

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL  
POWER DOWN/POWER UP FOR ALL INSTRUMENTS**

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**Effective Date:** May, 2011  
**Cross Referenced:**  
**Reviewed Date:** 5/2012  
**Revised Date:** 1/12

**Policy No:** GENLAB 10.06  
**Origin:** General Lab  
**Authority:** Laboratory Director  
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**PRINCIPLE:** In the event an instrument needs to be shut down or rebooted, the following procedure needs to be implemented.

**PROCEDURE:** As follows.

**POWER-DOWN PROCEDURE**

**A. STAGO COMPACT/SATELLITE**

1. The Stago Compact and /or Satellite should be in the ready mode with no specimens running, and the computer screen should be on the Main Menu.
2. Choose the Halt function.
3. The instrument will prompt if you want to power down.
4. Click yes
5. The ON/OFF switch is located on the back of the instrument on the left.

**B. STAGO COMPACT/SATELLITE**

1. The Stago Compact and /or Satellite should be in the ready mode with no specimens running, and the computer screen should be on the Main Menu.
2. Choose the Halt function.
3. The instrument will prompt if you want to power down.
4. Click yes
5. The ON/OFF switch is located on the back of the instrument on the left.

**C. LH 500**

1. Turn off power on LH 500 instrument (back of analyzer). Instrument computer will log off simultaneously.
2. Log off LH Workstation by exiting through the “door” at the bottom of the Command Center.
3. Choose “Shut down workstation”.
4. Turn OFF the computer when prompted.
5. Turn OFF the printer to the LH 500

**D. ACT II Diff**

1. Be sure that the ACT II is either in the Main Menu or shutdown.
2. Turn the power OFF in the center of the rear of the instrument.
3. Turn OFF the printer to the ACT II Diff.

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**E. CLINITEK 500+**

1. Be sure the CLINITEK 500+ is in Standby (Main Menu).
2. Turn the instrument OFF (the switch is located to the upper left back plate of the instrument).

**F. DIMENSION EXL LM**

1. With the instrument in Standby, from the Operating Menu press the Exit key and follow the messages as they appear on the screen.
2. The Console Menu screen will appear. Wait until SAVING DATA is completed and only the 4 choices are on the screen.
3. Select option 3 by typing the number 3 and pressing the Enter key.
4. When the message "you may now turn off the instrument" appears, **turn off the switch on the RMS module**, open the FAR left-hand cabinet door and push the main power switch to its down (O) position.

**G. DIMENSION EXL 200**

1. With the instrument in Standby, from the Operating Menu press the Exit key and follow the messages as they appear on the screen.
2. The Console Menu screen will appear. Wait until SAVING DATA is completed and only the 4 choices are on the screen.
3. Select option 3 by typing the number 3 and pressing the Enter key.
4. When the message "you may now turn off the instrument" appears, open the FAR left-hand cabinet door and push the main power switch to its down (O) position.

**H. HELMER ULTRA CW CELL WASHER**

1. With the cell washer not in use, turn the power OFF by using the I/O button on the front keyboard.

**POWER-UP**

**A. STAGO SATELLITE/COMPACT**

1. Turn the power switch on.
2. When the screen returns, choose continue unless you want to change the date, time, or delete the working file.
3. The main screen will appear and be ready for operation.

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**B. LH 500**

1. Turn on LH workstation computer and log into the workstation
2. Turn the power on the analyzer
3. The LH 500 will boot itself to readiness.
4. Put LH 500 into startup and run the quality control checks of Latron and Coulter Controls before proceeding.
5. Turn on the printer

**C. ACT II Diff**

1. Turn the power switch ON
2. Turn the printer ON.
3. The MD-16 will do its own boot automatically until it reaches the Main Menu. At this point, continue with startup and daily quality control.

**D. CLINITEK 500+**

1. Turn the power switch ON (located in the upper-left backplate of the instrument). Clinitek will emit a series of "beeps."
2. The Clinitek will reboot itself to the Main Menu. You may continue daily calibration and quality control once the Clinitek comes to the Main Menu.

**E. DIMENSION EXL LM**

1. First, switch on the RMS module and then push the instrument main power switch to its up (|) position and wait for the Operating Menu to appear.
2. Run a System Check and daily QC to ensure that all instrument systems are operating properly.

**DIMENSION EXL 200**

1. Push the instrument main power switch to its up (|) position and wait for the Operating Menu to appear.
2. Run a System Check and daily QC to ensure that all instrument systems are operating properly.

**F. IEC/CENTRA-W CELL WASHER**

1. Turn the main power switch to ON. The cell washer will do its own self-check and power up.