

TML/MSH Microbiology Department Policy & Procedure Manual	Policy #MI\VIT\04\01\v01	Page 1 of 1
Section: Vitek Manual	Subject Title: Daily Start-Up	
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DAILY START-UP

1. Check printout of Tape Backup status. File and initial maintenance log.
2. Change backup tape.
3. At "**MAIN MENU**":
 - a. click "**VITEK**"
 - b. click "**READER**"
 - c. click "**PRINT**"---- check temperature $35.4^{\circ}\text{C} \pm 0.3^{\circ}\text{C}$. File printout and document under "Vitek QC" worklist in the LIS.
4. Check purity plates.
5. At "**MAIN MENU**":
 - a. click "**VITEK**"
 - b. click "**SYSTEM**"
6. Check Problem Buttons (Refer to Policy #MI\VIT\05\01\v01)
7. After all top row buttons are set to 0 (except for "CREATE AUTOLINK"if there are Infection Control card results where no patient demographics has been entered):
 - a. click "**SYSTEM**" (button on the side)
 - b. click "**SORT**"
 - c. click "**by VITEK ID**"
 - d. click "**SELECT ALL**"
 - e. click "**PRINT**" (at the bottom right corner)
 - f. separate Lab Report printouts according to bench #
8. Remove cards from READER and discard into autoclave bag.
9. Wait for 1 hour (for READER to read through one complete cycle) then clean up "HOLD" file (see HOLD file section).