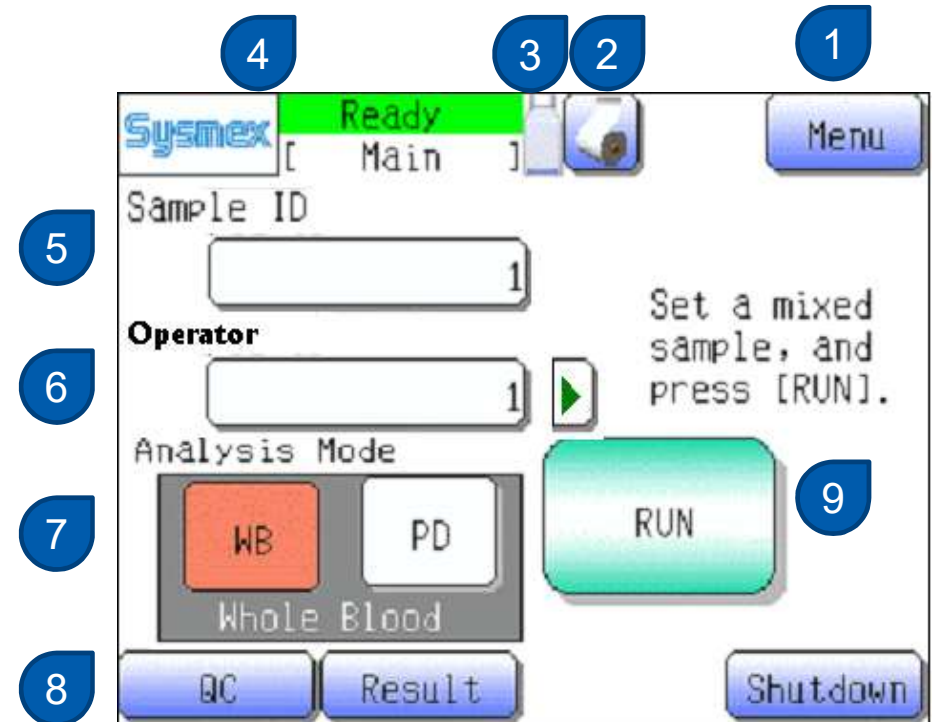
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- 1 Panel Key-Pad and LCD Display
- 2 Built In Printer
- 3 Main Power Switch
- 4 Sampler door

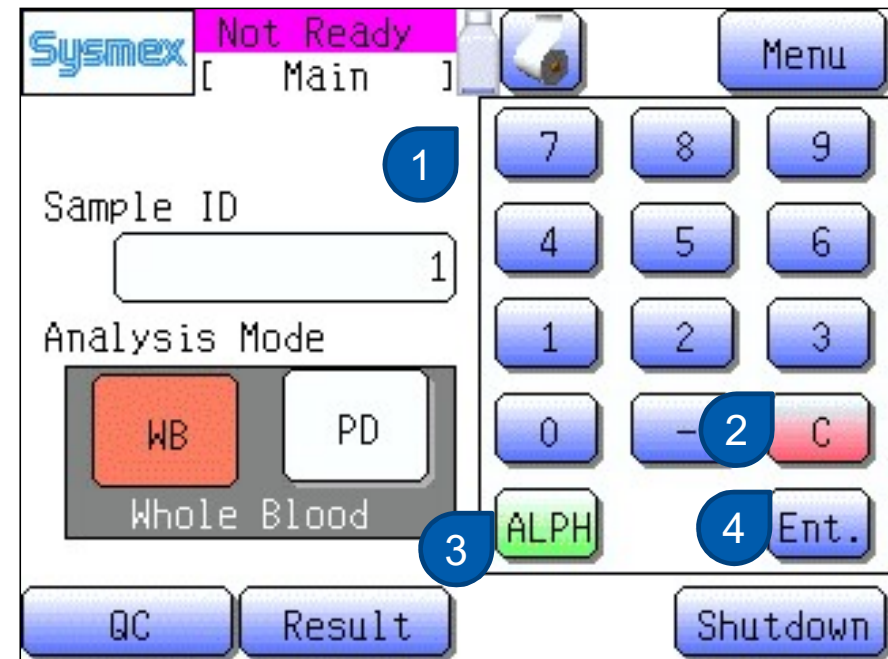
# System overview

1. Access to main instrument menu
2. Printer roll paper feed
3. Reagent level indicator
4. Status display
5. Access to sample ID entry
6. Access to operator entry
7. Sets whole blood mode
8. Basic menu operation keys
9. Starts sampling



# System overview

1. Keypad
2. Clear key
3. Changes keypad from number to letter display
4. Enter key



# System overview

1. Returns to run screen
2. Access to stored patient results
3. Access to change reagents
4. Access to maintenance functions





## Sample analysis



1

Ensure status display shows "Ready" and that "WB" is backlit in red.  
If "WB" is backlit in white, press "WB" button



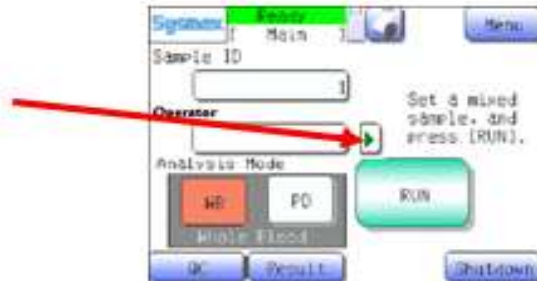
2

Enter operator ID 15 spaces for alpha/numeric entry



3

If your operator name is not displayed press the green arrow to display list of names and select yours



4

Press "Sample ID" box to enter Patient number or name



5

Make sure that the tube top is securely in place and mix sample using the Jencons Stuart Rotary Mixer – 2 mins at 10 rpm



6

Read patient barcode using hand held scanner



7

Check barcode number is correctly displayed in "Sample ID" box. If numbers match press "Ent". If number displayed does not match barcode number please re-read using hand held scanner



8

Should barcode reading fail you may enter the patient number using the keypad. Press "Ent" to accept your entry



# Sample analysis

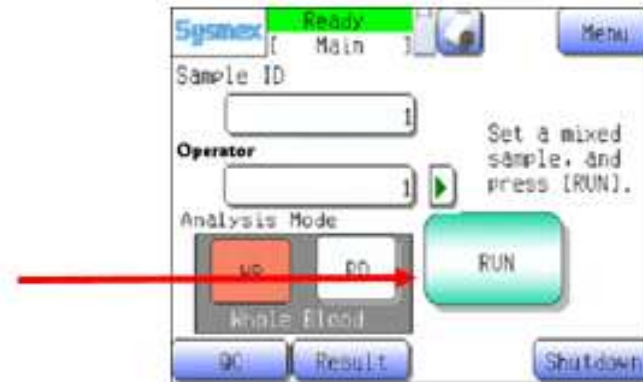
9

Open the sampler door by pressing on the top section of the door

Ensure that the correct sample insert is in position. Place sample into position and close door.



Press "Run"



10

11

Arrows at the bottom of the screen will indicate the progress of the analysis. Do not open the sampling door while analysis is in progress.



Results will be displayed on the screen once analysis is complete.



ID	12345	WB	01/01/2001	12:10
WBC	WL+	7.6	x10 <sup>9</sup> /L	
RBC		4.79	x10 <sup>12</sup> /L	
HGB		14.9	g/dL	
HCT		44.6	%	
PLT		224	x10 <sup>9</sup> /L	

12

13

After a few seconds the screen will return to the Run menu. You may now open the door and remove the sample.



You may now run your next specimen

14



## QC analysis

1

Remove a vial of QC material from the refrigerator and leave it for 15 minutes to allow it to reach room temperature.



2

Ensure status display shows "Ready" and that "WB" is backlit in red.

If "WB" is backlit in white, press "WB" button.



3

Press "QC" from the instrument main screen



4

Once the QC sample has reached room temperature mix it by inverting eight times. A cool QC sample will not mix well. Warm in your hand if necessary.



5

Press the box that contains the lot number of the QC sample you are using.



Check lot number is correctly displayed and that "Ready" is shown at the top of the screen



6

7

Open the sampler door by pressing on the top section of the door



Ensure that the correct sample insert is in position.  
Place sample into position and close door

Press "Run"



8

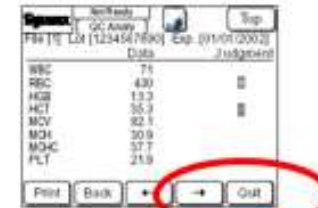
# QC analysis

9

Arrows at the bottom of the screen will indicate the progress of the analysis. Do not open the sampling door while analysis is in progress.



Results will be displayed on the screen once analysis is complete. To accept results you MUST press the QUIT button.



10

11

QUIT button acts as acceptance of QC results in poCH memory and sends QC result to HOST computer system for processing



Return the QC blood to the refrigerator immediately.



12





## Maintenance

# Maintenance

- Running shutdown
- Changing reagent
- Cleaning transducer
- Waste chamber cleaning
- Turning the analyser on
- Changing the printer roll



# Maintenance – Running shutdown

1

## RUNNING SHUTDOWN

When you have completed the analysis of all samples for the day you need to run the "Shutdown" cycle to clean the analyser.

2

If you have not performed the "Shutdown" cycle for 24 hours the system will prompt you that it is required.



If this occurs, go to step 4 of this procedure

3

Press the "Shutdown" button on the main analyser screen



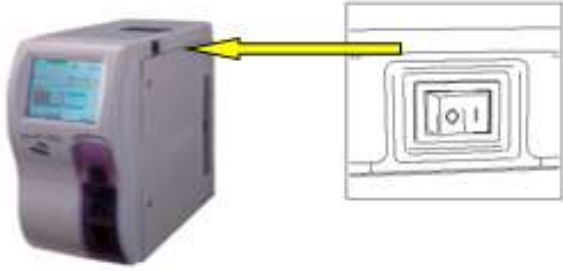




4

Press the "Execute" button to start the Shutdown cycle which will take approximately 2 minutes to complete



# Maintenance – Running shutdown

<p>5</p>	<p>The process of the cycle will be shown by the arrows on the screen</p> 	<p>At the completion of the "Shutdown" the screen will instruct you to ensure that there is not a tube in the sample position. You should then close the sample door</p> 	<p>6</p>
<p>7</p>	<p>Turn off the instrument at main power switch</p> 	<p>To turn the analyser back on turn the power button on again and wait while the poChi undergoes its usual 5 minute start up process.</p>	<p>8</p>

<p>1</p>	<h2>CHANGING REAGENT</h2>	<p>When Poch Pack 65 is empty you will be informed by an error message on the screen</p> <p><b><u>If the pp65 is not empty</u></b> Continue this procedure from step 5 (press execute button)</p>	<p>2</p>
<p>3</p>	<p>1. When Poch Pack 65 is empty you will be informed by an error message on the screen</p> 	<p><b><u>If the reagent is empty</u></b>. Remove the caps from a new reagent pack and insert them one by one into the new pack. Follow the colour coding.</p> 	<p>4</p>

# Maintenance – Change reagent

5

Press the "Execute" button



Press "Execute".

6

The reagent entry information screen will appear. At this point scan the long barcode on the new reagent pack label



7

In the event the barcode scanner fails you may press the [Manual] button to enter the barcode number by hand.

**THIS IS A LAST RESORT\*  
FUNCTION. THE  
SCANNER SHOULD  
ALWAYS BE  
ATTEMPTED FIRST**



Enter barcode of the new reagent bottle.

8

Check the Lot No and Expiry information and press the [OK] button to advance to the next screen.






Press "OK".

# Maintenance – Change reagent

9

Press execute to start the aspiration procedure. This will take 2 minutes and you will be returned to the run screen.




<p>1</p>	<p><b>CLEANING TRANSDUCER</b> <i>Uses 1 ml for the clean cycle but due to a 1ml dead volume please dispense 3ml cellclean into collection tube.</i></p>	<p>2</p> <p>After 150 cycles or 2 weeks, you will be prompted by a screen message to perform the Clean transducer cycle.</p> 
<p>3</p>	<p>Using a disposable pipette, add 3ml of CELLCLEAN to a clean empty test tube and remove the lid.</p> 	<p>4</p> <p>Open the sampler door by pressing on the top section of the door</p>  <p>Ensure that the correct sample insert is in position. Dependent on the tube used. Place sample into position and close door.</p>



# Maintenance – Transducer clean


5

Press the "Execute" button




6

The instrument will enter a 9 minute cleaning cycle. You can see the progress of this cycle using the arrows at the bottom of the screen.



7


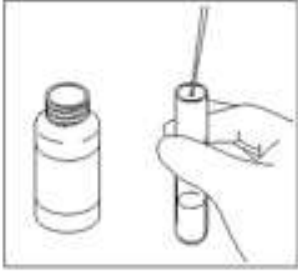

When the cycle is complete the Main Menu will appear on the screen. You may now open the door and remove the tube of CELLCLEAN



8

*Please Note;-*

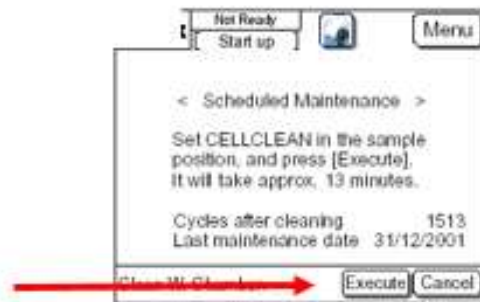
*Pleas use a fresh tube of cellclean each time. Do not re use left over cellclean as its potency will reduce over time*

<b>1</b>	<h2>CLEANING WASTE CHAMBER</h2> <p><u>Uses 1 ml for the clean cycle but due to a 1ml dead volume please dispense 3ml cellclean into collection tube.</u></p>	<b>2</b> <p>After 1500 cycles or 3 months, you will be prompted by a screen message to perform the Clean waste chamber cycle.</p> 
<b>3</b>	<p>Using a disposable pipette, add 3ml of CELLCLEAN to a clean empty test tube and remove the lid.</p> 	<b>4</b> <p>Open the sampler door by pressing on the top section of the door</p>  <p>Ensure that the correct sample insert is in position. Dependent on the tube used. Place sample into position and close door.</p>

# Maintenance – Waste chamber clean

5

Press the "Execute" button



6

The instrument will enter a 13 minute cleaning cycle. You can see the progress of this cycle using the arrows at the bottom of the screen.



7

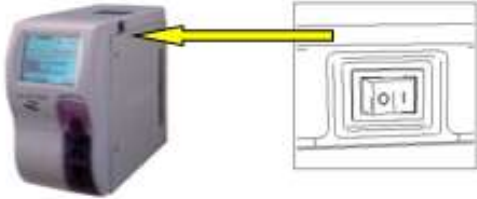
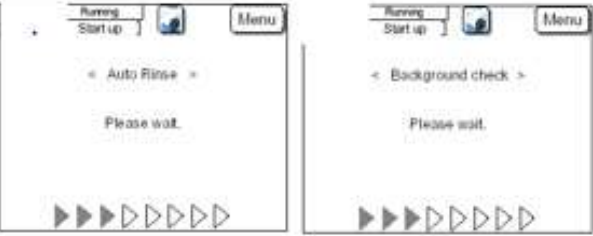
When the cycle is complete the Main Menu will appear on the screen. You may now open the door and remove the tube of CELLCLEAN



8

**Please Note;-**

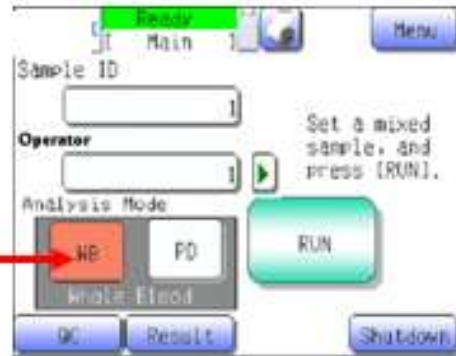
***Pleas use a fresh tube of cellclean each time. Do not re use left over cellclean as its potency will reduce over time***

<b>1</b>	<h2>TURNING THE ANALYSER ON</h2>	<p>Turn on the instrument at main power switch</p> 	<b>2</b>
<b>3</b>	<p>The analyser begins a self check process that lasts for 1 minutes. If an error is generated during the self check, turn the analyser OFF, wait for 30 seconds then turn ON again.</p> <p>The analyser may prompt you to perform maintenance at this point. Please refer to the appropriate sheet to see how to perform the required maintenance procedure.</p>	<p>Following a successful self test a 4 minute rinse cycle is performed followed by a background check lasting between 3 and 7 minutes.</p> 	<b>4</b>

# Maintenance – Turn on

5

Wait until the instrument display shows "Ready"



<h2>CHANGING THE PRINTER ROLL</h2>	<p>Open printer by pushing the catch backwards</p>  <p>1</p>	1
<p>2</p> <p>Remove the tape holding the end of the printer paper, then set the printer paper into the printer paper holder</p>   	<p>3</p> <p>Pull a piece of paper forward and close the printer ensuring the catch clicks shut.</p>  <p>3</p>	3



Lighting the way **with diagnostics**



