
Uploading protocols and Assay Control Sets to the QIAAsymphony® SP via the USB stick

This document describes how to upload protocols and Assay Control Sets to the QIAAsymphony SP using the USB stick supplied with the QIAAsymphony SP.

IMPORTANT: Read the *QIAAsymphony SP User Manual*, paying careful attention to the safety information, before beginning this procedure.

Downloading protocol/Assay Control Set files

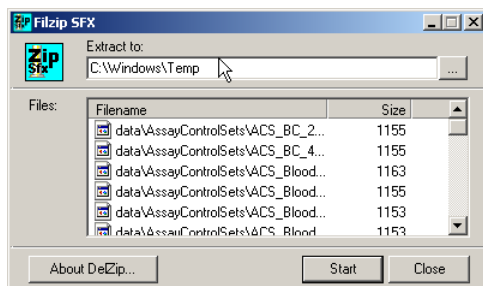
1. Go to the QIAAsymphony Resource page at www.qiagen.com/QIAAsymphony/Resources.
2. Click the link “QIAAsymphony+applications+vX Executable (Self Extracting EXE)” to download and save the zipped protocol/Assay Control Set files to your computer.


Extracting the protocol/Assay Control Set files

1. Connect the USB stick supplied with the QIAAsymphony SP to your computer and save all existing files and folders on the USB stick to your PC.

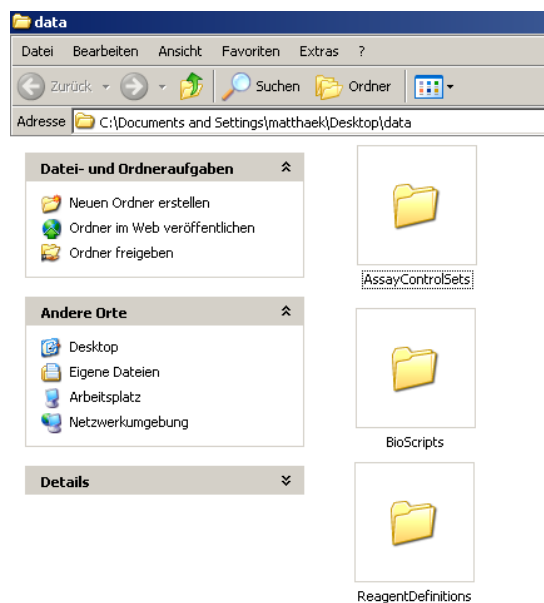
This enables a backup copy of the files to be made.

2. Delete the files and folders on the USB stick.
3. Double-click the filename QIAAsymphony+applications+vX. The “Filzip SFX” dialog box appears.



4. Click  and select the drive for the USB stick. Make sure to select the root directory of the USB stick. To start the extraction process, click "Start". The necessary folders containing the protocol/Assay Control Set and ReagentDefinitions files will be generated on your USB stick.

The root directory contains a "data" folder, in which the "AssayControlSets" folder, "BioScripts" folder and the ReagentDefinition folder is located.

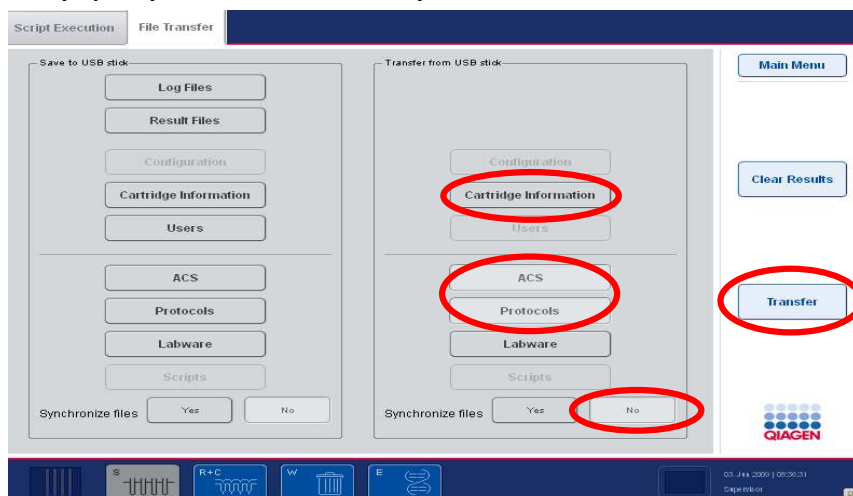


Note: If you cannot extract the files directly onto the USB stick, extract them to your PC.

5. Make sure that the folders have been installed. If not, extract the protocols, Assay Control Sets and ReagentDefinitions to your PC. Create a "data" folder in the root directory of the USB stick and then create an "AssayControlSets" folder, "BioScripts" folder and "ReagentDefinitions" folder within the "data" folder. Copy the BioScript, Assay Control Set and "ReagentDefinitions" files from your PC to the relevant folders on the USB stick.
6. Remove the USB stick from your computer using the "Safely remove hardware" function.

Uploading protocol/Assay Control Set files to the QIAasymphony SP

1. Close all drawers and hood.
2. Switch on the QIAasymphony SP and wait until the "Sample Preparation" screen appears and the initialization procedure has finished.
3. Log in to the QIAasymphony SP as "Supervisor".
4. Insert the USB stick (provided with the instrument) into one of the USB ports at the front of the QIAasymphony SP.
5. Select "Main Menu" followed by "Service".
6. Select the "File Transfer" tab.
7. Press "Protocols" and/or "ACS" and/or "Cartridge Information" in the "Transfer from USB stick" panel. If you want to keep existing protocols and Assay Control Sets on the QIAasymphony SP, make sure to set "Synchronize files" to "No".



Note: If you set "Synchronize files" to "Yes", all protocols and/or Assay Control Sets that have a different name to the files being transferred will be deleted from the QIAasymphony SP.

8. Press the "Transfer" button in the command bar of the screen to transfer the files from the USB stick to the QIAasymphony SP.

Note: After successful data transfer, a message will appear confirming the data transfer.

9. Press "OK" followed by the "Main Menu" button.
10. Remove the QIAasymphony SP USB stick from the USB port.
11. Switch off the system and wait until the power button flashes
12. Switch on the system
13. The protocols and/or Assay Control Sets are ready to use.

Troubleshooting guide

For more detailed information about troubleshooting, read the relevant sections of the *QIAAsymphony SP User Manual*.

Comments	
General troubleshooting	
a) Incorrect USB stick used	Only use the USB stick supplied with the QIAAsymphony SP.
b) Error message displayed during synchronized file transfer	If the message "File transfer failed: E150310 failed to remove folder '/opt/data/BioScripts_bk/' E150314 failed to remove temporary used folders from the device" is displayed, upload the files using the QIAAsymphony Management Console.
c) Protocols and/or Assay Control Sets not available or upload failed	<p>Try uploading the protocols and/or Assay Control Sets again. Make sure that the USB stick is correctly connected to the QIAAsymphony SP and that the green LED is flashing.</p> <p>Check the structure of the folders and files on the USB stick.</p> <p>If the problem persists, contact QIAGEN Technical Services.</p>
d) Failed to unmount USB stick	<p>Make sure that the USB stick is correctly connected to the QIAAsymphony SP and that the green LED is flashing.</p> <p>Check that the protocols and/or Assay Control Set files are in the correct folders on the USB stick. If the file and folder structure is correct, try using the other USB port.</p> <p>If the problem persists, contact QIAGEN Technical Services.</p>

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