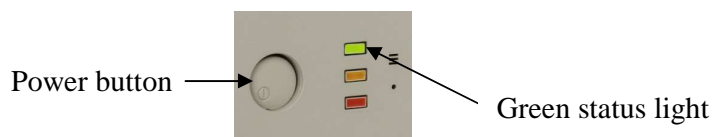


## Applied Biosystems 3730xl at DBS

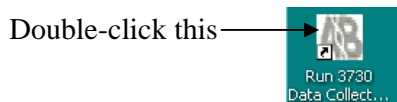
### Step-by-Step Guide

#### A. Starting the 3730xl system

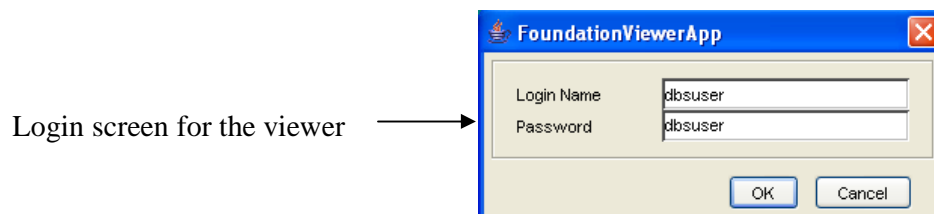
1. Turn on the computer and log on. Log on with user name '**Administrator**'. There is no password for this account.
2. Wait until the Desktop appears and all programs have finished loading (mouse pointer is no longer an hourglass).
3. Turn on the instrument by pressing the power button. The amber status light should come on and will start blinking in a few moments. The green status light will then come on, start blinking, and then remain steadily lit. This will take several minutes. Ensure that the green status light is on and steady before proceeding to the next step.



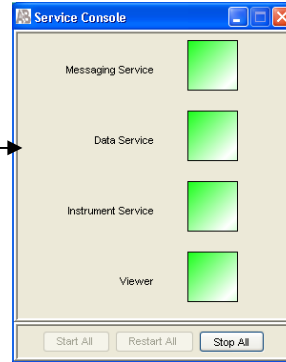
4. Double-click the icon of the 3730 Data Collection software to start it.



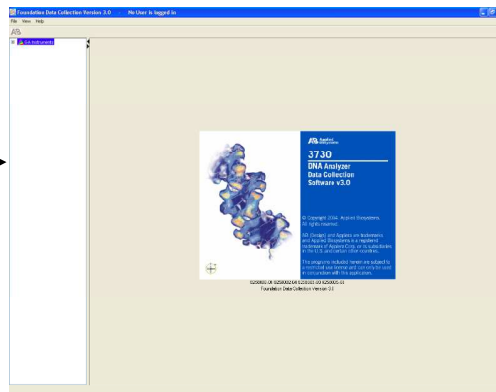
5. A splash screen of the Data Collection software should appear, followed by the window of the Service Console. The indicators for the four services in the Service Console will change from a red circle to a yellow triangle to a green square in sequence and from top to bottom. At the login screen for the Viewer, log in with Login Name '**dbuser**' and Password '**dbuser**'. After a successful login, the indicator for the Viewer turns to a square green and the Viewer window itself will appear. Leave the Service Console running, minimize the window if desired. **DO NOT AT ANY TIME CLOSE THE WINDOW OF THE SERVICE CONSOLE**



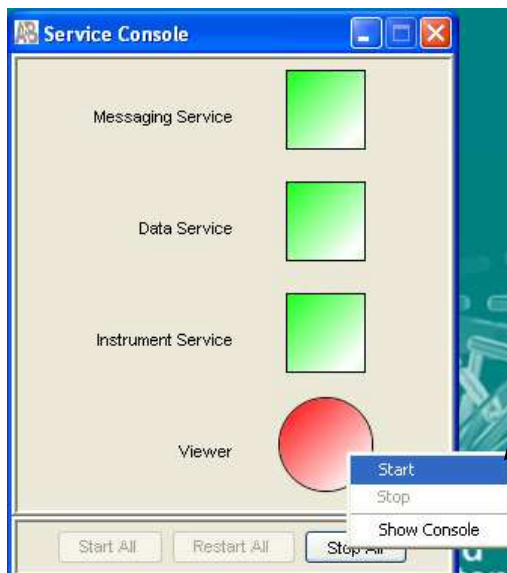
Service Console window– LEAVE IT RUNNING →



Viewer →

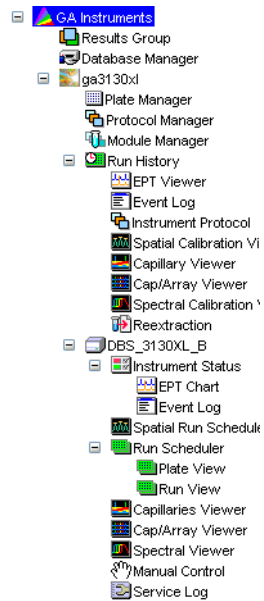


- 6. IF THE VIEWER WINDOW IS ACCIDENTALLY CLOSED, RIGHT-CLICK ON THE RED CIRCLE OF THE VIEWER SERVICE ICON IN THE SERVICE CONSOLE, MOUSE DOWN TO 'START' AND LEFT-CLICK ON THE CHOICE TO RESTORE THE VIEWER WINDOW.**



Right-click on the red circle and then left-click on the 'Start' option.

7. Click on the '+' symbols on each item on the left side of the viewer to expand the list. Click all '+' symbols that appear until they turn to '-' symbols and the list appears similar to this:

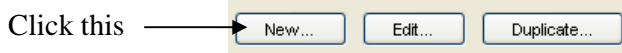


## B. Creating a Plate Record

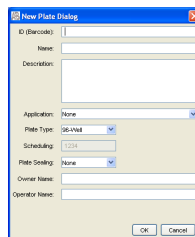
1. Click on the Plate Manager entry on the left-hand list of items to highlight it:



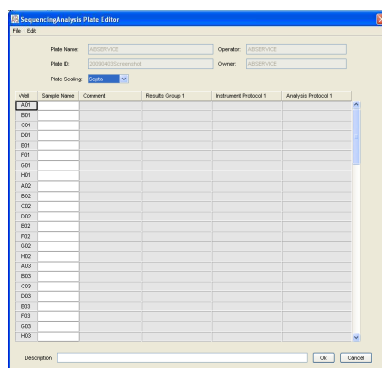
2. The Plate Manager appears on the main area of the Viewer. Click on the 'New' button found at the bottom of the Plate Manager



3. A New Plate dialog box appears. Fill in the appropriate entries. 'ID (Barcode)' is a mandatory field: you can enter the name of the plate here. 'Name' is the name of the plate. Choose the appropriate application from the drop-down list: for sequencing, choose 'SequencingAnalysis'. Choose '**96-well**' as the 'Plate-Type' from the drop-down list. Choose '**septa**' as the 'Plate Sealing' method from the drop-down list. Fill in the 'Owner Name' and 'Operator Name' entries to facilitate data collection. Click on the 'OK' button to proceed.

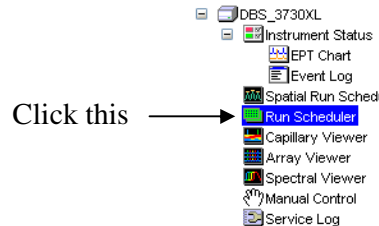


4. A Plate Editor window appears. Fill in the sample names (ensure correspondence of sample names with well positions) and the appropriate Results Group, Instrument Protocol and Analysis Protocol. Write comments, if desired. Do not give sample names to empty wells, leave them blank. Click on the 'OK' button to proceed.



## C. Running a Plate

1. Click on the Run Scheduler entry on the left-hand list to highlight it.



2. Prepare the plate assembly. Ensure that you have assembled the plate, septum, base and retainer properly to prevent damage to the capillaries.
3. Open the plate Stacker by grasping the lower edge and pulling it toward you. You may open the Stacker even while the instrument is collecting data as long as the autosampler is not moving plates from or to the stacker.




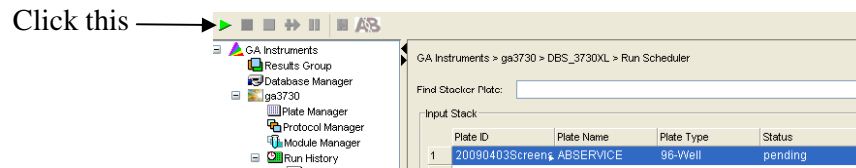
4. Open the 'IN' door inside the 'Stacker'. Orient the plate assembly so that the beveled corner of the plate faces you. Carefully place the plate assembly inside the 'IN' stack. Take plates out of the 'OUT' stack if it is full. Ensure both the 'IN' and 'OUT' doors of the Stacker are firmly closed. Close the Stacker by pushing it against the instrument until it clicks into place.



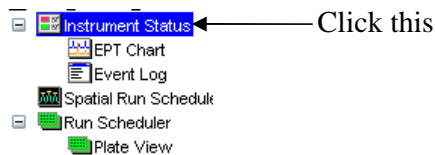
- Click on the 'Search And Add' button to find your plate



- Select your plate from the list. Its status should be 'pending'. Once you've successfully added the plate to the Input stack, click on the  button at the upper left corner of the Viewer to start the run. The software will tell you that you are about to start a run. Click on the 'OK' button to proceed. If you are running multiple plates, ensure that the plates are listed in the order you have placed them in the Stacker.

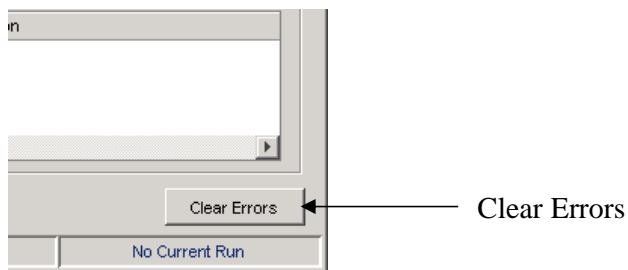
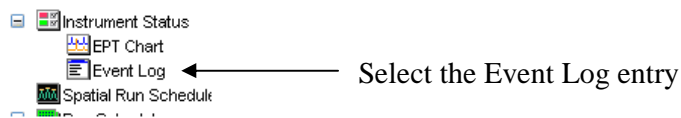
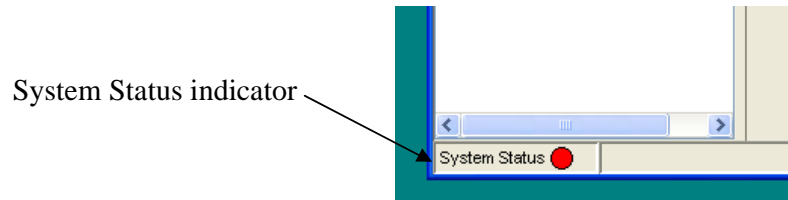


- Click on Instrument Status on the left-hand list to leave the instrument in the Instrument Status view.



## D. Troubleshooting

If you see the system status indicator at the bottom left hand corner turns to a blinking red circle, you will not be able to send the instrument any more commands. Select the Event Log entry from under the Instrument Status entry. Take note of the error on the main screen of the Viewer, then find and click on the Clear Errors button on the lower right-hand corner of the Viewer. This should change the System Status back to a green triangle (▶).



If you are still unable to control the instrument, you may have to restart the Data Collection software using the Service Console. Click on the 'Stop All' button, wait until all services change into red circles. Click on the 'Start All' button, log in and proceed as normal.

