

Travel Size Guide



ACCU-CHEK[®] Spirit

Insulin Pump

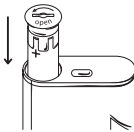


ACCU-CHEK[®]
Live life we'll fit in.

This Travel Size Guide is intended for instructed users only. Please refer to your Accu-Chek Spirit User's Guide for detailed information on your Accu-Chek Spirit pump.

Insert the battery

1. Pump is in **STOP**
2. Remove the battery cover with the battery key/a coin counter-clockwise
3. Insert the battery with the flat (negative) end turned downwards in the battery compartment. The positive end fits in the notch of the battery cover
4. Turn with your battery key/a coin carefully clockwise until it locks
5. The texts for the SELF-TEST appear in the display
6. The pump is in **STOP**



Set the time

1. Press **⏸** until the SET TIME AND DATE menu appears
2. Select by pressing **⏸**
3. Scroll with **⏪** or **⏩** to set the hour
4. Press **⏸** to move to the minutes
5. Continue with pressing **⏸** to change from hour to minute, year, month and day. Change the given data with **⏪** or **⏩**. When finished with all changes, press **⏸**.
6. Pump returns to **STOP** or **RUN** modus as before

Program the basal rate

1. Press **⏸** repeatedly until PROGRAM BASAL PROFILE 1 appears (or, if desired, basal rates 2, 3, 4 or 5)
2. Select the menu with pressing **⏸**
3. Press **⏸**, the 1st hour (beginning at midnight) is shown
4. Press **⏪** or **⏩** to set the desired basal rate for the shown hour
5. Press **⏸** to move to the next hour
6. Confirm by pressing **⏸**. The new daily total is shown. Please check total.
7. Press **⏸** to save the settings, new basal rate becomes active immediately
→ To copy the basal rate: press **⏪** and **⏸** simultaneously, the basal rate of the previous hour is copied to the next hour.

Start and stop insulin delivery

Pump is in RUN

1. Press **⏸** repeatedly until STOP YOUR ACCU-CHEK SPIRIT appears
2. Press **⏸** to confirm
3. Pump is in **STOP**

Pump is in STOP

1. Press **⏸** once
2. Text START YOUR ACCU-CHEK SPIRIT appears
3. Press **⏸** to confirm
4. Pump is in **RUN**

Select User Menu



1. Press **⏸** repeatedly until SELECT USER MENU appears
2. Select menu by pressing **⏸**
3. The current menu is displayed
4. Press **⏪** or **⏩** to select the desired menu
5. Save by pressing **⏸**

If the previously selected basal rate profile is not accessible from the new user menu, there will be dashes in the display.

The «quick» standard bolus

1. Pump is in **RUN**
2. Press **⏸** for 3 seconds until you hear a four-tone beep and feel a vibration. The standard bolus function is activated
3. Press **⏪** repeatedly, until the desired bolus amount is reached. This is based on the bolus increment that you set in your SETUP MENU STANDARD.
4. 5 seconds after you press **⏪** for the last time, the total bolus amount is confirmed with beep and vibration for every set bolus increment
5. 5 seconds after the confirmation the bolus is delivered

To cancel a «quick» standard bolus

During programming

1. Press **⏸** to return the bolus amount to 0.0 units
2. If no new bolus is programmed, the pump will return to **RUN** after 5 seconds

During or after confirmation

1. Press **⏪** or **⏩** until a four-tone beep is heard.
2. Alert A8: BOLUS CANCELLED occurs
3. Press **⏸** twice to confirm

During bolus delivery

1. Press **⏪** or **⏩** until a four-tone beep is heard.
2. Alert A8: BOLUS CANCELLED occurs
3. Press **⏸** twice to confirm

Temporary basal rate (TBR)

1. Pump is in **RUN**
2. Press **⏸** until the TEMPORARY BASAL RATE menu appears
3. Select by pressing **⏸**, the % for the TBR appears
4. Press/scroll with **⏪** or **⏩** to increase or decrease the basal rate
5. Press **⏸** to move to the duration
6. Press/scroll **⏪** or **⏩** to set the duration
7. Press **⏸** to toggle between duration and %
8. Press **⏸** to save and close
9. The programmed temporary basal rate is activated immediately
10. At the end of the TBR, alert A7: TBR END occurs
11. Press **⏸** twice to confirm

To cancel a temporary basal rate (TBR)

During programming

1. Press **⏸** and **⏪** simultaneously to return to the TBR menu
or
2. Wait until the pump automatically returns to **RUN** after 20 seconds
or
3. Return the percentage to 100% and press **⏸**

During delivery

1. Pump is in **RUN**, press **⏸** repeatedly, until TBR menu appears
2. Press **⏸** to select, the percentage for the TBR appears
3. Press/scroll **⏪** or **⏩** to return the basal rate to 100%
4. Close and save by pressing **⏸**
5. Alert A6: TBR CANCELLED occurs
6. Press **⏸** twice to confirm

Prepare the cartridge

1. Remove the protective cover of the cartridge.
2. Place the adapter on the cartridge and press firmly.
3. If necessary remove the protective cover of the infusion set.
4. Turn the infusion set clockwise on the thread of the adapter.
Do NOT overtighten.

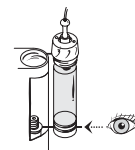


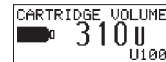
Return the piston rod

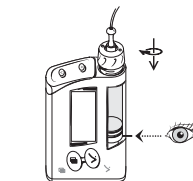
1. Pump is in **STOP**
2. Press **⏸** until CHANGE THE CARTRIDGE appears
3. Press **⏸** to confirm
4. REMOVE CARTRIDGE starts to flash
5. Remove the empty cartridge
6. Press **⏸** for 3 seconds until the piston rod starts to return
7. After the piston rod has returned the cartridge volume flashes

Insert the cartridge

1. Keep the cartridge with attached adapter turned upwards
2. Keep it parallel and close to the cartridge compartment
3. Colored bottom end of adapter must be exactly at the same level as the top of the pump housing



4. Press **⏪** or **⏩** repeatedly to move the piston rod forward until base of the piston rod is at the same level as the bottom end of cartridge
- 
5. Insert the cartridge in the cartridge compartment
 6. Turn the adapter clockwise into the lock position
 7. The bottom end of the plug and the top of the piston rod must fit exactly



8. Press **⏸** to confirm the cartridge volume
9. Pump starts a self-test

! Remove the cartridge if there is space between bottom end of plug and top of the piston rod and move the piston rod forward again.

Prime the infusion set

1. Pump is in **STOP**
2. Press **⏻** repeatedly until text **PRIME INFUSION SET** appears
3. Press **⏻** to select.
4. Text **START PRIMING** and priming volume appears
5. Press **⏻** for 3 seconds, priming process starts
6. The infusion set must be free of air bubbles and the insulin must drip from the end of the needle
7. Priming process can be interrupted by pressing any key
8. Pump returns to **STOP**

Change the infusion set

1. Pump is in **STOP**
2. Remove the infusion set from your infusion site
3. Remove the infusion set from the adapter without touching the tip of the cartridge
4. Screw the new infusion set carefully into the adapter until it is firmly attached
5. Prime the new infusion set

Change alarm signals

1. Press **⏻** repeatedly until **STANDARD SETUP** appears
2. Press **⏻** to select
3. Press **⏻** repeatedly until alarm signals function appears
4. Press **⏪** or **⏩** to set the desired alarm signal
5. Close and save by pressing **⏻**

Review the history

1. Pump in **RUN** or **STOP**
2. Press **⏻** repeatedly until **INFORMATION** menu appears
3. Press **⏻** to select

- a) **of daily totals**
 4. Press **⏻** repeatedly until **DAILY TOTALS** appears
 5. Press **⏪** or **⏩** to review the data
 - b) **of alerts/errors**
 4. Press **⏻** repeatedly, **ALARM HISTORY** appears
 5. Press **⏪** or **⏩** to review the data
 - c) **of temporary basal rates**
 4. Press **⏻** repeatedly, **TBR HISTORY** appears
 5. Press **⏪** or **⏩** to review the data
6. Press **⏻** to close
 7. Pump in **STOP** or **RUN** again

KeyLock

1. Press **⏻** repeatedly until **STANDARD SETUP** menu appears
2. Press **⏻** to select
3. The current KeyLock status (**ON** or **OFF**) is displayed
4. Press **⏪** or **⏩** to turn KeyLock **ON** or **OFF**
5. Close and save by pressing **⏻**
6. When the KeyLock is on and no key is pressed (in **RUN** or in **STOP**), all four keys are locked automatically

Unlock the keys

7. Press **⏻** + **⏻** simultaneously until you hear three beeps (in **RUN**) or one (in **STOP**) beep
8. You may now operate the keys
9. If no key is pressed within 10 seconds (in **RUN** or **STOP**), the four keys are locked again automatically

Adjust the beep volume

1. Press **⏻** repeatedly until the **STANDARD SETUP** menu appears (in **RUN** or **STOP**)
2. Press **⏻** to select
3. Press **⏻** repeatedly to move to the **BEEP VOLUME** function
4. Press **⏪** or **⏩** to adjust the volume
5. Close and save by pressing **⏻**

ALARM/ALERTS

For every alert and error it is recommended to consult your User's Guide for additional detailed information!

A1 CARTRIDGE LOW

1. 2 x **⏻** to confirm
2. Replace the cartridge as soon as possible

A2 BATTERY LOW

1. 2 x **⏻** to confirm
2. Replace the battery within a few hours

A3 REVIEW TIME AND DATE

1. 2 x **⏻** to confirm
2. Check the date and the time and correct, if necessary

A4 ALARM CLOCK

1. 2 x **⏻** to confirm
2. Put the pump into **RUN** (if necessary)

A5 PUMP TIMER ALERT

1. 2 x **⏻** to confirm
2. Put the pump into **RUN** (if necessary)
3. Check **INFORMATION** screen
4. Contact your local HelpDesk

A6 TBR CANCELLED

1. 2 x **⏻** to confirm
2. Put the pump into **RUN** (if necessary)
3. Ensure whether this is cancellation was intended
4. Program (if necessary) a new temporary basal rate

A7 TBR OVER

1. 2 x **⏻** to confirm
2. Put the pump into **RUN** (if necessary)

A8 BOLUS CANCELLED

1. 2 x **⏻** to confirm
2. Ensure whether this cancellation was intended
3. Program (if necessary) a new bolus

E1 CARTRIDGE EMPTY

1. 2 x **⏻** to confirm
2. Change the cartridge immediately

E2 BATTERY DEPLETED

1. 2 x **⏻** to confirm
2. Change the battery immediately

E3 AUTOMATIC OFF

1. 2 x **⏻** to confirm

E4 OCCLUSION

1. 2 x **⏻** to confirm

E5 END OF OPERATION

1. 2 x **⏻** to confirm
2. Arrange immediate replacement of your insulin pump
3. Contact your healthcare professional team

E6 MECHANICAL ERROR

1. 2 x **⏻** to confirm

E7 ELECTRONIC ERROR

1. 2 x **⏻** to confirm

E8 POWER INTERRUPT

1. 2 x **⏻** to confirm

E10 CARTRIDGE ERROR

1. 2 x **⏻** to confirm

E11 SET NOT PRIMED

1. 2 x **⏻** to confirm
2. Prime your infusion set

E12 DATA INTERRUPTED

1. 2 x **⏻** to confirm
2. Restart the data transfer

E13 LANGUAGE ERROR

1. 2 x **⏻** to confirm

E14 INSULIN CHANGED

1. 2 x **⏻** to confirm

Distributed by:

United Kingdom:

Roche Diagnostics Ltd.
Bell Lane, Lewes, UK-East Sussex BN7 1LG
Phone +44 1273 480444, Fax +44 1273 480266
lewes.insulinpumps@roche.com

Australia:

Roche Diagnostics Australia Pty. Ltd.
31 Victoria Avenue, AU-Castle Hill, NSW 2154
Phone +61 2 9860 2100 (Pump Hotline)
Fax 1800 066 598 (Orders)
sydney.accu-chekextra@roche.com

New Zealand:

Roche Diagnostics N.Z. Ltd
P.O. Box 62-089, NZ-15 Rakino Way
Mt. Wellington, Auckland
Phone +64 9 276 4157, Fax +64 9 276 8917
www.extracare.co.nz

 Disetronic Medical Systems AG
CH-3401 Burgdorf, Switzerland
www.accu-chek.com

Other Country Contacts:

AT +43 1 27787-0
DE 0180 2 000 412
DK +45 36 39 99 54
FI +358 9 5253 3363
FR +33 4 76 76 31 90
IT +39 039 28 17 1
NL 0800-022 05 85
NO +47 233 73 300
PL +48 22 851 26 00
SE +46 (0)20-41 00 42
US +1 800 280 7801



ACCU-CHEK,
ACCU-CHEK SPIRIT
are trademarks of
a Member of the
Roche Group.

SOS

I am a diabetic patient being treated with an insulin pump. This pump continuously delivers insulin via a tube into my skin. If I show abnormal behavior or am unconscious I am most probably suffering from a hypoglycaemia. Please pull the tube with the needle out of my skin or cut the tube off directly at the needle. If I am able to swallow, give me sugar in some form. Notify a doctor, hospital or ambulance.

Emergency Card

of:

Name

Address

Phone

In case of emergency please contact:

Name

Phone

Medical Certificate

This is to certify that

Mrs/Mr _____

Date of birth _____

has DIABETES MELLITUS.

She/He has to rely on regular supply of insulin with the insulin pump Accu-Chek Spirit, Serial No. _____ which he/she carries with him/her.

Place and date

Name of doctor

Phone

Fax

Signature

Stamp