

Agilent G5566A Direct Drive Robot- Installation Checklist

Thank you for purchasing an Agilent **G5566A Direct Drive 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

- Follow the unpacking instructions specified in the Direct Drive Robot Unpacking and Installation Guide.
- Save the packing materials and shipping container in case you are required to move or ship the device.
- The Direct Drive Robot Unpacking and Installation Guide is required for installing a Direct Drive Robot. Ensure the specific installation instructions stated in the guide are followed.

Agilent G5566A Direct Drive Robot- Installation Checklist**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

- ☐ Verify that the Site Preparation Checklist has been followed and fully completed.
- ☐ 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 software and firmware updates and service notes applicability appropriate for the customer's system.
- ☐ 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.
- ☐ Measure the main outlet line voltage _____ VAC.

Installation Hardware

- ☐ Verify that the installation location meets the site requirements.
- ☐ Unpack the DDR. Refer to the Agilent Direct Drive Robot Unpacking and Installation Guide for instructions.
- ☐ Remove the shipping brace.
- ☐ Attach the DDR to the mounting surface.
- ☐ Mount the power supply. NOTE: The DDR power supply can be either rack-mounted or under table-mounted.
- ☐ Connect the main robot cable from the DDR to the power supply.
- ☐ Connect the supplied Ethernet cable from the robot power supply to the controlling computer. Connect the computer to the lab's wide-area network.
- ☐ Connect the free end of the emergency stop pendant cable to the ROBOT DISABLE connector on the robot power supply.
- ☐ Connect the computer.

Installation Software

- ☐ Install VWorks Automation Control software. For instructions, see the release notes.
- ☐ Setup the DDR in the software. See the Direct Drive Robot User Guide for instructions.

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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.

Other Important Customer Web Link

- ☐ How to get information on your product:
 - ☐ Automation Solutions VWorks Knowledge Base - <http://www.agilent.com/chem/askb>
 - ☐ Literature Library - <http://www.agilent.com/en-us/library/literature>
- ☐ Need to know more? - <http://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>

**Agilent G5566A Direct Drive Robot- Installation
Checklist****Service Completion**

Service request number _____ Date service completed _____

Agilent signature _____ Customer signature _____

Number of pages in this document _____

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