

**B.01.07.1 Headspace Sampler Add on Software # –
Installation Checklist**

Thank you for purchasing an Agilent **software** solution. 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 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
- Author to add additional items as necessary

Additional Instruction Notes

- Author to add text here

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System Information

Guidance

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

Software Information

Record all of the software product numbers, revision numbers, and license numbers.

Software product number	Revision number	License number
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.

Bundled Computer Hardware Information

☐ Section NOT Applicable

Description of computer, network component, or peripheral	Product number	Serial number
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

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General Preparation

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

Product or part description	Observation	Action

- ☐ Discuss any specific questions or issues with the customer prior to starting.
- ☐ Discuss any configuration options with the customer prior to starting.
- ☐ Check for Hotfix, Microsoft updates and patch compatibility appropriate for the customer's system.
- ☐ Check for required service note applicability and firmware updates if connecting to instruments.
- ☐ Check that any customer-supplied hardware meets minimum requirements e.g. Site Preparation Tool
<http://www.chem.agilent.com/en-US/Technical-Support/Software-Informatics/Utilities/Pages/SWSitePrepTool.aspx>
- ☐ Locate appropriate license authorization codes and/or license certificates and verify against sales order.
- ☐ **Upgrades only** – Ensure with customer that instrument control settings, data, methods etc have been properly saved or archived prior to starting any installation procedures.
- ☐ Author to add specific preparation tasks to this list

Headspace Add-On Software Installation Tasks

The software installer installs the Agilent Integrated Headspace Software (G5350AA) for the appropriate data system.

- ☐ Select the appropriate Agilent Integrated Headspace Software from the list below and install it now:

▼ 7697A Headspace Samplers

OpenLAB Chromatography Data Systems

- [ChemStation Edition – Headspace Control GC ChemStation](#)
- [EZChrom Edition – Headspace Control EZChrom](#)

MS Data Systems

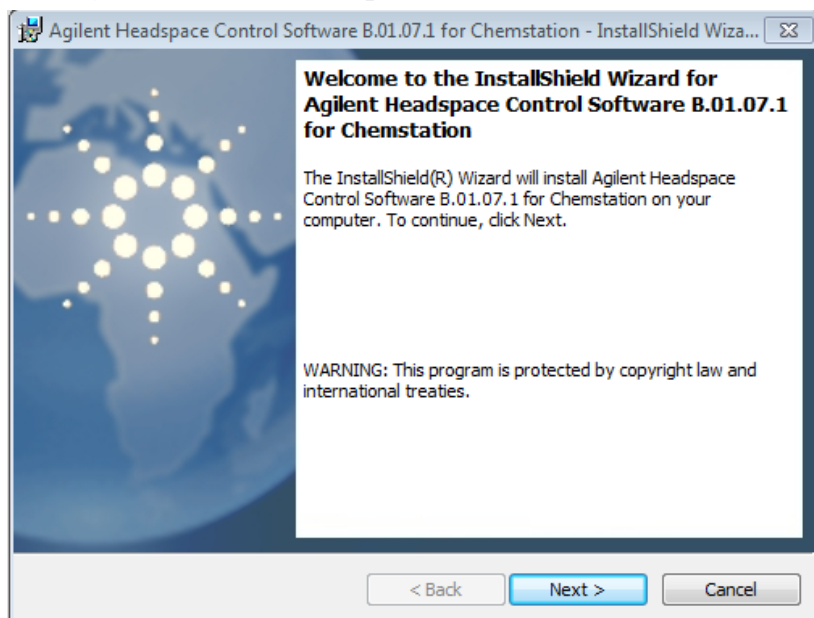
- [MassHunter Workstation - Headspace Control by MassHunter](#)
- [MSD Productivity ChemStation – Headspace Control by MSD Data System](#)

Chromatography Data Systems

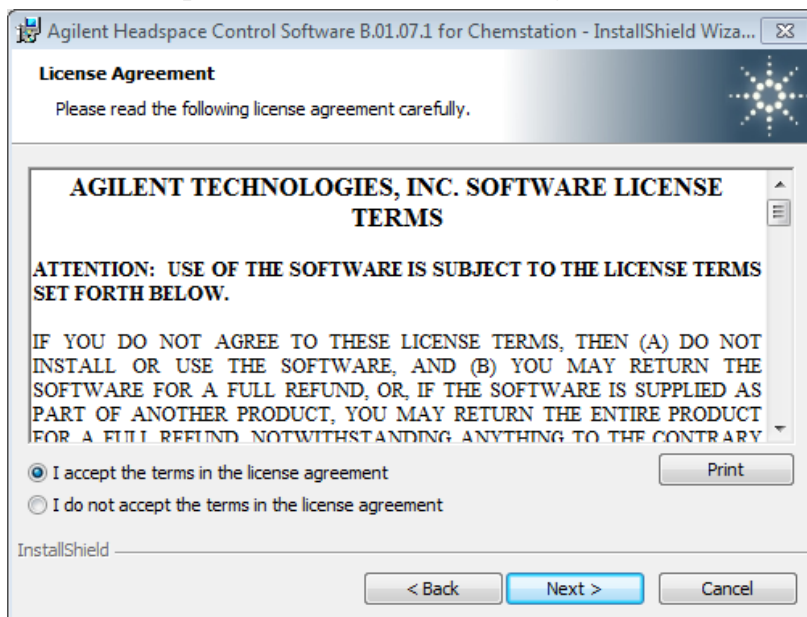
- [GC ChemStation – Headspace Control GC ChemStation](#)

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- ❑ When you install the headspace software, this window should appear. Select “Next.”

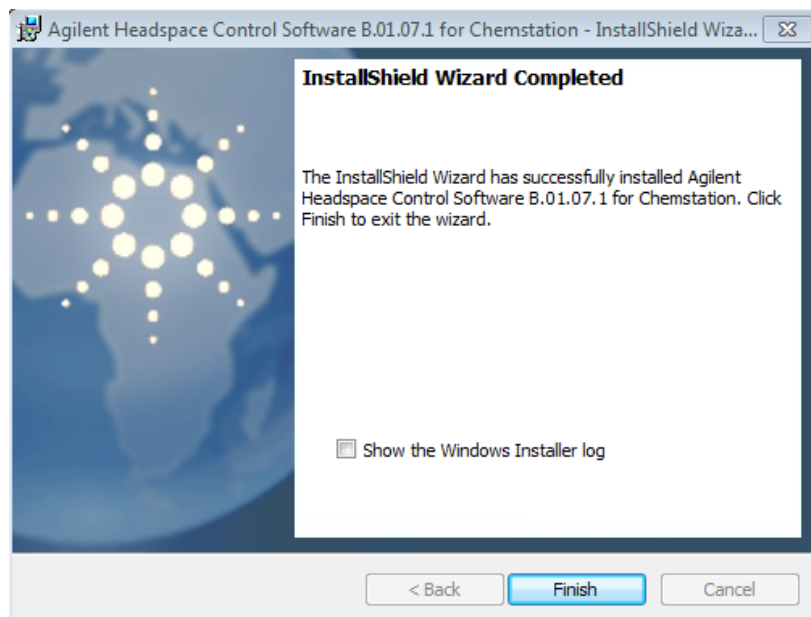


- ❑ Select “I accept the terms of the license agreement” and then “Next.”



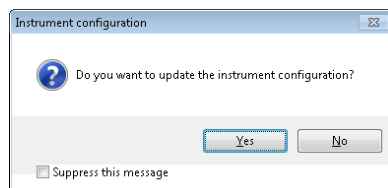
- ❑ Allow the installation to process.
- ❑ A window should appear with a notification that the installation is complete. Launch the Agilent Installation Qualification tool and select “Finish.” The rest of the installation/instrument configuration is data system specific. Follow the instructions for the data system you are installing the headspace software on.

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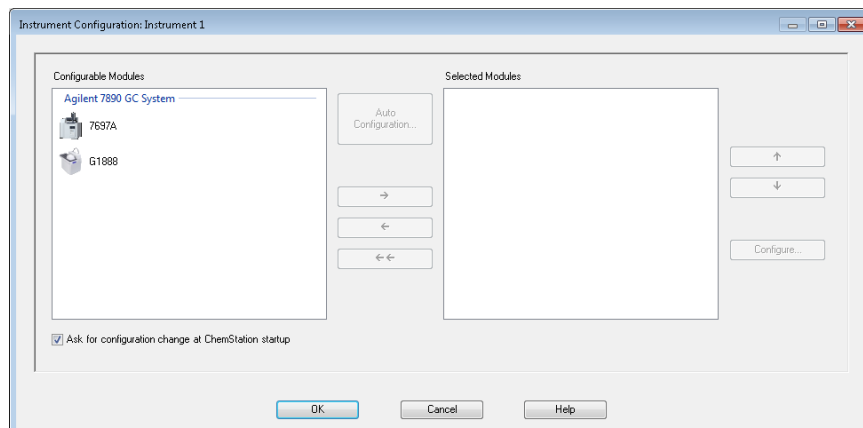


Instructions for GC ChemStation Installation

- ❑ Upon starting the GC ChemStation, an Instrument Configuration box should appear. Select “Yes.” If you check the “Suppress this message” box, you will not be prompted to update the instrument configuration again at start up.

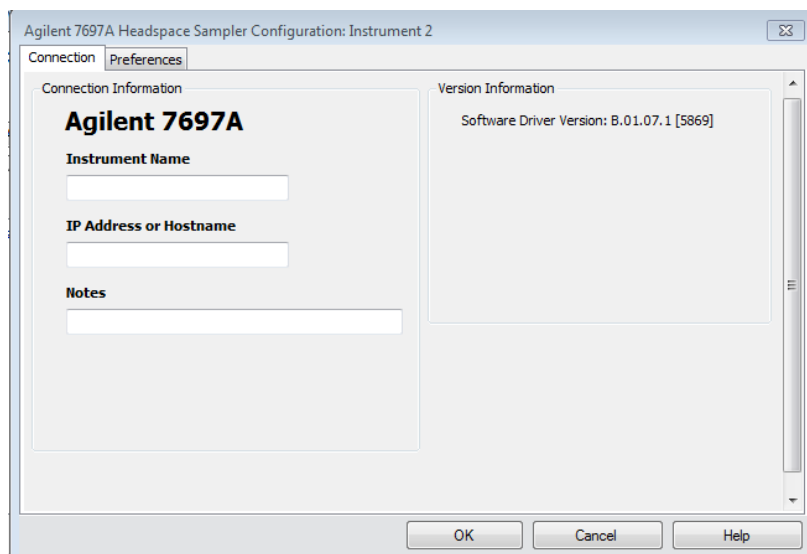


- ❑ A box should appear to allow you to configure different kinds of headspace samplers (7697A, G1888).



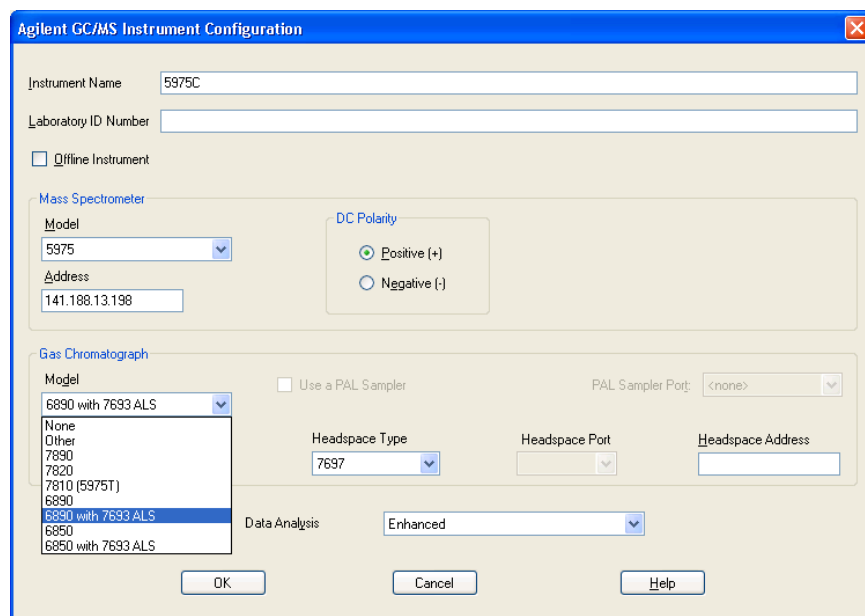
- ❑ Select the type of headspace that you want to configure and select the -> to configure the model.
- ❑ Enter the instrument name, IP address or hostname, any notes and the instrument license. The “I” next to the instrument license bar should change to a green check mark if the license is accepted. A red x will appear if it is not accepted. Select “Ok.”

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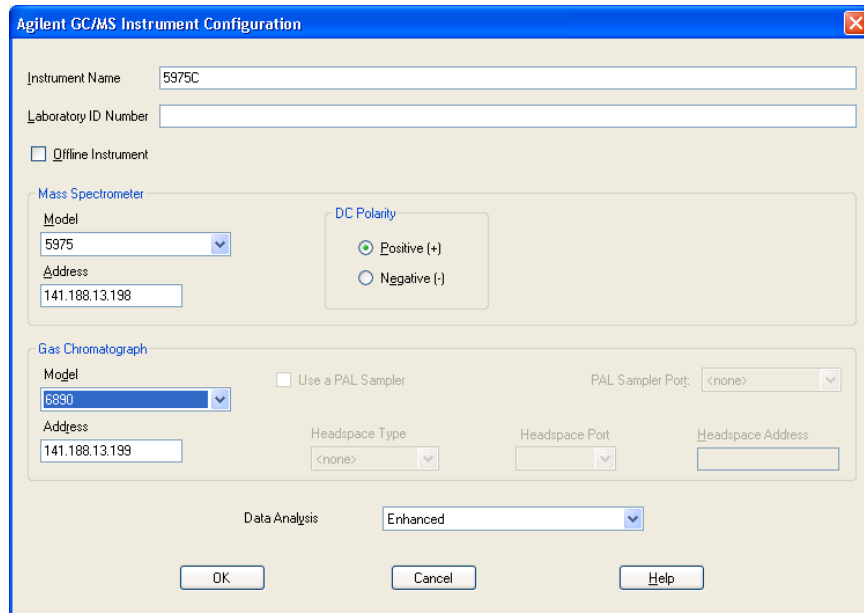


Instructions for GCMSD ChemStation Installation

- ❑ Go to Agilent MSD Configuration tab. If installing the headspace sampler on a 6890 or 6850 GC, you must select “6890 with 7693 ALS or 6850 with 7693 ALS” for the headspace menus to appear. Selecting 6890 and 6850 will not allow for the headspace samplers to be configured.

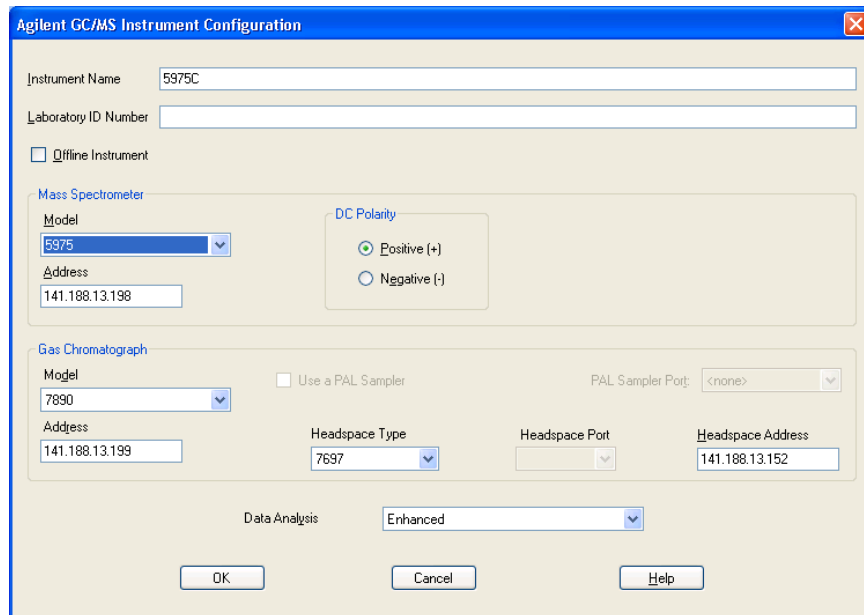


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The screenshot shows the 'Agilent GC/MS Instrument Configuration' dialog box. The 'Instrument Name' is '5975C'. The 'Laboratory ID Number' is empty. The 'Offline Instrument' checkbox is unchecked. Under 'Mass Spectrometer', the 'Model' is '5975' and the 'Address' is '141.188.13.198'. The 'DC Polarity' is set to 'Positive (+)'. Under 'Gas Chromatograph', the 'Model' is '6890', 'Use a PAL Sampler' is unchecked, and 'PAL Sampler Port' is '<none>'. The 'Address' is '141.188.13.199'. The 'Headspace Type' is '<none>', 'Headspace Port' is empty, and 'Headspace Address' is empty. The 'Data Analysis' is set to 'Enhanced'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

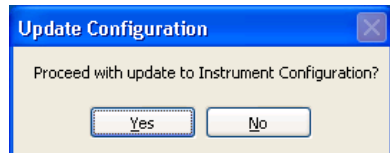
- ❑ Select the Headspace Type from the drop down menu. The MSD ChemStation only supports LAN communication for the G1888 and 7697 headspace samplers, so the Headspace Port will remain gray. Enter the instrument name, IP address or hostname, and any notes.



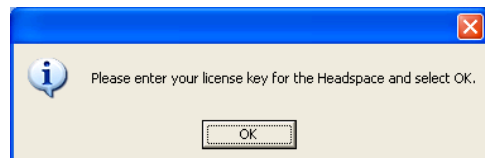
The screenshot shows the 'Agilent GC/MS Instrument Configuration' dialog box with updated settings. The 'Instrument Name' is '5975C'. The 'Laboratory ID Number' is empty. The 'Offline Instrument' checkbox is unchecked. Under 'Mass Spectrometer', the 'Model' is '5975' and the 'Address' is '141.188.13.198'. The 'DC Polarity' is set to 'Positive (+)'. Under 'Gas Chromatograph', the 'Model' is '7890', 'Use a PAL Sampler' is unchecked, and 'PAL Sampler Port' is '<none>'. The 'Address' is '141.188.13.199'. The 'Headspace Type' is now '7697', 'Headspace Port' is still empty, and 'Headspace Address' is '141.188.13.152'. The 'Data Analysis' is set to 'Enhanced'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

- ❑ Select OK.
- ❑ Select Yes when the Update Configuration window appears on the screen.

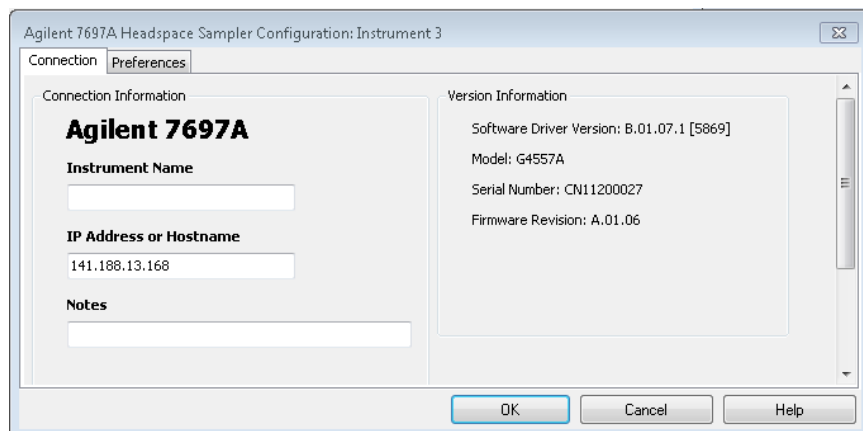
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- ❑ Start the Instrument Session. A window should appear prompting you to enter the headspace software license key. Select Ok.



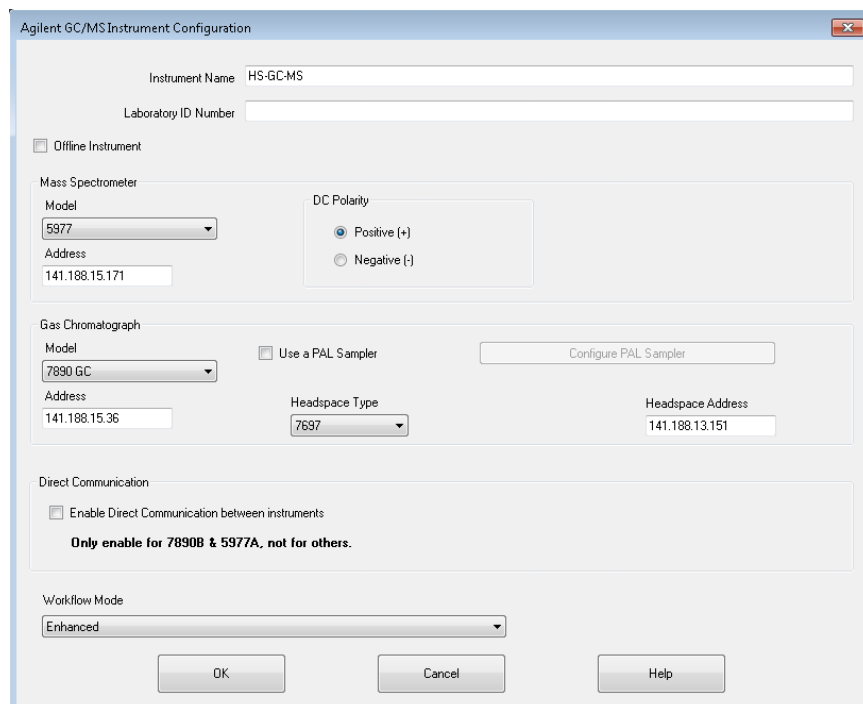
- ❑ Select OK. Enter the instrument license. The "I" next to the instrument license bar should change to a green check mark if the license is accepted. A red x will appear if it is not accepted. Select "Ok."



Instructions for MassHunter Workstation Installation

- ❑ Go to Agilent MSD Configuration tab. Select the Headspace Type from the drop down menu. Enter the instrument name, IP address or hostname, any notes. The MassHunter workstation only supports LAN communication for the G1888 and 7697 headspace samplers.

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Agilent GC/MS Instrument Configuration

Instrument Name: HS-GC-MS

Laboratory ID Number:

☐ Offline Instrument

Mass Spectrometer

Model: 5977

Address: 141.188.15.171

DC Polarity

☒ Positive (+)

☐ Negative (-)

Gas Chromatograph

Model: 7890 GC

Address: 141.188.15.36

Headspace Type: 7697

Headspace Address: 141.188.13.151

☐ Use a PAL Sampler

Configure PAL Sampler

Direct Communication

☐ Enable Direct Communication between instruments

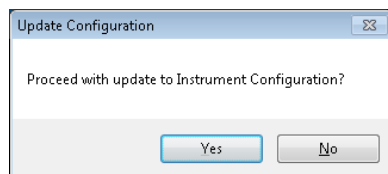
Only enable for 7890B & 5977A, not for others.

Workflow Mode

Enhanced

OK Cancel Help

- ☐ Select OK.
- ☐ Select Yes when the Update Configuration window appears on the screen.

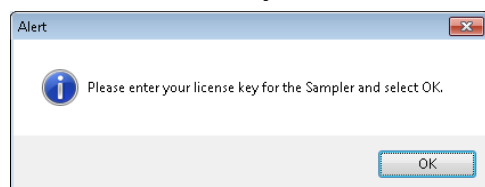


Update Configuration

Proceed with update to Instrument Configuration?

Yes No

- ☐ Start the Instrument Session. A window should appear prompting you to enter the headspace software license key. Select Ok.



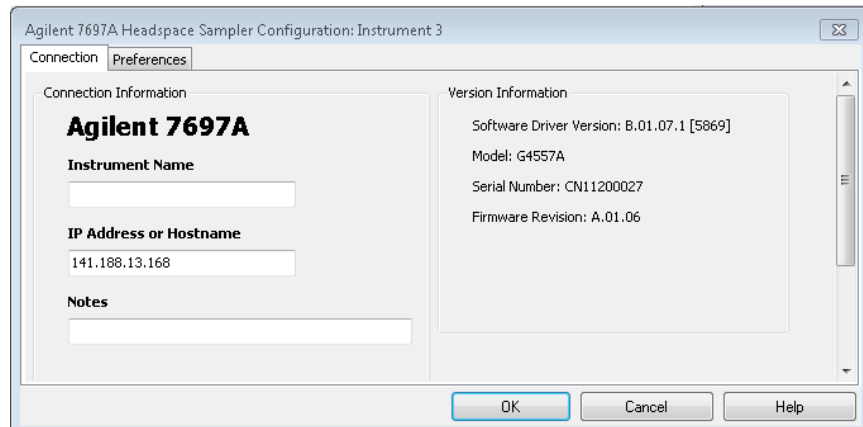
Alert

Please enter your license key for the Sampler and select OK.

OK

- ☐ Select OK. Enter the instrument license. The “I” next to the instrument license bar should change to a green check mark if the license is accepted. A red x will appear if it is not accepted. Select “Ok.”

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Agilent 7697A Headspace Sampler Configuration: Instrument 3

Connection Preferences

Connection Information

Agilent 7697A

Instrument Name

IP Address or Hostname

141.188.13.168

Notes

Version Information

Software Driver Version: B.01.07.1 [5869]

Model: G4557A

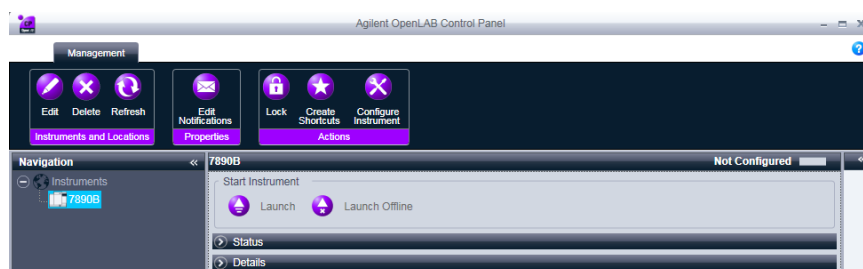
Serial Number: CN11200027

Firmware Revision: A.01.06

OK Cancel Help

Instructions for OpenLAB Installation

- ❑ Add the GC to the software



Agilent OpenLAB Control Panel

Management

Edit Delete Refresh

Properties

Lock Create Checklists Configure Instrument

Instruments and Locations

Navigation

Instruments

7890B

Not Configured

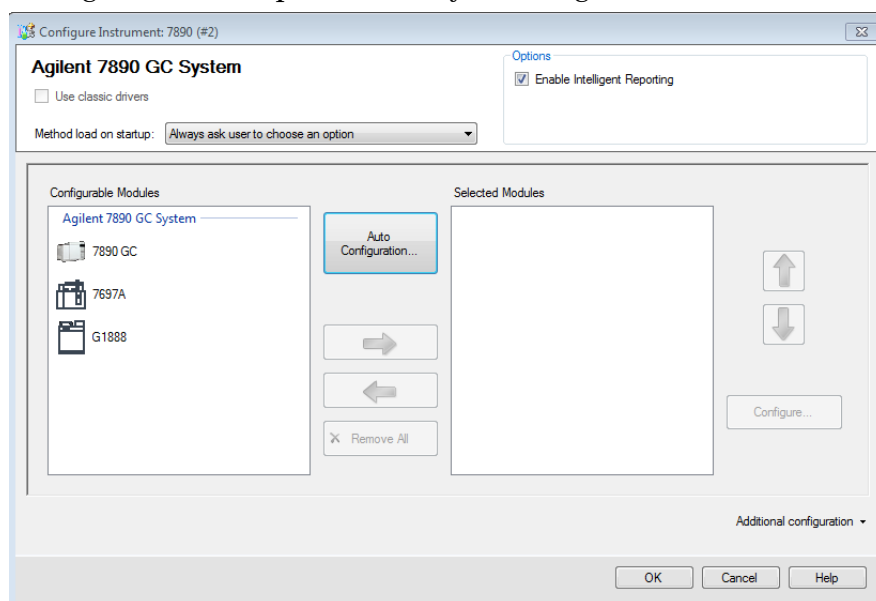
Start Instrument

Launch Launch Offline

Status

Details

- ❑ Configure the headspace model by selecting the available model.



Configure Instrument: 7890 (#2)

Agilent 7890 GC System

Use classic drivers

Method load on startup: Always ask user to choose an option

Options

Enable Intelligent Reporting

Configurable Modules

Agilent 7890 GC System

7890 GC

7697A

G1888

Auto Configuration...

Selected Modules

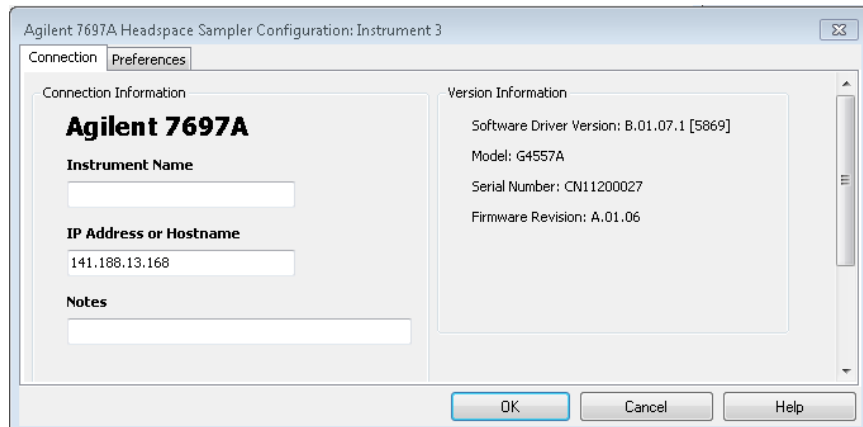
Configure...

Additional configuration

OK Cancel Help

- ❑ Enter the instrument name, IP address or hostname, any notes. The instrument license is not needed on Headspace driver revision B.01.07.1. Select "Ok."

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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, 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.

**B.01.07.1 Headspace Sampler Add on Software # –
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- ☐ For additional information about our solutions, please visit our web site at
<http://www.chem.agilent.com/en-US/Pages/HomePage.aspx>
- ☐ Need to get information on your product?
Literature Library - <http://www.agilent.com/chem/library>
- ☐ Need to know more?
Customer Education – <http://www.chem.agilent.com/en-US/Training-Events/Pages/default.aspx>
- ☐ Need technical support, FAQs? – <http://www.chem.agilent.com/en-US/Technical-Support/Pages/default.aspx>
- ☐ Need supplies? – <http://www.chem.agilent.com/en-US/Products-Services/Parts-Supplies/Pages/default.aspx>

Service Completion

Service request number _____ Date service completed _____

Agilent signature _____ Customer signature _____

Number of pages in this document _____

Document part number: G4556-90024