

## Agilent G5574A NGS Workstation Option B – Familiarization Checklist

Thank you for purchasing an Agilent **G5574A NGS Workstation Option B**. This checklist is used to provide a guide on what aspects of your instrument should be covered when the Familiarization service has been included in your order. This checklist will be completed at the end of the service and provided to you as a record of the familiarization.

### Customer Information

- Familiarization is intended to give operators a basic overview of the operation and maintenance of new instruments and is not designed to substitute for a full operator-training course.
- Further training, advice and consultation can be obtained upon request.
- The manuals/media delivered with the system will be used as a guide during familiarization. Please make sure they are available.
- Not Included in the Familiarization Service (unless explicitly ordered):
  - Training on basic PC operation, peripherals and/or operating systems
  - Training to groups larger than five people
  - Customized method/application development and/or testing or testing of customer samples
  - Fundamentals/theory of instrument techniques unless explicitly stated.

### Service Engineer's Responsibilities

- Discuss familiarization topics and agree upon focus areas with customer within the allotted time.
- Only complete/printout sections or pages that relate to the system that has been installed.
- Complete empty fields with the relevant information.
- Complete the relevant checkboxes in the checklist using a "X" or tick mark "✓" in the checkbox.
- Complete 'Not Applicable' check boxes to indicate optional services or product functionality not included.
- Complete the Service Review section together with the customer.

### Additional Familiarization Notes

This checklist should be used with the following:

- [Automation Solutions Product General Safety Guide](#) (part number G5500-90015)
- [G5562A, G5563A Bravo Platform Safety and Installation Guide](#) (part number G5562-90001)
- [Bravo Platform User Guide](#) (part number G5562-90000)
- [Bravo Automated Liquid Handling Platform Quick Guide](#) (part number G5409-90020)
- [BenchCel Microplate Handler User Guide](#) (part number G5580-90000)
- [BenchCel Microplate Handler Quick Guide](#) (part number G5400-90003)
- [Labware MiniHub Safety and Installation Guide](#) (part number G5484-90004)
- If applicable, [PlateLoc Thermal Microplate Sealer User Guide](#) (part number G5402-90001).
- **G5574A NGS Workstation Option B Installation Guide** (part number G5574-90001)

**IMPORTANT:** The NGS software included with the workstation provides a range of applications and protocols. Not all the applications and protocols will be reviewed during the familiarization.

## Agilent G5574A NGS Workstation Option B – Familiarization Checklist

### General Familiarization

- Provide an overview of the NGS Workstation Option B, its devices, and the specific Bravo deck locations for the accessories.
- Identify the instrument connections, including power connections, communications and LAN interface connections, robot-disable pendants.
- Show where to locate the NGS protocol guides:  
<http://www.agilent.com/en/products/automation-solutions/ngs-sample-preparation-automation/bravo-ngs>
- Show where to locate the device and software user guides (VWorks knowledge base within the VWorks software and online at [www.agilent.com/chem/askb](http://www.agilent.com/chem/askb)). Demonstrate how to use the on-line and off-line Knowledge Base for help.

### **Guidance**

The following sections may include optional system components which may/may not be applicable during familiarization.

### System Start-up

- Explain how to power up the instrument/modules in the correct order.
- Explain where to find the system status indicators lights and the significance of the colors.
- Explain how to launch the VWorks software.
- Explain where to find the NGS protocols.

### Section #1: Hardware familiarization

- Review the various connections for the workstation (Ethernet, serial, e-stop pendants, air-input fitting, and power switches).
- SAFETY: Demonstrate emergency-stop pendant and the Light Curtain. Show how this equipment differs from the software Pause behavior in the VWorks software.
- Bravo Platform:
  - Explain how to install and uninstall and store the pipette head. For details, see the **Bravo Platform User Guide** (part number G5562-90000).
  - Explain the Bravo NGS Option A deck accessories. See the **G5574A NGS Workstation Option B Installation Guide** (part number G5574-90001).
- BenchCel Microplate Handler:
  - Demonstrate how to properly handle a labware rack and how to fill and empty the labware racks.
  - Demonstrate how to install and uninstall a labware rack.
- Labware MiniHub: explain how to add and remove shelves.

## Agilent G5574A NGS Workstation Option B - Familiarization Checklist

### **Section #2: VWorks software familiarization**

- Demonstrate how to open VWorks protocols, forms, and device files.
- Demonstrate how to set task parameters in a protocol/form.
- Demonstrate how to simulate protocol runs.
- Demonstrate how to open device diagnostics.
- Bravo Diagnostics
  - Explain the profiles and demonstrate how to initialize the profile in diagnostics.
  - Demonstrate how to set and manage teachpoints (part of profile).
  - Demonstrate how to verify the gripper setup (part of profile).
  - Demonstrate how to configure accessories (part of profile).
- BenchCel Diagnostics
  - Explain the profiles and demonstrate how to initialize the profile in diagnostics.
  - Demonstrate how to set and manage teachpoints.
  - Demonstrate how to set sensor thresholds.
  - Demonstrate how to calculate the plate presence threshold, optimum orientation threshold, and the orientation threshold.
  - Demonstrate how to adjust the stacker gripper pressure.
- Labware MiniHub Diagnostics
  - Explain the profile and demonstrate how to set the home position.
  - Demonstrate how to check the MiniHub's current position.

### **Section #3: NGS application and workflow familiarization**

- Conduct a mock run of an NGS protocol.

### **Section #4: Maintenance & Diagnostics**

- Demonstrate how to search and access maintenance/diagnostic tools, documents and guides.
- Bravo maintenance
  - Checking the grippers for wear.
  - Inspecting the moving parts for wear or rub marks.
  - Cleaning the instrument (except for the gripper pads) with isopropyl alcohol or ethanol.
- BenchCel maintenance
  - Checking the robot gripper pins for wear.
  - Inspecting the moving parts for wear or rub marks.
  - Verifying the air line is in good shape.
  - Cleaning the instrument (except for the gripper pads) with isopropyl alcohol or ethanol.
- MiniHub: Demonstrate how to clean the shelves.

**Agilent G5574A NGS Workstation Option B -  
Familiarization Checklist****Service Review**

- Complete the Service Engineer Comments section below, if applicable.
- Explain how to log an instrument service call and what support services are available.
- Perform a short review (approx. 10mins) of Agilent's web site and web links listed below.
- Explain Agilent's instrument warranty policy.
- Advise customer of additional instrument training options available.

**Service Engineer Comments (optional)**

If there are any specific points you wish to note as part of performing the installation or other items of interest for the customer, please write in this box.

**Other Important Customer Web Links**

- For additional information about the NGS Workstation Option B, please visit our product page:  
<http://www.agilent.com/en/products/automation-solutions/ngs-sample-preparation-automation/ngs-workstation>
- Need to get information on your product?
  - VWorks Knowledge Base - <http://www.agilent.com/chem/askb>
  - Literature Library - <http://www.agilent.com/en-us/library/literature>
- Need to know more? Customer Education - <http://www.agilent.com/crosslab/university/>
- Need Support Services? - [www.agilent.com/crosslab](http://www.agilent.com/crosslab)

**Service Completion**

Service request number \_\_\_\_\_ Date service completed \_\_\_\_\_

Agilent signature \_\_\_\_\_ Customer signature \_\_\_\_\_

Number of pages in this document \_\_\_\_\_

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