

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 (Mon-Fri 9am-6pm), 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 (if you are the first user of the day and the machine is off)**

9. Remove the tube with FACSRinse.
10. Run a tube with FACSRinse on HIGH for 10 min (support arm closed)
11. Run a tube with WATER+AZIDE on HIGH for 10 min (support arm closed)
12. Run a tube with PBS on LOW (support arm closed) for 1 min.
13. 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.**
14. Run your samples.

#### **Finishing acquisition and data handling**

15. **REPLACE THE DEFAULT FILTERS ON THE CYTOMETERS IF YOU HAVE MADE ANY CHANGES.**
16. Export your data to your Lab folder on the *immserver* (shortcut on the desktop).
17. Export Experiment Template into your Lab folder to keep a template experiments with settings (right click on the experiment>Export>Experiment Template>On the Type select your Lab)
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 TO KEEP BACKUPS.**
19. Clean the cytometer according the protocol on top of the table. **DO NOT FORGET TO RECORD IT.**
20. **Refill the Sheath tank and empty the waste reservoir (if above the limit line).**

## 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
3. Turn off the FFSS