



Accu-Chek Combo Insulin Pump System Training Handbook - Standard Lesson

Information for Insulin Pump Users

For product support and ordering pump service pack items:
Accu-Chek Insulin Pump Hotline
1800 633 457
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www.accu-chek.com.au

Dear User,

Congratulations on receiving the Accu-Chek Combo system! Your new insulin pump system will help you to manage your diabetes quickly and easily. The discretion offered by the Accu-Chek Combo system will let you stay in control while your pump stays out of sight.

This Handbook is provided as part of your training on your new Accu-Chek Combo system.

It will help you to set up your Insulin Pump and your Meter, so that they quickly become part of your daily life.

Roche Diabetes Care

! This document is not intended to replace training by a qualified diabetes instructor, or the User Guide and Owner's Booklets provided with your new system.

Before starting therapy with your Accu-Chek Combo system, please consult your Accu-Chek Spirit Combo insulin pump User Guide and Accu-Chek Performa Combo Meter Owner's booklets for detailed information regarding warnings and precautions related to their use.



In this Handbook the term "Meter" always refers to the Accu-Chek Performa Combo blood glucose Meter.

The term "Pump" always refers to the Accu-Chek Spirit Combo Insulin Pump.



Structure of this Training Handbook

The Handbook is divided into a Standard Lesson and an Advanced Lesson. This will enable you to learn all the features and functions of your new Accu-Chek Combo system easily, whether you are new to pump therapy or already experienced.

In the Standard Lesson, you will learn about the basic functions of your new insulin pump system, necessary for successfully starting pump therapy. When you have completed this lesson you will know how to:

- Run your Accu-Chek Spirit Combo Insulin Pump with one basal rate profile
- Administer a standard bolus
- Use your Meter to remotely control your insulin pump
- Monitor your blood glucose (bG) level using your Accu-Chek Performa Combo

After getting some experience in pump therapy, you can move on to the Advanced Lesson where you will learn to use the complete range of convenient and helpful features of your new Accu-Chek Combo system.

At the end of the Advanced Lesson you will know how to:

- Use Bolus Advice
- Interpret the values of your personal data collection in the Meter database
- Set a variety of reminders
- Use different Bolus types
- Personalise your Pump

The chapters explaining the handling of the Pump are highlighted in light blue and marked with   only.



The chapters explaining the handling of the Meter are highlighted in green and marked with   only.

The chapters explaining the handling of the Pump together with the Meter are highlighted in dark blue and marked with  .

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1 Features of your Accu-Chek Combo system

Accu-Chek Performa Combo
Meter



Accu-Chek Spirit Combo
Insulin Pump

Your Accu-Chek Spirit Combo Insulin Pump



Four horizontal lines for writing, enclosed in a rounded rectangular border.



Delivers insulin 24 hours a day, 365 days a year, according to your daily insulin need. Basal insulin delivered in 20 intervals per hour to best simulate physiological insulin supply.

Five basal rate profiles to match varying daily routines.

Administers four different types of bolus, covering your insulin needs for all kinds of food intake as well as for a variety of health-related situations.

Adapts to your knowledge and experience in managing your diabetes, offering three different user menus from beginner to professional.

Communicates with the Meter to enable remote control and shared data handling.

Your Accu-Chek Combo Meter



A large, rounded rectangular box containing four horizontal lines for writing.



▶ Measures your blood-glucose (bG) level in five seconds.

▶ Enables remote control of your Accu-Chek Spirit Combo Insulin Pump.

▶ Manages your diabetes-related data in a diary and reports them as graphics and statistics.

▶ Provides you with bolus advice.

▶ Less than one minute from bG test through Bolus Advice to bolus delivery.

▶ Reminds you about a variety of therapy-related tasks.



2 Preparation and start-up

2.1 Filling the cartridge

1.



Prepare the materials:

- an insulin vial at room temperature
- an Accu-Chek Spirit 3.15 ml cartridge system
- a disinfectant solution or tissue

2.



Wash your hands.

3.



Unpack the cartridge system.

4.



Clean the rubber membrane of the insulin vial with a disinfectant wipe.

5.



Pull the plunger of the cartridge back until you feel some resistance.

6.



Push the cartridge onto the insulin vial until it snaps into place.

7.



Press the plunger to its stop-point and hold it in this position.



8.



Slowly turn the complete system upside down, carefully holding all components in place.

9.



Slowly release the plunger to let the insulin flow into the cartridge. If the cartridge is not filled completely pull the plunger gently to draw more insulin.

10.



Remove any air bubbles by tapping the cartridge, pushing them back into the vial. Then pull the vial from the cartridge system.

11.



Remove the plunger by turning it anti-clockwise.

12.



Remove the filling aid while turning it anti-clockwise and pulling at the same time.

13.

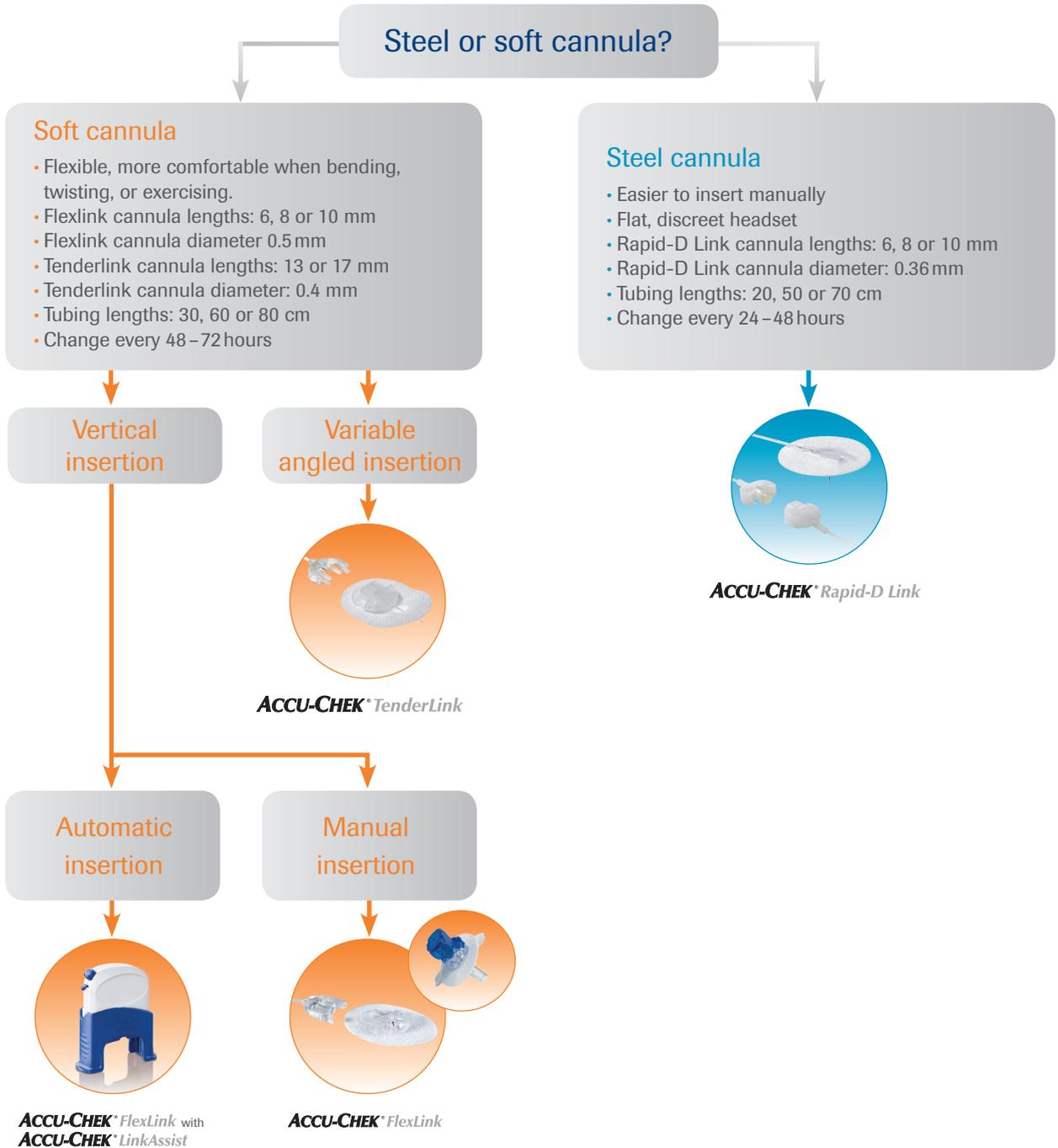


For storage, push the protective cap onto the cartridge tip until it clicks.
The plunger and the filling aid can be disposed (check local regulations for any specific sharps disposal instructions in your area).





2.2 Choosing your infusion set

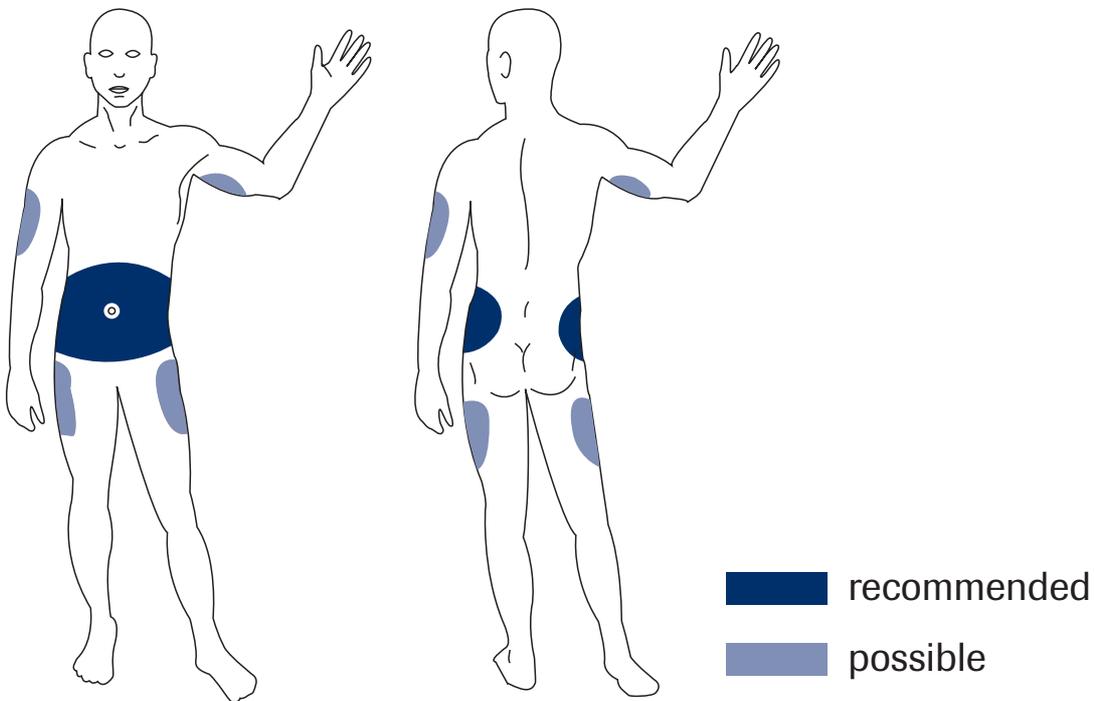


It is recommended to discuss your specific needs with your healthcare professional to determine the most appropriate infusion set. General guidance is as follows:

- Choose short cannula for low body fat, long cannula for high body fat
- Choose tube length according to distance between Pump and infusion site

2.3 Inserting an infusion set: Example Accu-Chek FlexLink

Examples of recommended infusion sites



Choose a site away from the waistline, bones, scar tissue, belly button and recent infusion sites.



Four horizontal lines for writing, located inside the rounded rectangular box.



1. Before unpacking your infusion set, wash your hands thoroughly.



2. Disinfect the infusion site according to the instructions of your healthcare professional.



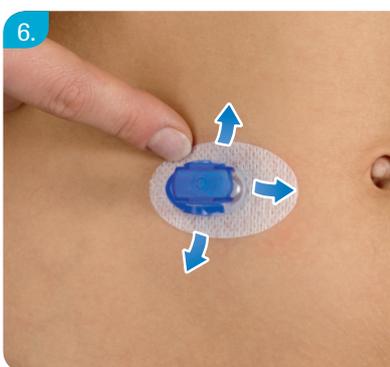
3. Remove both pieces of the adhesive backing paper from the self-adhesive.



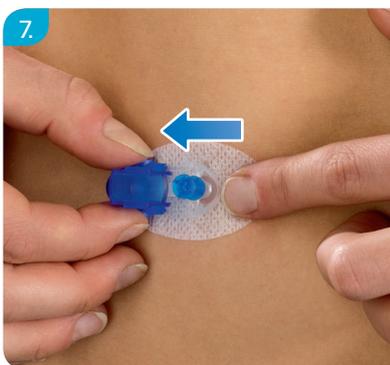
4. Turn and pull to remove the transparent protective cover and expose the introducer needle and cannula.



5. Insert the infusion set at a 90° angle. Choose an infusion site away from your waistline, bones, any scar tissue, belly button and recent infusion sites.



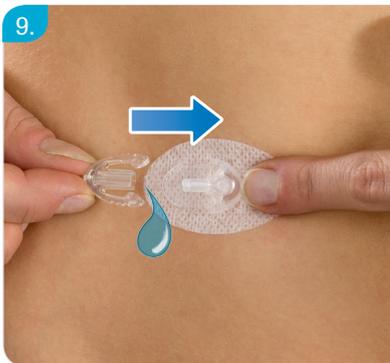
6. Press the adhesive plaster firmly onto the infusion site, ensuring that it makes smooth contact with the skin.



7. Hold the self-adhesive in place, gently press the side clips of the blue holder cap and pull it from the cannula housing.



8. Hold the cannula housing firmly to your body. Use the handle to withdraw the introducer needle in a straight, smooth motion.



9. Connect the primed transfer set to the connector plate of the cannula. Before resuming insulin pump therapy, use an insulin bolus of 1.0 U to fill the head set and the soft cannula.



Always remember to prime the cannula according to the information accompanying your infusion set.





3 Your Accu-Chek Spirit Combo Insulin Pump

Pump details and accessories

Battery cover



Battery



Battery key



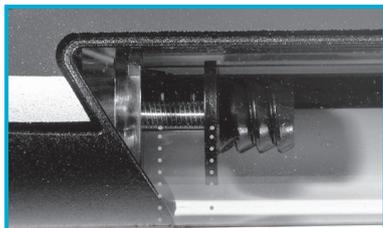
Infrared window
(next to Battery cover)



Adapter



Cartridge Compartment



Cartridge



Piston rod

End plate rod

Cartridge plunger

3.1 Summary of functions



Three different menus adapted to your knowledge, experience, and personal needs:

STANDARD: Designed to be easy for beginners

ADVANCED: Versatile – for more experienced users

CUSTOM: Customisable by you or your healthcare professional in line with your personal needs and preferences



Four bolus types to match your insulin needs in a variety of situations:

Quick bolus

Standard bolus

Extended bolus

Multiwave bolus

Variable increments can be set for the Quick bolus
(0.1, 0.2, 0.5, 1.0, 2.0 units)



Communication with the Accu-Chek Combo Meter using *Bluetooth*[®] wireless technology enables remote control of the Pump by the Meter, as well as transfer of data such as bolus history for subsequent management in the Meter database.



- ▶ Five basal rate profiles to match your varying daily routines.
- ▶ Temporary basal rate changes possible on a percentage basis.
- ▶ Normal alkaline or lithium batteries, or rechargeable batteries (AA, 1.5V).
- ▶ Use of self-filled Accu-Chek Spirit 3.15 ml cartridge system.
- ▶ Warning and error messages signalled by beeps and/or vibrations.
- ▶ Fully adjustable volume of beep tone – from silent to loud.
- ▶ Keylock prevents accidental pressing of keys.
- ▶ Screen display shows text and symbols, and can be rotated 180 degrees.

3.2 Key functions



Key	Name	Function
	Menu	<ul style="list-style-type: none"> • Move through menus, function screens and information screens
	OK	<ul style="list-style-type: none"> • Select a menu • Save changes and exit the function and information screens • View the Quick Info screen



Key	Name	Function
	Up	<ul style="list-style-type: none"> • Move forward in the information screens • Increase a setting • Turn on the backlight • Turn off the STOP-Warning (press and hold for 3 sec. until you hear a melody)
	Down	<ul style="list-style-type: none"> • Move backward in the information screens • Decrease a setting • Turn off the STOP-Warning (press and hold for 3 sec. until you hear a melody)

Combination	Function
 + 	<ul style="list-style-type: none"> • Exit menus, function screens and information screens without saving your changes. • Move to a previous menu
 + 	<ul style="list-style-type: none"> • Unlock the keys. Press and hold both buttons until the screen changes.
 + 	<ul style="list-style-type: none"> • Copy an hourly basal rate to the following hour.

3.3 Inserting/changing the battery

1.



Remove the battery cover, using the battery key to turn the battery cover anti-clockwise.

2.



Insert the battery, negative (-) end down, positive (+) end up, into the compartment.

3.



Place the cover on the positive end and gently push the battery in, while turning the cover clockwise to partially tighten it.

4.



Use the battery key to fully tighten the battery cover.



The start-up process begins

1.



The screen shows the software version.

2.



The screen shows the ACCU-CHEK logo.

3.



The SELF-TEST screen appears.

4.



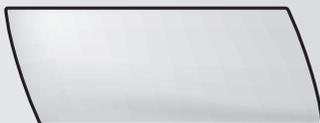
The BEEP TEST screen appears and the Pump beeps. Listen for the beeps.

5.



The VIBRATION TEST screen appears and the Pump vibrates. Check the vibrations.

6.



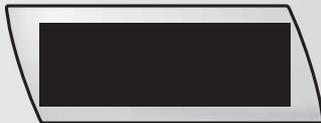
The screen goes blank. Check that the screen is completely blank.

7.



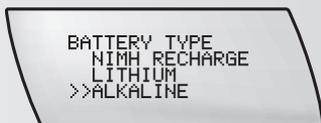
The screen shows a pattern.
Check that the pattern is even.

8.



The screen turns black.
Check that the screen is completely black.

9.



After the self-test, press  or  to select the type of battery you inserted.
Press  to confirm.

10.



The end of the start-up process is signalled by a melody, and the Pump displays the STOP screen.

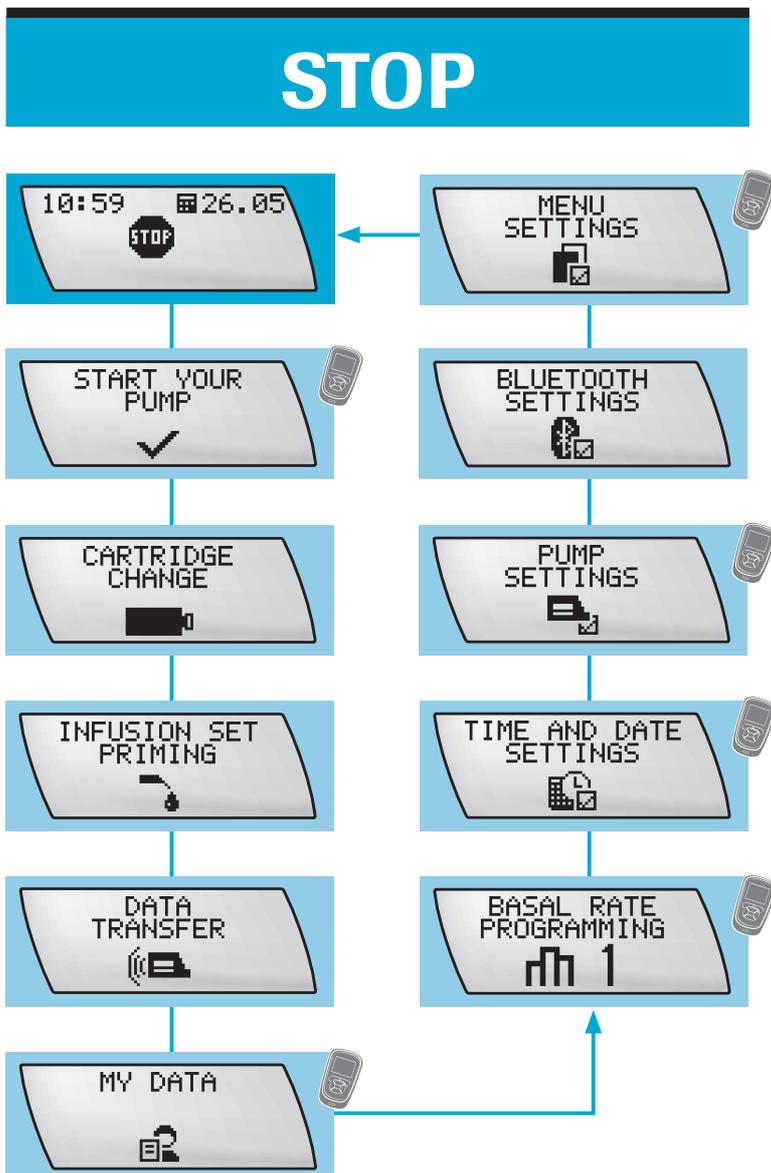


Always remember to check the time and date on your Pump after performing the battery change and before resuming insulin delivery.



3.4 STOP mode at a glance

In STOP mode your Pump does not deliver insulin. For safety reasons some menus like for example CARTRIDGE CHANGE or INFUSION SET PRIMING are only accessible in STOP.



 These menus can be accessed through the “Pump” menu on the Meter.

3.5 Setting the time and date

1.



Press  to move to the TIME AND DATE SETTINGS screen.

2.



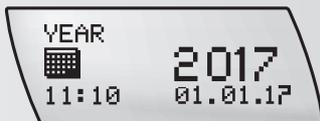
Press  to select. The HOUR screen is displayed.
Press  or  to set the hour.

3.



Press  to move to the MINUTE screen.
Press  or  to set the minute.

4.



Press  to move to the YEAR screen.
Press  or  to set the year.



5.

Use ,  and  to set:

- MONTH
- DAY
- TIME FORMAT
- DATE FORMAT

6.

Press  to save and exit.



When you set up your new Accu-Chek Combo Insulin Pump system it's a good idea to set the Pump time and date first, since this will be adopted by the Meter!



Four horizontal lines for writing notes.

3.6 Procedure for programming your basal rate profile

Make sure that your Pump is in STOP mode and the infusion set is **NOT** connected to your body.

1.



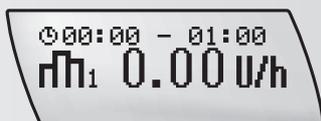
Press  to move to the BASAL RATE PROGRAMMING 1 (2, 3, 4 or 5 accordingly) screen.

2.



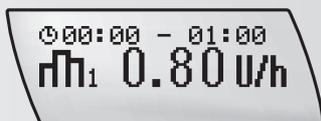
Press  to select.
The daily BASAL RATE TOTAL is displayed.

3.



Press  to move to the first hour.
This is always 00:00 - 01:00 (12 AM - 01 AM if the American time format is used).

4.

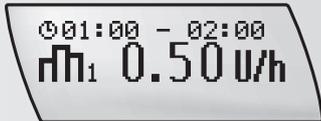


Press  or  or scroll to set the hourly basal rate given by your doctor or healthcare team.



The increments shown depend on the programmed basal rate: it will be 0.01U from 0.05U to 1.00U, 0.05U from 1.00U to 10.0U and 0.1U from 10.0U to 50.0U

5.



Press to move to the next hour.

6.

Continue using and or to set the hourly basal rates for the remaining hours. This allows you to program your individual basal rate profile on an hour-by-hour basis. Continue until all 24 hours are programmed.

7.



Press to confirm.
The new daily BASAL RATE TOTAL is displayed.
Press to save the profile and exit.



3.7 Copying an hourly basal rate

If your basal rate is the same for multiple hours in a row, you can save time by copying an hourly basal rate to one or more hours.

1.



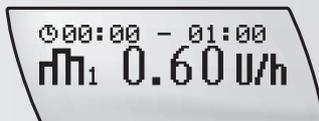
Press  to move to the BASAL RATE PROGRAMMING 1 (2, 3, 4 or 5 accordingly) screen.

2.



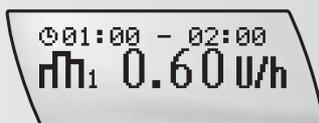
Press  to select.
The daily BASAL RATE TOTAL is displayed.

3.



Press  to move to the hourly basal rate you want to copy.

4.



Press  and  simultaneously.
A special beep confirms that you are pressing the keys correctly. The same hourly basal rate is copied to the next hour.



5.

If you want to copy the rate to multiple hours, press  and  repeatedly or press and hold  and  (scroll).

6.



Press  to confirm.
Check the new daily BASAL RATE TOTAL.
Press  to save and exit.



3.8 Connecting the cartridge, adapter and infusion set

Have the following materials ready:

- A prepared Accu-Chek 3.15 ml cartridge system with luer-lock (see page 15)
- An Accu-Chek Spirit Combo Insulin Pump adapter
- A new Accu-Chek infusion set



Remove the protective cap from the cartridge. Take care not to touch the cartridge tip.



Push the adapter (thread-part first) all the way onto the cartridge tip to the stop.



Carefully prepare a new Accu-Chek infusion set, following the instructions supplied for use.



Hold the adapter and twist the infusion set luer-lock connection by hand, clockwise into the adapter. Do not over-tighten.



3.9 Returning the piston rod

Make sure that your Pump is in STOP mode and the infusion set is not connected to your body.



If there is a cartridge already in the Pump, remove it: unscrew carefully, and do not pull the cartridge out until it is completely unscrewed.



Press to move to the CARTRIDGE CHANGE screen.
Press to select.



Make sure your infusion set is disconnected and the cartridge has been removed.
Press and hold for three seconds, until you hear a melody.



The piston rod begins to return.
Do not touch or otherwise disturb the piston rod while it is rewinding as this could result in damage to your Pump.



When the piston rod has returned completely, the CARTRIDGE VOLUME screen displays the maximum volume, 315 U.

3.10 Inserting a new insulin cartridge



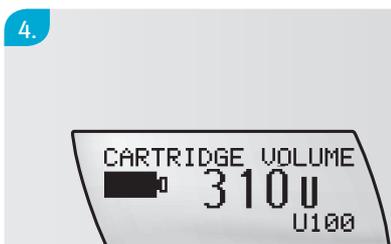
Hold the Pump upright. Hold the new filled cartridge so that the connected adapter and infusion set point upwards, parallel, and close to the cartridge compartment.



Make sure that the top edge of the threaded part of the adapter is level with the top part of the cartridge compartment.



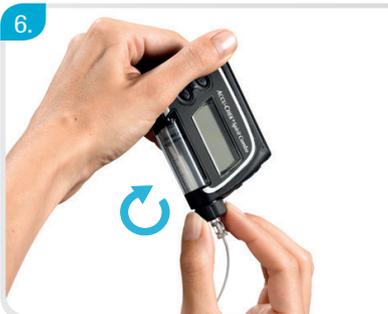
Press  or  to move the piston rod forward until the end plate of the piston rod is level with the bottom of the cartridge plunger.



The CARTRIDGE VOLUME decreases accordingly on the screen.
Tip: to prevent air bubbles move the piston rod to at least 310 units.



5. Hold your Pump diagonally with the adapter pointing down. Insert the cartridge into the cartridge compartment.



6. Twist (do not push) the adapter clockwise until it is correctly seated against the cartridge compartment.



7. The cartridge is correctly inserted when the end plate of the piston rod is correctly seated against the cartridge plunger.



8. If the end plate of the piston rod is not correctly aligned with the cartridge plunger, remove the cartridge from the cartridge compartment and repeat steps 1. to 6.

9.



Check that the infusion set luer-lock connector is still correctly connected to the adapter. Tighten the infusion set by hand clockwise until it sits tightly in the adapter.

10.



Press  after correctly inserting the cartridge. Your Pump performs a self-test.

11.



When the self-test is finished, the INFUSION SET PRIMING screen is displayed.

Press  and move to 3.11 priming the infusion set step 2.

Incorrect use can cause damage to your insulin pump



Do NOT insert the cartridge into the insulin pump without the infusion set tubing connected. This could lead to insulin flowing into the cartridge compartment. If insulin gets into the compartment this can result in a damage of the piston rod over time and potentially limit or cause a blockage of the insulin pump motor functions.



Do NOT hold your Pump upright when inserting the cartridge. This could lead to insulin flowing into the cartridge compartment and cause a blockage of the piston rod. The Pump may then display an E6 or E10 error message or stop.



3.11 Priming the infusion set

Make sure that your Pump is in STOP mode and the infusion set is **NOT** connected to your body.

1.



Press to move to the INFUSION SET PRIMING screen.
Press to select. The priming amount of 25 units is shown on the screen.

2.



Press and hold for three seconds, until you hear a melody. The priming process begins.

3.



To ensure that any air bubbles are removed, always hold your Pump upright. After the insulin has entered the tubing, gently tap the pump's bottom part with the palm of your hand.

4.



A count-up is shown on the screen. Your Pump stops priming after 25 units. You can stop the priming process by pressing .



4 Starting and stopping insulin delivery

When your Pump is not delivering insulin, this is called STOP mode. When it is delivering insulin, this is called RUN mode.

4.1 Starting insulin delivery

1.



In STOP mode, press  to move to the START YOUR PUMP screen.

2.



Press . Your Pump switches to RUN mode and starts delivering insulin.



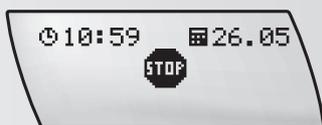
4.2 Stopping insulin delivery

1.



In RUN mode, press  to move to the STOP YOUR PUMP screen.

2.



Press . Your Pump switches to STOP mode and stops delivering insulin.

Turning off the STOP-warning

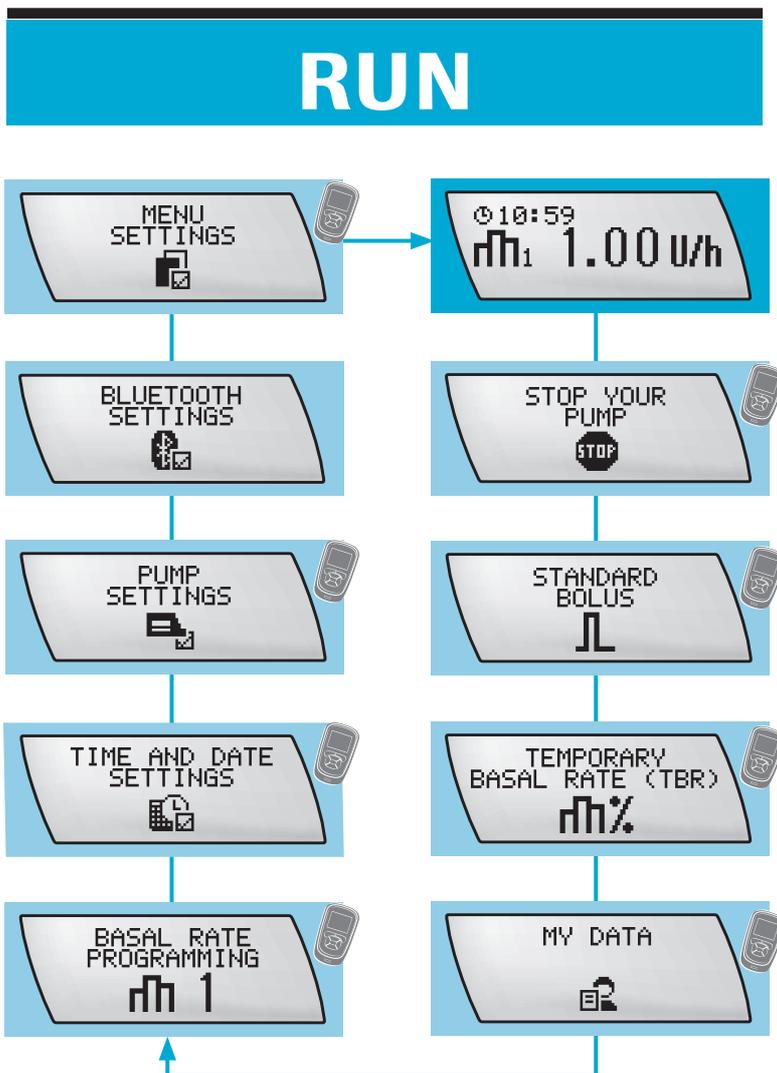
As long as your Pump is in STOP mode, it emits two short beeps – and vibrates once every minute to remind you that no insulin is being delivered.

To turn off the STOP-warning, press either  or  on the Pump for three seconds. You then hear a melody and/or feel a vibration, confirming that the STOP-warning has been turned off.



5 RUN mode at a glance

In RUN mode your Pump is delivering insulin to your body according to you basal rate settings and the boluses you program. Some functions such as STANDARD BOLUS and TEMPORARY BASAL RATE are only accessible in RUN.



These menus can be accessed through the “Pump” menus on the Meter.

5.1 Programming a Quick bolus

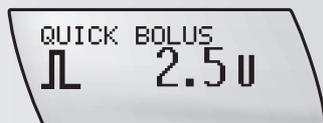
For discreet and convenient bolus programming without your Meter, you can use the Quick bolus feature on your Pump:

1.



From the RUN screen, press and hold  until you hear a beep sequence and feel a vibration. This activates the Quick bolus function.

2.



Press  once for each increment until the required bolus amount is reached.

3.



Each time you press the key, your Pump beeps and vibrates once for each programmed bolus increment.

4.



Five seconds after the last press of , the Pump confirms the total bolus amount with one beep and vibration for each bolus increment programmed.



5.  The Standard bolus symbol blinks for 5 seconds (the bolus delivery start delay).

6. After the bolus delivery start delay, the Pump beeps three times and then begins to deliver the total bolus amount programmed. A countdown of the remaining bolus amount appears on the display.



By default the increment for the Quick bolus is 0.5U per key press. Ask your healthcare professional to change the increment to 0.1, 0.2, 1.0 or 2.0U per key press if necessary. You will learn how to do that yourself in the Advanced Lesson of the training.



A large rounded rectangular box containing four horizontal lines for writing notes.

Cancelling a Quick bolus

<p>During Quick Bolus programming:</p>	<p>Press  () the key you used to enter the Quick Bolus programming option. This will reset the bolus amount to 0.0 units. You hear a melody. If no new bolus is programmed, your Pump returns to the RUN screen and beeps three times after five seconds.</p>	<p>No bolus is delivered</p>
<p>During confirmation and the start delay:</p>	<p>Press  or . You hear a melody and the Pump returns to the RUN screen. A Warning W8: BOLUS CANCELLED occurs. Press  twice to snooze and confirm the Warning.</p>	<p>No bolus is delivered</p>
<p>During bolus delivery:</p>	<p>Press and hold  or  until you hear a melody (about three seconds). A Warning W8: BOLUS CANCELLED occurs. Press  twice to snooze and confirm the Warning.</p>	<p>Bolus delivery interrupted</p>



6 Your Accu-Chek Performa Combo Meter

6.1 Summary of functions and features

Features

- ▶ Convenient blood glucose (bG) monitoring.
- ▶ Blood Glucose results in five seconds.
- ▶ Small sample size that allows testing from the fingertip as well as from other sites (e.g. palm or forearm).
- ▶ Unreliable blood samples are detected automatically.
- ▶ Remote control of your Accu-Chek Spirit Combo Insulin Pump using *Bluetooth*[®] wireless technology for discreet and convenient pump therapy.

All pump functions can be controlled from the Meter except:

- CHANGING THE CARTRIDGE (including RETURNING PISTON ROD)
- INFUSION SET PRIMING
- DATA TRANSFER
- DISPLAY ORIENTATION and DISPLAY CONTRAST
- BLUETOOTH SETTINGS
- UNLOCKING THE KEY LOCK



Data management and reports:

Collects all your diabetes-related data, such as blood glucose values, boluses and, Health Events within a reliable and synchronised timescale, and reports them as statistics, graphics and tables.

Bolus Advice (optional):

Calculates a bolus recommendation based on your blood-glucose level, time of day, planned food intake and personal settings, such as insulin-to-carbohydrate ratio and insulin sensitivity (correction factor).

Optional Reminders:

Help you memorise a great variety of therapy related tasks:

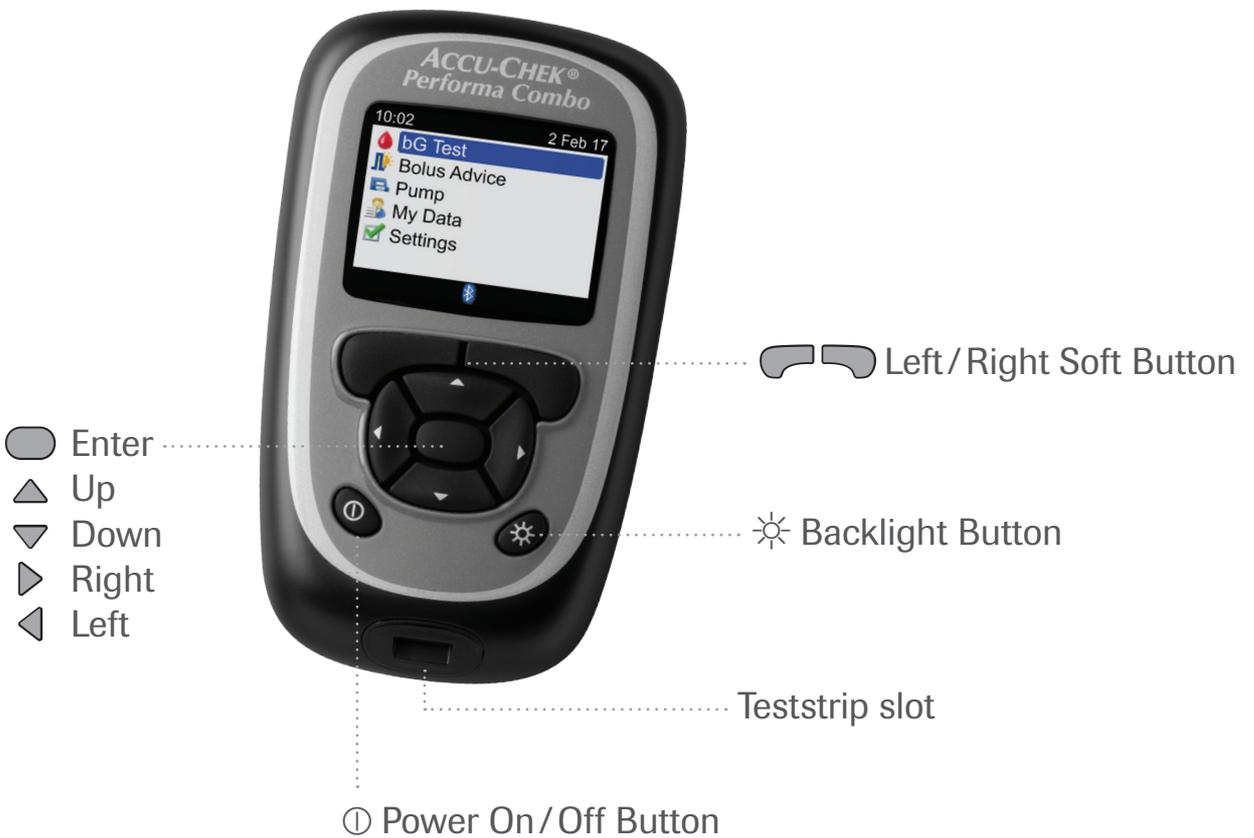
- Event reminders (visit to the doctor, lab test, infusion set change)
- Blood glucose test reminders (after high bG, after low bG, after meal)
- Alarm clock reminders can be set for up to eight individual tasks



6.2 Button functions



The button functions are slightly different when you are in the "Pump" menu of the Meter. See chapter 8.2 for more details.



Key	Name	Function
	Power On/Off	<ul style="list-style-type: none"> • turn the Meter on and off
	Backlight	<ul style="list-style-type: none"> • adjust the backlight level (low, medium high) • switch <i>Bluetooth</i>[®] on and off
	Left arrow	<ul style="list-style-type: none"> • move through screens • scroll left in an information screen
	Right arrow	<ul style="list-style-type: none"> • move through screens • scroll right in an information screen
	Up arrow	<ul style="list-style-type: none"> • move through menus, functions and information screen • scroll up in an information screen • increase a value in a setting screen
	Down arrow	<ul style="list-style-type: none"> • move through menus, functions and information screen • scroll down in an information screen • reduce a value in a setting screen



Key	Name	Function
	Enter	<ul style="list-style-type: none"> • select a menu or option • save changes • exit
	Left soft button	<ul style="list-style-type: none"> • select a menu on the display above the button
	Right soft button	<ul style="list-style-type: none"> • select a menu on the display above the button
	Press and hold simultaneously	<ul style="list-style-type: none"> • enables Keylock/disables Keylock
	Press and hold simultaneously	<ul style="list-style-type: none"> • enables pairing mode for <i>Bluetooth</i>[®] wireless technology



7 Preparation and start-up

Remove the protective film from the Meter display.

7.1 Setup Wizard

You must complete the Setup Wizard before you can use your Meter.

For the standard setting, you need to set:

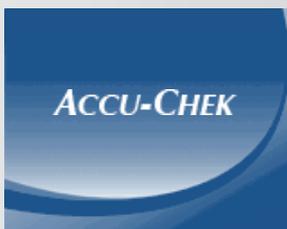
- Language (your local language should be set by default.)
- Time (your Meter should adopt the time and date from the Pump as soon as you switch it on)
- Units for Carbohydrates
- Warning limit for low blood-glucose level (hypoglycaemia)
- Warning limit for high blood-glucose level (hyperglycaemia)
- One Time Block



!!! For the standard setup, do **NOT** setup Bolus Advice or Reminder Settings. These settings will be setup later, according to the procedure described in the Advanced Lesson of the Training Handbook.



1.



Press  until the Meter powers up. The Accu-Chek screen appears for a few seconds.



You may be prompted with a Warning that the time and date on your Meter have been changed by more than five minutes, due to the synchronisation with the Pump. Press  to confirm.



2.



The Language screen appears. If you wish to keep the default language, press  to select Next and continue with step 6.

3.



Otherwise press  to display the language options.



4.



Press or to select the language.

5.



Press to save the setting.
Press to select Save.

6.



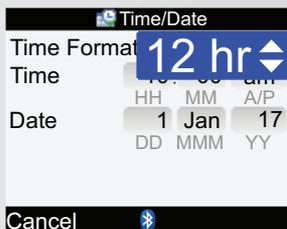
The Time/Date screen appears. If you wish to keep the default time, press to select Next and continue with step 12.

7.



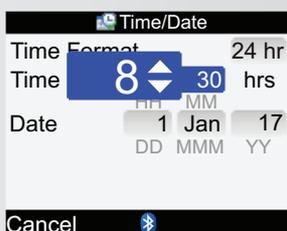
Otherwise press to change Time Format.

8.



Press \triangle or ∇ to select 12 hr or 24 hr Time Format.
Press \bigcirc to save the changes.

9.



Press \bigcirc to change the hour.

10.



Press \triangle or ∇ to select the hour and \bigcirc to save.

11.



Continue using \bigcirc , \triangle , ∇ and \bigcirc to set

- Minutes
- AM or PM if needed
- Day
- Month
- Year

Press \curvearrowright to select Next.



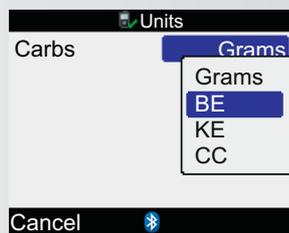
12.



The Units screen appears.

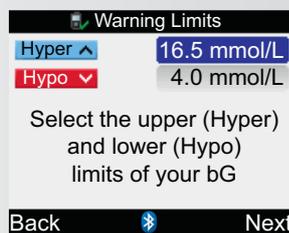
Press  to select Next if you wish to keep the default settings.

13.



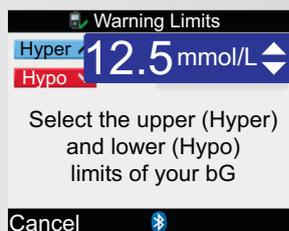
Otherwise, press  to change the units for carbohydrates and continue using , , and  to select and save.

14.



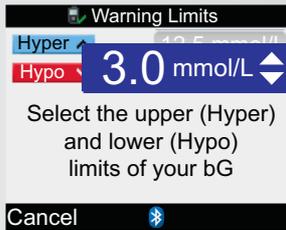
Press  to select Next. The Warning Limits screen appears.

15.



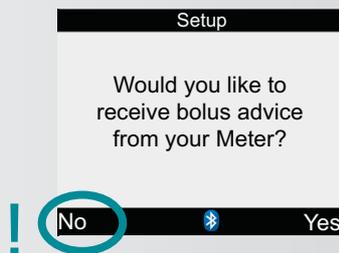
Use , , , and  to set the Hyper- (High bG) Warning Limit.

16.



Use , , and to set the Hypo- (Low bG) Warning Limit.
Press to select Next.

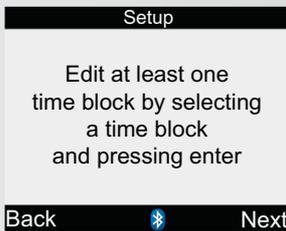
17.



The display “Would you like to receive bolus advice from your Meter?” appears.
Press to **select No**.

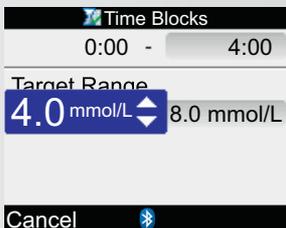


18.



The next screen asks you to edit at least one Time Block. The main purpose for this is to edit your bG Target Range. If you have different Target Ranges for different times of the day, edit the Time Blocks and Target Ranges accordingly.
Press to select next.

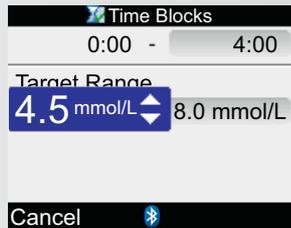
19.



Press to move to the first Time Block.
Press 2 × again to save the default ending time. Press again to enter the lowest blood glucose value for the Target Range.

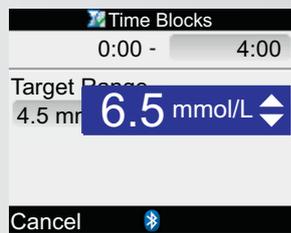


20.



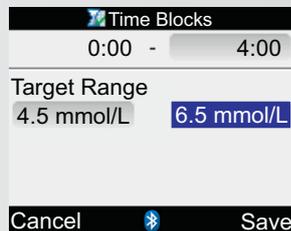
Press \triangle or ∇ to select the lowest blood glucose value for the Target Range.

21.



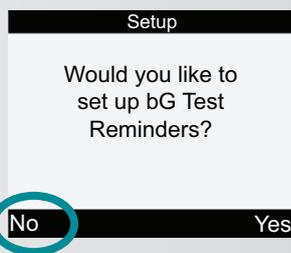
Use \square , \triangle and ∇ to enter and edit the highest blood glucose value for the Target Range. Press \square to confirm.

22.



Press \square once to save the changes. Press \square again to select Next. The “Setting copied to all Time Blocks...” screen appears. Press \square to select OK.

23.



The screen “Would you like to set up bG Test Reminders?” Press \square to **select No**.

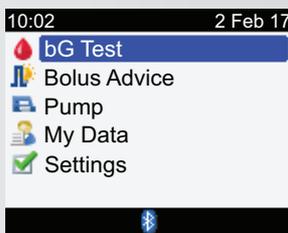


24.



The Setup Wizard is complete. Press  to select Next and enter the main menu.

25.



Switch off the Meter. Now you can use your Meter to continue setting up your Pump.



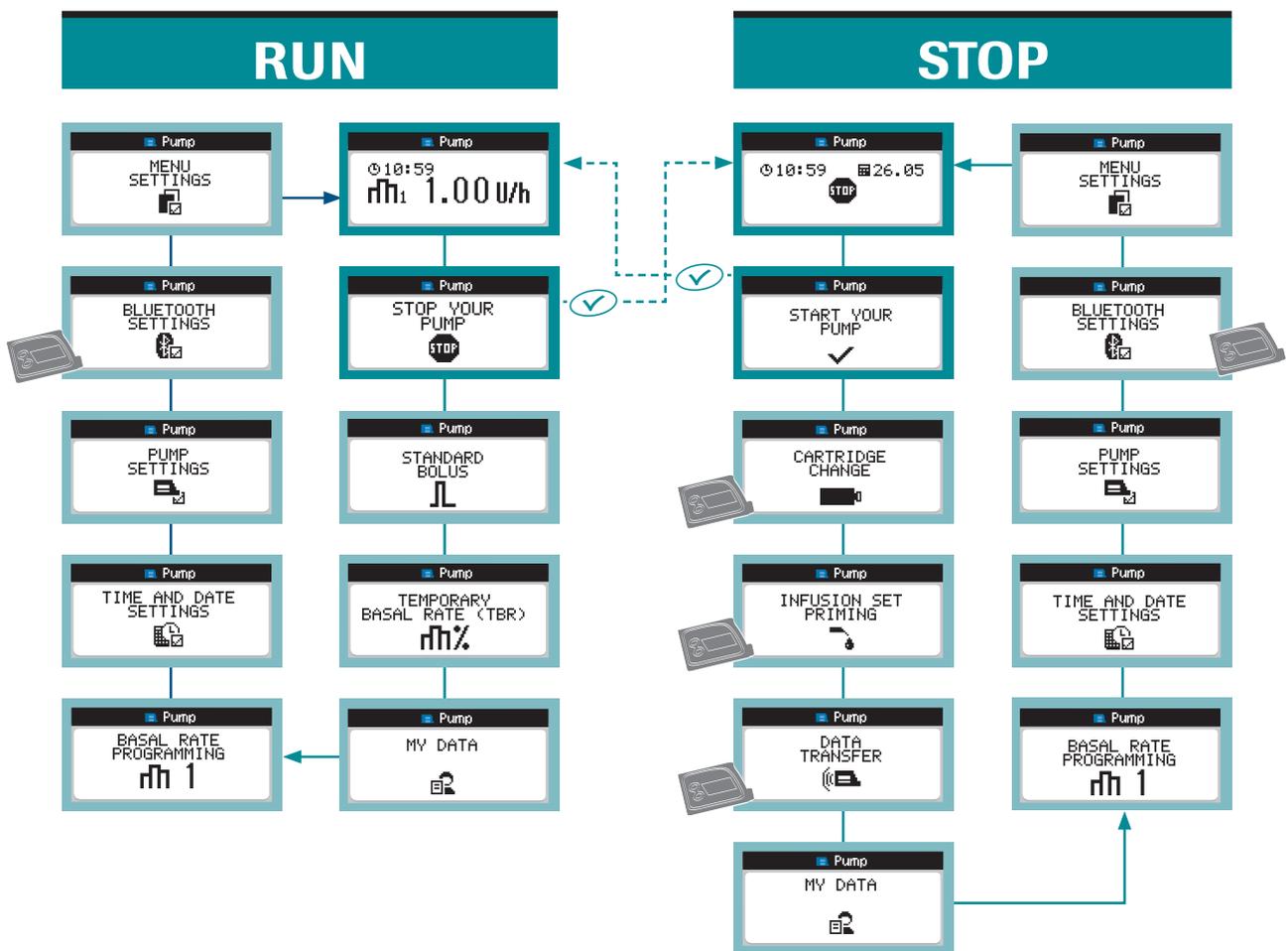
Before you can measure your bG level with your Meter you must check the code chip inserted in your Meter matches your accompanying test strips. You should also perform a control test.



7.2 STANDARD user menu

The following is a list of menu options from the STANDARD user menu. To view the order in which they appear on the display, refer to the menu diagram below:

- Press to move forwards
- Press + simultaneously to move backwards



only accessible on Pump.



8 Using your Accu-Chek Combo system

8.1 Using the Meter to control the Pump

System behaviour

If you do not press any key for more than 20 seconds, the Pump screen goes blank to save battery life.



In this state, your Pump is also ready to communicate with the Meter. You can reactivate the screen by pressing any of the Pump keys, but then for safety reasons the communication with the Meter is interrupted.

As soon as you turn on your Meter, while the Pump screen is blank, the devices start to communicate.

Time and date settings are synchronised according to Pump time and date settings, and the event history files, such as bolus history, are updated. While the Pump and the Meter are communicating, the Pump screen displays the *Bluetooth*[®] symbol.

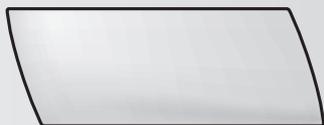


The Pump and the Meter cannot talk to each other when they are too far apart. The distance should not be more than two metres.



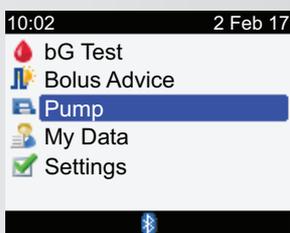
8.2 Operating your Pump

1.



While the Pump screen is blank, press  to switch on the Meter.

2.



In the main menu screen press  or  to move to Pump.

Press  to enter the Pump menu.

3.



Now you see the currently active menu screen of the Pump on the Meter display.

In the lower half of the display, you see the attribution of the Pump keys to the Meter buttons:



You can also perform the following procedures directly on the Pump using the attributed pump keys. For detailed information, please refer to the *Accu-Chek Spirit Combo Insulin Pump User Guide*.

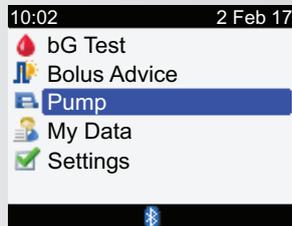




9 Standard menu functions

9.1 Checking your Pump

1.



Make sure your Pump screen is blank. Select Pump in the Meter main menu.

2.



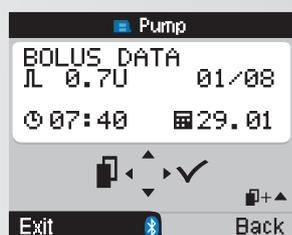
The RUN screen appears.

3.



Press \blacktriangleright to view the QUICK INFO screen.

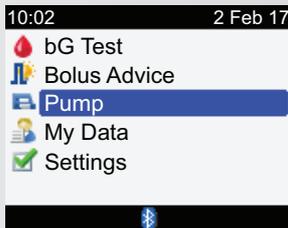
4.



Press \blacktriangleright to view the BOLUS DATA screen.
 Press \blacktriangledown to view older bolus data.
 Press \blacktriangleright to return to RUN screen.

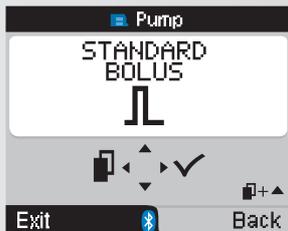
9.2 Programming a Standard bolus

1.



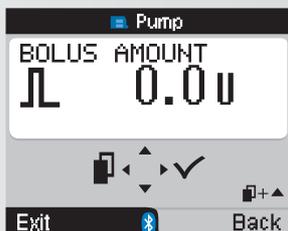
Make sure your Pump is in RUN mode and the screen is blank. Select Pump in the Meter main menu.

2.



Press ◀ until the STANDARD BOLUS screen appears.

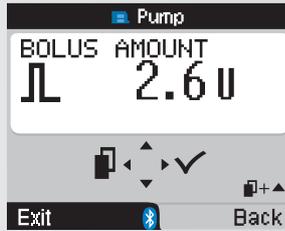
3.



Press ▶ to select. The BOLUS AMOUNT screen appears.

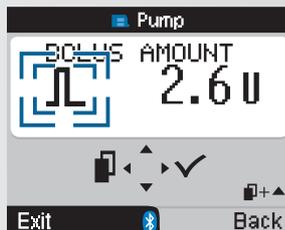


4.



Press \triangle or ∇ to increase or decrease the value until the required bolus amount is adjusted.

5.



Press \triangleright to confirm and the bolus delivery is activated.
The Standard bolus symbol flashes for five seconds before the bolus delivery starts.

If you do not confirm within 20 seconds, the Pump automatically returns to RUN without delivering a bolus.



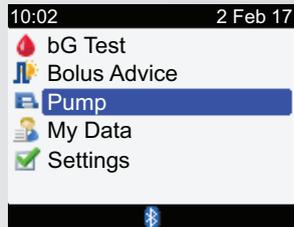
Cancelling a Standard bolus

<p>During programming you can:</p>	<p>Press  on the Meter or  and  on the Pump to return to the STANDARD BOLUS screen or wait 20 seconds until the Pump returns to RUN automatically or set the BOLUS AMOUNT to 0.0 and press .</p>	<p>No bolus has been delivered</p>
<p>During the delivery start delay:</p>	<p>Press and hold  or  until you hear a short beep. A Warning W8 “BOLUS CANCELLED” occurs: Press  twice to snooze and confirm the Warning.</p>	<p>No bolus has been delivered</p>
<p>During bolus delivery:</p>	<p>Press and hold  or  until you hear a short beep. An Warning W8 “BOLUS CANCELLED” occurs: Press  twice to snooze and confirm the Warning.</p>	<p>Bolus delivery has been interrupted</p>



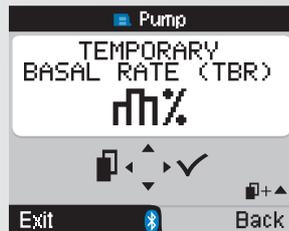
9.3 Programming a Temporary Basal Rate (TBR)

1.



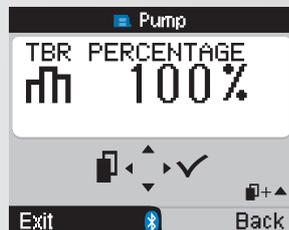
Make sure your Pump is in RUN mode and the screen is blank. Select Pump from the Meter main menu.

2.



Press ◀ to move to the TEMPORARY BASAL RATE screen.

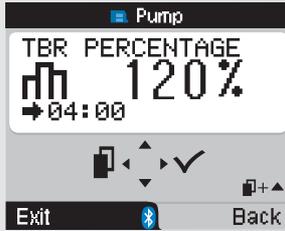
3.



Press ▶ to select. The TBR PERCENTAGE screen appears.



4.



Press ▲ or ▼ to increase or decrease the percentage.
Press ◀ to move to the TBR DURATION screen.

5.



Press ▲ or ▼ to set the duration.
Press ▶ to save and exit.

When the duration of the TBR has ended a W7: TBR OVER occurs. Press ▶ twice to snooze and confirm the warning.





9.4 Cancelling a Temporary Basal Rate

Either:

- Press ◀ to move to the TEMPORARY BASAL RATE screen.
- Press ▶ to select. Press ▲ or ▼ to set the percentage to 100%.
- Press ▶ to confirm.
- A Warning W6: TBR CANCELLED occurs. Press ▶ twice to snooze and confirm the Warning. Your Pump returns to RUN mode.

Or:

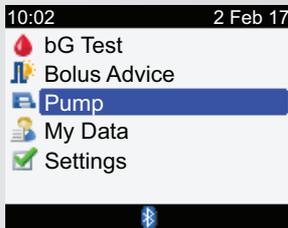
- Press ◀ to move to the STOP YOUR PUMP screen.
- Press ▶ to confirm.
- A Warning W6: TBR CANCELLED occurs. Press ▶ twice to snooze and confirm the Warning. Your Pump returns to STOP mode.
- Press ◀ to move to the START YOUR PUMP screen.
- Press ▶ to confirm. Your Pump returns to RUN mode.



9.5 Pump Settings

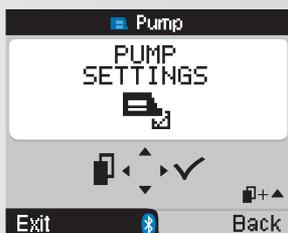
Turning Keylock ON/OFF

1.



Make sure your Pump screen is blank. Select Pump in the Meter main menu.

2.



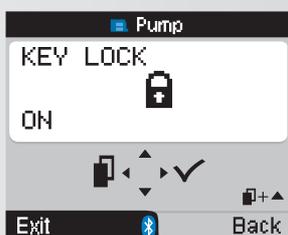
Press ◀ to move to the PUMP SETTING screen. Press ▶ to select.

3.



The current Keylock status of the Pump (ON or OFF) appears.

4.



Press ▲ or ▼ to turn the Keylock ON or OFF. Press ▶ to save and exit.



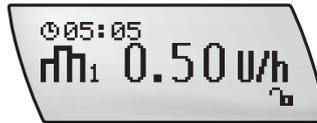
If you press any of the Pump keys while the keys are locked and the screen is blank, the Keylock symbol appears on the Pump screen.



The *Bluetooth*[®] communication will not be interrupted.



To unlock the Pump-keys press  and  simultaneously for three seconds. Three beeps indicate that you are pressing the keys correctly. While operating the Pump-keys the Bluetooth[®] communication will be interrupted.

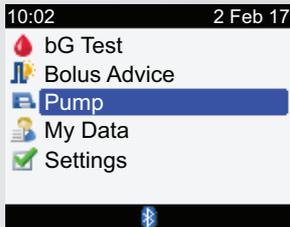


Now you can operate the keys **on the Pump**. Remember that the Bluetooth[®] communication between Meter and Pump is lost as soon as you press any pump key while the keys are unlocked.



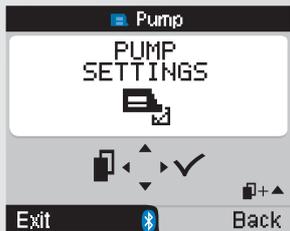
Adjusting the beep volume

1.



Make sure that your pump screen is blank. Select Pump in the Meter main menu.

2.



Press ◀ to move to the PUMP SETTING screen. Press ▶ to enter.

3.



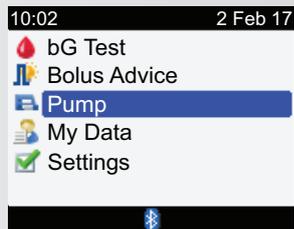
Press ◀ to move to the SOUND VOLUME screen. Press ▲ or ▼ to adjust the beep volume. Press ▶ to save and exit.





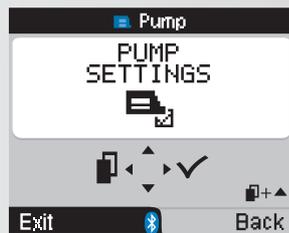
Setting the alarm signals

1.



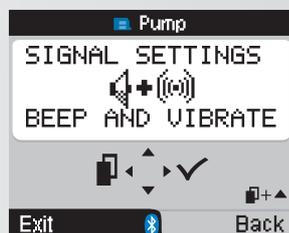
Make sure that your pump screen is blank. Select Pump in the Meter main menu.

2.



Press ◀ to move to the PUMP SETTING screen. Press ▶ to enter.

3.



Press ◀ to move to the SIGNAL SETTINGS screen.

4.



Press ▲ or ▼ to set the alarm signals (beep only, vibration only, beep and vibrate). Press ▶ to save and exit.



10 Warnings and Errors

Warnings and Errors emitted by the Pump make you aware of situations that require your special attention; for example, that the battery is about to expire or the insulin cartridge is almost empty.

A Warning informs you that an action will soon be required. (For example: Warning W1 the cartridge is low. You will have to change it soon.)

An Error informs you that immediate action is necessary. (For example: Error E1 the cartridge is empty. You must change it immediately.)

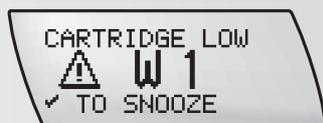
If an Error occurs, your Pump will switch to STOP mode and no more insulin will be delivered! Put your Pump back in RUN mode after providing the appropriate response to the Error.



When your Pump signals a Warning or Error, you can respond to the signal using either the keys of the Pump or the buttons of the Meter.

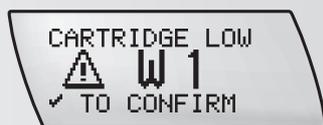
Handling messages on your Pump

1.



Press  to snooze the signal.

2.



Press  again to confirm that you are aware of the meaning of the Warning or Error.

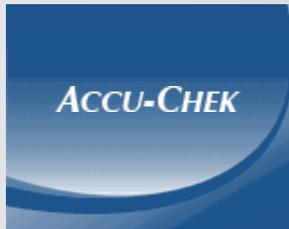
For further information about the meaning of the specific Warning or Error, and appropriate action, please refer to List of Warnings and Errors at the end of this Handbook.





Handling Pump messages using your Meter

1.

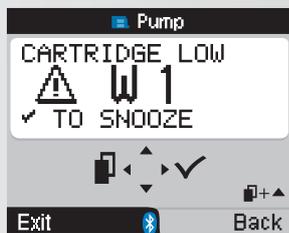


Press  to start your Meter.



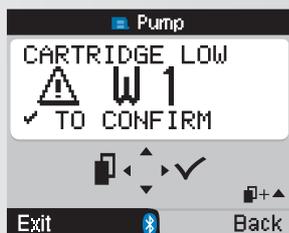
When the Pump signals a Warning or Error the Meter switches immediately into the pump menu and displays the message.

2.



Press  to snooze the signal.

3.



Press  again to confirm that you are aware of the meaning of the Warning or Error.

For further information about the meaning of the specific Warning or Error and appropriate action please refer to List of Warnings and Errors at the end of this Handbook.



11 Switching *Bluetooth*® On/Off

Bluetooth® wireless technology must be switched off separately on the Pump and the Meter!



Always remember to switch off the *Bluetooth*® communication on the Pump and the Meter before boarding an aircraft.

11.1 Switching OFF *Bluetooth*® on the Pump

1.



Press to move to the BLUETOOTH SETTINGS screen.



This screen is not accessible in the Pump menu on the Meter. You must enter it on the Pump.

2.



Press to select. The BLUETOOTH ON/OFF screen appears.

3.



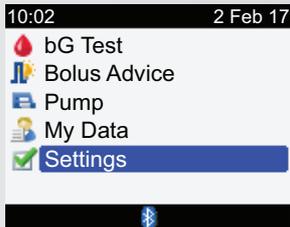
Press to select OFF.
Press to save and exit.



Use the above procedure to switch *Bluetooth*® on accordingly.

11.2 Switching OFF *Bluetooth*[®] on the Meter

1.



From the main menu, press \triangle or ∇ to move to Settings.
Press \bigcirc to enter.

2.



Press \triangle or ∇ to move to Meter.
Press \bigcirc to enter.

3.



Press \triangle or ∇ to move to *Bluetooth*[®].
Press \bigcirc to enter.

4.



Press and hold \odot until the *Bluetooth*[®] icon changes (about three seconds).



When *Bluetooth*[®] is switched off, the *Bluetooth*[®] symbol disappears.
Use the above procedure to switch *Bluetooth*[®] on accordingly.



12 Measuring your blood glucose (bG) level

Before you can measure your blood glucose level with your Meter you must check the code chip inserted in your Meter matches your accompanying test strips. You should also perform a control test.

12.1 Coding your Meter

Your Meter will come with a code chip already inserted. The steps below explain how to check the code matches your test strips.



Ensure that the Meter is off.



Turn the Meter display-side down. Remove the code chip, turn it over and check the code written on the chip is 222.



With the code number facing away from you, reinsert the code chip into the Meter until it stops.



Leave the code chip in the Meter after this initial check. You should never need to discard this code chip.

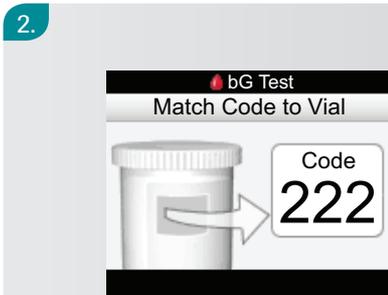
12.2 Running a control test

You need:

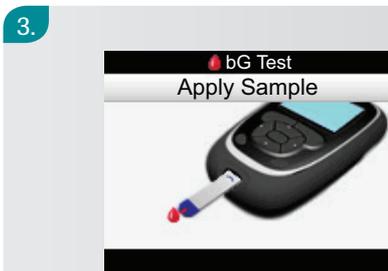
- a new test strip
- a control solution level 1 or 2. The control level is printed on the bottle label.



1. Place your Meter on a flat surface (for example, a table) and insert the test strip into the Test Strip Slot in the direction of the arrow. The Meter turns on.



2. The “Match Code to Vial” screen appears. Make sure the code number on the screen matches the code number on the test strip container.



3. The “Apply Sample” screen appears and a beep indicates that the strip is ready for testing.

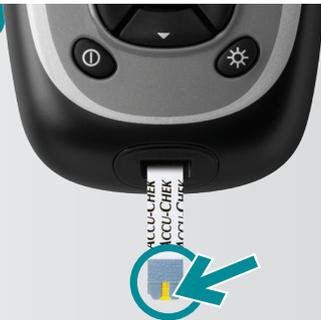


4.



Remove the cap from the control solution bottle and wipe the tip with a tissue.

5.



Squeeze the bottle until a tiny drop forms at the tip. Apply the drop to the front edge of the yellow window of the test strip.

6.



The “Analyzing” screen appears as soon as you have applied enough solution. Wipe the tip of the control solution bottle and then put the cap on the bottle tightly.

7.



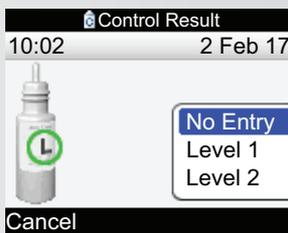
The “Control Result” screen appears.

8.



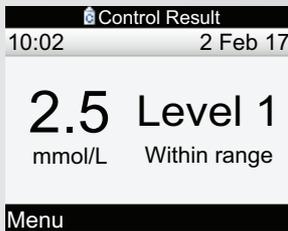
Compare the result to the acceptable range shown on the label of the test strip container. Press  to display the Control Level screen.

9.



Press  or  to select the control solution level. Press  to confirm.

10.



When the control test result is within range, the test strips and Meter are working properly. Remove and dispose of the test strip.





12.3 Performing a blood glucose (bG) test

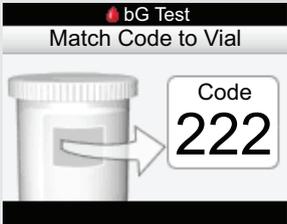
You need:

- your lancing device with lancet drum
- a new test strip



1.  Prepare the lancing device according to the instructions provided. Wash and dry your hands.

2.  Place your Meter on a flat surface (for example, a table) and insert the test strip into the Test Strip Slot in the direction of the arrow. The Meter turns on.

3.  The “Match Code to Vial” screen appears. Make sure that the code number on the screen matches the code number on the test strip container.

4.



The “Apply Sample” screen appears and a beep indicates that the strip is ready for testing.

5.



Prick your finger with your lancing device.

6.



Gently squeeze your finger to get a blood drop. Apply the blood drop to the front edge of the yellow window of the test strip.

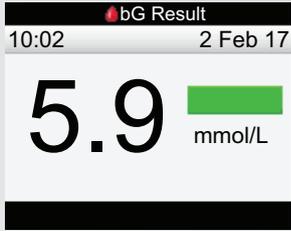
7.



The “Analyzing” screen appears as soon as you have applied enough blood.

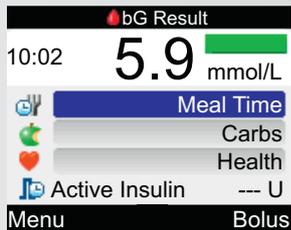


8.



Your bG Result appears on the display.

9.



About three seconds later the detailed “bG Result” screen appears. Here you can enter information about meal time, the carbs you are planning to eat and your current health or activity state.

10.



Press \triangle or ∇ to move to the Meal Time box (or Carbs/Health accordingly), and press \bigcirc to enter.
 Press \triangle or ∇ to select a value.
 Press \bigcirc to save the value. If you enter values for carbs and health here, they are adopted to the Bolus Advice screen.
 Press ☞ to select Bolus and move to the Bolus Advice screen.



In the Advanced Lesson you will learn how to how to get bolus advice after a bG test.

Understanding your bG result

The coloured bar on the bG Result screen indicates the meaning of your bG result:

If the bar is	Your bG level is
 Hyper Blue	above Hyper Warning Limit. It is highly recommended that you check for ketones and measure your bG level frequently.
 Blue	above your Target Range but below Hyper Warning Limit.
 Green	within your Target Range.
 Yellow	below your Target Range but above your Hypo Warning Limit.
 Hypo Red	below your Hypo Warning Limit. It is highly recommended that you eat an appropriate amount of fast acting carbs immediately.

Discuss appropriate action for each of the situations with your healthcare professional.





12.4 Summary of Advanced lesson

In the Advanced Lesson you will receive more information about:

On your Meter

- Bolus Advice
- Data management
- Reminder functions

On your Pump

- Bolus types
- Using different Bolus types
- Using different Basal rates
- Reminders
- Therapy Settings

It is essential that you discuss all the settings necessary for setting up Bolus Advice, Reminders and additional basal rates with your doctor or healthcare team before setting up these features.

You can use the protocol form accompanying your Accu-Chek Combo system to note all the required settings.

ACCU-CHEK® Combo
INSULIN PUMP

Insulin Pump Protocol

Your Accu-Chek Speed Combo insulin pump is supplied by Roche Diagnostics/Diabetic Medical Systems AG with a standard setting. You must adjust these standard programmed values to meet your personal requirements after consulting your healthcare professional about your personal settings.

Parameter	Factory Settings	Personal Settings
Basal settings		
Maximum hourly basal rate	25 IU/h	
Active basal rate profile	1	
Basal rate settings		
Profile 1	0 IU/hour	
Profile 2	0 IU/hour	
Profile 3	0 IU/hour	
Profile 4	0 IU/hour	
Profile 5	0 IU/hour	
Bolus parameters		
Bolus increment for Quick Bolus	0.5 IU	
Maximum bolus amount	25 IU	
Cartridge specific parameters		
Insulin concentration		
Cartridge low volume alarm	20 IU	
Prime volume	25 IU	
Menu parameters		
Active user menu	ADVANCED	
Time date format		
Time format		
Date format	24 h	
Language	EU	
Operating timer	English	
Operating time	2200 days	

ACCU-CHEK® Combo
METER

Meter Protocol

Before you can use your new Accu-Chek Combo Meter you must program it with your personal settings. You must program these values to meet your personal requirements after consulting your healthcare professional about your personal settings.

Parameter	Your Personal Setting				
Meter Language					
Time Format	<input type="checkbox"/> 12h <input type="checkbox"/> 24h				
Carb Units	<input type="checkbox"/> Grams <input type="checkbox"/> RE <input type="checkbox"/> KE <input type="checkbox"/> CC				
Warning Limits	Hyper (High) BG Level mg/dL or mmol/L Hypo (Low) BG Level mg/dL or mmol/L				
Time Block	End Time	Lower Target Limit (mg/dL or mmol/L)	Upper Target Limit (mg/dL or mmol/L)	Carb Ratio	Insulin Sensitivity
		Insulin Unit	Grams RE, KE or CC	Prtein Unit	mg/dL or mmol/L
1					
2					
3					
4					
5					
6					
7					
8					
Advice Options	Your Personal Settings				
Meal Rise	mg/dL or mmol/L				
Snack Size	Grams, RE, KE or CC				
Acting Time	h				
Offset Time	h				





Appendix A

Errors

No	Error	What you have to do
E1	CARTRIDGE EMPTY	Change the cartridge.
E2	BATTERY EMPTY	Change the battery.
E3	AUTOMATIC OFF	Put your Accu-Chek Spirit Combo Insulin Pump into RUN if necessary.
E4	OCCLUSION	Change the cartridge and infusion set.
E5	END OF OPERATION (For Backup Pumps ONLY)	Arrange for immediate replacement of your Accu-Chek Spirit Combo Insulin Pump. Contact your healthcare professional for alternative insulin therapy options.
E6	MECHANICAL ERROR	See Accu-Chek Spirit Combo User Guide or contact your local pump support.
E7	ELECTRONIC ERROR	See Accu-Chek Spirit Combo User Guide or contact your local pump support.
E8	POWER INTERRUPT	See Accu-Chek Spirit Combo User Guide or contact your local pump support.

No	Error	What you have to do
E9	END OF OPERATION (For Loan Pumps ONLY)	Arrange for immediate replacement of your Accu-Chek Spirit Combo Insulin Pump. Contact your healthcare professional for alternative insulin therapy options.
E10	CARTRIDGE ERROR	See Accu-Chek Spirit Combo User Guide or contact your local pump support.
E11	SET NOT PRIMED	Prime your infusion set.
E12	DATA INTERRUPTED	Restart the data transfer.
E13	LANGUAGE ERROR	See Accu-Chek Spirit Combo User Guide or contact your local pump support.

For further assistance with any of the Errors listed, contact the Accu-Chek Insulin Pump Hotline on 1800 633 457.





Warnings

No	Warning	What you have to do
W1	CARTRIDGE LOW	Change cartridge before it is completely empty.
W2	BATTERY LOW	Replace the battery as soon as possible.
W3	REVIEW TIME	Set the time and date.
W4	CALL FOR UPDATE	Contact your local pump support.
W5	PUMP TIMER (For Backup Pumps ONLY)	In the MY DATA menu check for the remaining operation time under the menu PUMP TIMER (For backup and loan pump only). Arrange for replacement of Pump within the scheduled pump operation time.
W6	TBR CANCELLED	Put your Accu-Chek Spirit Combo insulin pump into RUN if necessary. Ensure the cancellation was intended and program a new Temporary Basal Rate if necessary.
W7	TBR OVER	Decide whether a further Temporary Basal Rate change is appropriate and program one if necessary.

No	Warning	What you have to do
W8	BOLUS CANCELLED	Put your Accu-Chek Spirit Combo Insulin Pump into RUN if necessary. Ensure that the cancellation was intended and program a new bolus if necessary.
W9	LOANTIME WARNING (For Loan Pump ONLY)	In the MY DATA menu, check for the remaining insulin pump loan time under the menu PUMP TIMER. Arrange for replacement of Pump within the scheduled pump loan time.
W10	BLUETOOTH FAULT	Re-do pairing procedure for Insulin Pump and Meter.

For further assistance with any of the Warnings listed, contact the Accu-Chek Insulin Pump Hotline on 1800 633 457.



Reminder

No	Reminder	What you have to do
	Reminder	Put your Accu-Chek Spirit Combo Insulin Pump into RUN if necessary.
	END OF WARRANTY	Contact your Pump Support.

Some Reminders and Warnings are country specific and may never occur on your Pump.

For further assistance with any of the Reminders listed, contact the Accu-Chek Insulin Pump Hotline on 1800 633 457.



Accu-Chek Insulin Pump Hotline

Australia

1800 633 457

australia.insulinpumps@roche.com

For people with diabetes. Use only as directed. Consult your healthcare professional for advice.
Accu-Chek lancing devices are for single patient use only. The same device must not be used for multiple patients.

ACCU-CHEK, ACCU-CHEK SPIRIT, ACCU-CHEK SPIRIT COMBO, PERFORMA COMBO, COMBO, ACCU-CHEK PERFORMA, ACCU-CHEK LINKASSIST, ACCU-CHEK FLEXLINK, ACCU-CHEK TENDERLINK, ACCU-CHEK RAPID-D LINK, FASTCLIX, ACCU-CHEK SMART PIX and ACCU-CHEK 360° are trademarks of Roche. © 2017 Roche Diabetes Care. All rights reserved.

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