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Title:	Use of the Thermo Scientific 'Slidemate AS' slide writer.
Version:	v1
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Effective from:	05/11/2021
Valid to:	05/11/2026

SOP History		
Number	Date	Reason for Change
v1	05/11/2021	Original

1.0 Purpose –

The purpose of this SOP is to outline the principles and routine use of the Thermo Scientific Slidemate AS slide Printer in Laboratory 248 at the St Andrews School of Medicine (SASoM).

2.0 Scope –

This SOP applies to the routine use and maintenance of the Thermo Scientific Slidemate AS slide Printer within the SASoM.

3.0 Responsibilities –

It is the responsibility of all users of the Thermo Scientific Slidemate AS slide Printer within the SASoM to comply with this SOP.



4.0 Procedure –

******* All users are required to be trained and signed off by supervisory personnel before using this equipment.*******

The SlideMate AS printer is designed to print directly onto laboratory glass slides with colour frosted writing patches (Figure 1). The delivery system is attached as seen in Figure 1B. The slide delivery system holds 72 slides.



Figure 1 Overview of SlideMate AS, the slide printer

4.1 Changing the thermal transfer ribbon

- Open the sliding door (Figure 2A)
- Unhook the remaining tape from the around each of the spools and remove the collection spool and supply spool from the instrument (Figure 2B).
- Fit the Supply Spool onto the instrument using the clear lead attached on the roll (Figure 2C). Feed the ribbon through the instrument ensuring that the tape is fitted in the correct position over every spool. Fix the ribbon to the collection spool using tape.

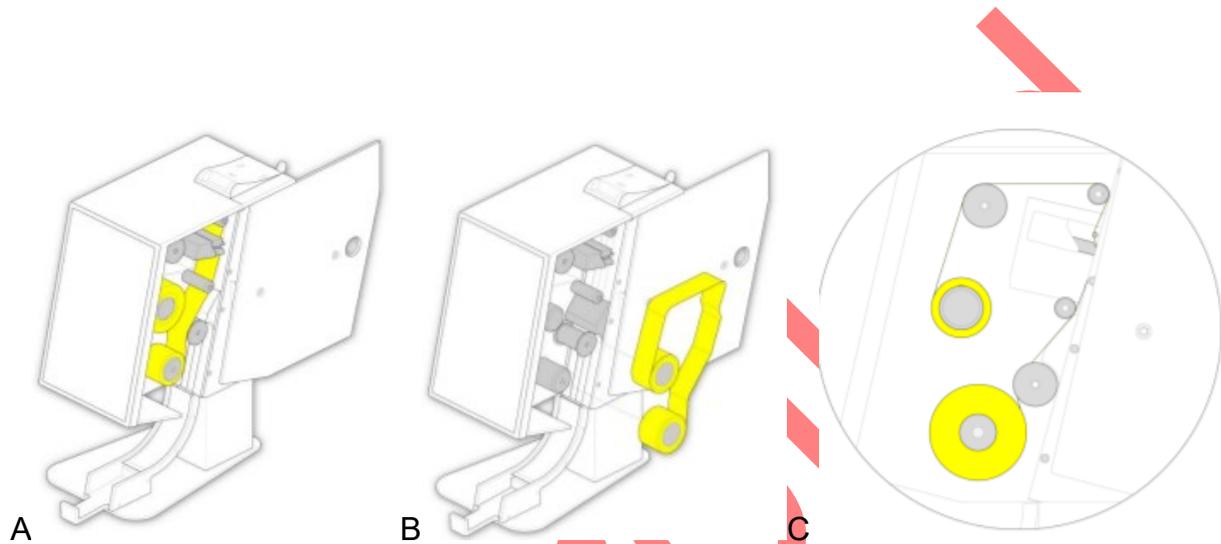


Figure 2 Fitting the thermal transfer ribbon

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4.2 Basic operation

A	Tape Level This tells the user how much tape is left before it needs replacing.
B	Printer Status Displays what the current status of the printer is.
C	Scanned Data Shows the information that has been scanned by the printer.
D	Template Shows the data that will be printed on the slide. To edit you touch the middle of the template.
E	Eject Button Pressing the clear part of the slide will initiate a slide eject sequence? If a hopper is attached it will initiate a print sequence.
F	Setup Opens the administration menus
G	Create Sequences See – Creating sequence of slides
H	Open Protocol See – Selecting a protocol and saving a protocol
I	Increment / Decrement The up and down arrows increases and decreases an incremental field.
J	Status Bar Displays status information.

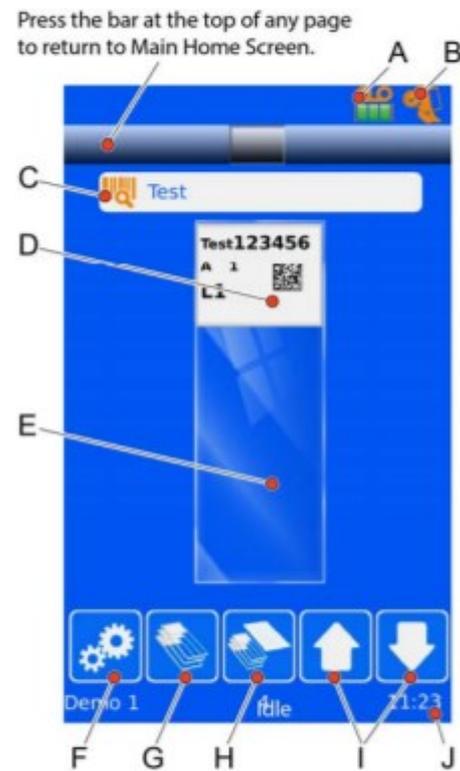


Figure 3 The default template for Basic operation



Equipment Operation Procedure

• Edit Label Field data

- From the Main Screen showing the slide that you are going to print, press the print area on the Slide which will then allow you to edit the information shown.



A	Moves from field to field.
B	Allows you to select a template layout for the printed area of the slide.
C	Backspace; removes the last character of the field selected and brings up the keyboard.
D	Moves from field to field.
E	Accepts changes.



- Once you have selected a particular field to change, press the backspace button on the screen previously and the keyboard will appear. This will then allow the user to make changes to that particular field.





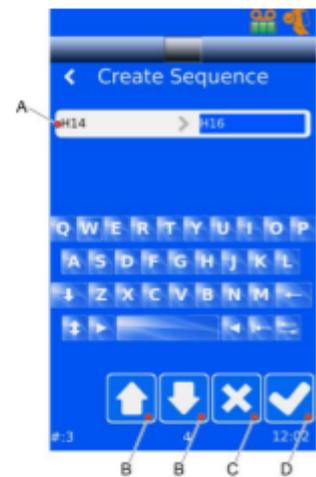
Equipment Operation Procedure

• **Creating a sequence of slides**

- From the Main Screen showing the slide that you are going to print, press . This will then take you to the Create Sequence screen.



A	Press to modify the slide numbers to and from that will appear on the series of slides.
B	Increment up or down the highlighted field of the slide number.
C	Press  to cancel if the changes if they are not required.
D	Press the checkmark to accept the changes.



- Once you have selected the amount of slides you want in the sequence you are creating and have made all the relevant changes to the required information on each slide, they will appear on the main screen.
- The sequence can be browsed using the arrows on the screen next to the slides.





Equipment Operation Procedure

• **Printer setting**

This function allows you to make changes to the settings regarding the print function of the instrument.

- From the Admin Configuration Menu press the Printer button.

The following screen will be displayed:

Manual Print	This allows the manual printing of a slide. Press the slide in the middle of the screen once a slide has been placed into the instrument and does not print automatically.
Heat profiles	There are three settings for darkness.
Index Tape	Use this after loading the ribbon to ensure the ribbon is tight.
Reset Printer	Resets the printer to factory settings
Production	This function is for service, a special password is required.
IQQQ Test	Run this test before printing. This verifies the print and the barcode scan ability.
Input Mode	Allows user to select Group settings and Add at Queue Start. Add at queue start will reverse the order of slides printed.
Setup password on	This will force the user to log in with a password.



- Please do not set heat level more than 6, which will prevent burning the thermal tape.

4.3 Printing slides by reading barcodes.

- Hold the barcode from FFPE blocks or previous slides or else under the front left corner of the printer so the blue lines of the scanner meet (Figure 4A)
- When the barcode has been scanned the display will show in the screen (Figure 4B).
- The printer is ready to print a test slide. Ensure the slide is 76mm x 26mm x 1.0 – 1.2mm with a coloured marking area, preferably white (Figure 4C).
- Drop a blank slide into the opening at the top of the printer. The slide orientation should be as shown on the display with the writing surface facing forwards (Figure 4C).

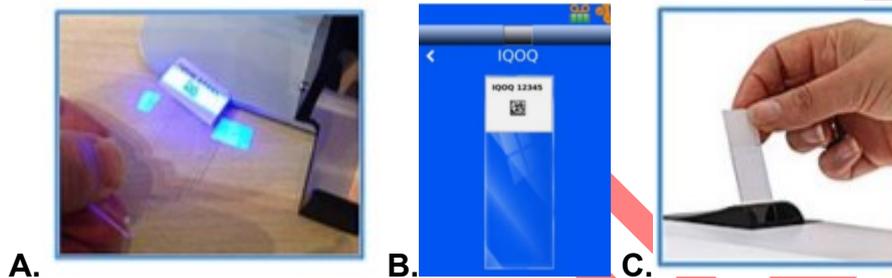


Figure 4 Printing slides by reading barcodes

- The printed slide will drop into the collection tray.
- The print quality of the first may not be good as the tape may have moved in transit. If this is the case print another slide.

4.4 Cleaning and maintenance

- The Print Head should be cleaned if any of the following occur:
 - The print on the slide is showing signs of smudging.
 - The print ribbon burns through or when the ribbon is loaded upside down.
 - The quality is not the same as previously observed.

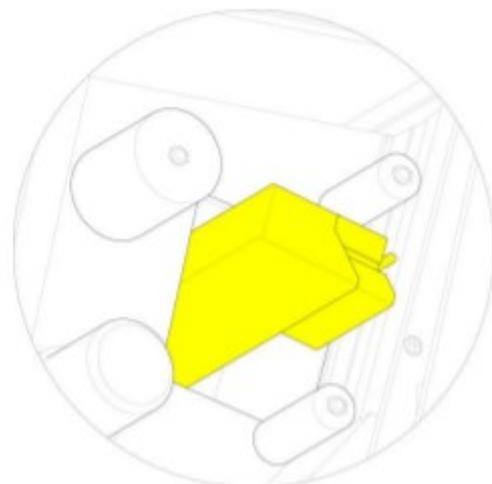


Avoid touching the print head surface with bare skin.

Remove the print ribbon from the printer.

Remove a swab from the SlideMate AS cleaning kit (part no) and bend the tube at the swab end to release the solution. Rub the print surface edge (where the print head contacts the slide) of the print head firmly with the swab. Do this several times until no residue is visible.

Let the print head dry for two minutes before loading the ribbon.





5.0 Personal protection –

Howie coat must be worn at all times.

6.0 Training –

All users have to be trained by a designated person before using the Instrument.

7.0 Related documents –

Please read the online manual for further information.

8.0 Approval and sign off –

Author:

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Date: 05/11/2021

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Name: Peter Mullen

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