Thank you for purchasing an Agilent G5410A BenchCel Microplate Handler. This checklist is used by the installing engineer to ensure that the instrument and associated systems are correctly installed, upgraded and functioning as designed in your facility. This checklist will be completed at the end of the service and provided to you as a record of the installation.

Customer Information

Customers should provide all necessary operating supplies upon request of the Field Service Engineer.

Service Engineer’s Responsibilities

- Only complete/printout pages that relate to the system being 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 services not delivered, as needed.
- Complete the Service Review section together with the customer.

Additional Instruction Notes

- Follow the unpacking and installation instructions specified in the BenchCel Microplate Handler User Guide (part number G5400-90004).
- Save the packing materials and shipping container in case you are required to move or ship the device. Packing the BenchCel Microplate Handler using other materials might damage the device and void your warranty.
System Information

Guidance

☐ Check this box if an instrument configuration report is attached instead of completing the table.

<table>
<thead>
<tr>
<th>Instrument system name and ID</th>
<th>Instrument system site and location</th>
</tr>
</thead>
<tbody>
<tr>
<td>List system component product numbers</td>
<td>List the serial numbers of each component</td>
</tr>
<tr>
<td>1.</td>
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<td>10.</td>
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</tbody>
</table>
Agilent G5410A BenchCel Microplate Handler
Installation Checklist

General Preparation

- Unpack/verify the condition and completeness of shipment. For discrepancies, use the table below.

<table>
<thead>
<tr>
<th>Product or part description</th>
<th>Observation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

- Discuss any specific questions or issues with the customer prior to starting.
- Discuss any configuration options with the customer prior to starting.
- Check for required service note applicability and firmware updates if connecting to instruments.
- Upgrades only – Ensure with customer that instrument control settings, data, methods, etc., have been properly saved or archived prior to starting any installation procedures.

Task #1 BenchCel Hardware Installation

For the tasks in this section, see the BenchCel Microplate Handler User Guide (part number G5400-90004).

- Verify that the installation location meets the site requirements.
- Measure the main outlet line voltage ______ VAC.
- Unpack the BenchCel device and mount the robot.
- Integrate external devices.
- Connect the power.
- Connect the e-stop pendant.
- Connect the air supply.
- Connect the computer.
- Install the safety shield.

Task #2 Software Installation

- Install VWorks Automation Control software. For instructions, see the release notes provided with the software or the VWorks Automation Control Setup Guide (part number G5415-90062).
- Create a BenchCel profile and establish communication with the device.
- Set the BenchCel teachpoints. For the procedure, see the BenchCel Microplate Handler User Guide (part number G5400-90004).
Service Review

- Attach available reports/printouts to this documentation.
- Record the time/date of installation or upgrade completion in the customer’s records/logbook.
- Complete the Service Engineer Comments section below if there are additional comments.
- Review the installation/upgrade with the customer.
- Explain Agilent warranty for instruments.
- Explain how to use manuals, guides, and online help.
- Explain how to get self-help, FAQs from the web.
- Explain how to log an instrument service call, support services available.
- Advise customer of additional instrument training options.
- If the Instrument firmware was updated, record the details of the change in the Service Engineer's Comments box below or if necessary, in the customer’s IQ records.

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 Agilent automation solutions, please visit our web site at http://www.agilent.com/en-us/products/automation-solutions
- Need to get information on your product?
- Need to know more?

Service Completion

Service request number __________________  Date service completed __________________

Agilent signature ________________  Customer signature ________________

Number of pages in this document ________

Document part number: G5410-90003