

Agilent G5581A Microplate Labeler Installation Checklist

Thank you for purchasing an Agilent G5581A **Microplate Labeler**. 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.

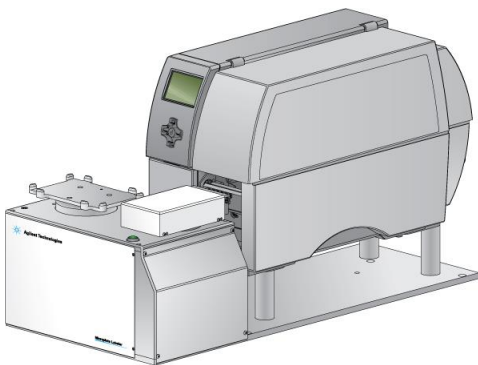
Service Engineer's Responsibilities

- 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
- Author to add additional items as necessary

Additional Instruction Notes

- Follow the unpacking instructions specified in the **Microplate Labeler Unpacking Guide**.
- Save the packing materials and shipping container in case you are required to move or ship the device. Packing the Microplate Labeler using other materials might damage the device and void your warranty.
- Follow the installation instructions specified in the **Microplate Labeler User Guide**.

Figure. G5581A Microplate Labeler



**Agilent G5581A Microplate Labeler
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

- 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.
- If applicable, verify that customer-supplied computer meets minimum requirements.
- 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.

Install Microplate Labeler

- Verify that the installation location meets the site requirements. See the site preparation checklist or the user guide.
- Unpack the Microplate Labeler following the instructions in the **Microplate Labeler Unpacking Guide**.
- Mount the Microplate Labeler. For installation tasks, see the **Microplate Labeler User Guide**.
- Connect the air tubing.
- Connect the AC power cord.
- Connect the computer, if applicable.
- Connect the Microplate Labeler to the computer using either an Ethernet or serial cable.
- Install the automation control software, if not already installed.
- Install the labels and ribbon in the printer.
- Install the barcode reader, if required.

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.

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- 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.

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Other Important Customer Web Links

- How to get information on your product:
 - Automation Solutions VWorks **Knowledge Base** - <http://www.agilent.com/chem/askb>
 - Agilent product page - <http://www.agilent.com/en-us/products/automation-solutions/microplate-management-robotics/plateloc-thermal-microplate-sealer>
 - Literature Library - <http://www.agilent.com/en-us/library/literature>
- Need to know more? www.agilent.com/crosslab/university
- Need Support Services? www.agilent.com/crosslab
- Need supplies? <http://www.agilent.com/en-us/products/automation-solutions/microplate-management-robotics/adhesive-labels>

Service Completion

Service request number _____ Date service completed _____

Agilent signature _____ Customer signature _____

Number of pages in this document _____

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