

## User Guide

# Steritest® Symbio Software



MilliporeSigma is the U.S. and Canada Life Science business of Merck KGaA, Darmstadt, Germany.

## Disclaimer

The Steritest® Symbio Software is not intended to replace the user's quality management system (QMS), which should be in place to comply with good manufacturing practices.

The software helps users to create and modify test methods in classic word processor format and to update the Steritest® Symbio Pump.

This software is only a support/guide to the operator work during the testing steps on the pump. The operator may modify the test parameters (speed and timer) on the pump.

The recording, verification, and validation of the test methods transferred shall comply with the user's quality system.

This system does not manage electronic records under 21CFR11, EU GMP Annex 11 regulations, or GMP predicate rules.

## Notice

The information in this document is subject to change without notice and should not be construed as a commitment by Millipore SAS, Molsheim, France. Millipore SAS assumes no responsibility for any errors that may appear in this document. This manual is believed to be complete and accurate at the time of publication. In no event shall Millipore SAS be liable for incidental or consequential damages in connection with or arising from the use of this manual.

## Technical Assistance

For more information: In the U.S., call 1-800-MILLIPORE (1-800-645-5476), or visit [www.sigmaaldrich.com/techservice](http://www.sigmaaldrich.com/techservice)

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## Introduction

The Steritest® Symbio Software is used to create and manage sterility test methods on a computer, and transfer them to the Steritest® Symbio Pump.

Once the test methods are transferred to the pump, in the Test Method Mode, a test method can be selected. The instructions for completing the procedure appear on the pump screen. The pump speed, timer, and pressure mode are preset for each step.

The Steritest® Symbio Pump is controlled through the pump control panel (see the **Steritest® Symbio Pump User Guide**).

# Installing/Configuring the Software and Pump

The computer is used to create and manage the test methods, and to transfer them to the Steritest® Symbio Pump. The computer also stores the backup files.

## System Requirements

Install the Steritest® Symbio Software on a computer that meets the following requirements:

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### NOTE

Administrator access to the computer is required for the installation of the Steritest® Symbio Software.

Access to this computer and to the Steritest® Symbio Software should be restricted to authorized users.

All screen shots shown in this user guide are examples and may vary from one computer to another.

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- Minimum RAM memory: 512 MB; 1 GB recommended
- Minimum disk space: 100 MB
- Processor: minimum 1 GHz recommended
- Minimum screen resolution: 1024 x 768; 1280 x 1024 recommended
- Supported operating systems:
  - Microsoft Windows XP® Service Pack 3 (32 bits and 64 bits)
  - Microsoft Windows Vista® 32 bits and 64 bits
  - Microsoft Windows 7® 32 bits and 64 bits
  - Microsoft Windows 8® 32 bits and 64 bits
- Microsoft .NET Framework 4.0.
- Windows Installer 3.1

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### NOTE

If the Microsoft .NET Framework 4.0 and the Microsoft Installer 3.1 are not installed on the host computer, the setup program will automatically download them from the Microsoft server and install them. An Internet connection is required.

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- A pdf viewer to display the user guide

## Installing the Software

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### NOTE

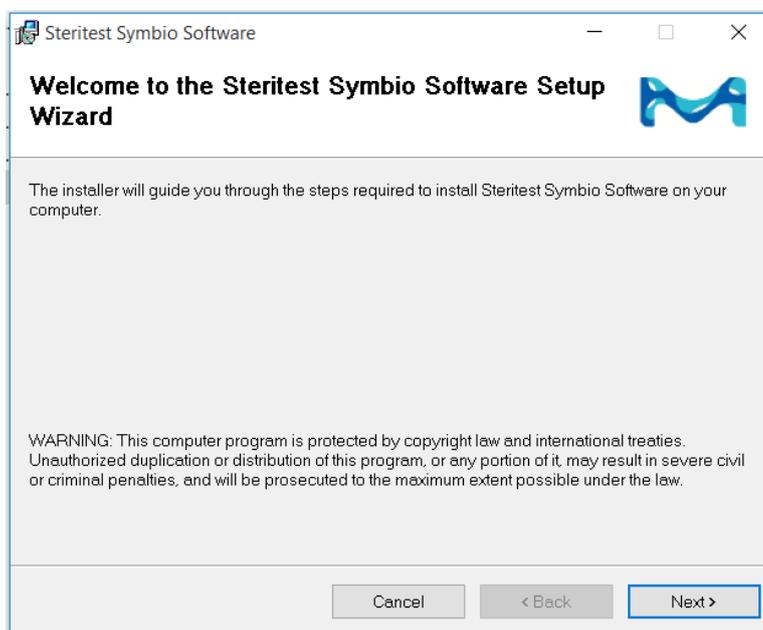
Previous versions of the Steritest® Symbio Software are removed automatically when a new version is installed. The test methods library, the transfer files, the selected language, and password are not affected.

The installation of the Steritest® Symbio Software does not prevent the use of the Steritest® Equinox Pump PC Software.

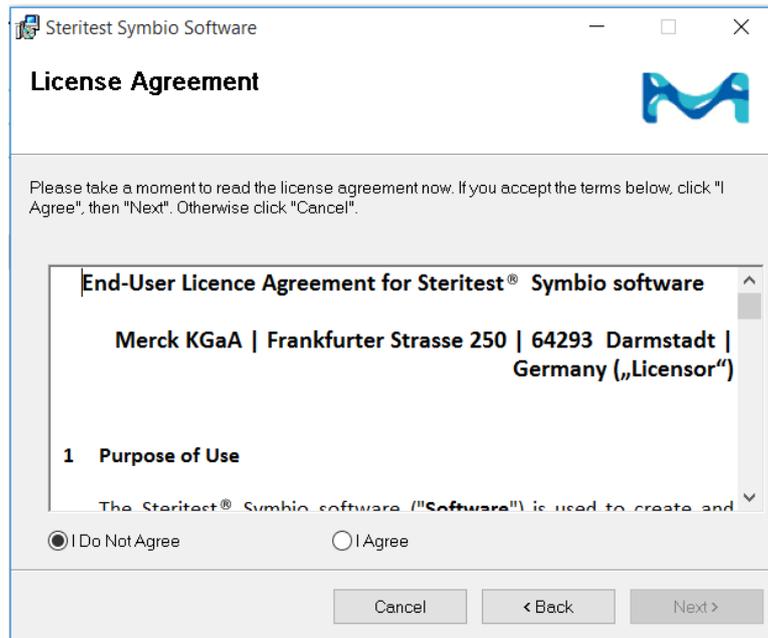
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To install the software:

1. Download the latest version of the Steritest® Symbio Software at [www.sigmaaldrich.com/steritest-symbio-software](http://www.sigmaaldrich.com/steritest-symbio-software)
2. Close the web browser.
3. Open the folder where the zipped file containing the setup files was saved.
4. Extract the setup files.
5. Double-click the Setup.exe file to start the installation. The installation wizard for the Steritest® Symbio Software displays.



6. Click **Next**. The **License Agreement** window displays.



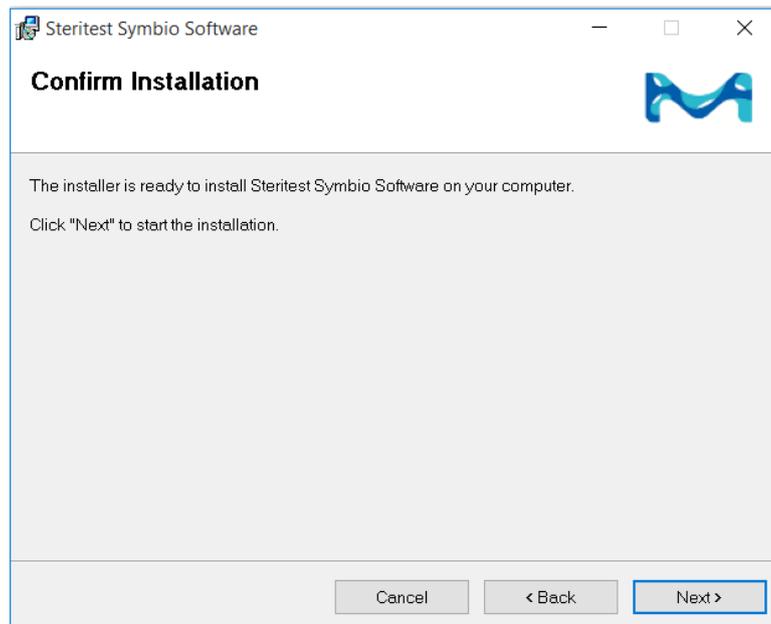
7. Carefully read the end-user license agreement. Click the **I Agree** check box.
8. Click **Next**. A **Confirm Installation** message displays indicating that the software is ready to be installed.

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**NOTE**

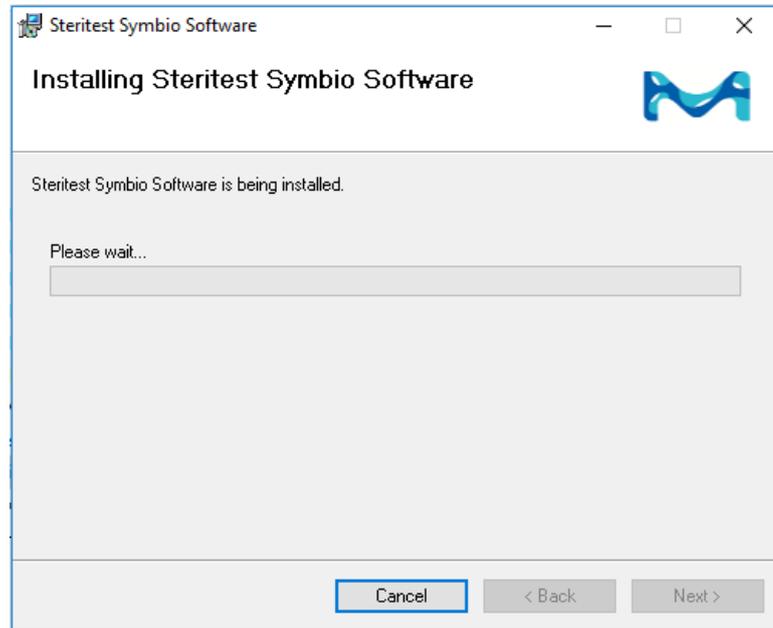
The software is installed in C:\Program Files\Steritest

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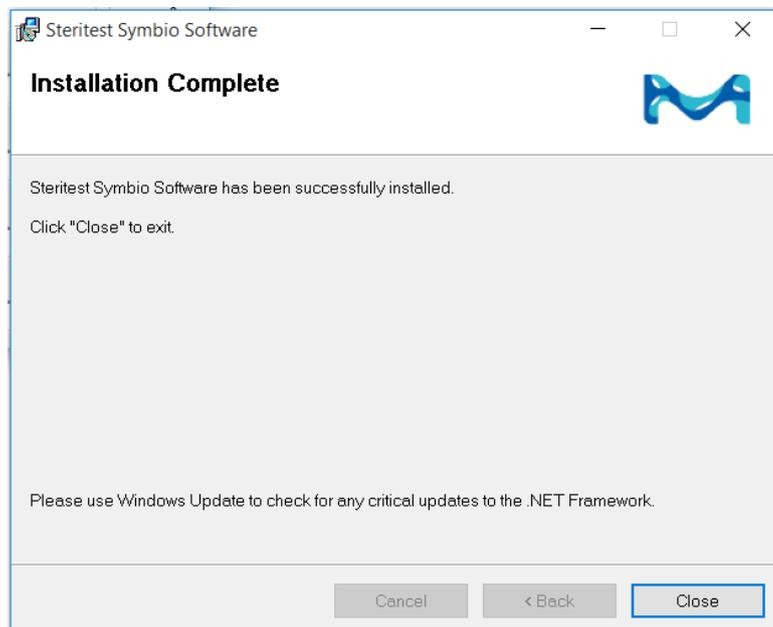


9. Click **Next** to start the installation.

During the installation, the **Installing Steritest® Symbio Software** window displays; a progress bar indicates the installation progress.



10. When the installation is complete, the **Installation Complete** window displays. Click **Close** to exit.



The Steritest® Symbio Software icon  displays on the desktop.

## Configuring Pump-to-Computer Communication

### Configuration/Connection Options

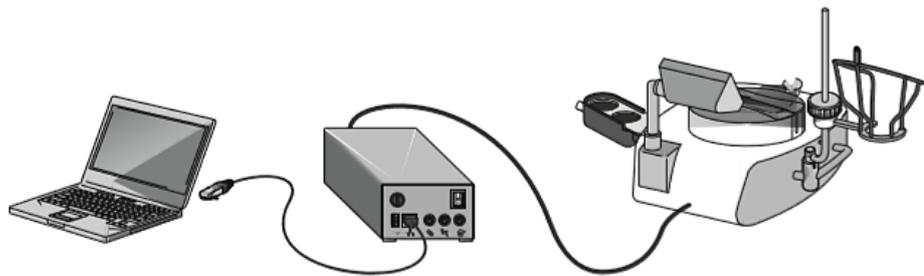
Three different configuration options can be used to transfer test methods from the Steritest® Symbio Software to the Steritest® Symbio Pump. The choice of configuration depends on the network infrastructure in the laboratory where the Steritest® Symbio Pump is used, as well as common practices of the company.

- The Steritest® Symbio Pump can be connected directly to the computer.
- The Steritest® Symbio Pump can be connected to the company network.
- A USB flash drive can be used (one is provided with the pump).

### Connecting the Steritest® Symbio Pump Directly to the Computer

#### Making the Physical Connection

Connect the computer to the pump communication hub with the network cable supplied with the pump.



#### Configuring Computer-to-Network Connection

To enable communication between the computer and the Steritest® Symbio Pump over the Ethernet network, make sure the following firewall settings are made:

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#### NOTE

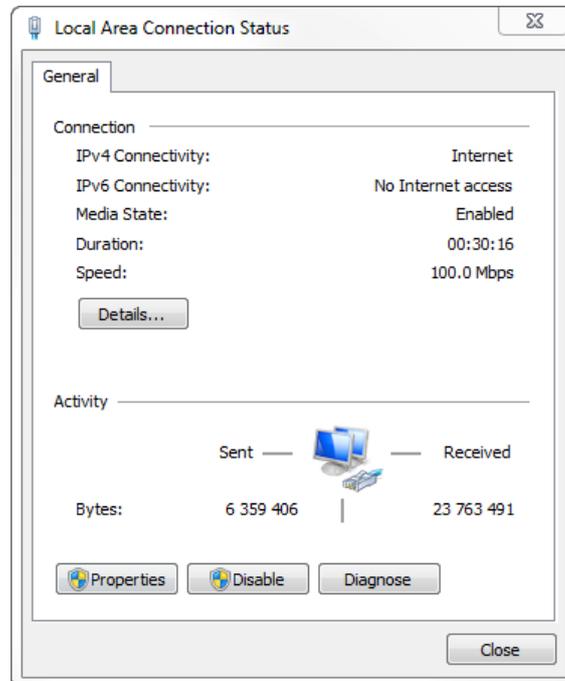
The local network administrator should configure the network. The pump MAC address is displayed in the Network Configuration menu of the pump (see the Steritest® Symbio Pump User Guide).

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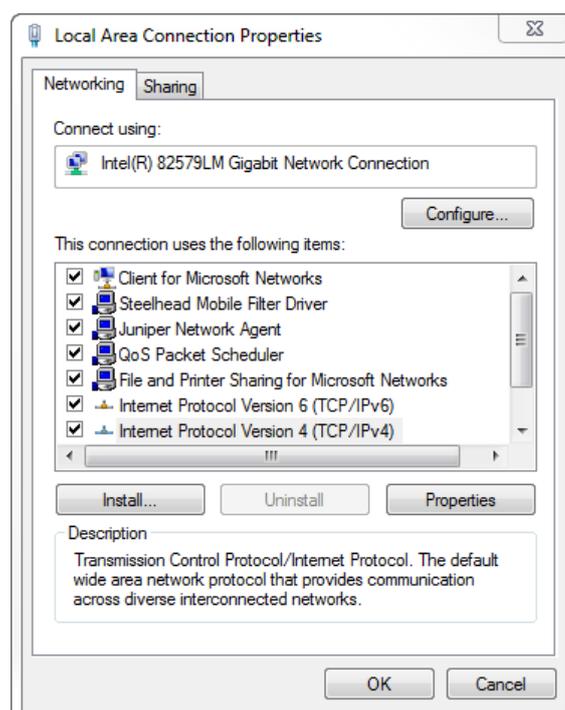
- Enable IP V4 protocol over the Local Area Network.
- Allow FTP communication between Steritest® Symbio Software.exe and the Steritest® Symbio Pump.
- Set up port 3645 for UDP protocol for receiving from and sending to Steritest® Symbio Software.exe.
- Ensure that the Steritest® Symbio Pump is located on the same subnet as the host computer.

To configure the network:

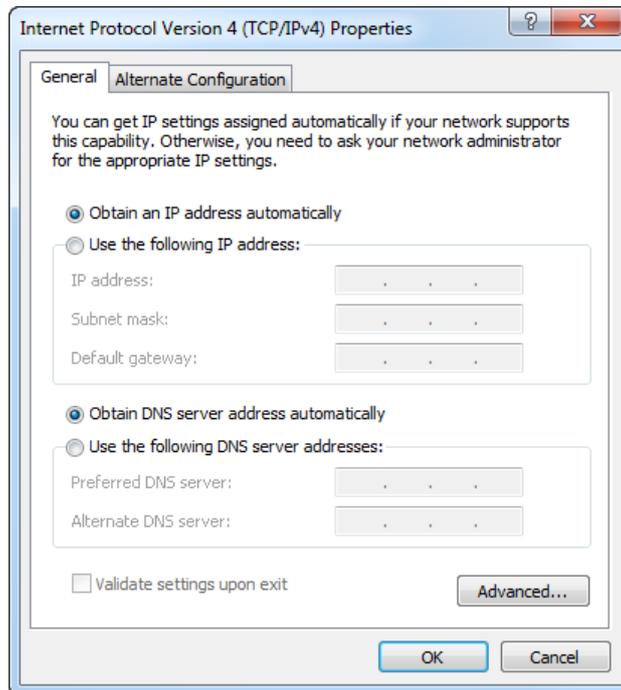
1. From the Start menu on the computer, open the Control Panel and select Network and Sharing Center to open the Network Connections window.
2. Click the Local Area Connection. The Local Area Connection Status window displays.



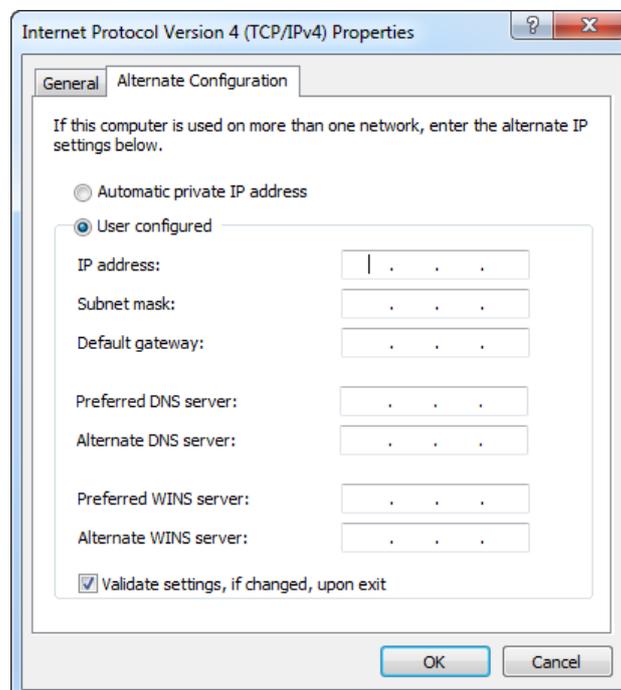
3. Click Properties. The Local Area Connection Properties window displays.



4. Select the **Networking** tab and select Internet **Protocol Version 4 (TCP/IPv4)**. Click **Properties**. The **Internet Protocol Version 4 (TCP/IPv4)** window displays.



5. Select the **Alternate Configuration** tab and select **User configured**.



- Specify the network characteristics for the computer (IP address and Subnet mask).

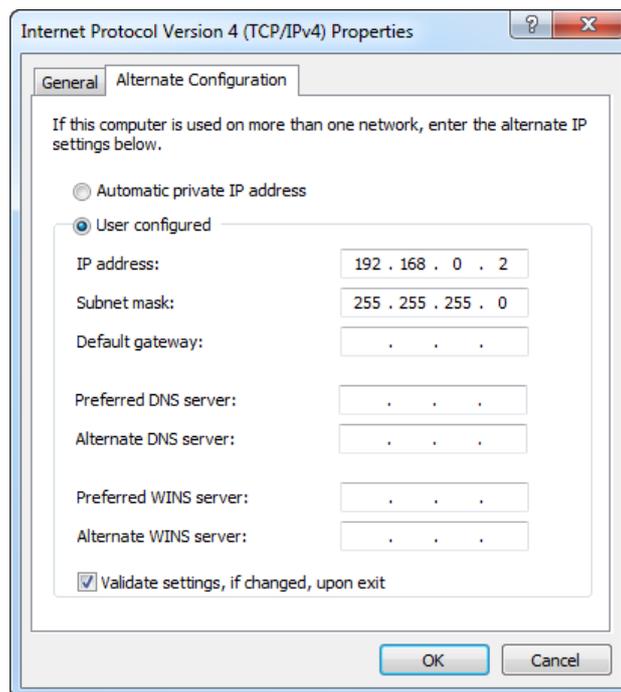
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**NOTE**

The default IP address of the pump is 192.168.0.1. Based on this IP address, the IP address of the computer should be 192.168.0.X, where X is a number between 2 and 254, so that this IP address is different from the pump IP address.

The IP address of the pump can be changed. If the IP address of the pump is changed, the IP address for the computer should be defined accordingly.

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**NOTE**

The Subnet mask is set by default by the TCP/IP protocol.

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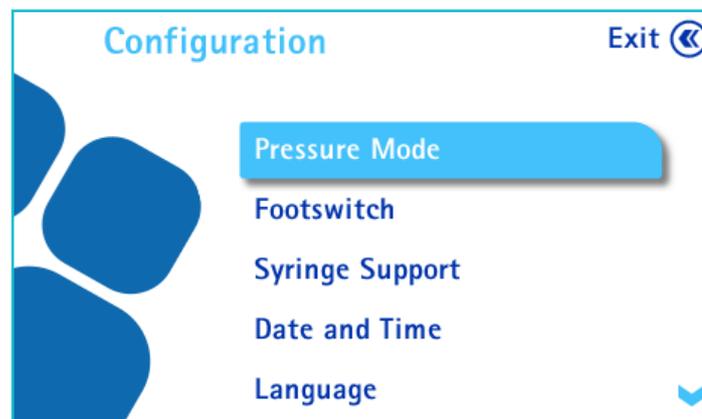
- Click **OK** to save the settings and return to the **Local Area Connection Properties** window.
- Click **Close** to return to the **Local Area Connection Status** window.
- Click **Close** to save and exit.

## Configuring the Pump Network Parameters

1. Switch on the communication hub by pressing the on/off switch (position I ).
2. Switch on the pump by pressing the  button on the pump control panel. After the autotest sequence, the Steritest® Symbio Pump main screen displays.

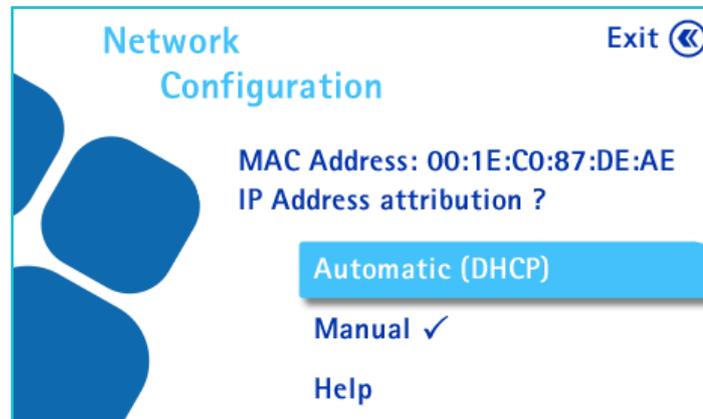


3. Turn and press the control knob to select **Configuration**. The **Configuration** menu screen displays.

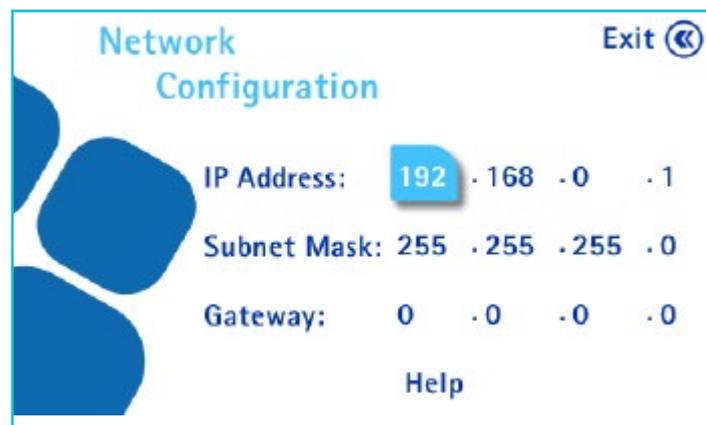


4. Turn and press the control knob to select **Network Configuration**. The **Network Configuration** menu screen displays.

By default, the address attribution type is Automatic (DHCP) (the IP address of the pump is automatically assigned by a DHCP server). However, the Automatic (DHCP) type is not compatible with a direct connection between the pump and the computer.



5. Turn and press the control knob to select **Manual**. The screen displays the network parameters.



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**NOTE**

The values shown for the IP address, the SubNet Mask, and the Gateway are default values. For any modification, contact the network administrator.

The IP address should be the same as the IP address of the computer except for the number after the final decimal point.

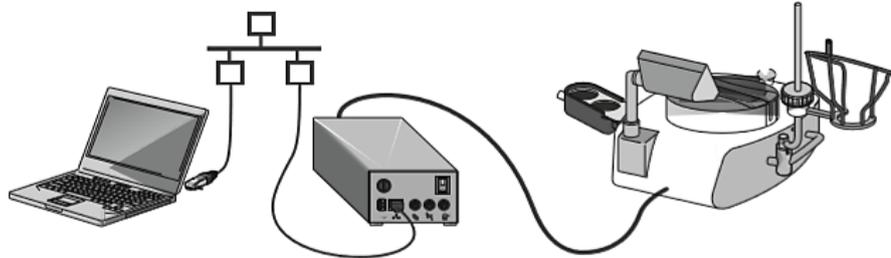
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6. Turn the control knob to move from one field to another. To modify a value, push the control knob to enter the value field, then turn the control knob to change the value. Press the control knob to confirm the value.
7. When the IP address and the subnet mask values are set, press the  button twice to return to the **Configuration** screen.

## Connecting a Pump to a Company Network

### Making the Physical Connection

Connect the Steritest® Symbio Pump communication hub to the network using the network cable delivered with the pump. Connect the computer to the network using a second network cable.



### Configuring Computer-to-Network Connection

To enable communication between the computer and the pump over the Ethernet network, make sure the following firewall settings are made:

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#### NOTE

The local network administrator should configure the network.

The pump MAC address is displayed in the Network Configuration menu of the pump (see the **Steritest® Symbio Pump User Guide**).

---

- Enable IP V4 protocol over the Local Area Network.
- Allow FTP communication between Steritest® Symbio Software.exe and the Steritest® Symbio Pump.
- Set up port 3645 for UDP protocol for receiving from and sending to Steritest® Symbio Software.exe.
- Ensure that pump is located on the same subnet as the host computer.

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#### NOTE

Two IP address attribution types are available. The company network management policy determines which is selected.

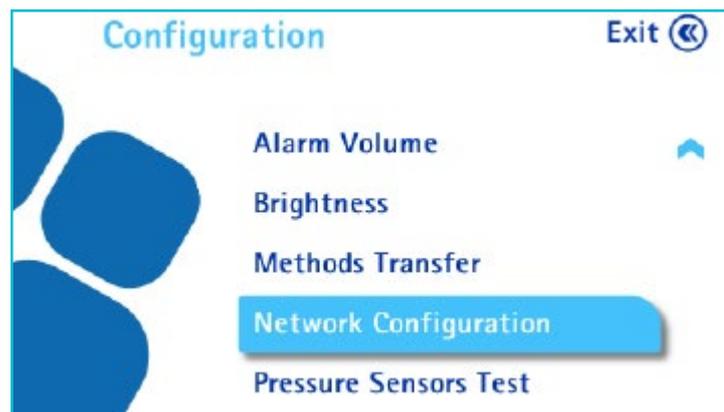
- If the **Automatic (DHCP)** IP address attribution is used, no further action is required.
  - If the **Manual** IP address attribution is used, configure the computer network as explained in [Connecting the Steritest® Symbio Pump Directly to the Computer](#).
-

## Configuring the Pump Network Parameters

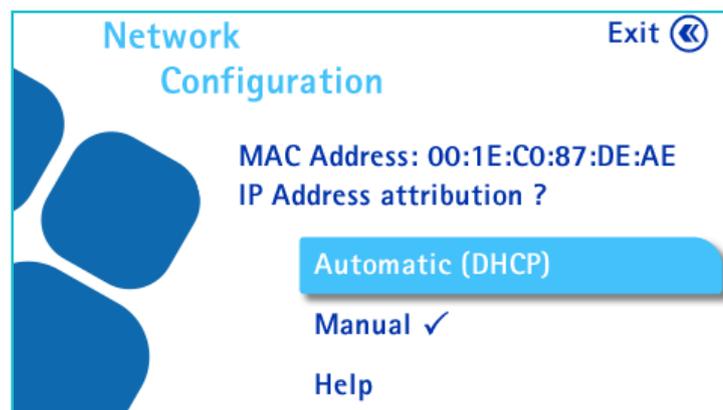
1. Switch on the communication hub by pressing the on/off switch (position I ).
2. Switch on the pump by pressing the  button on the pump control panel. After the autotest sequence, the Steritest® Symbio Pump main screen displays.



3. Turn and press the control knob to select **Configuration**. The **Configuration** menu screen displays.



4. Turn and press the control knob to select **Network Configuration**. The **Network Configuration** menu screen displays.



Two IP address attribution types are available. The company network management policy determines which is selected:

- **Automatic (DHCP):** The IP address of the pump is automatically assigned by a DHCP server. No further action is required to configure the connection.
  - **Manual:** The parameters for the connection must be entered manually.
5. Turn and press the control knob to select the desired IP address attribution type.

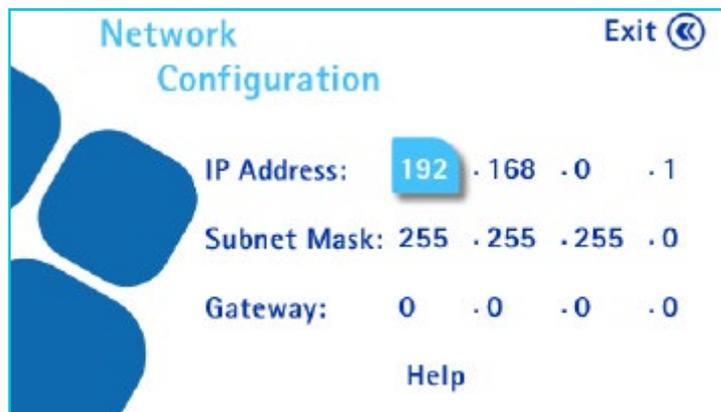
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NOTE

The ✓ symbol indicates the enabled selection.

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6. If **Manual** is selected, the screen displays the network parameters.



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NOTE

The values shown for the IP address, the SubNet Mask, and the Gateway are the default values. Replace them with values provided by the network administrator.

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7. Turn the control knob to go from one field to another. To modify a value, push the control knob to enter the value field, then turn the control knob to change the value of the field. Press the control knob to confirm the value.
8. When the IP address, the subnet mask, and the gateway values are set, press the ⏪ button twice to return to configuration screen.

### Connecting Multiple Pumps to a Company Network

Follow the steps for [Configuring the Pump Network Parameters](#).

If **Automatic (DHCP)** is selected, no specific action is required. A unique IP address is assigned automatically to each pump.

If **Manual** is selected, the network administrator must provide an IP address, Subnet mask, and Gateway for each Steritest® Symbio Pump that will be connected to the network.

## Connecting a Pump to a USB Flash Drive

1. Connect the USB flash drive delivered with the Steritest® Symbio Pump to the computer on which the Steritest® Symbio Software is installed. Transfer the files onto the USB flash drive (see [Transferring Using the USB Flash Drive, Transferring the Test Methods from the Software to the USB Flash Drive](#)).

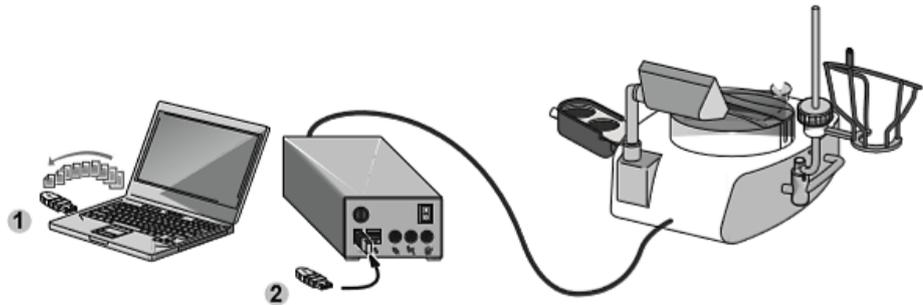
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### NOTE

A different USB flash drive (minimum size 1GB) can be used; however any USB flash drive used should not be used for any other purpose.

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2. After the test methods are transferred onto the USB flash drive, disconnect the USB flash drive from the computer.
3. Switch on the communication hub by pressing the on/off switch (position I ).
4. Switch on the pump by pressing the  button on the pump control panel.
5. Connect the USB flash drive to the pump using the USB port on the communication hub.
6. To transfer the files, see [Transferring Using the USB Flash Drive, Transferring the Test Methods from the USB Flash Drive to the Pump.](#)



## Starting the Steritest® Symbio Software

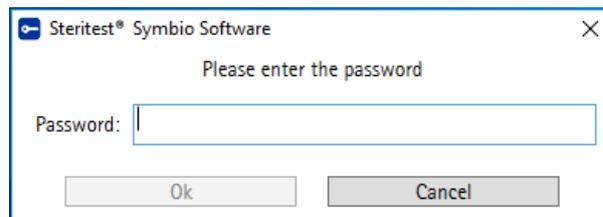
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### NOTE

The Steritest® Symbio Software can be run on the computer at any time. A connection to a Steritest® Symbio Pump is not required.

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1. Double-click the Steritest® Symbio Software icon  located on the desktop. The **Password** window displays.



2. Enter the password, then click **OK** to confirm. The Steritest® Symbio Software main window displays.

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**NOTE**

The default password is **steritest**. To change the password, select the **Change Password** option in the **Settings** menu (see [Using Utilities and Other Functions, Changing the Password](#)).

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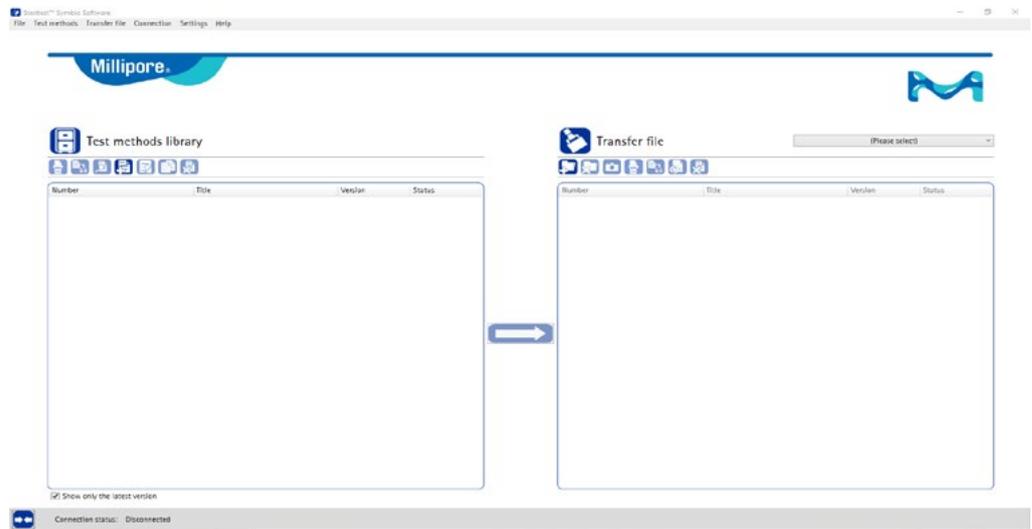
## Quitting the Steritest® Symbio Software

To quit the Steritest® Symbio Software, select **File > Exit** from the main menu of the main window.

# Quick Tour of the User Interface

## Steritest® Symbio Software Main Window

The main window is divided into three main areas:



-  Test methods library

This is a list of the test methods stored on the computer. Each test method is characterized by a number, title, version number, and status.

Using the buttons in this area it is possible to:

-  Print the contents of selected test methods
-  Save selected test methods for backup or export contents for use in another application
-  Show the details of the selected test method
-  Create a new test method
-  Create a new version of the selected test method
-  Delete selected test methods from the test methods library
-  Transfer File

This area contains a selection of test methods present in the test methods library that are to be transferred to one or more pump. The transfer file can also be used to customize the pump startup and shutdown screens with a picture (see [Preparing Transfer Files, Customizing the Pump](#), in this user guide).

It is possible to create several transfer files, each containing a different set of test methods. Each test method in the selected transfer file is displayed with its number, title, version, and status.

Using the buttons in this area, it is possible to:

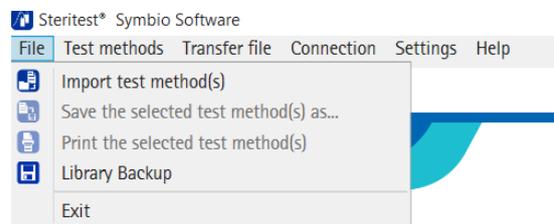
-  Create a new transfer file
-  Delete an existing transfer file
-  Upload a picture for pump customization
-  Print the contents of the selected transfer file
-  Save the contents of the transfer file on the computer for use in another application
-  Update all the test methods contained in the transfer file
-  Delete selected test methods from the transfer file
- Connection status
  -  **Connect:** establish the connection between the software and the pump or the USB flash drive
  -  **Disconnect:** interrupt the connection between the software and the pump or the USB flash drive

## Steritest® Symbio Software Main Menu

The options on the main menu provide access to basic functions of the application.

### File Menu

The File menu includes the following commands:

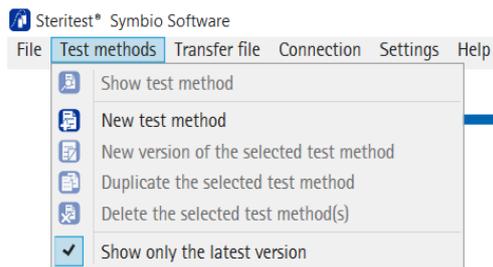


These commands enable the following actions:

-  **Import test method(s):** import test methods to restore a previous configuration
-  **Save the selected test method(s) as ...:** save selected test methods for backup, or export contents for use in another application
-  **Print the selected test method(s):** print the contents of selected test methods
-  **Library Backup:** create a backup of the test methods library
- **Exit:** quit the software

## Test Methods Menu

The Test methods menu includes the following commands:



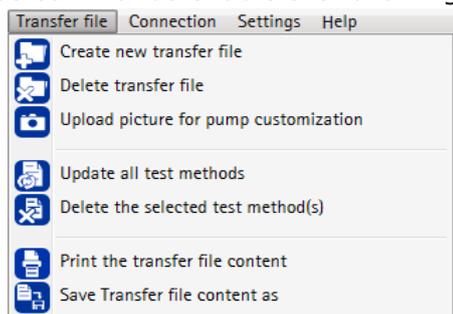
These commands are for managing the test methods contained in the test methods library. They enable the following actions:

-  **Show test method:** show the details of the selected test method
-  **New test method:** create a new test method
-  **New version of the selected test method:** create a new version of the selected test method
-  **Duplicate the selected test method:** create a test method from the contents of the selected test method
-  **Delete the selected test method(s):** delete the selected test methods from the test methods library
- **Show only the latest version:** choose to show only the latest saved version

## Transfer File Menu

The Transfer file menu includes the following commands:

These commands enable the following actions:



-  **Create new transfer file:** create a new transfer file to be transferred to a pump
-  **Delete transfer file:** delete the selected transfer file
-  **Upload picture for pump customization:** add a picture to the transfer file (this picture is used to customize the startup and shutdown screens of the pump)

-  **Update all test methods:** update the test methods contained in the selected transfer file to match the current test method library contents
-  **Delete the selected test method(s):** delete selected test methods from the selected transfer file(s)
-  **Print the transfer file content:** print the contents of the selected transfer file
-  **Save transfer file content as:** save the contents of the selected transfer file for use in another application

## Connection Menu

The Connection menu includes the following commands:



-  **Connect:** establish the connection between the software and the pump or the USB flash drive
-  **Disconnect:** interrupt the connection between the software and the pump or the USB flash drive

## Settings Menu

The Settings menu includes the following commands:



These commands enable the following actions:

-  **Change password:** change the software password
-  **Language:** select the software language

## Help Menu

The Help menu includes the following commands:



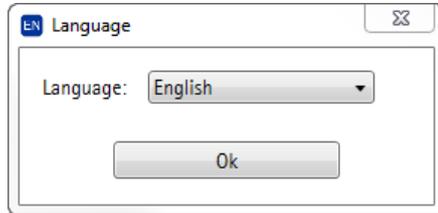
These commands enable the following actions:

-  **Help:** displays the link to the latest version of the user guide on our website
- **About:** view information about the software: name, version, and copyright

# Using Utilities and Other Functions

## Changing the Language

1. In the main menu, select **Settings > Language**. The **Language** dialog box displays.



2. Select the desired language from the drop-down list. Click **OK**.

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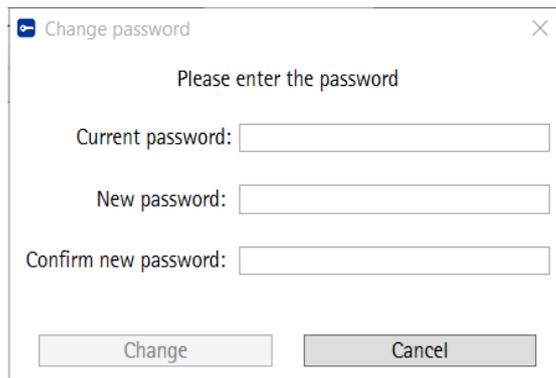
### NOTE

The default language is English. The available languages are German, English, Spanish, French, Italian, Portuguese, Japanese, and Simplified Chinese.

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## Changing the Password

1. In the main menu, select Settings > Change password. The **Change password** dialog box displays.



2. Enter the current password in the Current password field.

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### NOTE

The default password is **steritest**.

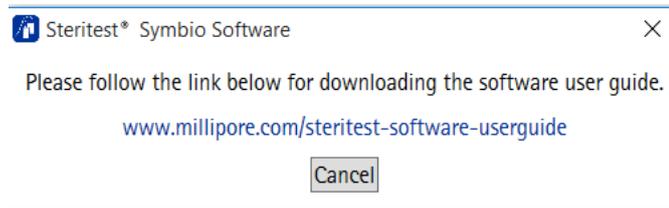
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3. Enter the new password in the New password field. Enter it again in the Confirm new password field.
4. Click **Change** to confirm the new password, or **Cancel** to abort.

## Help Menu

In the main menu, select **Help**.

- Click **Help**. The following window displays:



- Click the URL to access and download the latest version of this user guide.

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### NOTE

An Internet connection is required to download the user guide, and a pdf viewer is required to view it.

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- Click **Cancel** to close the window.
- Click **About** to view information about the software: name, version, and copyright. The **About** window displays:



Click the close box at the top right of the window to close the window.

# Managing Test Methods

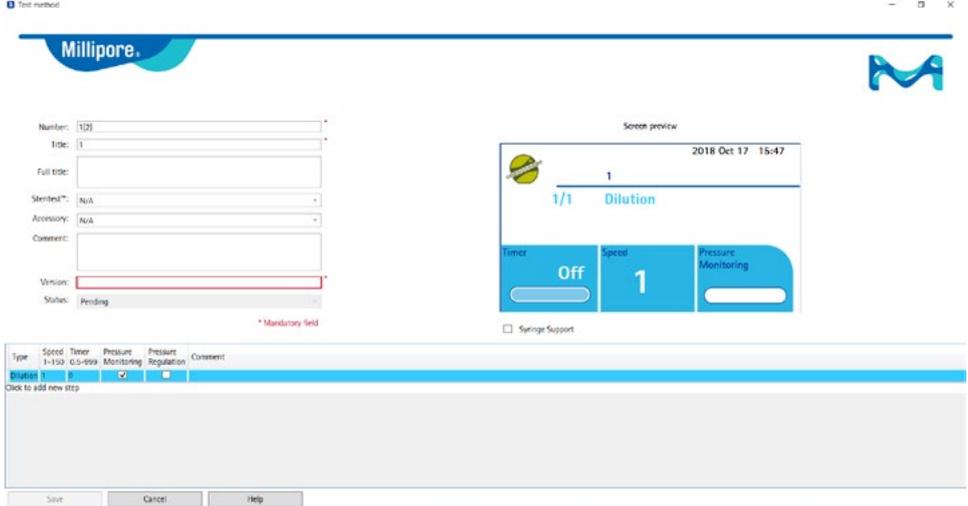
## NOTE

The test methods can be managed only when the connection status in the software is **Disconnected**.

## Creating a New Test Method

1. From the main window, do one of the following:
  - In the main menu select **Test methods > New test method**
  - Click the  icon in the test methods library area.

The **Test method** window displays:



Each test method is characterized by several parameters:

- **Number** (mandatory parameter): Two test methods with the same number and version cannot exist. The maximum number of characters in this field is 20.
- **Title** (mandatory parameter): This is the version of the title that will be visible on the pump screen.

## NOTE

The title must fit on one line in the space provided on the pump screen preview.

- **Full title:** The text in this field is visible on the pump after the test method is selected. It is the complete title of the test method, as written in the company's quality system. The maximum number of characters in this field is 100.
  - **Steritest®:** Select the Steritest® device required for this test method.
  - **Accessory:** Select the accessory required for the test method, if any.
  - **Comment:** This text is not displayed on the pump. The maximum number of characters in this field is 100.
  - **Version (mandatory parameter):** Use this field to record the version index of the test method. The maximum number of characters in this field is 20. The version index can be composed of numbers or letters or a mix of numbers and letters. If the version index contains only numbers or only letters it will automatically increment when a new version of the test method is created.
  - **Status:** A test method can be either **Pending** or **Current**. The default status is **Pending**. Maintain this status until the test method content is validated and approved in the Quality Management System. After the status has been set to **Current**, the test method cannot be modified. A new version of the test method must be created.
2. Enter the details of the new test method in the appropriate fields.
  3. If the syringe support accessory will be used for this test method, check the **Syringe support** check box.

---

**NOTE**

The syringe support accessory is not compatible with the pressure regulation mode.

---

4. Enter the parameters of the first handling step.

For each handling step, several parameters can be defined.

Type	Speed 1-150	Timer 0.5-999	Pressure Monitoring	Pressure Regulation	Comment
Dilution 1	0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Click to add new step					

- Type: From the drop-down list, select the type of step:
  - Dilution
  - Dissolution
  - Pre-Wetting
  - Filtration
  - Rinsing
  - Media transfer
  - Other
  - Information
  - Canister removal

---

**NOTE**

The step type names are for the operator's information; they do not affect the way the pump operates.

The pump does not run when **Information** or **Canister Removal** is selected.

---

- Enter the pump speed: between 1 and 150.
  - Set the timer: 0 (timer off) or between 0.5 and 999 (decimal values are possible between 0.5 and 9.9)
- 

**NOTE**

The use of the timer is not compatible with the pressure regulation mode.

---

- Set pressure mode: monitoring or regulation.
- 

**NOTE**

The use of the pressure regulation mode is not compatible with the timer or the syringe support accessory.

---

- Add a comment: the text in this field will be visible on the pump screen.
- 

**NOTE**

The comment must fit on two lines in the space provided on the pump screen preview.

---

5. Press Enter.
  6. To add a new step after the last step, click **Click to add new step**.
  7. Repeat the procedure from step 4 to create all the handling steps of the test method.
- 

**NOTE**

The maximum number of steps per test method is 30.

To insert a new step, right-click an existing test method step. Select **Insert** from the contextual menu. A new test method step is inserted before the one that was clicked on.

To delete a step, right-click on it and select **Delete** from the contextual menu.

---

8. When all the handling steps of the test method are created, click **Save** to save the test method in the test methods library.
- 

**NOTE**

If one of the mandatory fields is not filled, or if a speed or timer value is outside the acceptable limits, the **Save** button is not active.

---

## Modifying an Existing Test Method

---

### NOTE

A test method can be modified only if its status is **Pending**. If its status is **Current**, create a new version of the test method.

---

1. In the test method library area, check the check box to the left of the test method to be modified.
2. Do one of the following:
  - In the main menu, select **Test methods > Show test method**.
  - Click the  icon in the test methods library area.
  - Right-click the selected test method and select **Show test method** from the contextual menu.

The **Test method** window opens. It contains the details of the test method.

3. Perform the modifications.
- 

### NOTE

To insert a new step, right-click a test method step. Select **Insert** from the contextual menu. A new test method step is inserted before the one that was clicked on.

To delete a step, right-click on it and select **Delete** from the contextual menu.

---

4. Click **Save** to validate.

## Duplicating an Existing Test Method

1. In the test methods library, check the checkbox to the left of the test method to be duplicated.
2. Do one of the following:
  - In the main menu, select **Test methods > Duplicate** the selected test method.
  - Click the  icon in the test methods library area.
  - Right-click the selected test method and select **Duplicate** from the contextual menu.

The **Test method** window opens. It contains the details of the test method.

3. Perform the modifications.
4. Click **Save** to save the new test method.

## Creating a New Version of an Existing Test Method

---

### NOTE

This function is available only for test methods whose status is **Current**.

---

1. In the test methods library, check the checkbox to the left of the test method for which a new version is to be created.
2. Do one of the following:
  - In the main menu, select **Test methods > New version of the selected test method**.
  - Click the  icon in the test methods library area.
  - Right-click the selected test method and select **New revision** from the contextual menu.

The **Test method** window opens. It contains the details of the test method.

---

### NOTE

The version index can be composed of numbers or letters, or a mix of numbers and letters. If the version index contains only numbers or only letters, it will automatically increment when a new version of the test method is created.

---

3. Perform the modifications.
4. Click **Save** to save this new version of the test method.

## Saving the Contents of a Test Method

1. In the test methods library, check the check box to the left of the test methods to be saved.
2. Do one of the following:
  - In the main menu, select **File > Save the selected test method(s) as**
  - Click the  icon in the test methods library area.

A **Save file** dialog box displays.
3. Select the destination folder, and enter the name and the format of the file.
4. Click **Save**.

### NOTE

Three formats are available:

- Word document format (.docx)
  - Coma separated value (.csv)
  - Sterility Test Method (.stml: native application format)
-

## Printing the Contents of a Test Method

1. In the test methods library, check the checkbox to the left of the test methods to be printed.
2. Do one of the following:
  - In the main menu, select **File > Print the selected test method(s)**.
  - Click the  icon located in the test methods library area.

A print preview displays.

---

### NOTE

It is possible to change the display of the page using the buttons at the top of the preview window.

---

3. Click the **Print** button at the top of the preview window.

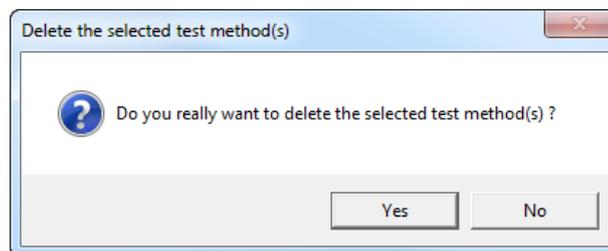
The printer selection window displays.

4. Select a printer and click **OK** to print the contents of the test methods.

## Deleting a Test Method

1. In the test methods library, check the checkbox to the left of the test methods to be deleted.
2. Do one of the following:
  - In the main menu, select **Test Methods > Delete the selected test method(s)**.
  - Click the  icon in the test methods library area.
  - Right-click the selected test method and select **Delete** from the contextual window.

A confirmation dialog box displays.



3. Click **Yes** to remove the selected test methods from the test methods library, or **No** to cancel.

# Managing the Test Methods Library

The test methods library contains all the test methods present in the computer.

The test methods library can be managed only when the connection status in the software is **Disconnected**.

## Creating a Test Methods Library Backup

1. In the main menu, select **File > Library Backup**. A **Save file** dialog box displays.
2. Select a folder and enter the name for the test methods library backup.

---

### NOTE

The default name of the library backup is **Test Methods Library Backup**, with the date and time of creation.

---

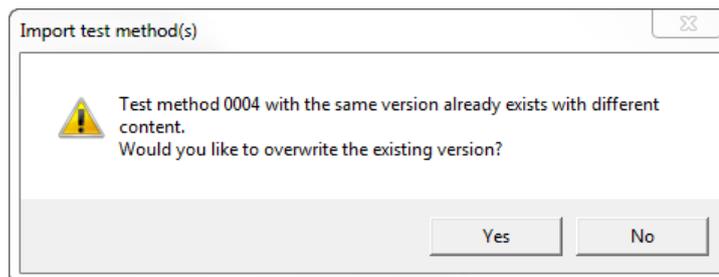
3. Click **Save**.

## Restoring Individual Test Methods or the Entire Test Methods Library

A backup file can be used to restore individual tests methods or the entire test methods library:

1. In the main menu, select **File > Import test method.(s)** An **Open file** dialog box displays.
2. Select the folder in which the backup file is saved and click **Open**.

If the backup file contains test methods with the same version but different contents and/or status than the ones contained in the test methods library, a confirmation dialog box displays before the test method is overwritten. Click **Yes** to confirm or **No** to abort.



## Importing Test Methods Created with the Steritest® Equinox Pump PC Software

1. On the computer where the Steritest® Equinox Pump PC software is installed, locate the SteritestWorkfile.stp file. This file contains the test methods.

---

### NOTE

The default location of the Steritest® Equinox workfile is C:\Program Files\Steritest Pump PC Software\workfile.stp.

If the Steritest® Symbio Software is not installed on the same computer that the Steritest® Equinox Pump PC software is installed on, copy SteritestWorkfile.stp file onto a USB flash drive and transfer it to the computer on which the Steritest® Symbio Software is installed.

2. In the main menu of the Steritest® Symbio Software select **File > Import Test Method**. An **Open file** dialog box displays.
3. Select the folder in which the workfile is saved and click **Open**. The tests methods that were previously created with the Steritest® Equinox Pump PC software are added to the test methods library.

---

### NOTE

Administrator access to the computer is required for the import of the SteritestWorkfile.stp file in the Steritest® Symbio Software.

Test methods imported from the Steritest® Equinox Pump PC software do not have version numbers. Before transferring them to the pump, it is mandatory to assign a version number and check all other parameters of each imported test method. A test method that does not have a version number cannot be transferred to a Steritest® Symbio Pump.

---

# Preparing Transfer Files

Test methods must be put in a transfer file before they can be transferred to a Steritest® Symbio Pump. This transfer file is then copied to the pump's memory.

---

## NOTE

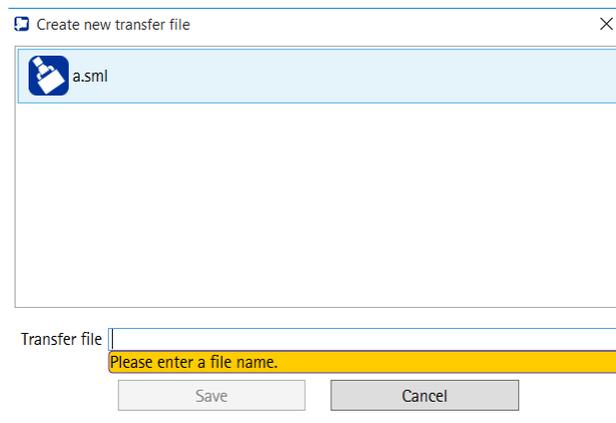
The transfer files can be managed only when the connection status in the software is **Disconnected**.

---

## Creating a New Transfer File

1. From the main window, do one of the following:
  - In the main menu, select **Transfer file > Create new transfer file**.
  - Click the  icon in the Transfer file area.

The **Create new transfer file** window displays.



2. Enter the name for the new transfer file and click **Save** to save the file, or **Cancel** to abort.

---

## NOTE

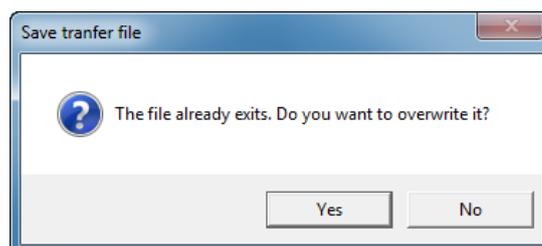
It is advisable to include the serial number or identification of the destination pumps in the file name.

One transfer file can be copied to several different pumps.

The maximum number of characters for the transfer file name is 20.

---

If a transfer file with the same name already exists, a confirmation dialog box displays before the file is overwritten.



After it is saved, the new transfer file is automatically selected in the transfer file drop-down list.

3. In the test methods library, check the checkbox to the left of each test method to be added to the transfer file.
4. Do one of the following:
  - Click the  button located between the test methods library area and the transfer file area.
  - Drag test methods from the test methods library and drop them into the transfer file area.

---

**NOTE**

The maximum number of test methods per transfer file is 250.

---

## Modifying the Content of an Existing Transfer File

From the drop-down list in the transfer file area, select the transfer file for which the content will be modified.

---

**NOTE**

The name of a transfer file cannot be modified.

---

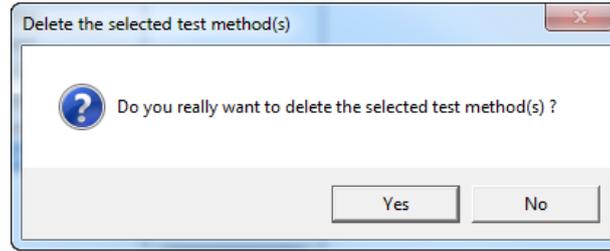
### Adding Test Methods to the Selected Transfer File

1. In the test methods library, area, check the checkbox to the left of each test method to be added to the transfer file.
2. Do one of the following:
  - Click the  button located between the test methods library area and the transfer file area.
  - Drag the selected test methods from the test methods library and drop them into the transfer file area.

### Deleting Test Methods from the Selected Transfer File

1. In the test methods library, area, check the checkbox to the left of each test method to be deleted from the transfer file.
2. Do one of the following:
  - In the main menu, select **Transfer file > Delete the selected test method(s)**.
  - Click the  icon in the transfer file area.
  - Right-click a selected test method and select **Delete** from the contextual menu.

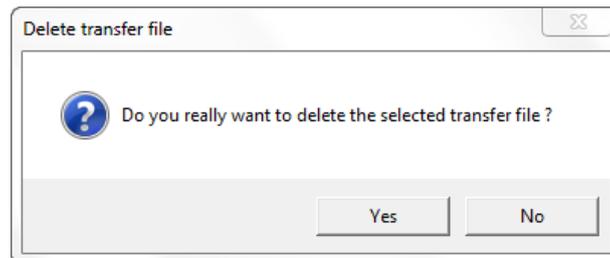
A confirmation dialog box displays. Click **Yes** to confirm or **No** to abort.



## Deleting a Transfer File

1. In the transfer file area, from the drop-down list, select the transfer file to be deleted.
2. Do one of the following:
  - In the main menu, select **Transfer file > Delete transfer file**.
  - Click the  icon in the transfer file area.

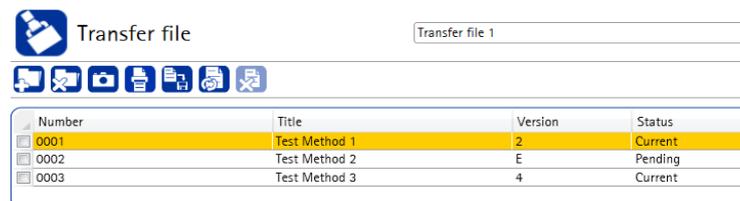
A confirmation dialog box displays before the transfer file is deleted:



3. Click **Yes** to confirm or **No** to abort.

## Updating the Test Methods Present in a Transfer File

If the version or the contents of a test method present in a transfer file is different from the one present in the test methods library, the test method in the transfer file is highlighted in orange.



To update the contents of the test methods present in the selected transfer file, do one of the following:

- In the main menu, select **Transfer file > Update all test methods**.
- Click the  button in the transfer file area.

## Printing the Contents of the Selected Transfer File

1. In the transfer file area, from the drop-down list, select the transfer file to be printed.
2. Do one of the following:
  - In the main menu, select **Transfer file > Print the transfer file content**.
  - Click the  icon in the transfer file area.

A print preview displays.

3. Click the **Print** button at the top of the preview window.

The printer selection window displays.

---

### NOTE

It is possible to change the display of the page using the buttons at the top of the preview window.

---

4. Select a printer and click **OK** to print the contents of the transfer file.

## Saving the Contents of a Selected Transfer File

1. In the transfer file area, from the drop-down list, select the transfer file to be saved.
2. Do one of the following:
  - In the main menu, select **Transfer file > Save transfer file contents as ....**
  - Click the  icon located in the transfer file area.

A save file dialog box displays.

3. Select the destination folder and enter the name and the format of the file.
4. Click **Save**.

---

### NOTE

Three formats are available:

- Word document format (.docx)
  - Coma separated value (.csv)
  - Sterility Test Method (.stml: native application format)
-

## Customizing the Pump

The pump can be customized with a picture such as a company logo or a photo of the lab team.

Once the picture is transferred to the pump, it will be visible briefly during startup and shut down. It will also be used as a screen saver if the pump is not used for more than 15 minutes with the head open.

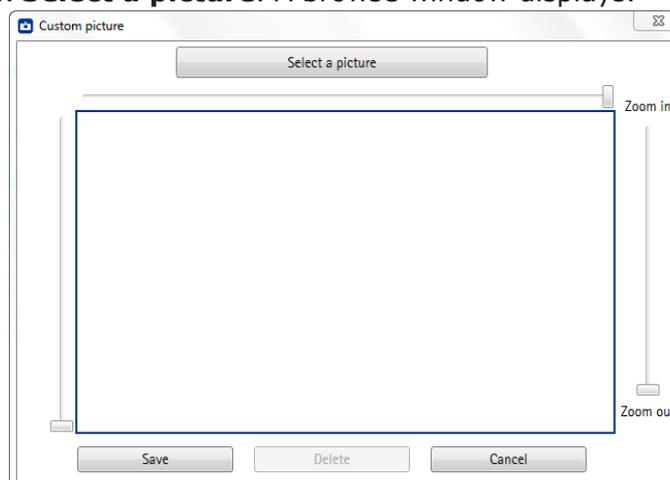
The picture must be embedded in a transfer file in order to be transferred to the pump.

### Adding a Picture to a Transfer File

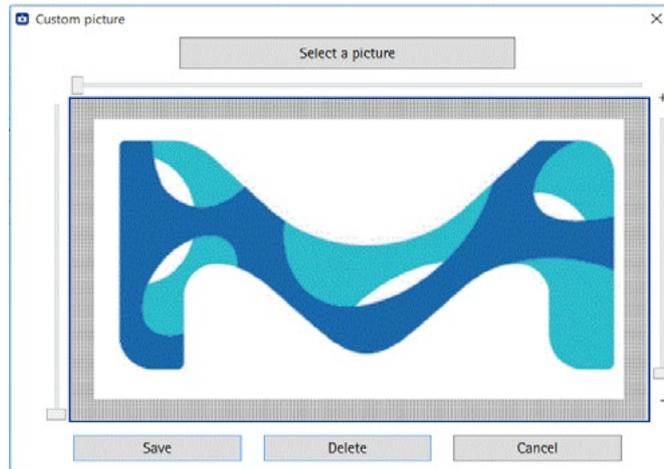
1. Create a new transfer file or select an existing one.
2. Do one of the following:
  - In the main menu, select **Transfer file > Upload picture for pump customization**.
  - Click the  icon in the transfer file area.

The **Custom picture** window displays.

3. Click **Select a picture**. A browse window displays.



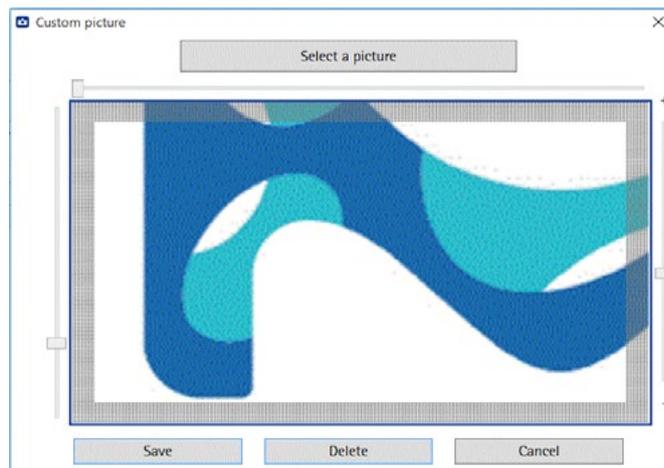
4. Select a picture and click **Open**. A preview of the picture displays.



**NOTE**

The picture format can be .bmp, .gif, .exif, .jpg, .png, or .tiff.

5. If necessary, use the sliders located on all four sides of the box to zoom in on a specific part of the picture. The contents displayed inside the grey frame will be visible on the pump screen.



6. Click **Save** to attach the picture to the transfer file, or **Cancel** to abort.

### Removing an Image from a Transfer File

1. Do one of the following:
  - In the main menu, select **Transfer file > Upload picture for pump customization**.
  - Click the  icon in the transfer file area.

The **Custom picture** windows displays with the picture that was previously added to the transfer file.

2. Click **Delete**.
3. Click **Save**.

# Transferring Test Methods to the Pump

## Transferring Using a Direct or a Network Connection

### Establishing a Connection between the Computer and the Pump

1. Before transferring test methods to the pump, it is advisable to verify that the transfer files contain the desired test methods. Verify the contents and versions. It is also advisable to keep track of the status and contents of the test methods by using the print or save functions of the software.
2. Ensure that the pump is properly connected to the network or directly to the computer by means of a network cable.

The pump can be either OFF or ON when test methods are transferred:

- If the pump is OFF:
  - Make sure the communication hub is ON.

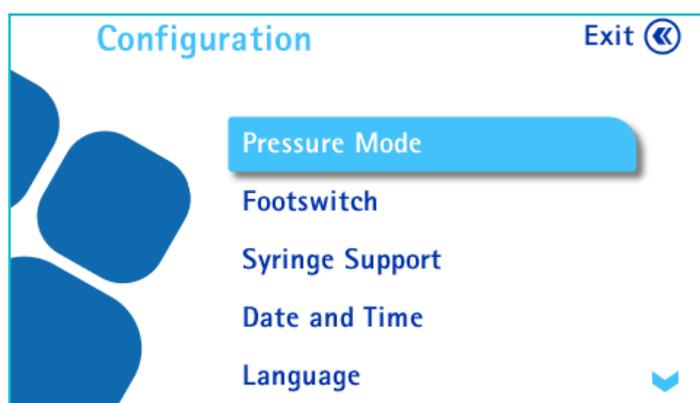
---

#### NOTE

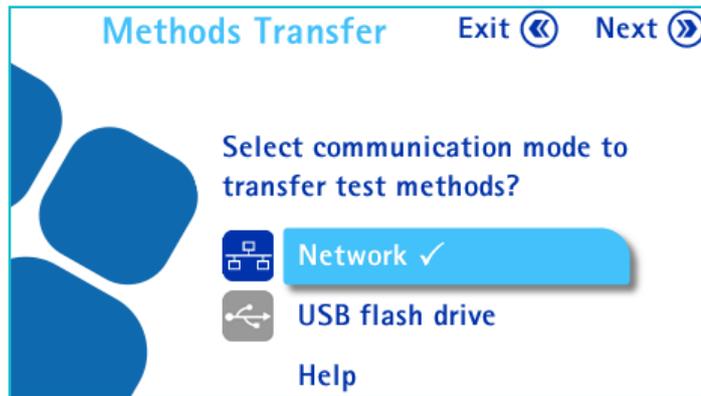
The transfer will not work if both the pump and the communication hub are OFF.

---

- Proceed to step 3.
- If the pump is ON, the pump **File Transfer** screen must be open. To access this screen:
  - From the main screen, turn and press the control knob to select the **Configuration** menu. The **Configuration** menu screen displays.



- Turn and press the control knob to select **Methods Transfer**. The **Methods Transfer** menu screen displays.



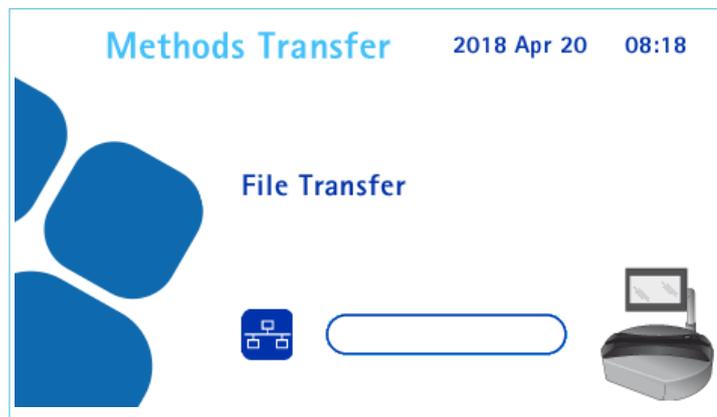
- Turn and press the control knob to select **Network**.

NOTE

The ✓ symbol indicates the selected communication mode.

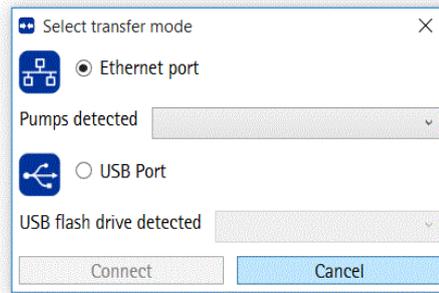
- Press the » button.

The **File Transfer** screen displays. The pump is now ready to receive test methods. Proceed to step 3.



3. In the main window of the Steritest® Symbio Software, do one of the following:
  - In the main menu, select **Connection > Connect**.
  - Click the  icon in the **Connection status** area at the bottom of the screen.

After a few seconds, the **Select transfer mode** dialog box displays.



4. Select **Ethernet port**.
5. From the drop-down list, select the pump the test methods will be transferred to.

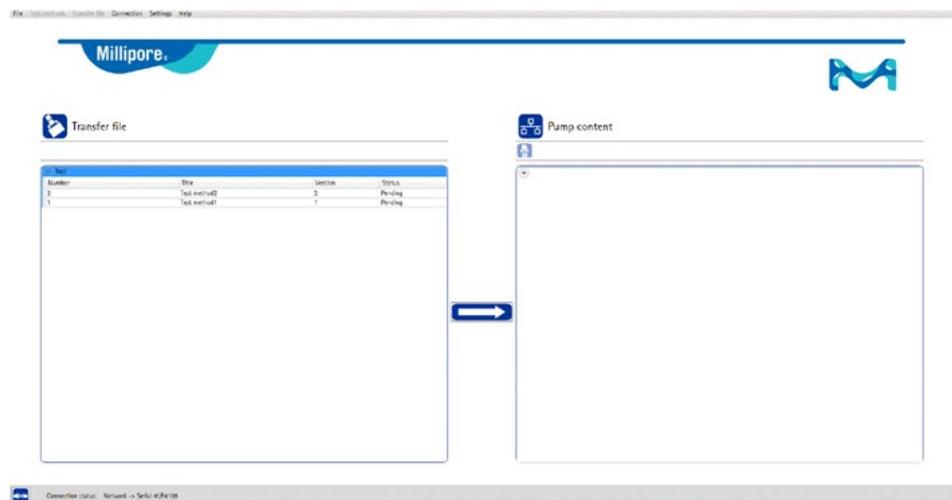
---

**NOTE**

The pumps are listed by manufacturer serial number.

---

6. Click **Connect**. The **Transfer** window displays.



---

**NOTE**

The test methods and the transfer files cannot be managed when the connection status in the software is **Connected**.

---

The **Transfer** window is divided into 3 main areas:

- **Transfer file:** lists the available transfer files on the computer
  - **Pump contents:** the transfer file that is currently present on the pump
- 

**NOTE**

Only one transfer file can be present on the pump.

---

- **Connection status:** indicates the status of the connection between the software and the pump

To transfer the transfer file from the software to the pump:

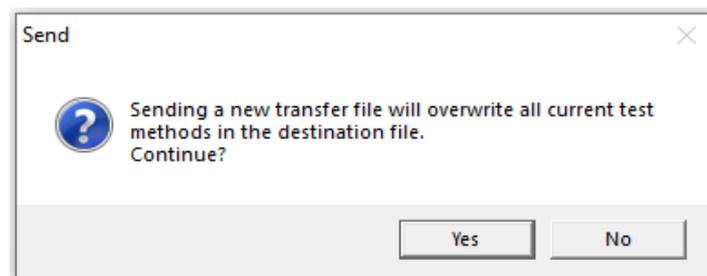
1. In the transfer file area of the main window of Steritest® Symbio Software, click the transfer file to be transferred to the pump.
  2. Click the  button located between the transfer file area and the pump contents area.
- 

**NOTE**

Sending a transfer file to the pump erases the current test methods in the pump memory.

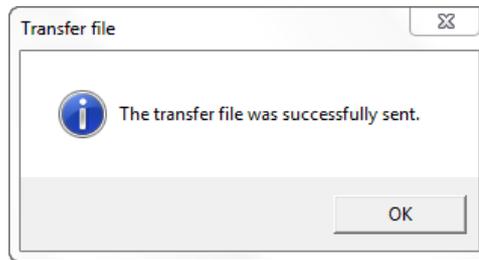
---

3. A confirmation dialog box displays. Click **Yes** to confirm the transfer or **No** to abort.



The transfer starts. On the pump screen (if the pump is on) and at the bottom of the Steritest® Symbio Software window, a progress bar shows the progression of the transfer.

4. When the transfer is complete, the following information box displays.



The transfer file appears in the pump contents area.

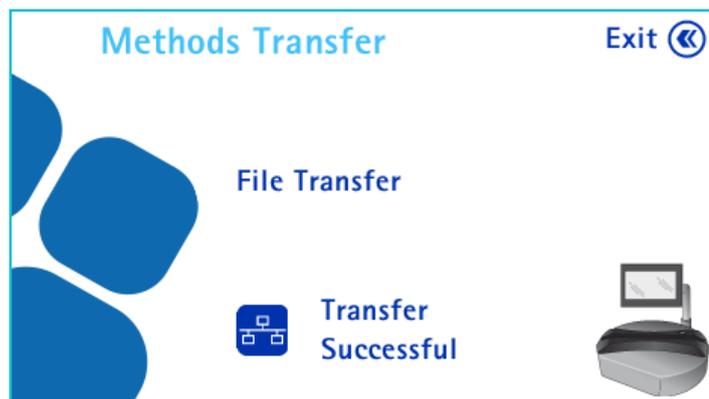
If the pump is on, the pump screen indicates that the transfer was completed. The test methods present in the transfer file are available on the pump.

---

**NOTE**

Press the the  button twice to return to the main menu screen of the pump.

---



5. To interrupt the connection between the software and the pump and replace the transfer window with the software main window, do one of the following:
- In the main menu of the Steritest® Symbio Software, select **Connection > Disconnect**.
  - Click the  icon in the connection status area at the bottom of the screen.

## Transferring Using the USB Flash Drive

### Step One: Transferring the Test Methods from the Software to the USB Flash Drive

1. Before transferring test methods to the pump, it is advisable to verify that the transfer files contain the desired test methods. Verify the contents and versions. It is also advisable to keep track of the status and contents of the test methods by using the print or save functions of the software.
2. Ensure that a USB flash drive is connected to the computer.

---

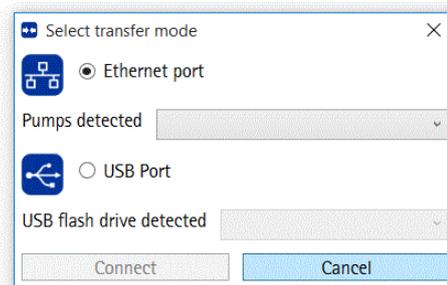
#### NOTE

A flash drive (minimum size 1 GB) other than the one delivered with the pump can be used; however any flash drive used should not be used for any other purpose.

---

3. In the main window of the Steritest® Symbio Software, do one of the following:
  - In the main menu, select **Connection > Connect**.
  - Click the  icon in the connection status area at the bottom of the screen.

After a few seconds, the **Select transfer mode** dialog box displays.



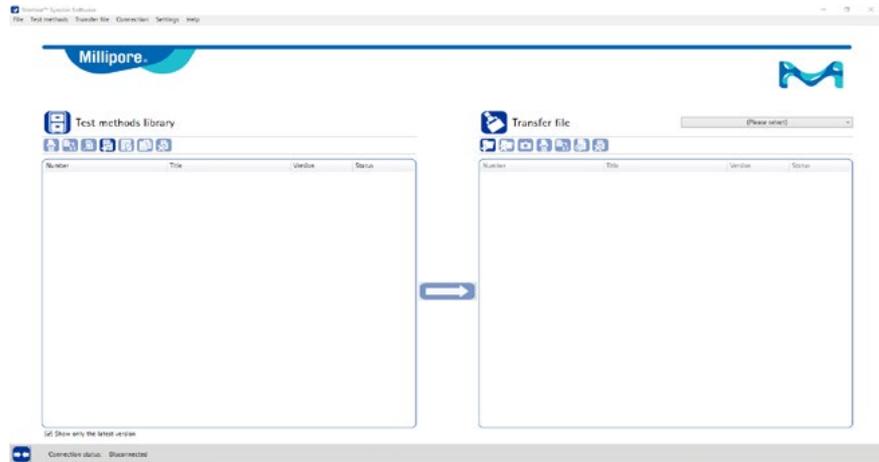
4. Select **USB Port**.
5. From the drop-down list, select the USB flash drive delivered with the Steritest® Symbio Pump or alternate USB drive.
6. Click **Connect**. The Transfer file window displays

---

## NOTE

The test methods and the transfer files cannot be managed when the connection status in the software is **Connected**.

---



The Transfer window is divided into 3 main areas:

- **Transfer File:** lists the available transfer files on the computer
- **USB flash drive content:** the transfer files currently present on the USB flash drive.

---

## NOTE

Several transfer files can be present on the USB flash drive, but only one transfer file can be present on the pump.

---

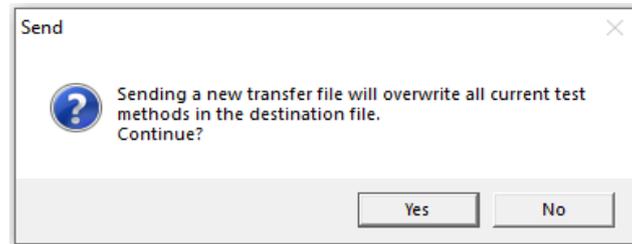
- **Connection status:** indicates the status of the connection between the software and the pump
7. In the transfer file area, click the transfer file to be transferred to the USB flash drive.
  8. Click the  icon located between the Transfer file area and the USB Flash drive contents area.

---

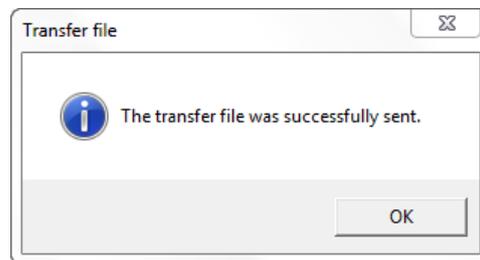
**NOTE**

If a transfer file with the same name is already on the USB flash drive, a confirmation dialog box displays before the file is overwritten. Click **Yes** to confirm the transfer or **No** to abort.

---



9. When the transfer is complete, the following information box displays on the computer screen. Click **OK**.



10. Repeat the procedure from step 7 to transfer other transfer files to the USB flash drive.
11. To return to the software main window, do one of the following:
- In the main menu, select **Connection > Disconnect**.
  - Click the  icon in the connection status area at the bottom of the screen.

## Step Two: Transferring the Test Methods from the USB Flash Drive to the Pump

1. Safely remove the USB flash drive from the computer.

---

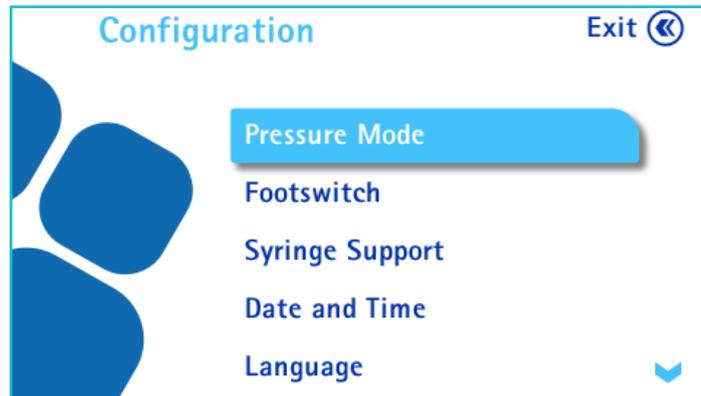
**NOTE**

Improperly disconnecting the USB flash drive from the computer can result in no transfer or a corrupted transfer.

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2. Switch on the communication hub by pressing the on/off switch (Position I ).
3. Switch on the pump by pressing the  button on the control panel.

- From the main screen, turn and press the control knob to select **Configuration**. The **Configuration** menu screen displays.



- Turn and press the control knob to select **Methods Transfer**. The **Methods Transfer** menu screen displays.
- Turn and press the control knob to select **USB flash drive**.

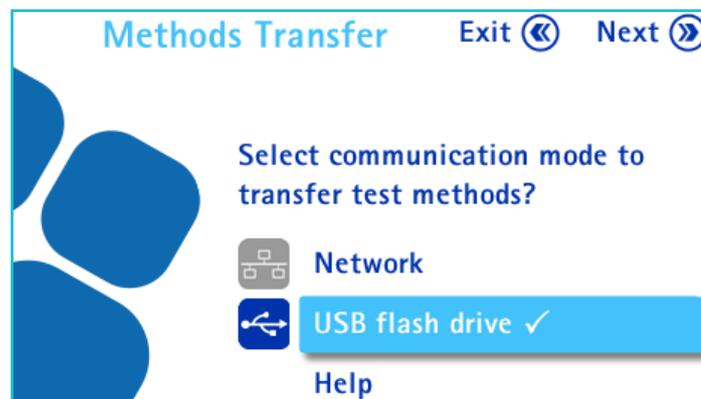
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NOTE

The ✓ symbol indicates the selected communication mode.

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- Press the  button. The screen displays the transfer files present on the USB flash drive.



8. Turn and press the control knob to select the transfer file to be transferred from the USB flash drive to the pump.
9. Press the  button to start the transfer.

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NOTE

Sending a transfer file to the pump erases the current test methods in the pump memory.

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The **File Transfer** screen displays, and the transfer starts. On the pump screen a progress bar shows the progression of the transfer.

When the transfer is complete, the pump screen indicates success. The test methods present in the transfer file are now present on the pump.

10. Press the  button twice to return to the main menu screen.

# Troubleshooting

Function	Error Message or Symptom	Possible Cause	Remedy
Installing the software	The software installation procedure fails.	The user does not have administrator rights on the computer.	Log onto the computer with administrative rights and start the installation procedure again.
		The system requirements are not fulfilled. <sup>1</sup>	Make sure that the computer meets the requirements listed in <a href="#">Installing/Configuring the Software and Pump, System Requirements</a> .
Starting up the software	The following message displays when starting the software: "Test Methods Library corrupted." The software starts but the test methods library is empty.	The test method library file is corrupted.	Import the last backup of the test methods library as explained in <a href="#">Managing the Test Methods Library, Restoring Individual Test Methods or the Entire Test Methods Library</a> .
	Access to the software is denied; the following message displays: "Password is invalid."	Wrong password has been entered (the password is case sensitive).	Ensure that the caps lock on the keyboard is off. Re-enter the password. If the problem persists, contact Technical Service to reset the password.
Using the software	The software does not respond.	An error has occurred.	Close the software and start it again.
Transferring test methods using the USB flash drive	The USB flash drive is not listed in the Select transfer mode window.	The installation of the USB flash drive is in progress.	Wait until the USB flash drive is installed on the computer.
		The USB flash drive is not functioning properly.	Use another USB flash drive.
	The transfer of the test methods from the computer to the USB flash drive fails.	The USB flash drive has been disconnected during the transfer.	Wait for the message "The transfer file was successfully sent" before disconnecting the USB flash drive from the computer.
		The USB flash drive is full.	Free up space on the USB flash drive or use another USB flash drive.
	The USB flash drive is not detected by the pump.	The pump has not had enough time to detect the USB flash drive.	Wait until the USB flash drive is detected by the pump.
		The USB flash drive is not functioning properly.	Use another USB flash drive.
The transfer of the test methods from the USB flash drive to the pump fails.	The USB flash drive has been disconnected during the transfer.	Wait for the message "Transfer successful" before disconnecting the USB flash drive from the communication hub.	

Function	Error Message or Symptom	Possible Cause	Remedy
Transferring test methods using a direct or a network connection between the computer and the pump	No pump is found on the network in the Select transfer mode window.	The pump is not connected to the network or to the computer.	Ensure that the pump is connected to the company network or directly to the computer.
		The communication hub is off.	Switch the communication hub on.
	The pump is detected but its IP address displays instead of its serial number.	The network parameters are not properly configured on the computer or on the pump.	Contact the company network administrator and provide the network requirements listed in <a href="#">Configuring Pump-to-Computer Communication</a> .
		The pump and the computer are not on the same subnet.	Contact the company network administrator and provide the network requirements listed in <a href="#">Configuring Pump-to-Computer Communication</a> .
	The pump is detected, but when trying to connect to it, the following message displays: "Unable to connect to the selected pump because it is currently in use."	The pump is currently in use.	In order to transfer test methods to the pump, the pump must be in one of the two following states: <ul style="list-style-type: none"> <li>• Pump is OFF but the communication hub is ON</li> <li>• Pump is ON and displays the Configuration/Method Transfer/Network/File Transfer screen</li> </ul>
	The pump is detected, but when trying to connect to it, the following message displays: "Cannot connect to the remote server."	The network parameters are not properly configured on the computer or on the pump	Contact the company network administrator with the network requirements listed in <a href="#">Configuring Pump-to-Computer Communication</a> .
	The transfer of the test methods from the computer to the pump fails.	The pump was switched on or someone exited the <b>Transfer file</b> screen after the connection was made between the computer and the pump, and before the beginning of the transfer.	Ensure that the pump is in one of the two following states: <ul style="list-style-type: none"> <li>• Pump is OFF but the communication hub is ON</li> <li>• Pump is ON and displays the Configuration/Method Transfer/Network/File Transfer screen</li> </ul>
		The connection has been lost during the transfer.	Check the state of the connection between the computer and the pump, and start the transfer again.

# Standard Product Warranty

The applicable warranty for the products listed in this publication may be found at: [www.emdmillipore.com/legal](http://www.emdmillipore.com/legal) (within the “Terms and Conditions of Sale” applicable to your purchase transaction).

## Technical Assistance

For more information, please visit **SigmaAldrich.com**  
for up-to-date worldwide contact information

