

Agilent G9541A RapidFire 400 System Ultivo Cart and Quiet Cover

Installation Checklist

Thank you for purchasing an Agilent RapidFire 400 System. 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.

Introduction

Customer Responsibilities

- 1 Customers should leave the instrument shipment for the engineer to unpack.
- 2 Customers should provide all necessary operating supplies upon request of the engineer.
- 3 A customer representative should be available to the engineer while performing the installation.
- 4 Some installation tasks will be beneficial to you if you are present – refer to sections in this checklist.

Important Customer Web Links

- Videos about specific preparation requirements for your instrument can be found by searching the *Agilent YouTube* channel at <https://www.youtube.com/user/agilent>
- To access *Agilent University*, visit <http://www.agilent.com/crosslab/university/> to learn about training options, which include online, classroom and onsite delivery. A training specialist can work directly with you to help determine your best options.
- A useful *Agilent Resource Center* web page is available, which includes short videos on maintenance, quick lists of consumables for new instruments, and other valuable information. Check out the Resource Page here: <https://www.agilent.com/en-us/agilentresources>
- Need technical support, FAQs, supplies? – visit our *Support Home page* at <http://www.agilent.com/search/support>

- Get answers. Share insights. Build connections:
Join the *Agilent Community* at <https://community.agilent.com/welcome>

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 "✓".
- Check "Section not applicable" check boxes to indicate services/tasks not delivered, as appropriate.
- Complete the Service Review section together with the customer.
- Complete the fields for page numbers at the foot of each selected page
- Complete the total number of pages field in the Service Completion section
- Ask the customer to sign the Service Completion section including the customer's and your signature.

Additional Instruction Notes

- This checklist is valid for G9532A and G9532AA RapidFire 400 Systems.

Instrument Installation

System Information

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

Instrument System Name and ID	
Instrument System Site and Location	

List System Component Product Numbers	List the Serial Numbers of each Component
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Preparation

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

Product or Part Description	Observation	Action

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

Installation Procedure

Unpacking the products

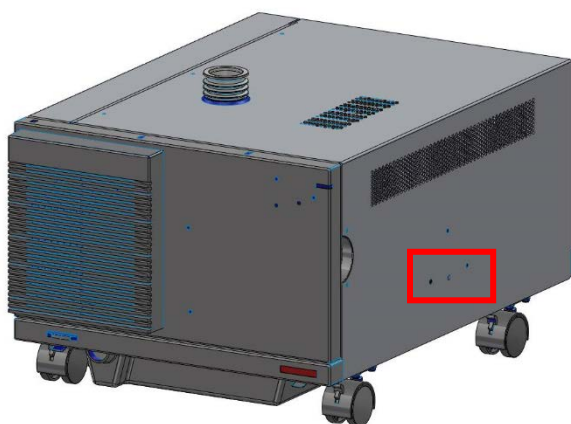
- Section not applicable*
- Unpack and inspect the components for the Ultivo cart and Quiet Cover, if applicable. You should have the following items:
 - Ultivo cart G9532-60088
 - Ultivo cart Installation Kit G9532-68001
 - Quiet Cover G6011B and installation instructions

Required tools

- T-20, and T-25 drivers

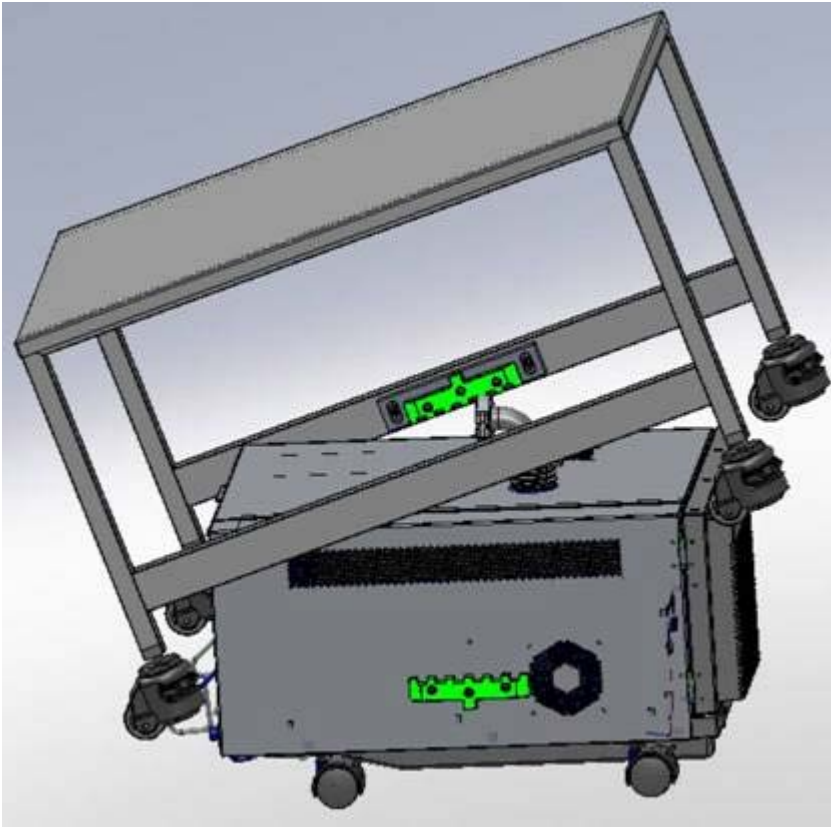
Procedure

- 1 Install a locking bracket (supplied in the Kit) on each side of the Quiet Cover using the predrilled holes in the cover with the T-20 driver as indicated in the following figures:

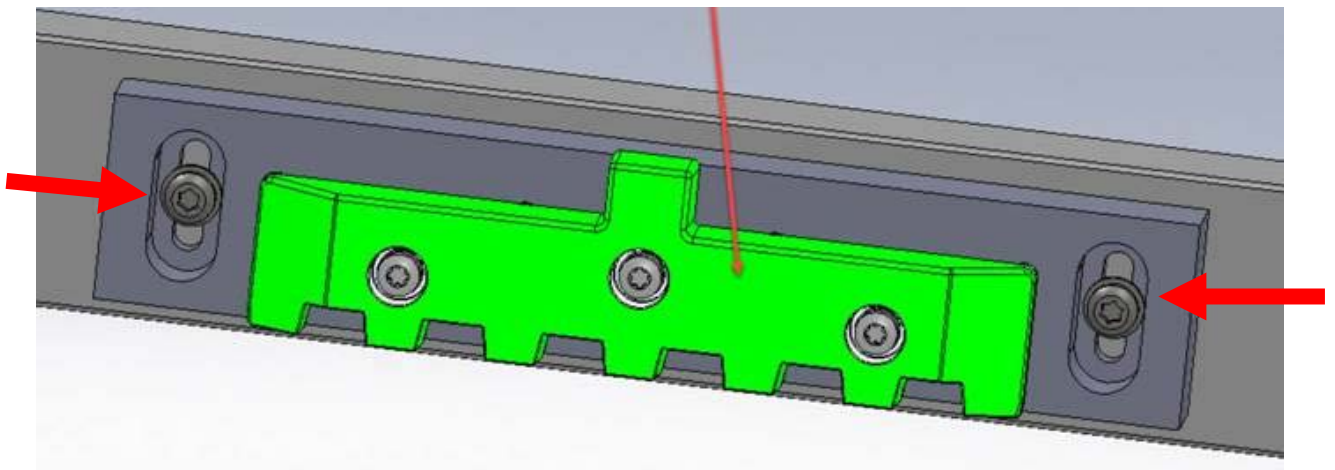


- 2 Place the Quiet Cover over the pump so it will be the correct height.

- 3 Place the cart over the Quiet Cover and interlock the cart brackets to the cover brackets.



- 4 If the brackets are too low (brackets don't interlock) or too high (cart does not touch the ground), using a T-25 driver, loosen the bracket assembly on each side of the cart and adjust the height of the cart locking bracket.



- 5 When adjusted correctly, tighten the locking assembly screws.

Installation Checkout (Customer present)

- Section not applicable*
- Show the customer the changes to the system with the addition of the Ultivo Cart and Quiet Cover.
- Demonstrate the system is properly working.

Signature Page

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 following Service Engineer comments section 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, and FAQs online.
- Explain how to log an instrument service call and support services that are 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 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.

Service Completion

Service request number _____

Date service completed _____

Agilent signature _____

Customer signature _____

Total number of pages in this document _____

