

1. Turn on the cytometer and the computer
2. Wait 30 minutes for the lasers to warm up and stabilize

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

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

STARTING UP

8. Remove the tube with FACSRinse.
9. Prime 5x.
10. Install a tube with PBS into the cytometer, place the support arm under the tube and press RUN (LOW).
11. Run your samples.

Finishing acquisition and data handling

12. **REPLACE THE DEFAULT FILTERS IF YOU HAVE MADE ANY CHANGES.**
13. Export your data to your Lab folder on the *immserver* (shortcut on the desktop).
14. 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)
15. 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**
16. Clean the cytometer according the protocol indicated on the side of the instrument.
17. **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

(Please don't turn off the FFSS)