

## User Manual

# Neogen Petrifilm Automated Feeder and Neogen Petrifilm Plate Manager

## Intended Use

The Neogen Petrifilm Automated Feeder processes Neogen Petrifilm Plates and is not intended to be used with any other manufactured products. The Neogen Petrifilm Automated Feeder utilizes vacuum and mechanical forces to transfer up to 300 Neogen Petrifilm Plates from an input bin into the Neogen Petrifilm Plate Reader Advanced. Once processed by the Neogen Petrifilm Plate Reader Advanced, the plates will be transferred to a sorting station in which the Neogen Petrifilm Automated Feeder will transfer each plate to one of two output bins based on user-defined criteria. The Neogen Petrifilm Plate Manager is designed for the transfer, organization, data storage, and data management of the results of the Neogen Petrifilm Plates.

Neogen has neither designed nor documented the Neogen Petrifilm Automated Feeder, or its power supply, or Neogen Petrifilm Plate Manager for use with other manufacturers' products. Use with other manufacturers' designs or use in any other application that has not been evaluated or documented by Neogen may lead to an unsafe condition. Although the Neogen Petrifilm Automated Feeder system is accurate, all results should be reviewed and confirmed manually by the user. The Neogen Petrifilm Automated Feeder system is not intended to be used in the diagnosis of conditions in humans or animals. The user is responsible for knowing and following applicable workplace regulations.

Neogen anticipates that the Neogen Petrifilm Plates, equipment, and software will be utilized by technicians that have been properly trained on the Neogen Petrifilm Plate test methods, the Neogen Petrifilm Automated Feeder, Neogen Petrifilm Plate Reader Advanced, and the Neogen Petrifilm Plate Manager.

If this product is operated in an unspecified way, its protection may be impaired.

Neogen Food Safety is certified to ISO (International Organization for Standardization) 9001 for design and manufacturing.

## Safety Information

*Please read, understand, and follow all safety information contained in these instructions prior to use of this Neogen Petrifilm Automated Feeder. Retain these instructions for future reference.*

## User Responsibility

Users are responsible for familiarizing themselves with product instructions and information. Visit our website at [info.neogen.com/PetrifilmAutomation](https://info.neogen.com/PetrifilmAutomation), or contact your local Neogen representatives or distributor for more information.

When selecting a test method, it is important to recognize that external factors such as sampling methods, testing protocols, sample preparation, handling, and laboratory technique may influence results.

It is the user's responsibility in selecting any test method or product to evaluate enough samples with the appropriate matrices and microbial challenges to satisfy the user that the chosen test method meets the user's criteria.

It is also the user's responsibility to determine that any test methods and results meet its customers' and suppliers' requirements.

As with any test method, results obtained from use of any Neogen Food Safety product do not constitute a guarantee of the quality of the matrices or processes tested.

## Explanation of Safety Related Symbols

	<b>Warning:</b> Hazardous Voltage
	<b>Attention:</b> Read accompanying documentation.
	<b>Caution:</b> Consult the instructions for use.
	This product contains recyclable parts as per Article 219(5) of Italian Legislative Decree No. 152 of 2006. For information on recycling, please contact your nearest Neogen Service Center for advice.
	<b>WEEE mark</b> – This product contains electrical and electronic components and must not be disposed of using standard refuse collection. Please consult local directives for disposal of electrical and electronic equipment.
	TUV NRTL mark is a conformity marking that indicates conformity with the applicable electrical safety and EMC/EMI requirements for products sold within the U.S. and Canada.
	UK Conformity Assessed (UKCA) marking is a conformity mark that indicates conformity with all applicable electrical product safety and EMC/EMI requirements for products sold within Great Britain.
	The Japanese Voluntary Control Council for Interference by Information Technology Equipment governs the (VCCI) marking as a conformity mark that indicates conformity with the applicable EMC/EMI requirements for products sold within Japan.
	National Institute of Metrology, Standardization, and Industrial Quality – Inmetro governs the (Inmetro) marking as a conformity mark that indicates conformity with the applicable safety requirements for products sold within Brazil.
	The RoHS mark indicates products sold within the European Economic Area are compliant to RoHS Directive 2011/65/EU. Therefore, this electrical and electronic equipment (EEE) does not contain restricted substances cited in the RoHS 3 directive.
	The Korean Ministry of Trade, Industry and Energy (MOTIE) governs the Korea Certification Mark (KC Mark) as a conformity mark that indicates compliance with the applicable electrical safety requirements, EMC, and energy efficiency for products sold within S. Korea.
	CE mark (conforms to applicable requirements for European Economic Area).
	RCM mark (Australia and New Zealand electrical safety and EMC).
	Date of manufacture YYYY-MM-DD.

## Explanation of Signal Word Consequences

 **WARNING:** Indicates a hazardous situation which, if not avoided, could result in death or serious injury.

 **CAUTION:** Indicates a hazardous situation which, if not avoided, could result in minor or moderate injury and/or property damage.

### **WARNING**

#### **To reduce the risk associated with hazardous voltage:**

- Use indoors only.
- Do not spill liquids on device or immerse in liquids.
- The Personal Computer (PC) that the Neogen Petrifilm Automated Feeder connects to must be an approved certified device (marked with UL, CSA, ETL, TUV, or other required regulatory safety agency in your region) and meet requirements specified in the User Manual.
- The USB cable must be connected to an approved listed/certified device only.

#### **To reduce the risk of serious injury:**

- To avoid injury, please do not lift the Petrifilm Automated Feeder without a forklift or lift table.

### **CAUTION**

#### **To reduce the risk associated with EMC interference:**

- Modifications to this device or power supply shall not be made without the written consent of Neogen Company. Unauthorized modifications may void the authority granted under federal communication rules permitting the operation of this device.

#### **To reduce the risk associated with misinterpretation of results:**

- Follow all instructions provided in the Neogen Petrifilm interpretation guides, instructions for use (IFU), and the Neogen Petrifilm Plate Reader Advanced User Manual.
- To avoid inaccurate results, users should only use the Petrifilm Automated Feeder with the indicator tests that are listed in the IFU.

#### **To reduce risk associated with bacterial infection and workplace contamination:**

- To avoid exposure to microorganisms, the user should clean the instrument in the event damage is done to the Petrifilm Plate, resulting in media being exposed to the environment.
- To avoid exposure to excessive dust and powders, the user should perform routine cleaning of the instrument.
- To avoid exposure to microorganisms, the user should follow good laboratory practices.
- To avoid cross-contamination, users should follow good laboratory practices.

#### **To reduce the risk of injury, instrument damage, or damage to the Neogen Petrifilm Plates:**

- To avoid injury, users should not operate the Petrifilm Automated Feeder when the bin doors are open.
- To avoid injury, the user should notify service personnel if the primary door is not operating as expected.
- To avoid the Petrifilm Automated Feeder jamming, the Petrifilm Plates should be placed in the correct orientation.

#### **To reduce the risks associated with exposure to biohazards and environmental contamination:**

- Local laws and regulations should be followed for the disposal of hazardous materials.

### **Electrically Safe Work Conditions**

- Exposed energized equipment and parts will first be deenergized, locked/tagged out, tested to verify that there is no voltage, and grounded if necessary to protect workers before any maintenance or repair work is performed. Only a qualified person will deenergize, lock/tag out, and test electrical parts and equipment.

## **Protective Earthing**

- Installed power cord assembly must have a protective-earth conductor. Protective earthing connections shall be such that disconnection of a protective earth at one point in a unit or a system does not break the protective-earthing connection to other parts or units in a system unless the relevant hazard is removed at the same time.

## **General Safe Work Practices**

All employees working on or near electrical equipment will follow general safe work practices, including:

- Maintaining good housekeeping procedures.
- Planning and analyzing safety in each step of a project.
- Documenting work.
- Using properly rated test equipment and verifying its condition and operation before and after use.
- Practicing applicable emergency procedures.
- Maintaining electrical equipment in accordance with the manufacturer's instructions.
- Planning work projects through an approved work control process.

## **Grounding-type Equipment**

- A flexible cord used with grounding-type equipment will contain an equipment grounding conductor. Attachment plugs and receptacles may not be connected or altered to prevent proper continuity of the equipment grounding conductor when plugs are attached to receptacles. Additionally, these devices may not be altered to allow the grounding pole of a plug to be inserted into slots intended for connection to the current-carrying conductors. Adapters which interrupt the continuity of the equipment grounding connection may not be used.

## **Electrical Maintenance and Repair Operations**

- Only qualified personnel will perform repair or maintenance work on electrical conductors or circuits. If an electrical hazard is discovered while repairs or maintenance work is performed, any further work must be suspended until the hazard is addressed and corrective actions instituted.
- Qualified personnel performing such tasks as electrical repairs, modifications, and tests on energized conductors and circuits, parts, and equipment will comply with the following work practices:
  - Utilization equipment is subject to the same approval and acceptance requirements as that of electrical equipment. To be acceptable for installation and use, utilization equipment will be listed or labeled by a nationally recognized testing laboratory.
  - Utilization equipment that is not listed or labeled will meet one of the requirements of 29 CFR 1910.399, Acceptable, (i), (ii), or (iii).
  - Utilization equipment not listed or labeled will be examined, accepted, and documented by a qualified person.
  - Utilization equipment will be used in accordance with its listing and labeling requirements.

## **Regulatory Compliance**

### **Health and Electrical Safety Information**

The Neogen Petrifilm Automated Feeder complies with the following standards as demonstrated by the CB Scheme Certificate and test report issued by TÜV SÜD America Inc. (UL): • UL/IEC/EN 61010-1:2010. Safety requirements for electrical equipment for measurement, control, and laboratory use – Part 1: General requirements • Neogen Petrifilm Automated Feeder is UL Listed and carries the UL mark with adjacent indicators “C” and “US” based on compliance to the standards UL 61010-1, CAN/CSA 22.2 No. 61010-1, (USA and Canada). The Neogen Petrifilm Automated Feeder complies with the CE mark related to the Low Voltage Directive (LVD) 2014/35/EU as confirmed in the Declaration of Conformity. The Neogen Petrifilm Automated Feeder complies with the RoHS Directive, Directive 2011/65/EU of the European Parliament and of the Council of 4 May 2011 on the restriction of the use of certain hazardous substances in electrical and electronic equipment. Neogen Petrifilm Automated Feeder complies with China RoHS II requirements. Neogen Petrifilm Automated Feeder complies with the WEEE Directive, Directive 2012/19/EU of the European Parliament and of the Council of 04 July 2012 on waste electrical and electronic equipment (WEEE).

**Circuit protection is supported by the following primary safety critical component:**

Component	Mfr Name	Model/Type	Voltage (VAC)	Current (A)	Safety Listing
Fuse	Littelfuse	218 Series	250	10	UL 62368-1

**EMC Compliance**

The Neogen Petrifilm Automated Feeder complies with the following EMC standards as confirmed in the Certificate of Compliance generated by Neogen: • IEC 61326-1:2012/EN 61326:2013 Electrical equipment for measurement, control, and laboratory use – EMC requirements – Part 1: General requirements • EMC requirements of the CE mark EMC Directive 2014/30/EU. This equipment is not intended for use in residential environments and may not provide adequate protection to radio reception in such environments. The Neogen Petrifilm Automated Feeder complies with the Australian and New Zealand electrical safety and electromagnetic compatibility requirements as confirmed in the Supplier’s Declaration of Conformity that is linked to the Australian/ New Zealand Regulatory Compliance Mark (RCM). Innovation, Science and Economic Development Canada ICES-003 Compliance Label: CAN ICES-3 (A)/NMB-3(A). This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radiofrequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at their own expense.

For information on documentation of product performance, visit our website at [info.neogen.com/PetrifilmAutomation](http://info.neogen.com/PetrifilmAutomation) or contact your local Neogen representative or distributor.

**Environmental Operating Conditions**

Environmental Condition	Operating Condition	Units
Indoor Use only	Only connect the data connections to a computer that conforms to IEC/EN/UL/CSA 60950-1 or 62368-1	
Altitude	2500 maximum	meters
Operating Temperature Range	15 to 35	°C
Relative Humidity	10–85 noncondensing	%
Storage Temperature Range	-20 to +60 (-4 to +140)	°C (°F)
Overvoltage	Category II	

**Model #700006589**

Environmental Condition	Operating Condition	Units
AC voltage for power supply		
Mains supply voltage fluctuations up to + 10% of nominal voltage	100–120	Volts
Temporary overvoltages occurring on the mains supply		
Frequency	50/60	Hertz
Alternating current (AC) for power supply	8	Amps

## Model #700006590

Environmental Condition	Operating Condition	Units
Alternating current (AC) voltage for power supply Mains supply voltage fluctuations up to + 10% of nominal voltage Temporary overvoltages occurring on the mains supply	220–240	Volts
Frequency	50/60	Hertz
Alternating current (AC) for power supply	4	Amps

## Instrument Specifications

	Specification	Units
Length	1182	mm
Width	486	mm
Height	781	mm
Weight	110	Kg
External Connectors	USB 2.0 Type B and 4 Pin Lock DIN	

## Using this Manual:

1. The Neogen Petrifilm Automated Feeder and the Neogen Petrifilm Plate Manager User Manual are provided in electronic format only. The Neogen Petrifilm Automated Feeder and the Neogen Petrifilm Plate Manager will include the updates to this User Manual, which will automatically be installed along with the software updates.
2. This User Manual describes the operation and behavior of the Neogen Petrifilm Automated Feeder and the Neogen Petrifilm Plate Manager, and it is structured to provide step-by-step instructions for the operational tasks that users carry out.
3. In the step-by-step instructions for using the software, the following style guidelines were used:
  - a. *Italic text type* is the name of a window.
  - b. **Bold text type** is the exact text of something that appears on a window.
  - c. **[Bold text type with brackets]** is the name of a button that you can click on in a window.

## Setting up the Neogen Petrifilm Automated Feeder

### Package Contents

The packaged box will contain the following items:

- Neogen Petrifilm Automated Feeder
- 2 output bins
- Important Safety Information booklet
- Power cord
- Suction cup and filter replacement kit
- 1 Input bin
- USB cord

### Minimum Computer Requirements

- Microsoft .NET Framework 4.5 or above. (Installer)
- Device Drivers – For connectivity with the Neogen Petrifilm Automated Feeder (LibUsb installer)
- Visual C++ Redistributable (64-bit) - vc\_redist\_x64.exe (version 10.0.30319.1). (Installer)
- Intel-Core-i3 @ 1.80GHz Processor, Windows 8, Windows 8.1, Windows 10 or Windows 11 32/64 bit Intel based processors with a minimum of 4 GB of available RAM.

## Supported Resolutions

The following resolution formats will be supported by the application:

1. 1600 x 900
2. 1280 x 720
3. 1920 x 1080
4. 1366 x 768

## Color Code Explanation for Status LED

The status LED will indicate color-coded explanations as noted below:

Color	Device Status
White	Device is booting up or is in the initialization state.
Green	The device starts processing Petrifilm Plates or operation state.
Blinking Green	Stacker empty; Pause/Stop state.
Blue	Device is ready to start operation; Bin/Door Lock open.
Blinking Blue	Device is in the Power on Self-Test state.
External Connectors	An error has occurred or error state.

## Software Installation

The Neogen Petrifilm Plate Manager can be installed on Windows platforms: Win 8/8.1 (32 bit & 64 bit), Windows 10 (32 bit & 64-bit) or Windows 11 (32 bit & 64-bit). The minimum configuration required for the software to operate on the computing platform shall be:

- Intel-Core-i3 @ 1.80GHz Processor
- 4 GB of available RAM
- At least 1 GB of available disk space (assuming users will save fewer than 1,000 Neogen Petrifilm Plate images)

The installer is delivered as a self-extracting compressed package that includes and installs all required drivers and third-party libraries.

The below steps are to be followed for the installation of the Neogen Petrifilm Plate Manager:

Navigate to:

1. On double-clicking the .exe, a User Account Control prompt will appear. Click on **[Yes]** to continue with the Installation process.
2. On clicking Yes, the window to *Choose Setup Language* opens. **Select the language from dropdown, e.g., English**, and click on the **[Next]** button. (Buttons **[Cancel]** and **[Back]** also appear.) User has the option to cancel the installation by clicking the **[Cancel]** Button. **[Back]** button is disabled, as this is the first step).
3. Upon clicking **[Next]**, a window to accept / do not accept *License Agreement* appears. By default, the option **I do not accept the terms in the license agreement** is selected.

NOTE: The **[Next]** button is disabled as the installation can progress only when user accepts the license agreement. Users can choose to go **[Back]** or **[Cancel]** the installation process as well.

4. Select the radio button **I accept the terms in the license agreement** to accept the *License Agreement* and click on **[Next]**.  
NOTE: The **[Next]** button will only get enabled when the license agreement is accepted.
5. A dialog Destination Folder displaying the Default installation path will appear. Click on **[Next]** to install the application on the mentioned path.

NOTE: User has the option to go **[Back]** or **[Cancel]** the installation process.

Click on the **[Browse]** button to select the application installation folder. By default, it will be installed in the following location: C:\

Select the path and click on OK.

6. The window to select *user type* appears. By default, the **[Local User]** type for installation is selected. Click on **[Next]** to proceed with the installation.

User can select one of two user types that are listed below:

- a. **Local User: User authenticated through the credentials (username and local password) on the system.** The Local User Installation package should be used for all users who intend to use the Neogen Petrifilm Plate Manager with the Neogen Petrifilm Automated Feeder system.
  - b. **Remote User:** User who can access the results in the application remotely through an authentication token and approver package file mapped to the MAC ID of the PC. Remote Users will only be able to use the Neogen Petrifilm Plate Manager and NOT the Neogen Petrifilm Plate Reader Advanced.
7. The *Installation Progress* can be seen on the **progress bar**. At this moment, the process of the installation can only be cancelled. The **[Next]** and **[Back]** buttons are disabled.
  8. After the installation is completed, the window for the Installation Completion appears and the checkbox to **launch Neogen Petrifilm Plate Manager Application** is checked. On clicking **[Finish]**, the application will be launched.

In the step-by-step instructions for using the software, the following style guidelines were used:

- a. *Italic text type* is the name of a window.
- b. **Bold text type** is the exact text of something that appears on a window.
- c. **[Bold text type with brackets]** is the name of a button that you can click on in a window.

## Loading Petrifilm Plates into the Input Bin

Remove Petrifilm Plates from the incubator, and in stacks of 1–40, place the Petrifilm Plates inoculation-side up into the bin with the hinge side facing the closed side of the input bin.

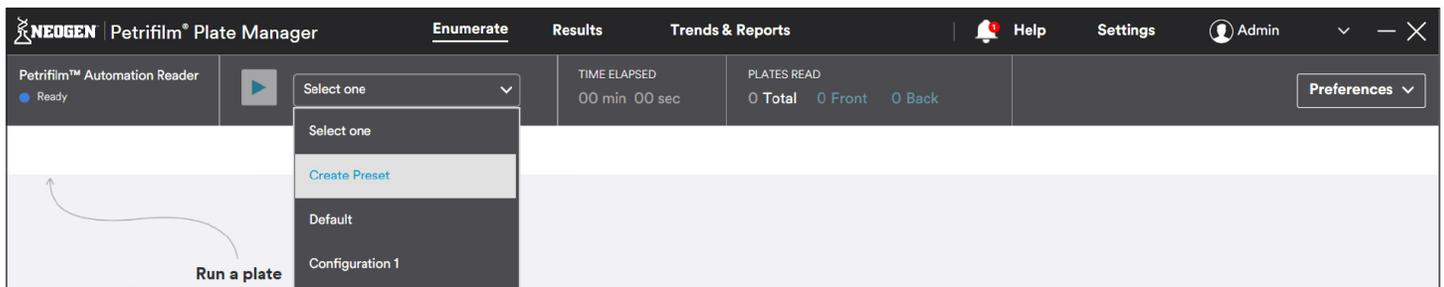
## Removing Petrifilm Plates from the Output Bin

From the open side of the output bin, grab the hinge side of the Petrifilm Plates, and lift up and out of the bin.

## Navigation across the Neogen Petrifilm Plate Manager tabs

### Operating the Neogen Petrifilm Automated Feeder via the Enumerate Tab.

Users have 3 options for running a stack of Petrifilm Plates through the Petrifilm Automated Feeder and how the user would like to sort them after processing:



1. **Default Preset** – Users can select the Default preset in which all plates will first be passed to the front bin and then the back bin when the front is full.
2. **Create Preset** – Users can create a customized preset in which they can choose the configuration for how the plates will be sorted into the front and back bins after being processed through the Petrifilm Plate Reader Advanced.

Options for sorting the plates include the following:

- a. All plates until full
- b. Caution range plates
- c. Dilution
- d. Failed plates
- e. Passed plates
- f. Plates containing counts
- g. Plate type
- h. Product specification
- i. TNTC plates
- j. Zero count plates
- k. Custom – This allows users to select multiple options for sorting

3. **Choose an existing preset** – Once a preset has been created, users can choose those presets for any future stacks.

Once a preset has been selected and the plates have been placed into the input bin, the user will select the play button to start the Petrifilm Automated Feeder.

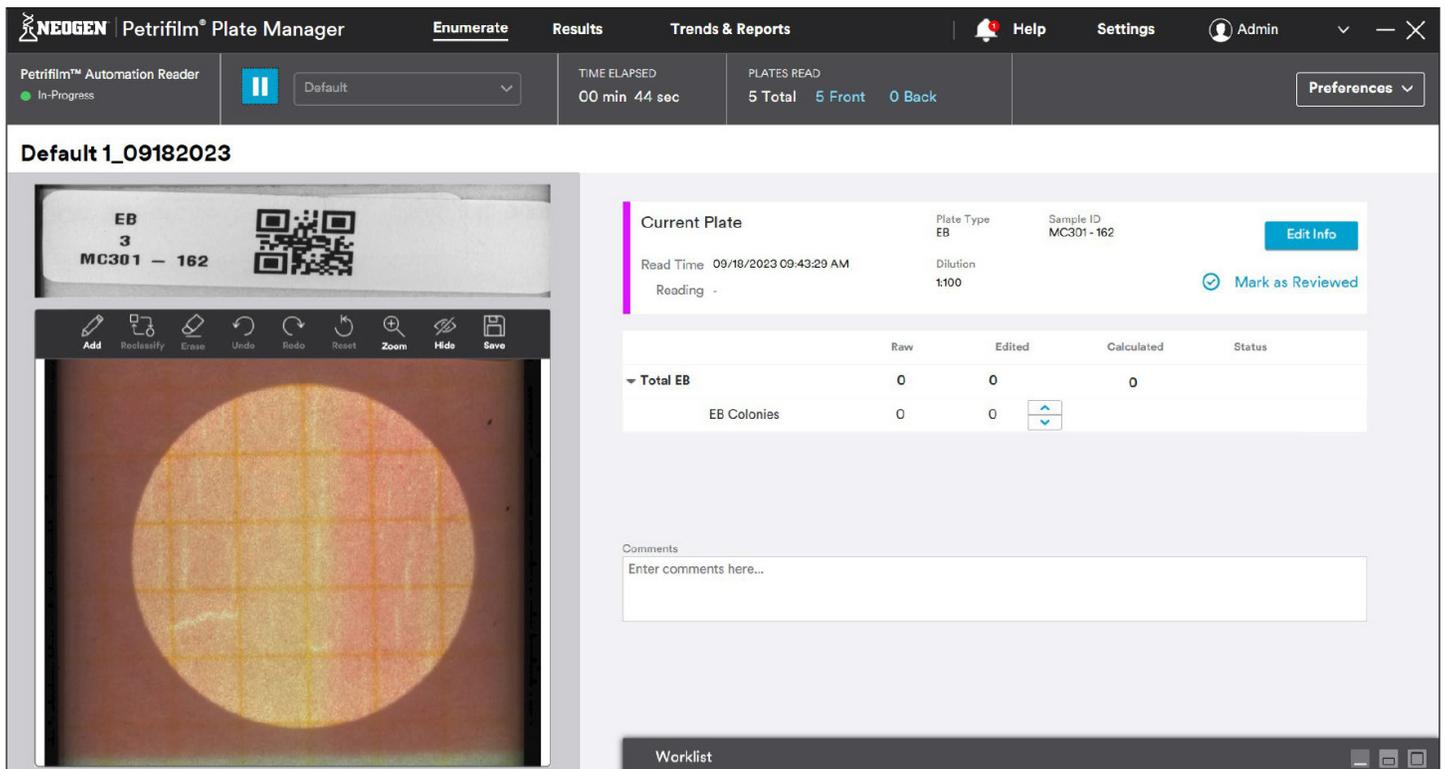


**TIME ELAPSED** – The system will track how long it has taken to process each stack of plates.

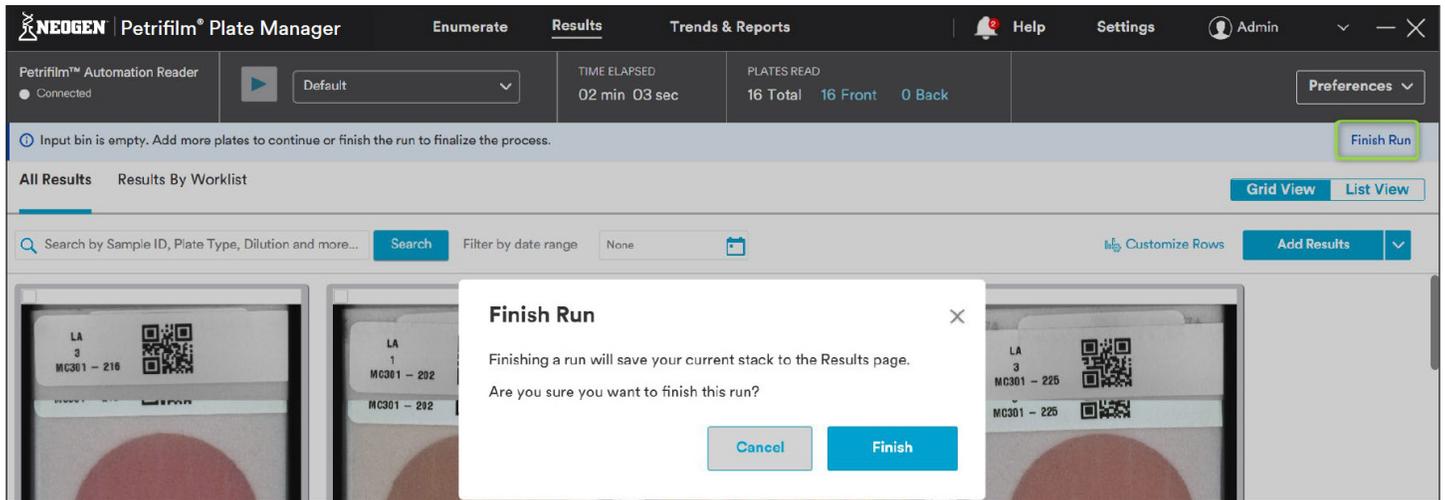
**PLATES READ** – The system will track how many of each plate type configurations have been placed into the front and back bins based on the preset that was selected. To view the breakdown, select the Front or Back options displayed in blue.



Upon starting a run, a name will be given using the preset along with a date stamp. The *Enumerate* screen will only show the most recent plate image. Users can navigate to any of the primary tabs (*Enumerate*, *Results*, *Trends & Reports*, *Help*, or *Settings*) while the system is processing plates.

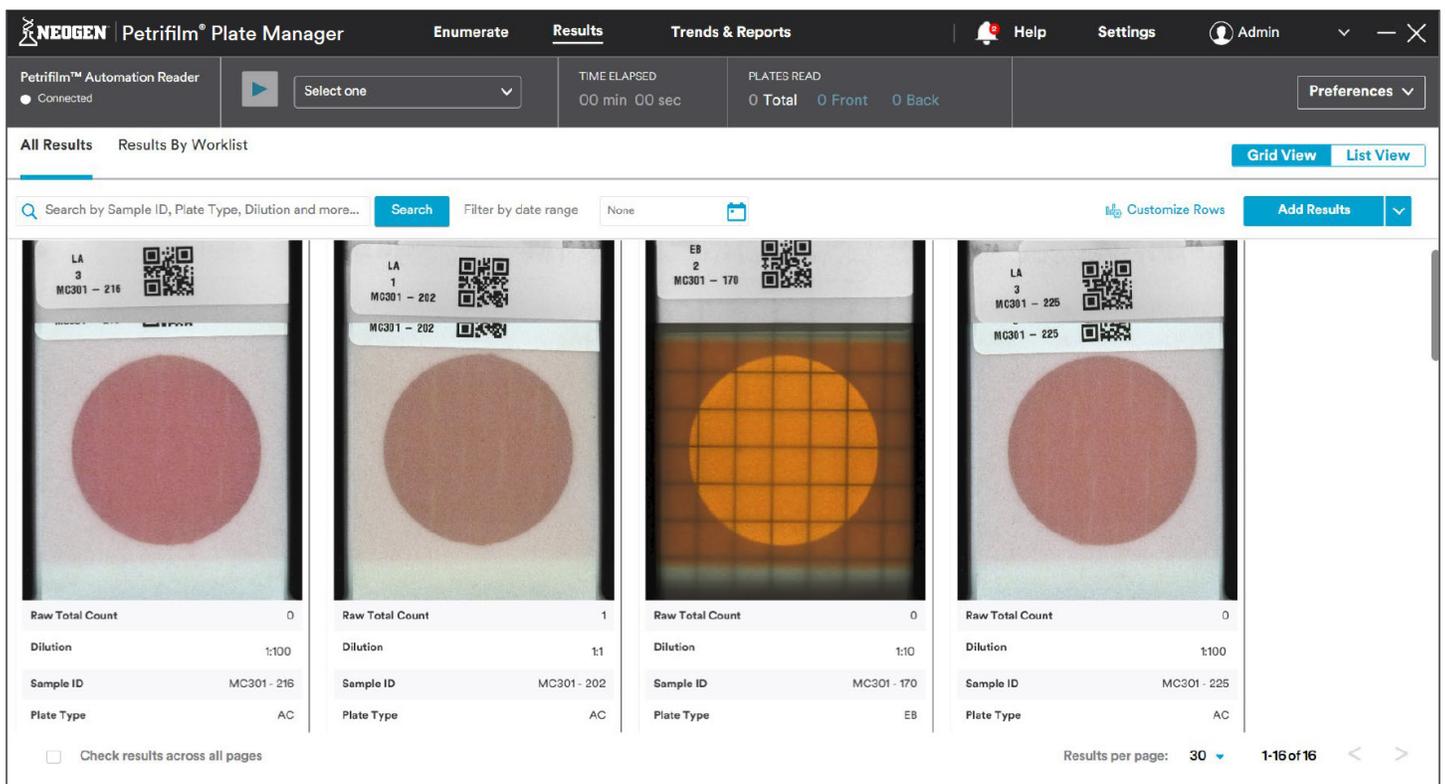


**Input bin is empty** – Users will be prompted with a toast banner when all plates have been removed from the input bin and have been processed. Users can either load more plates into the input bin and continue the run, or they can choose to select **[Finish Run]**. If a user does select **[Finish Run]**, they can choose to add more plates to the run at a later time in the *Results By Stack* section.

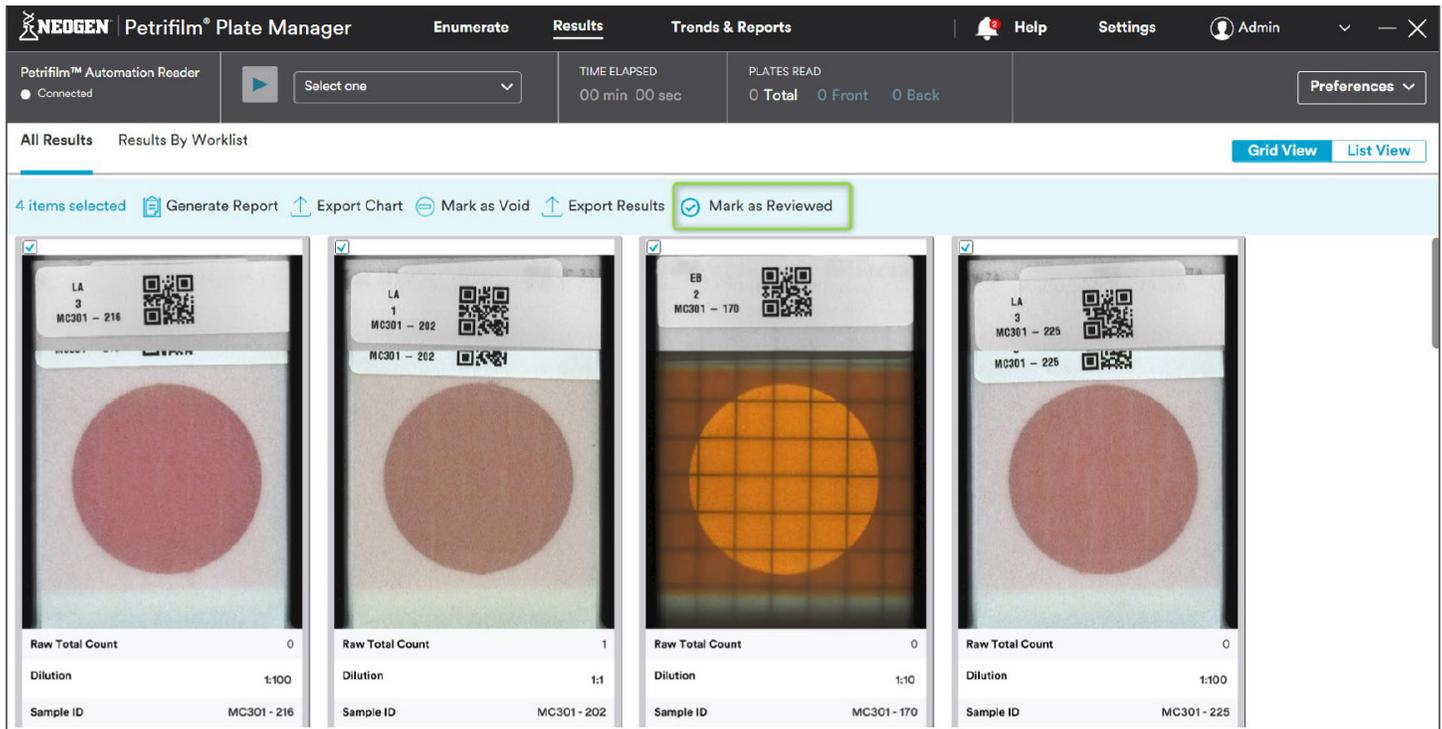


## Results Tab

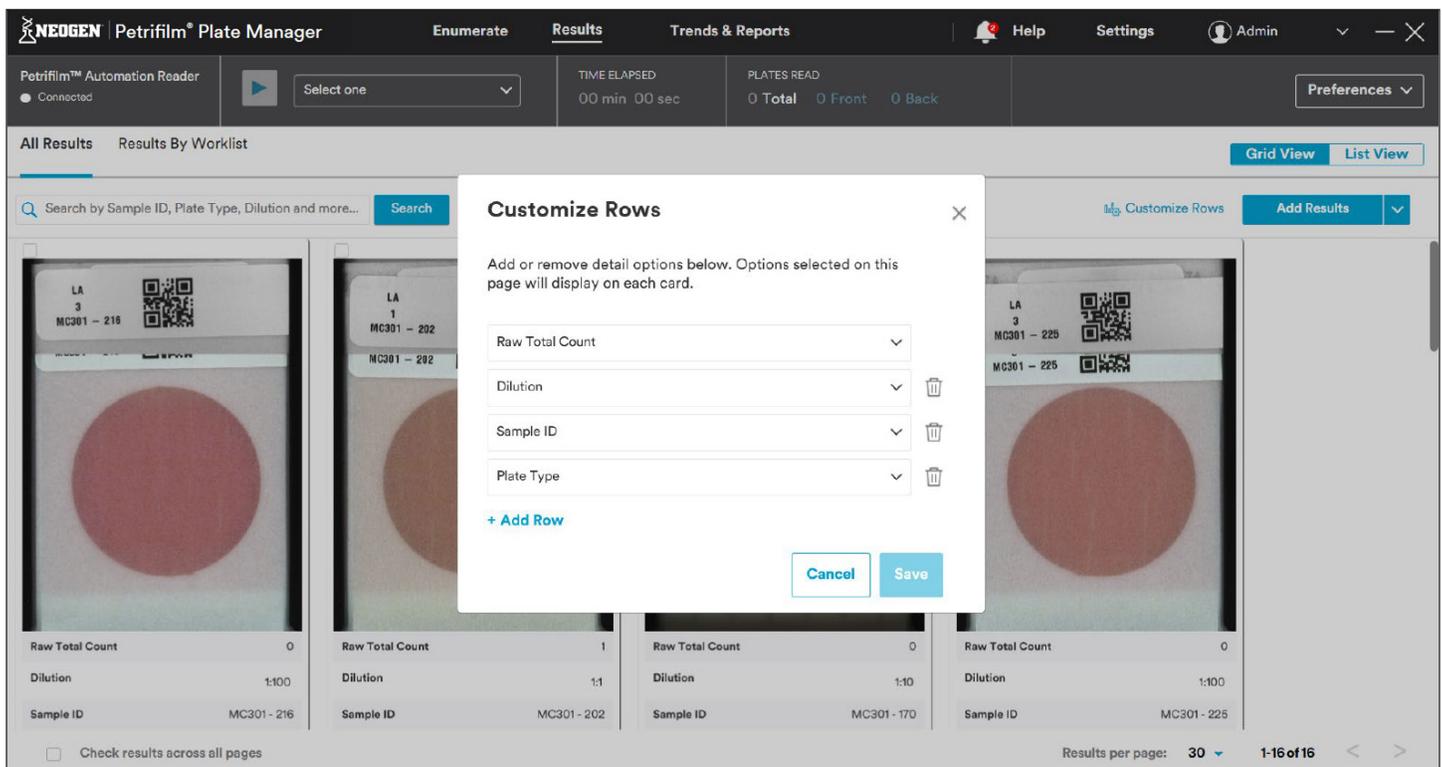
Users can choose to review the results via List View or Grid View. The Grid view shown below allows the user to review the images in batches, whereas the list view requires the user to review an image one by one.



**[Mark as Reviewed]** – During the review process of the results, users can select the images individually or in batches and select **[Mark as Reviewed]**. This notation can also be exported to ensure each image has been reviewed.



**[Customize Rows]** – Users can customize which data fields are displayed under each plate image grid by selecting **[Customize Rows]**. Users can choose from the drop-down menu which fields will be displayed and can also delete or add as many rows as are needed (there is a minimum of 1 field that must be displayed). The customization of the rows on the grid view is independent of the selections made for the columns on the list view.



## Help

**[Export Device Logs]** – Users can export the firmware and the application logs via the help section by selecting **[Export Device Logs]**. These logs can be sent to Neogen technical service for troubleshooting purposes.

The screenshot shows the 'Help' section of the Neogen Petrifilm Plate Manager interface. The top navigation bar includes 'Enumerate', 'Results', 'Trends & Reports', 'Help', 'Settings', and 'Admin'. The main content area is titled 'Documents' and contains three cards: 'Quickstart Guide' (with a rocket icon), 'User Manual' (with a book icon), and 'Frequently Asked Questions' (with a question mark icon). Below this is the 'Modules' section, featuring a 'Software Walkthrough' card with a 'Start module' button. The 'Web Links' section includes 'Register Device', 'Contact Neogen support', 'Go to Food Safety on Neogen.com', and 'Go to Petrifilm on Neogen.com'. The 'Activity Log' section has a 'View Log' button, and the 'Export Log' section has an 'Export Device Log' button, which is highlighted with a green border.

## Settings – General Preferences

**[General]** – Users can adjust both the brightness of the LED on the Petrifilm Automated Feeder as well as the volume of the audible alarm. Users can also turn off the audible alarm.

The screenshot shows the 'General Preferences' settings page in the Neogen Petrifilm Plate Manager. The top navigation bar includes 'Enumerate', 'Results', and 'Trends & Reports'. The left sidebar shows 'Petrifilm™ Automation Reader' (Connected) and 'Settings' with 'General Preferences' selected. The main content area is titled 'General Preferences' and includes 'Device Maintenance', 'Device LED' (with a 'Brightness' slider), and 'Device Sound' (with an 'Audible Alarm' toggle set to 'On'). A note below the toggle states: 'The device will sound an audible alarm for errors or when user intervention is required.' The bottom of the page shows a 'Volume' slider.

## Device Maintenance

The **[Device Maintenance]** section will notify the user when the following parts should be replaced: picker suction cups, separation suction cups, and the air filters. This section will also notify the user when the following parts should be cleaned: Petrifilm Automated Feeder, Petrifilm Plate Reader Advanced, and the input and output bins.

The screenshot shows the Petrifilm Plate Manager interface. The top navigation bar includes 'Enumerate', 'Results', and 'Trends & Reports'. The main header displays 'Petrifilm™ Automated Reader' with a status of 'In-Progress', a 'Preset Name' dropdown, 'TIME ELAPSED' (15 min 56 sec), and 'PLATES READ' (150 Total, 100 Front, 50 Back). A 'Preferences' dropdown is visible in the top right.

The left sidebar shows 'SETTINGS' with 'General Preferences' selected. The main content area is titled 'General Preferences' and has a sub-tab for 'Device Maintenance'. It contains six maintenance cards:

- Automated Reader Device Cleaning:** Due every 800 plates (0/800), last completed on 11/01/2023. Includes 'Complete' and 'View Tutorial' buttons.
- PPRA Device Cleaning:** Due every 800 plates (0/800), last completed on 11/01/2023. Includes 'Complete' and 'View Tutorial' buttons.
- Input & Output Bins:** Due every 2 weeks on 12/06/2023, last completed on 11/22/2023. Includes 'Complete' and 'View Tutorial' buttons.
- Air Filters:** Due every 6 months on 04/22/2024, last completed on 11/22/2023. Includes 'Complete' and 'View Tutorial' buttons.
- Picker Suction Cups:** Due annually on 11/22/2024, last completed on 11/22/2023. Includes 'Complete' and 'View Tutorial' buttons.
- Separation Suction Cups:** Due annually on 11/22/2024, last completed on 11/22/2023. Includes 'Complete' and 'View Tutorial' buttons.

## Settings – Preset Management

Users can review all historical Presets and create new ones by navigating to *Settings* → *Preset Management*.

The screenshot shows the Petrifilm Plate Manager interface with the 'Settings' tab selected. The main header displays 'Petrifilm™ Automation Reader' with a status of 'Ready', a 'Default' preset dropdown, 'TIME ELAPSED' (00 min 11 sec), and 'PLATES READ' (0 Total, 0 Front, 0 Back). A 'Preferences' dropdown is visible in the top right.

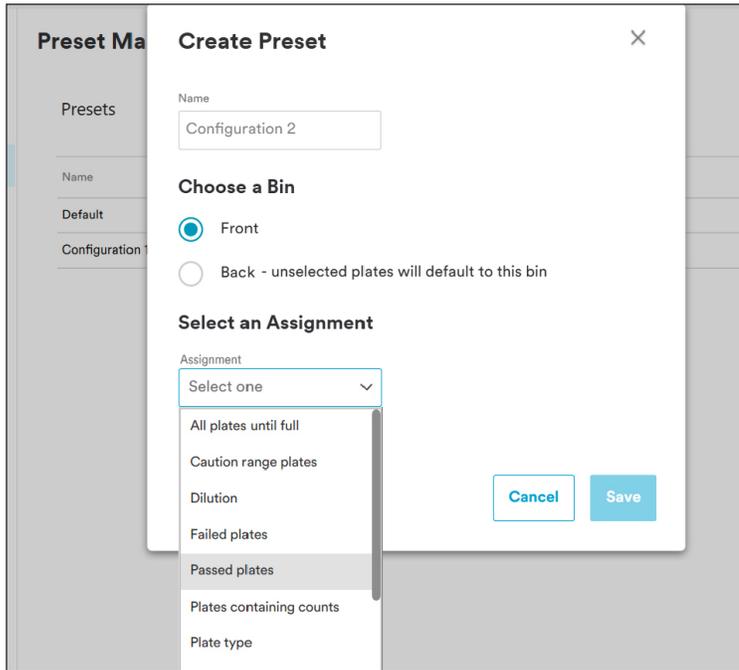
The left sidebar shows 'SETTINGS' with 'Preset Management' selected. The main content area is titled 'Preset Management' and features a 'Create Preset' button in the top right.

Below the button is a table of presets:

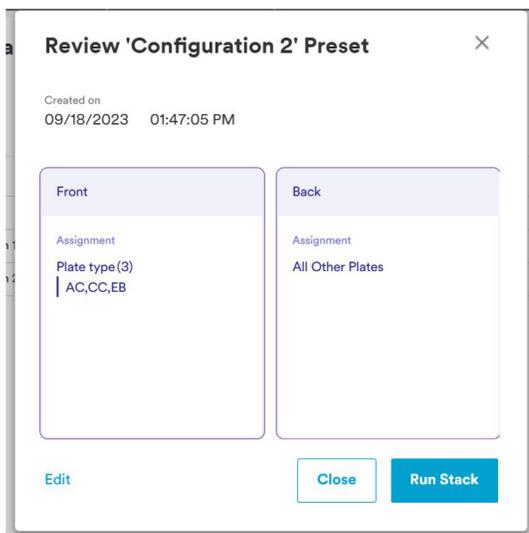
Name	Date & Time Created	Created by	Last Edited
Default			
Configuration 1	09/18/2023 08:47:35 AM	User	09/18/2023

A 'View Details' button is highlighted with a green box next to the 'Configuration 1' row.

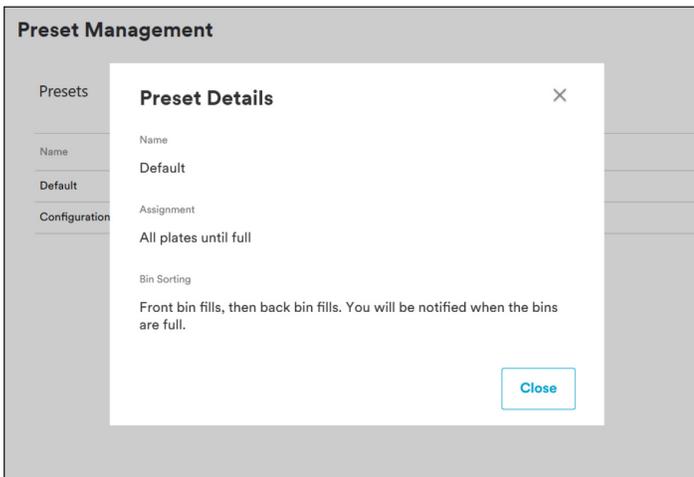
**[Create Preset]** – Users can create new presets by selecting **[Create Preset]**. Users can choose the front or the back output bin that they want to configure. The unselected bin will by default contain all plates that do not match the configuration for the selected bin.



Upon selecting **[Save]**, the users will be shown how the sorting has been configured for the front and back bins. Users can choose to **[Run Stack]** or they can **[Close]** the window and use the preset at a later time.



To review the details of a preset, hover over the desired one and select the ellipsis and then **[View Details]**.



## Cleaning and Decontaminating the Neogen Petrifilm Automated Feeder

Lightly spray a disposable towel with 70% isopropyl alcohol (IPA) or 70% ethanol and gently wipe the outer and inner surfaces of the instrument. The disposable towel should be modestly moist and not dripping. Avoid the power and USB cable connection while cleaning the exterior surfaces.

NOTE: Please refer to the Cleaning and Maintenance section of the software for video tutorials on specific components to clean.

If you have questions about specific applications or procedures, please visit our website at [info.neogen.com/PetrifilmAutomation](https://info.neogen.com/PetrifilmAutomation) or contact your local Neogen representative or distributor.

