Travel Size Guide
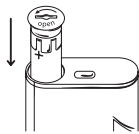
ACCU-CHEK® Spirit

Insulin Pump

Roche

ACCU-CHEK®

Live life. The way you want.

This Travel Size Guide is intended for instructed users only. Please refer to your Accu-Chek Spirit User 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 counterclockwise.
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 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 RATE 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 appears.
2. Press ⊘ to confirm.
3. Pump is in **STOP**.

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

Select User Menu

```
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 ADVANCED.
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 reset 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.

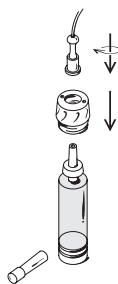## To cancel a temporary basal rate (TBR)

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.
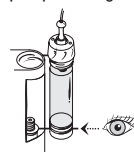4. Turn the infusion set clockwise on the thread of the adapter. Do NOT overtighten.
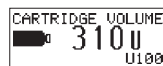
Return the piston rod

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.
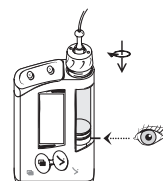
Insert the cartridge

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.

```
CARTRIDGE VOLUME
    310 U
         U100
```

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 THE 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 SETUP MENU STANDARD 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 data memory (INFORMATION)

1. Pump is in **RUN** or **STOP**.
2. Press ◉ repeatedly until INFORMATION menu appears.
3. Press ⊘ to select.
4. Press ◉ repeatedly to select:
   a) BOLUS HISTORY
   b) ALARM HISTORY
   c) DAILY TOTALS
   d) TEMPORARY BASAL RATE HISTORY
   e) PUMP TIMER
5. Press ⌃ or ⌄ to review the entries.
6. Press ⊘ to close.
7. Pump in **STOP** or **RUN** again.

KeyLock

1. Press ◉ repeatedly until SETUP MENU STANDARD 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 ⊘.
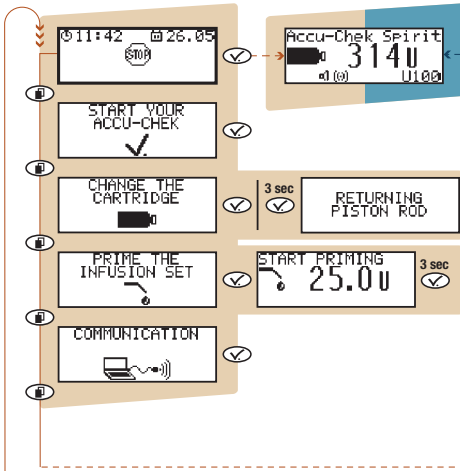6. When the KeyLock is on and no key is pressed (in **RUN** or in **STOP**), all four keys are locked automatically.

Unlock the keys
7. Press ◉ + ⊘ simultaneously until you hear three beeps (in **RUN**) or one beep (in **STOP**).
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 SETUP MENU STANDARD 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 ⊘.

in STOP

⏱11:42 📅26.05
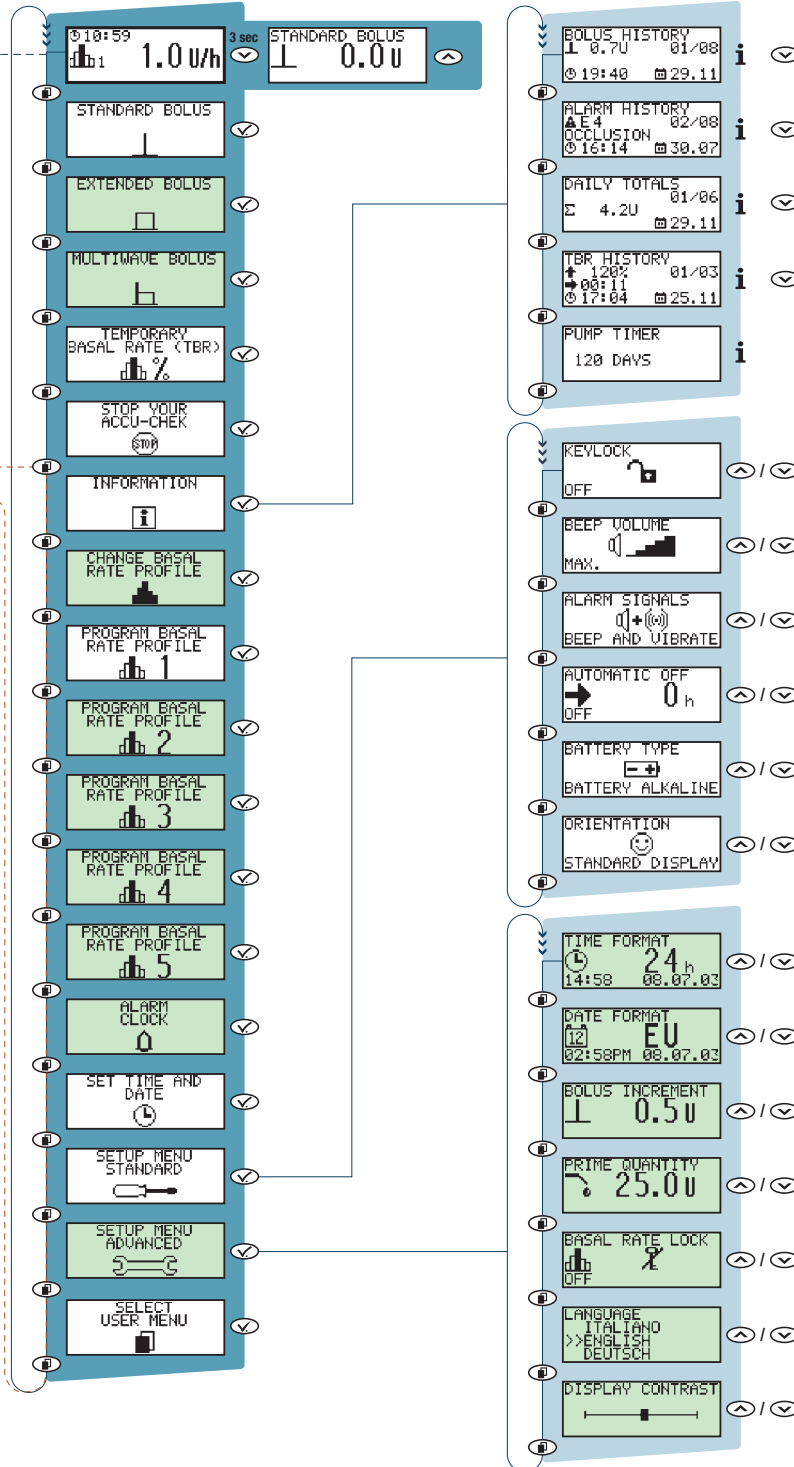🛑

Accu-Chek Spirit
◼ **314 u**
🔊((•)) U100

START YOUR
ACCU-CHEK
✓

CHANGE THE
CARTRIDGE
◼

PRIME THE
INFUSION SET
⤵

COMMUNICATION
💻••))

3 sec → RETURNING
PISTON ROD

START PRIMING
⤵ **25.0 u** **3 sec**

Additional functions

Backlight	◠
Unlock the KeyLock	3 sec 🔒 + ◡
Backward loop	🔒 + ◠
Copy hourly basal rate	◠ + ◡
Turn off the **STOP** Warning	3 sec ◠ or ◡

If you have selected a function or information screen and press ◡ the insulin pump returns to **RUN** or **STOP**.

in RUN

⏱10:59 **3 sec** STANDARD BOLUS
📊1 **1.0 u/h** ⊥ **0.0 u**

STANDARD BOLUS
⊥

EXTENDED BOLUS
◻

MULTIWAVE BOLUS
◳

TEMPORARY
BASAL RATE (TBR)
📊 %

STOP YOUR
ACCU-CHEK
🛑

INFORMATION
ℹ

CHANGE BASAL
RATE PROFILE
📊

PROGRAM BASAL
RATE PROFILE
📊 1

PROGRAM BASAL
RATE PROFILE
📊 2

PROGRAM BASAL
RATE PROFILE
📊 3

PROGRAM BASAL
RATE PROFILE
📊 4

PROGRAM BASAL
RATE PROFILE
📊 5

ALARM
CLOCK
🔔

SET TIME AND
DATE
🕐

SETUP MENU
STANDARD
🔧

SETUP MENU
ADVANCED
⚙

SELECT
USER MENU
◼

function and information screens

BOLUS HISTORY
⊥ 0.7U   01/08
⏱19:40   📅29.11 ℹ

ALARM HISTORY
▲E 4   02/08
OCCLUSION
⏱16:14   📅30.07 ℹ

DAILY TOTALS   01/06
Σ   4.2U
📅29.11 ℹ

TBR HISTORY
↑ 120%   01/03
⤵00:11
⏱17:04   📅25.11 ℹ

PUMP TIMER
120 DAYS ℹ

KEYLOCK
🔓
OFF ◠/◡

BEEP VOLUME
🔊▃▄
MAX. ◠/◡

ALARM SIGNALS
🔊+((•))
BEEP AND VIBRATE ◠/◡

AUTOMATIC OFF
➡ **0** h
OFF ◠/◡

BATTERY TYPE
▭+
BATTERY ALKALINE ◠/◡

ORIENTATION
☺
STANDARD DISPLAY ◠/◡

TIME FORMAT
🕐 **24** h
14:58   08.07.03 ◠/◡

DATE FORMAT
12 **EU**
02:58PM 08.07.03 ◠/◡

BOLUS INCREMENT
⊥ **0.5 u** ◠/◡

PRIME QUANTITY
⤵ **25.0 u** ◠/◡

BASAL RATE LOCK
📊 🔏
OFF ◠/◡

LANGUAGE
ITALIANO
>>ENGLISH
DEUTSCH ◠/◡

DISPLAY CONTRAST
├──◼──┤ ◠/◡

▭ STANDARD and ADVANCED MENU

▨ ADVANCED MENU

ALARM/ALERTS

For every alert and error it is recommended that you consult your User Guide for additional detailed information!

A1 CARTRIDGE LOW
1. Press 2 × ◡ to confirm.
2. Replace the cartridge as soon as possible.

A2 BATTERY LOW
1. Press 2 × ◡ to confirm.
2. Replace the battery within a few hours.

A3 REVIEW TIME AND DATE
1. Press 2 × ◡ to confirm.
2. Check the date and the time and correct, if necessary.

A4 ALARM CLOCK
1. Press 2 × ◡ to confirm.
2. Put the pump into **RUN** (if necessary).

A5 PUMP TIMER ALERT
1. Press 2 × ◡ to confirm.
2. Put the pump into **RUN** (if necessary).
3. Check INFORMATION screen.
4. Contact your local HelpDesk.

A6 TBR CANCELLED
1. Press 2 × ◡ to confirm.
2. Put the pump into **RUN** (if necessary).
3. Ensure that this cancellation was intended.
4. Program a new temporary basal rate (if necessary).

A7 TBR OVER
1. Press 2 × ◡ to confirm.
2. Put the pump into **RUN** (if necessary).

A8 BOLUS CANCELLED
1. Press 2 x ◡ to confirm.
2. Ensure that this cancellation was intended.
3. Program a new bolus (if necessary).

E1 CARTRIDGE EMPTY
1. Press 2 × ◡ to confirm.
2. Change the cartridge immediately.

E2 BATTERY DEPLETED
1. Press 2 × ◡ to confirm.
2. Change the battery immediately.

E3 AUTOMATIC OFF
1. Press 2 × ◡ to confirm.
2. Put the pump into **RUN** (if necessary).

E4 OCCLUSION
1. Press 2 × ◡ to confirm.
2. Check blood glucose level.
3. Change cartridge and infusion set.
4. Prime the set and put the pump in **RUN**.

E5 END OF OPERATION
1. Press 2 × ◡ to confirm.
2. Arrange immediate replacement of your insulin pump.
3. Contact your healthcare professional team.

E6 MECHANICAL ERROR
1. Press 2 × ◡ to confirm.
2. Disconnect the infusion set and remove the cartridge.
3. Exchange the battery.
4. Activate the CHANGE THE CARTRIDGE function.
5. Reinsert the cartridge and connect a new infusion set.
6. Prime the set and put the pump in **RUN**.

E7 ELECTRONIC ERROR
1. Disconnect the infusion set.
2. Exchange the battery.
3. Reconnect the infusion set.

E8 POWER INTERRUPT
1. Press 2 × ◡ to confirm.

E10 CARTRIDGE ERROR
1. Press 2 × ◡ to confirm.
2. Disconnect the infusion set and remove the cartridge.
3. Activate the CHANGE THE CARTRIDGE function.
4. Reinsert the cartridge and connect a new infusion set.
5. Prime the set and put the pump in **RUN**.

E11 SET NOT PRIMED
1. Press 2 × ◡ to confirm.
2. Disconnect and prime the infusion set.

E12 DATA INTERRUPTED
1. Press 2 × ◡ to confirm.
2. Restart the data transfer.

E13 LANGUAGE ERROR
1. Press 2 × ◡ to confirm.

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