Prisma Shutdown and Startup

Once you have checked the schedule and verified that there are no more sessions for the day, you will perform a Full Proper Shutdown. Please do the late-scanning groups a favor and DO NOT shut down the scanner when there is a scan in the evening.... Properly shutting down the Siemens Prisma is very easy. Here is how to do it:

Step-by-step guide

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<thead>
<tr>
<th>Shutdown Procedure:</th>
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<tbody>
<tr>
<td>1. Ensure Patient Privacy and HIPAA Compliance by closing Patient Data on all Task Cards by selecting &quot;Close Patient&quot; in all 3 tabs and Neuro3d Tab. Make sure all your scans have finished transferring to: SNC_Gateway, MAC, Anubix, PACs - as is appropriate for your Scan.</td>
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<td>2. In the Scanner Bay, Push the Home Button on the Control Pad (it looks like a little house) to leave the bed in the Home Position. Take off the dirty sheet and place INTO (not on top of) the dirty linen container. Replace any Pulse Ox, Button Box, etc. to their proper locations. Pick up any trash you have left in the Scanner Bay then proceed back to console after sealing the Pneumatic Door.</td>
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<td>3. In the Menu Select &quot;System&quot;</td>
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<td>4. Go to System</td>
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<td>5. Then click Shutdown System… and press Yes to start the shutdown process. Click OK to any warnings to proceed shutting down....</td>
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6. After 5 or so minutes, the Siemens Console will let you know it is “Now safe to Turn off your Computer”. Do not turn off the Console Computer which sits on the floor next to your feet; instead, turn off the System by moving to the left to the System Hardware Wall Interface.

7. Press the blue SYSTEM OFF button on the Siemens Wall Panel to power down the system.

**NOTE: DO NOT** turn off the Computer using the HP Computer ON/OFF switch

Congratulations, you are now ready to Turn off the Lights. Nice job!

**Proper Startup is Important too:**

**Startup Procedure:**

1. Verify that the blue light on the front of the Siemens HP Console computer (at your feet) is OFF. The computer should be OFF prior to the next step. The purpose of pushing the **System Off Button** when the computer is already OFF is due to the possibility that there may be back end applications still running; perhaps from a previous incorrect shutdown...who knows!
2. Press the SYSTEM OFF button (to ensure all components on the back end have been powered down)
3. Press the blue SYSTEM ON button on the Siemens Wall Panel to start the power up process.
4. The system takes about 8 minutes to start. The gradient icon on the bottom of the screen will have a red line through it – double click on it for more information.
5. The Scanner will beep three times and the red line through the gradient icon will disappear when the scanner has finished booting up.
6. After ~8 minutes the scanner should be up and ready to Register your Patient.
7. Remember to perform both Patient Registration screens prior to putting your subject onto the table. One must go through both screens prior to aligning the patient at Isocenter.

**Note:** Do not unplug or plug in any head or body coils or move the bed while the system is starting because it will result in a startup error.
If you have the first scan of the day, be sure you arrive with sufficient time so that you can start the Scanner with enough time to allow the System to properly initialize. Many times errors result from moving the table while the system is booting, or clicking the head coils.