

Agilent G5565A BenchBot Robot – Installation Checklist

Thank you for purchasing an Agilent **G5565A BenchBot Robot**. 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.

Additional Instruction Notes

See the Agilent BenchBot Robot Safety and Installation Guide for detailed instructions.

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System Information

Guidance

- ☐ 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.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

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General Preparation

- ☐ Refer to the BenchBot Robot Unpacking Guide.
- ☐ 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 required service note applicability and firmware updates if connecting to instruments.
- ☐ Check that customer-supplied PC hardware meets minimum requirements described in the link below:
<http://www.agilent.com/chem/askb>
- ☐ Upgrades only – Ensure with customer that instrument control settings, data, methods etc have been properly saved or archived prior to starting any installation procedures.

Installation Tasks

Refer to the Agilent BenchBot Robot Safety and Installation Guide for specific instructions.

- ☐ **Section NOT Applicable**
- ☐ Verify that the installation location meets the site requirements.
- ☐ Unpack the robot. Refer to the BenchBot Robot Unpacking Guide.
- ☐ Inspect the contents for completeness and damage.
- ☐ Assemble the integration plates:
 - ☐ On the attachment surface, assemble the plates into the desired configuration, aligning adjacent plates.
 - ☐ Make sure that the counter-sink holes are aligned over the threaded holes on the lips of adjacent plates.
 - ☐ Position the plate assembly so that the clearance holes in the plates align over the mounting holes in the attachment surface.
 - ☐ Lock the plates together: insert the FHSC M6 x 12 screws in the counter-sink holes, and use the 4-mm hex wrench to tighten them until snug.
 - ☐ Attach the drip sheet to the integration plates.
- ☐ Mark the placement of robots and devices on the plate assembly. For example, you can use colored tape to mark the positions before mounting the robots and devices.
- ☐ Workstation, or optional for standalone/component. Secure the integration plates to the benchtop or

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attachment surface.

- ☐ Install the BenchBot Robot by positioning the robot on the attachment surface so that the base aligns over the mounting holes.
- ☐ Insert the M6 bolts in the four mounting holes at the corners of the base and then use the supplied 6-mm hex wrench to tighten the bolts until snug. Note. For custom tables, longer bolts, nuts, and washers might be required.
- ☐ Use the supplied power cord to connect the robot to the power source.
- ☐ Use the supplied Ethernet cable to connect the robot to the controlling computer.
- ☐ Install other devices as required.
- ☐ Connect the computer to the lab's wide area network.
- ☐ Connect the free end of the emergency stop pendant cable to the robot or to the robot disable hub as required.
- ☐ Turn on the robot.
- ☐ Verify the robot operation either by running a test protocol or the customer's protocol.

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- ☐ 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.

**Agilent G5565A BenchBot Robot –
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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 Automation Solutions VWorks Knowledge Base - <http://www.agilent.com/chem/askb>
- ☐ Need to know more?
Customer Education - www.agilent.com/crosslab/university
- ☐ Need technical support, FAQs? - www.agilent.com/crosslab
- ☐ Need supplies? - <http://www.agilent.com/en-us/products/automation-solutions/microplate-management-robotics>

Service Completion

Service request number _____ Date service completed _____

Agilent signature _____ Customer signature _____

Number of pages in this document _____

Document part number: G5565-90005