RUNNING THE SAMPLES ON THE 3500XL

Prepare the Instrument

1. In the Dashboard, check the consumable status. Ensure that:
    - Consumables are not expired
    - Adequate buffer levels are at the fill lines

2. In the Dashboard, set the oven temperature and click *Start Pre-heat*.

3. Check the pump assembly for bubbles and run the *Remove Bubble wizard* if needed.

Assign Plate Contents

1. Create a plate.
    a. Access the Plates library.
    b. Click *Create.*
    c. Specify settings:
        - Name
        - Number of Wells
        - Plate Type
        - Capillary Length and Polymer
        - Owner, Barcode, Description (optional)
    d. Save the plate.

2. Access the Assign Plate Contents screen from:
    - The Define Plate Properties screen by clicking *Assign Plate Contents*
    - The navigation pane by selecting *Assign Plate Contents* in the navigation pane
    - The Dashboard by clicking the *Main workflow arrow,* then selecting *Assign Plate Contents* in the navigation pane

3. Click *Show in Wells* to specify the attributes to display in the wells.

4. Name samples and assign sample types in the plate view. (Sample names can also be imported.)
    a. Click a well, then type a sample name directly into the well, then press the Enter key.
    b. Click-drag multiple wells.
    c. Right-click and select *Fill* or *Fill Series* to populate the selected fields. Samples names can also be copied and pasted.
    d. At the bottom right of the Assign Plate Contents screen, expand the Customize Sample Info pane.
    e. In the plate view, click-drag to select wells of interest.
    f. Specify the Sample Type for the selected wells, then press the Enter key.
    g. (Optional) Specify User Defined Fields and Comments.
    h. For sequencing assays, specify Amplicon and Specimen.
    i. Repeat steps f through h to assign the Sample Type for all named wells.

5. Add assays, file name conventions, and results group to the plate.
    a. If no assay is listed at the bottom of the Assign Plate Contents screen, add at least one assay. Different assays can be specified for different wells.
    b. (Optional) If no file name conventions or results groups are listed at the bottom of the Assign Plate Contents screen, add as needed.

6. Assign assay, file name convention, and results group in the plate view.
    a. Select the wells for which to specify an assay.

b. Enable the checkbox next to the assay name to assign it to the selected wells.
c. (Optional) Repeat for file name conventions and results group.
d. Select *Save Plate.*

Importing a Plate Record

1. Do either of the following:
    - Create a plate on another 3500 Series Data Collection Software system, then export
    - Create a plate import file

2. Access the Assign Plate Contents screen: Click the *Main workflow arrow,* in the Dashboard, then select *Assign Plate Contents* in the navigation pane.

3. Click *Import,* then select the plate import file.

4. Click *Assign Plate Contents.*

Load Tray onto Instrument

1. Press the Tray button on the front of the 3500xL, wait for the autosampler to finish moving to the front location, then open the instrument door.

2. Place the plate assembly on the autosampler. The labels on the tray will face the instrument door and the notched corner of the plate will sit in the notched corner of the autosampler.

3. Check that the tray is flat and properly placed on the autosampler. Check that the reservoir septa are firmly seated. Close the door to initialize the instrument.

Link the Plate and Start the Run

1. In the Assign Plates for Run screen, click *Link Plate for Run.* NOTE: By default, plate A position is selected.

2. Do either of the following:
    - Click *Create Injection List* to review and/or modify the injection list.
    - Click *Start Run* to start the run. The Monitor Run screen will automatically be displayed.

*** Wait until the instrument processes and gives you the time remaining for the run. Oftentimes, if the instrument is going to error, it does so a minute or two after you start the run, but before the time remaining appears.***