How to Change Your CADD Pump

Call 911 for chest pain, trouble breathing, racing heart, dizziness or confusion.

Important: Do not change any of the supplies listed here. Keep supplies away from children.

Load the batteries

1. Check the label on the front of the new CADD pump to make sure it shows the right drug name and most recent date.

2. Wash your hands for 15 seconds. Use liquid soap or hand foam.

3. To open the battery door on the top of the pump: Use your fingers, the pump key, or a coin to turn the knob on the door counterclockwise. If the batteries are already in place, go to “Remove the old pump”.

4. Hold the pump at an angle and place four AA batteries in the pump from the bottom. Match the + and – markings on the batteries with those on the pump.

5. Close the battery door by turning the knob on the door clockwise.

Remove the old pump

1. Stop the pump attached to your IV line: Press the Stop/Start button. “Stop pump?” Will appear on the screen. Select Yes.

2. Close the clamp on your IV line (if there is one).

3. Close any clamps on the IV tubing.

4. Remove the tubing cassette from the old pump by pushing down on the cassette latch.

Insert batteries from the bottom. Match the + and – markings.

Push down on the cassette latch until the cassette is released.
5. Press and hold the power switch to turn the old pump off. “Power down?” will appear on the screen. Select Yes. Do NOT turn the pump off before the tubing cassette is removed.

6. Set the old pump aside and pick up the new pump.

**Attach the new pump**

1. Press and hold the power switch to turn the new pump on.

2. The pump will beep after a pause, and “Ready To Begin” will appear on the home screen.

3. Open the cassette latch to a 90 degree angle.

4. To attach the tubing cassette to the new pump:
   - Connect the hooks on the cassette to the hinge pins on the bottom of the pump.

5. Place the pump upright on a firm, flat surface. Press down so the cassette fits tightly against the pump.

6. Lift the cassette handle into the closed position.

7. Check that the cassette is attached correctly; the top of the cassette should line up evenly with the bottom of the pump and be firmly attached.

8. If the screen says “Reset Reservoir volume to ____ ml”, select No.


10. “Start pump?” will appear on the screen. Select Yes. Your medicine is now being delivered. “Running” will appear in the status bar at the top of the pump screen and the green light will blink.

11. Open any clamps on your IV line and IV tubing.

12. Remove the batteries from the old pump and throw them in the trash. Return the pump to Fairview Home Infusion using the return box that came with your first delivery.

13. As soon as the infusion has started again, call us at 612-672-5328 or 1-800-642-8845. Ask to speak with a pharmacist. They will read through the pump panel with you to make sure that the pump program is correct. They will also give you details about your next bag change and make plans to deliver a new back-up pump to your home.