

1. Turn on the FFSS (on the floor)
2. Turn on the cytometer and the computer
3. Wait 30 minutes for the lasers to warm up and stabilize

NOTE: During weekdays and regular working hours, UCF staff will switch the machines on before first booking and perform the Quality Control every day.

4. Login on windows with username: **facuser** and password: **BDIS**
5. Login on DIVA using your own password
6. Wait for cytometer's connection and click "**Use CST Settings**"
7. **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 instrument.**
8. **Make sure the waste tank is below the blue line. If not:** disconnect the orange waste line and the black level sensor line from the waste tank, remove the lid and empty the tank. Add bleach to cover the bottom. Reconnect the waste line to the orange connector on the waste tank lid and the level sensor line

STARTING UP

9. Remove the tube with FACSRinse.
10. Prime 5x.
11. Install a tube with PBS onto the cytometer and place the support arm under the tube and press RUN (LOW).
12. Fortessa 1 has the PerCP filter by default. Fortessa 2 has PerCP-CY5.5 by default. If you need you can change them. **BUT DO NOT FORGET TO REVERT TO THE DEFAULT CONFIGURATION WHEN YOU FINISH.**
13. Run your samples.

Finishing acquisition and data handling

14. **REPLACE THE DEFAULT FILTERS ON THE CYTOMETERS IF YOU HAVE MADE ANY CHANGES.**
15. Export your data to your Lab folder on the immserver (shortcut on the desktop).
16. Export Experiment Template into your Lab folder in order to keep a template experiments with settings (right click on the experiment>Export>Experiment Template>On the Type select your Lab)
17. 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 TO KEEP BACKUPS**
18. Clean the cytometer according the protocol indicated on the side of the instrument.
19. **Refill the Sheath tank and empty the waste reservoir**

Turning off the machine

If you are the last user it is your responsibility to switch off. Penalties will incur if you fail to do so.

1. Turn off the cytometer
2. Turn off the computer
3. Turn off the FFSS