

**On Weekdays, if there is a slot available at 9am, the UCF staff will switch the machine ON and perform the Quality Control.**

**If the cytometer will not be used within 3 hours, UCF staff will turn the cytometer OFF. In this case, if you are the next user you must turn it ON 30 minutes prior acquisition.**

**If you are not sure if the cytometer is ON or OFF, please stop by the unit to check.**

**On Weekends, Holidays and outside weekly working hours (9am to 6pm), if you are the 1<sup>st</sup> user of the day you must turn ON the machine 30 minutes prior acquisition and perform the Start-up Cleaning Procedure.**

1. Turn on the computer and the cytometer.
2. Login with your Agendo Credentials:  
Username – **Your email** (@medicina.ulisboa.pt - for internal users)  
Password - **Your Agendo's password**
3. Login on DIVA using your own password
4. Wait for cytometer's connection and click "**Use CST Settings**"
5. **Make sure the sheath tank is full before you start.** If the sheath tank becomes empty during acquisition, it will cause major problems in the equipment.

## STARTING UP

- **(if you are the first user of the day and the machine is OFF)**
  6. Wait 30 minutes for the lasers to warm up and stabilize while performing the daily cleaning procedure:
  7. Remove the tube with Water.
  8. Run a tube with FACSClean on HIGH for 10 min (support arm closed)
  9. Run a tube with WATER+AZIDE on HIGH for 10 min (support arm closed)
  10. Run a tube with PBS on LOW (support arm closed) for 1 min.
  11. Run your samples.
- **(if the machine is ON)**
  12. Run a tube with PBS on LOW (support arm closed) for 1 min.
  13. Run your samples.

## FINISHING ACQUISITION AND DATA HANDLING

14. **REPLACE THE DEFAULT FILTERS IF YOU HAVE MADE ANY CHANGES.**
15. **Always export your data** to your Lab folder on the iMM server (shortcut on the desktop). To access the iMM server you must use your email credentials. After this, right click on the experiment > Export > Experiment > Choose folder.

16. If you want, **export Experiment Template** into your Lab folder in order to keep a template with settings in the computer (right click on the experiment > Export > Experiment Template > On “Type” select your Lab)

17. If you want to analyze your data in one of our Analysis Stations, you can also **export your data directly to them**. To access these stations, right click on the shortcuts on the desktop (MacFlow 1 and 2) and use the following credentials:

**User- flowcytometryuser Password- BDIS**

18. Delete your data from DIVA as soon as you are certain that your data has been copied to the network and you have your own backup. **You cannot store experiments on DIVA for long periods of time as the software will start to malfunction. You must delete your data from DIVA and keep backups.**

19. **Clean the cytometer according the protocol indicated on the top of the table. DO NOT FORGET TO RECORD IT**

20. **Refill the Sheath tank**

21. If during your acquisition, **the waste container gets full, a HIGH PITCH SOUND will go off**. You should disconnect the black sensor (the noise will stop). As soon as possible, when convenient, put the cytometer in **Standby**, and **disconnect the orange connector**. Close the container with the red cap that is on top of it and replace the container with a new one.

## TURNING OFF THE MACHINE

**Switch off the system if you are the last user booked or the cytometer will not be used for at least 3 hours. Penalties will incur if you fail to do so.**

1. Turn OFF the cytometer
2. Turn OFF the computer (Please don't turn OFF the FFSS)