

# Load slides in the rack

For a successful scan, ensure you use the correct orientation of the slides and the rack.

To load slides in the rack:

- 1 Position the rack so the Leica logo and "SIDE UP" face up.
- 2 Insert each slide as shown with the label facing out and up.
- 3 Push each slide into the rack until the slide touches the back of the rack, ensuring each slide is fully inserted into the rack.



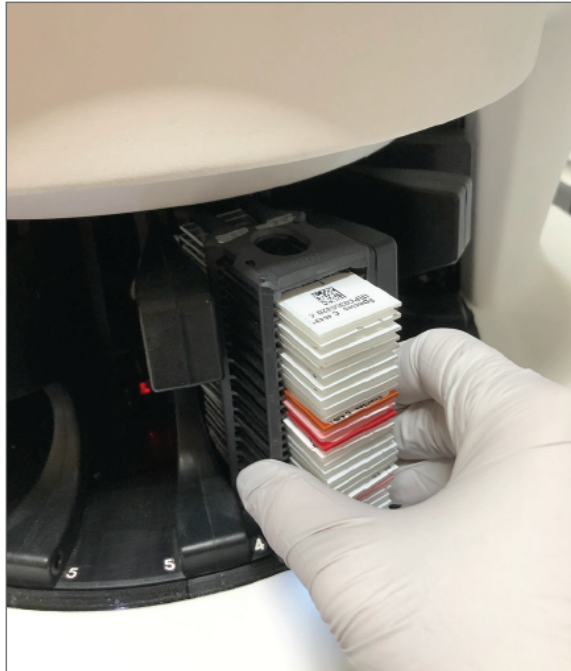
**CAUTION:** Use caution when loading slides into a rack to prevent improper slide orientation or damaged slides. Never use damaged slides in the scanner.



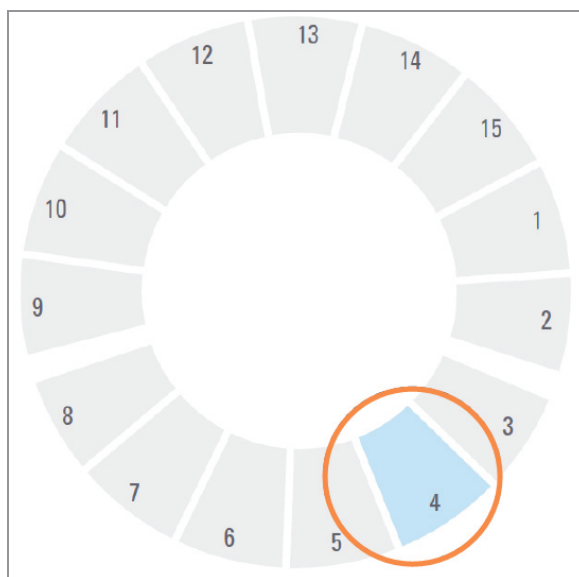
# Load racks in the carousel

Slides are scanned in the order you load them.

- 1 Place the loaded rack into an open slot in the carousel.
- 2 Push the rack forward until it stops and you hear a click.



When the rack is fully inserted, there is a “click” sound, and the rack position on the Home screen turns light blue.

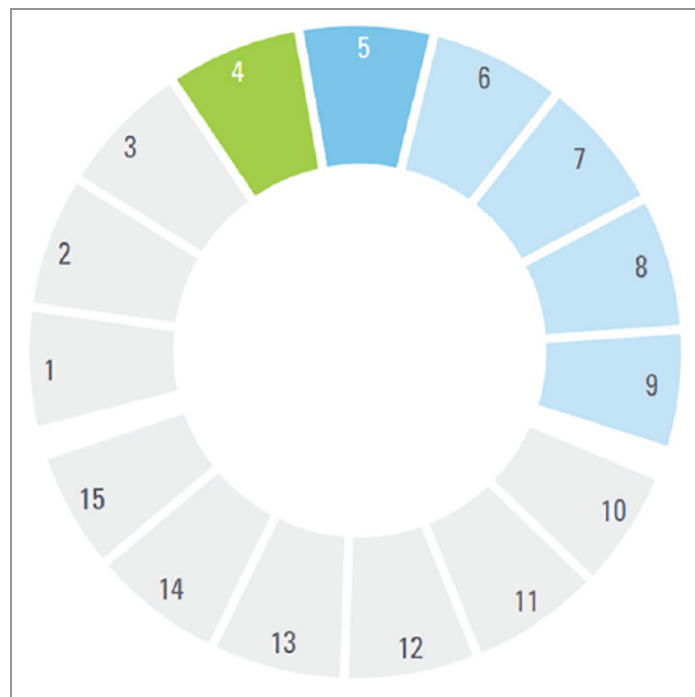


- 3 Continue loading racks as needed or until you fill the front six rack slots.
- 4 When you've finished loading the first set of racks:
  - The first rack is rotated to the scan area.
  - Any empty rack slots are rotated to the loading area.



**WARNING:** To prevent injury, keep hands away from the carousel and pinch point areas when the carousel is rotating. Never manually rotate the carousel unless you are performing maintenance and power is off to the scanner as discussed in [Chapter 5: Maintenance on page 57](#).

- 5 When a rack is scanned successfully, the rack status turns green.



- 6 You can unload any completed racks and continue loading new racks.  
If the completed rack is in the back of the carousel, you can rotate it to the rack loading area. See [Rotate a rack to the rack loading area on page 44](#).

# Priority scanning

Use Priority to move a rack to the front of the scan queue. You can apply the Priority option on up to three racks at a time.

1. Tap the rack position.

The Priority option appears when you select the rack position.

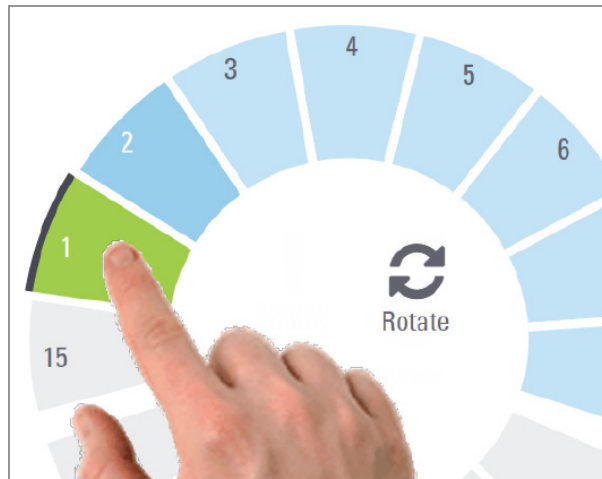


# Rotate a rack to the rack loading area

The main reason for using the rotate feature is to rotate a completed rack to the loading area. If you try to rotate the rack that is currently being scanned, the system asks you for confirmation before continuing.

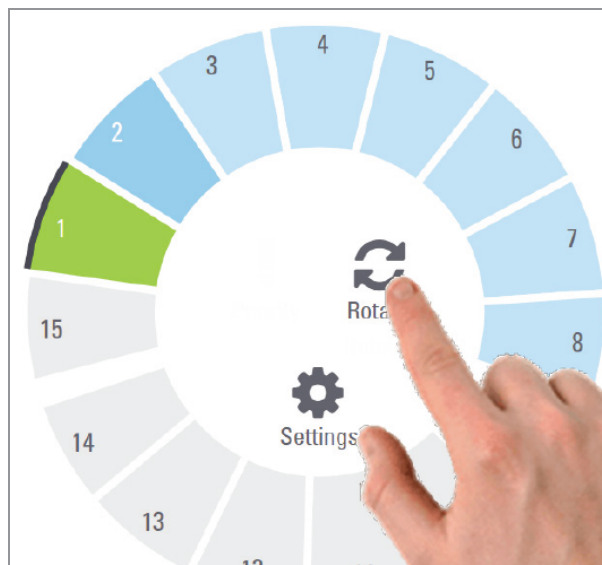
To rotate a rack to the rack loading area:

- 1 Tap the rack position.



The Rotate option appears when you select the rack position.

- 2 Tap **Rotate** to rotate the rack to the loading area.



- 3 After the rack is rotated to the front, you can remove the rack. (The status light in the loading area blinks to indicate the location of the rotated rack).

# Unload racks from the carousel



**CAUTION:** Use caution when unloading racks from the carousel and when unloading slides from a rack to prevent damaged slides or operator injury. Never use damaged slides in the scanner.

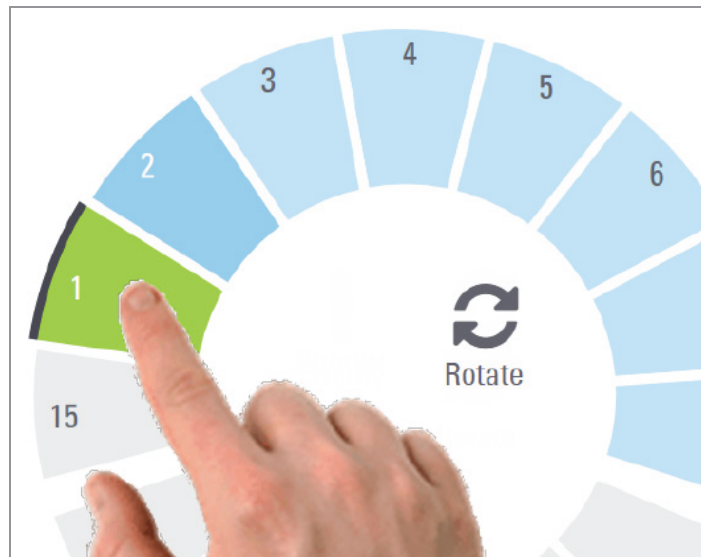
To unload racks from the carousel:

- 1 Make sure all the slides in the rack were successfully scanned (the rack status is green). If the rack status is orange, see [Rack warnings on page 51](#).
- 2 If the rack is in the loading area, carefully remove the rack from the rack slot.

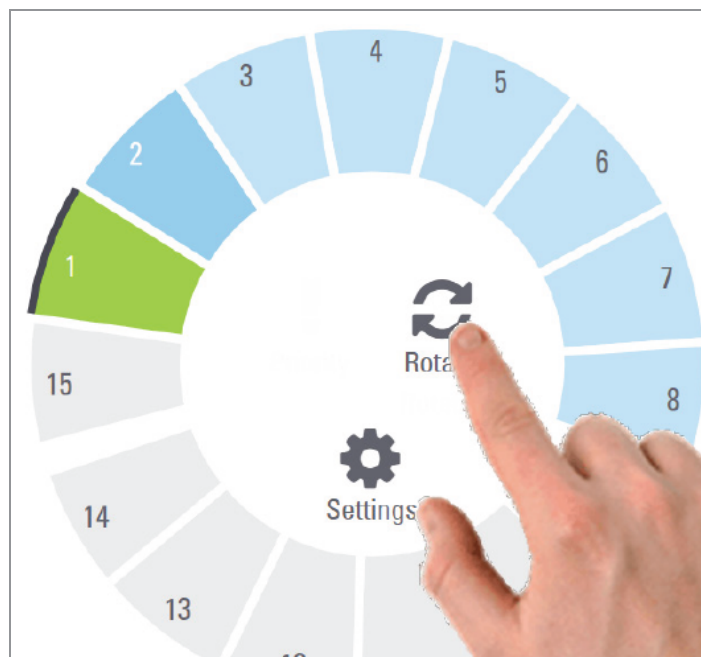


3 If the rack is not in the loading area, you can rotate it to the front:

a Tap the rack position.



b Tap **Rotate**.



If you try to rotate the rack that is currently being scanned, the system asks you for confirmation.

4 After the rack is rotated to the loading area, you can remove the rack.

# Check scan status

This section describes the different ways to check scan status.

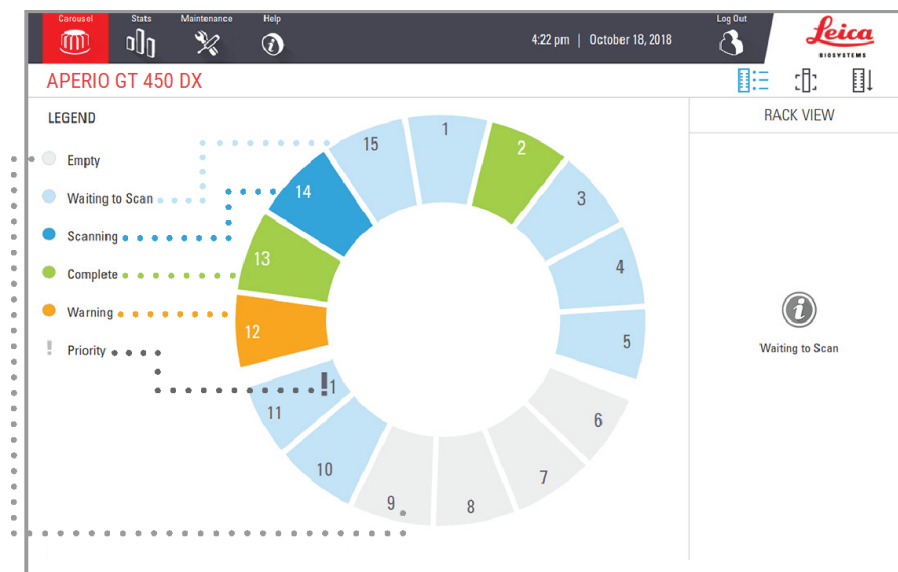


**CAUTION:** If you must remove a rack before all slides in the rack are scanned, note the rack and slide status. After removal, the rack's scan status is no longer available.

## Check rack status

To check the scan status of a rack:

- 1 Check the rack position status color against the Legend.



The rack statuses are:

	<b>Empty</b>	Rack is empty and available for use.
	<b>Complete</b>	All slides in the rack scanned successfully and passed image QC. Scanned images are saved to the specific location.
	<b>Scanning</b>	The rack is currently being scanned.
	<b>Waiting to Scan</b>	The rack is loaded successfully and is waiting to scan.
	<b>Warning</b>	There is an issue with the rack, or one or more slides in the rack. If you get a rack warning, see <a href="#">Rack warnings on page 51</a> .
	<b>Priority</b>	The rack is set for priority scanning. See <a href="#">Priority scanning on page 43</a> .



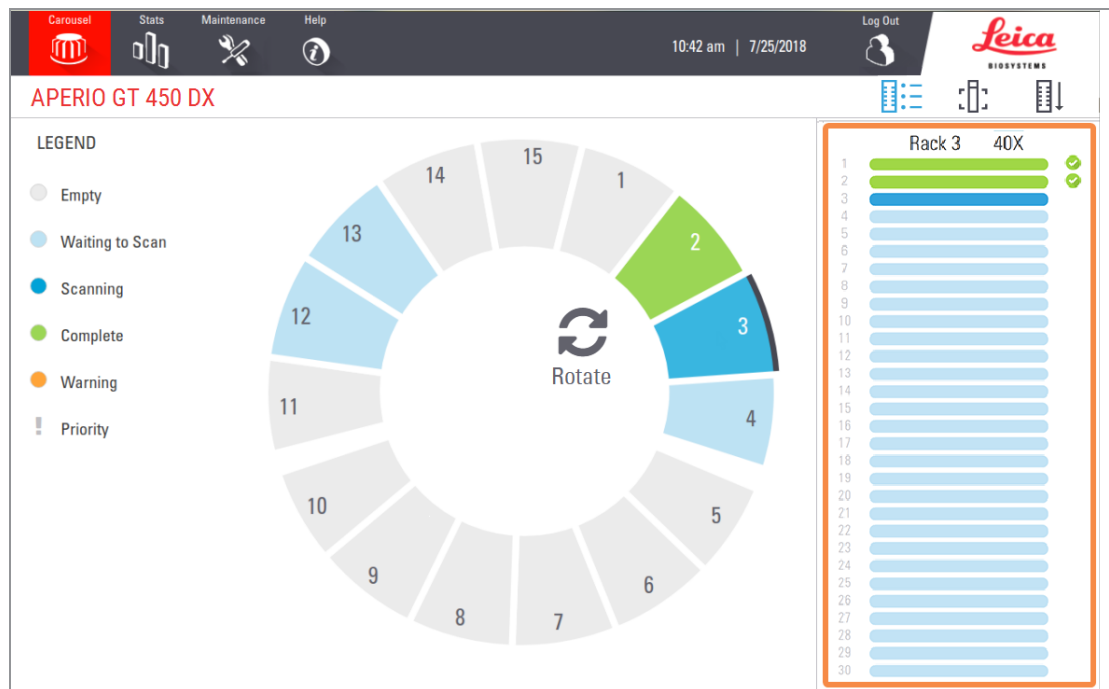
## Rack error on current scan

If there is an error on at least one slide in the rack that is currently scanning, the rack position pulses blue and orange. See [Rack warnings on page 51](#).

## View slide status for a rack

To view the status for slides in a rack:

- 1 Tap the rack position on the touchscreen interface.
- 2 Tap the **Rack View** icon.






Slide status colors correspond to the Legend:

	The slide is scanning.
	The slide is waiting to scan.
	The slide slot is empty.
	The scanned image was successfully transferred to the specific image location.
	No scanned image created. See <a href="#">Rack warnings on page 51</a> .
	The slide scanned successfully, passed image QC, and was transferred to the specific image location.
	The slide has a scan warning. See <a href="#">Rack warnings on page 51</a> .

## View macro images of scanned slides

To view a macro image of a scanned slide:

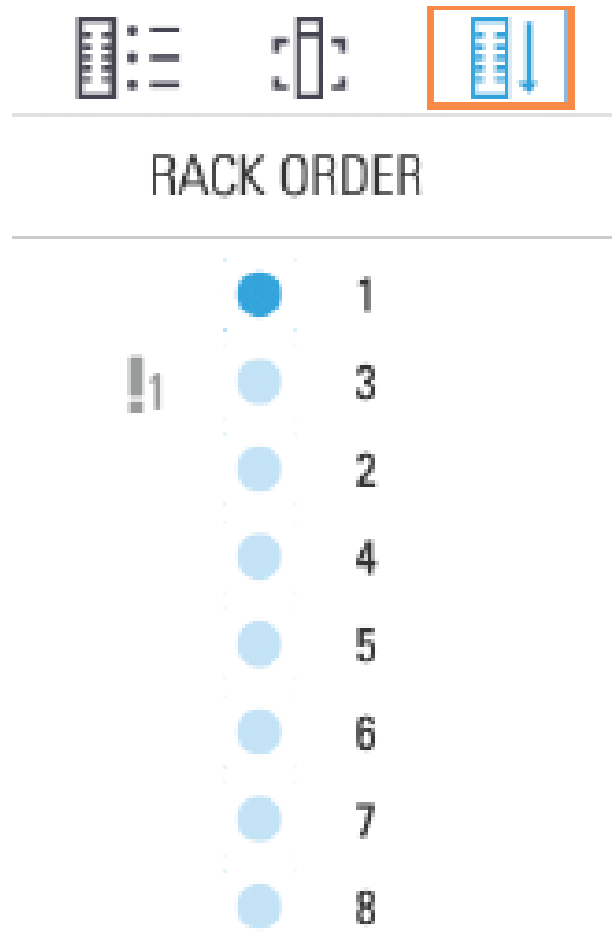
- 1 Tap the rack position on the touchscreen interface.
- 2 Tap the **Slide View**  icon to view individual images for the selected rack.
  - Tap  and  to view other slides in the rack.
  - If any tissue is outside the scan area, you can tap **Scan Entire Slide** to rescan the whole slide.
  - If there is an error scanning the slide, a message appears in the box. See [Slide errors and solutions on page 103](#).



## View rack scan order

1 Tap the **Rack Order**  icon to show the scan order of the racks.

- Racks in the list appear in the scan order.
- The scan status is indicated for each rack.
- In the example, rack 3 is set as priority.

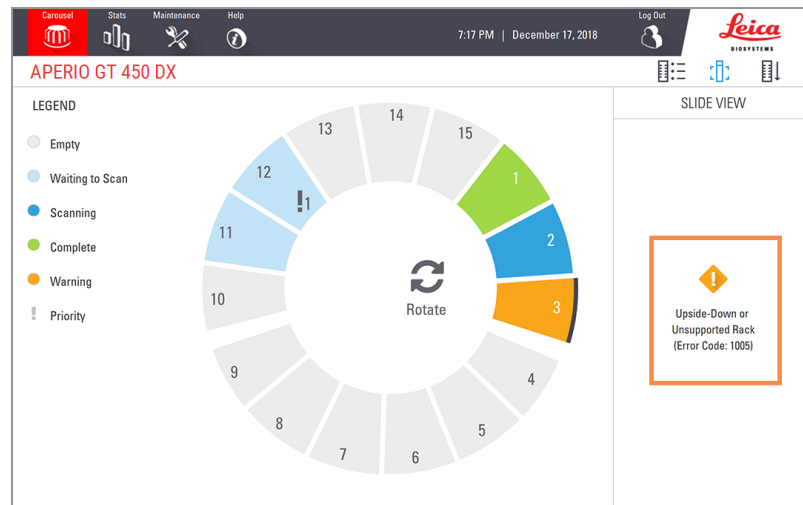


# Rack warnings

A rack has a warning if the status color is orange or if the rack position is pulsating blue and orange.

To check the rack for errors:

- 1 Tap the rack position you want to check.
- 2 If there is a problem with the rack, a message appears similar to the example below.



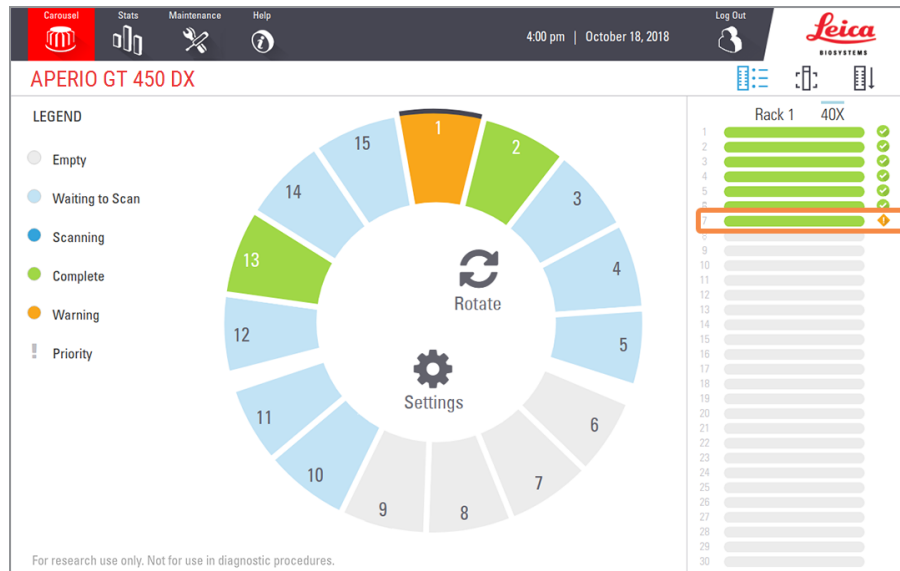
- 3 Take note of the error code and message. For information and steps to resolve the rack error, go to [Rack warnings and solutions on page 101](#).

- 4 If there is a problem with one or more slides in the rack, a warning icon appears next to the slide in Rack View:

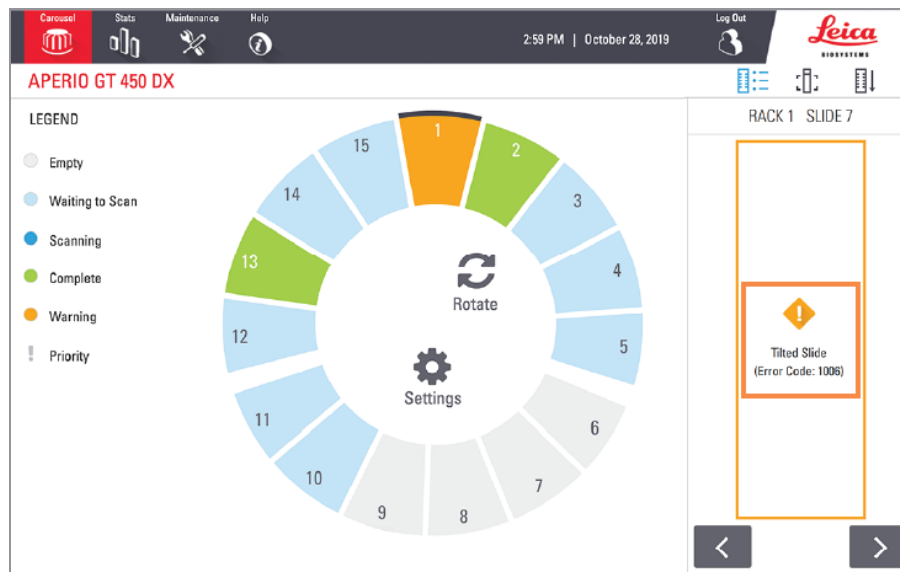
 The scanner created an image, but there is an error.

 An error prevented the scanner from creating an image.

In the example below, slide 7 in the selected rack has a warning.



- 5 Tap the **Slide View** icon to view the macro image for the slide that has a warning.



- 6 Take note of the error code and message. For information and steps to resolve the error, go to [Slide errors and solutions on page 103](#).