QuickStart Guide

Study the User Manual thoroughly before using the QuickStart Guide

Software v.2.0 or higher

CUSTOMER SERVICE
If Sofia does not perform as expected, contact Quidel Technical Support 800.874.1517 (in the U.S.), 858.552.1100 (outside the U.S.), technicalsupport@quidel.com or your local distributor.
UNPACK SOFIA
- Inspect the shipping container for obvious shipping damage prior to opening.
- Unpack the shipping container and inspect the unit for damage.

<table>
<thead>
<tr>
<th>Battery Configuration</th>
<th>Quantity</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4x LR6-AA + 6V</td>
<td></td>
<td>4.16 A</td>
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</tbody>
</table>

UNPACK INSTALLATION PACK
- Inspect the shipping container for obvious shipping damage prior to opening.
- Unpack the shipping container and inspect the unit for damage.

SD Cards:
- Test Type Files (Blue)
- Language Files (Yellow)*
- Blank SD Card

*Language Files (Yellow) may not be provided in the Installation Pack. If needed, contact Quidel Technical Support.
CONNECT TO POWER AND TURN ON

Place Sofia on the counter top within reach of an electrical outlet. The unit is portable and can be moved to a suitable location for testing.

1. Plug the DC power cord into the power port in the back of Sofia.

2. Plug the appropriate, country specific AC power cord into the DC Power Cord and appropriate electrical outlet.

3. Plug the Barcode scanner into the PS2 port in the back of Sofia. **Note:** The Barcode scanner may have 2 plugs; one will remain unplugged.

4. Turn Sofia on using the power switch located on the rear panel. Hold the toggle switch down until the screen illuminates (1-2 seconds).

INSTALLING TEST TYPE FILES

Test files must be loaded prior to performing testing. A new test type file is needed for each new assay. Select “Load Test Types” from the Supervisor menu. Then insert the appropriate SD Card with the test type files (blue) into the slot in the back of Sofia. Follow the Sofia prompts to complete the installation.
CALIBRATION CHECK

- Use the up/down keys to highlight CALIBRATION from the menu.
- Press the soft key under the lower right corner of the display screen under SELECT.
- Remove Calibration Cassette from the Pouch.

Insert the Calibration Cassette into Sofia and close the drawer. Sofia will perform the Calibration Check automatically.

The Sofia display will indicate when the Calibration check is completed.

NOTE: If Calibration Check cannot be completed successfully, notify the on-site Supervisor or contact Quidel Technical Support for assistance.

The Calibration Cassette will automatically eject when calibration is complete. Remove and return the Calibration Cassette to the storage Pouch.

Select OK to return to the Main Menu after calibration is complete.

Important: Store the Calibration Cassette in the provided storage Pouch between uses.

Run QC according to assay specific Package Insert.
MENU STRUCTURES

Main Menu Structure – v.2.0 and higher

- **Main Menu**
  - **Run Test**
    - User ID
    - Patient ID
    - Order #
  - **Run QC**
    - User ID
    - Review Patient Results
    - Review QC Results
  - **Review Data**
    - View Lot Status
    - View Test Types
    - Send Results
  - **Calibration**
    - User ID
  - **Supervisor Menu**
    - See Supervisor Structure
    - Send Results to SURV Receiver
  - **Change Mode**
    - WALK AWAY Mode
    - READ NOW Mode
  - **Send Results**
    - Send Unsent Results
    - Send Last Result
    - Send All Results
    - Send All Patient Results
    - Send All QC Results
    - Test LIS Connection
    - Send Unsent Results
    - Send Last Result
    - Send All Results
    - Test SURV Connection
Supervisor Menu Structure – v.2.0 and higher

Main Menu

Supervisor Menu

Load Test Types
- Load Test Types from SD Card
- Load Test Types from Cloud
- Test Cloud Connection

Manage Users
- Load Settings from SD Card
- Save Settings to SD Card
- Save Test Records to SD Card

Load/Save
- Load Firmware from SD Card
- Load Firmware from Cloud
- Load Language File from SD Card
- Load Language File from Cloud
- Test Cloud Connection

Update
- View Analyzer Info
- View User History
- View Message Log
- View Network Settings
- Set Default Mode & Print Option
- Set Entry Requirement & Timeout
- Set Calibration & QC
- Set User Access Rights
- General Settings
- Network Settings

Options
- Add User
- Edit User
- Delete User
- Hide Options
- Set Location Name
- Set Language & Sound
- Set Date
- Set Time
- Set Network Configuration
- Update Settings
- Set LIS Parameters
- Surveillance Settings

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