

Agilent G5582A Microplate Centrifuge Installation Checklist

Thank you for purchasing an Agilent **G5582A Microplate Centrifuge** or **Centrifuge with Loader**. 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

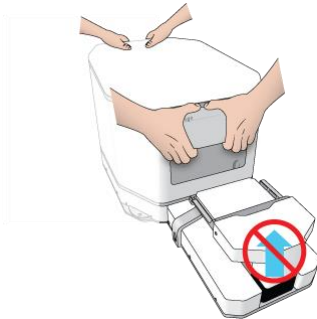
- Customers should provide all necessary operating supplies upon request of the engineer.

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 applicable unpacking guide:
 - **Microplate Centrifuge Unpacking Guide**
 - **Microplate Centrifuge with Loader Unpacking Guide**



CAUTION: Do not use the front end of the Loader as a lift point. Using the Loader to lift the device can damage the baseplate, which is easily bent.

CAUTION: Placing the entire device on a flat surface while the screws and the shipping bracket are attached to the Loader will cause potential damage to the device. Ensure that you place only the Centrifuge portion on the table surface and keep the front Loader shipping bracket suspended off of the table surface.

- Save the packing materials and shipping container in case you are required to move or ship the device. Packing the Centrifuge using other materials might damage the device and void your warranty.
- Follow the installation instructions specified in the applicable user guide:
 - **Microplate Centrifuge User Guide**
 - **Microplate Centrifuge with Loader User Guide**

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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.

Agilent G5582A Microplate Centrifuge Installation Checklist

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.
- Check that customer-supplied computer meets minimum e.g. Site Preparation Tool
<http://www.chem.agilent.com/en-US/Technical-Support/Software-Informatics/Utilities/Pages/SWSitePrepTool.aspx>.
- 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

Task 1: Centrifuge Hardware Installation

- Verify that the installation location meets the site requirements.
- Unpack the Centrifuge.
- Prepare the mounting surface, if necessary.
- Mount the Centrifuge.
- Install the buckets.
- Connect the Centrifuge air source.
- Connect the Centrifuge power cord.
- Connect the Centrifuge serial cable.
- (Centrifuge with Loader only) Connect the Loader serial or Ethernet cable and the E-stop port.
- Connect the computer, if applicable.
- Turn on the Centrifuge.

Agilent G5582A Microplate Centrifuge Installation Checklist

Task 2: Software Installation and Configuration

- Install the VWorks Automation Control software. For instructions, see the release notes.
- Open Centrifuge Diagnostics and create a Centrifuge profile.
- Verify that you can establish communication with the Centrifuge (initialize the profile).
- (Centrifuge with Loader only)
 - Open Centrifuge Loader Diagnostics and create a Centrifuge Loader profile that links to the Centrifuge profile.
 - Verify that you can both the Loader and Centrifuge devices when you initialize the Centrifuge Loader profile.
- Set the Centrifuge bucket 1 and 2 home positions, and update the Centrifuge profile.
- Verify the Loader teachpoints.

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 (www.agilent.com/chem/askb), and offline help available within the VWorks software.
- 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.

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Other Important Customer Web Links

- For additional information about Agilent automation solutions, please visit our web site at <http://www.agilent.com/en-us/products/automation-solutions>
- Need to get information on your product?
 - VWorks Knowledge Base - <http://www.agilent.com/chem/askb>
 - Literature Library - <http://www.agilent.com/en-us/library/literature>
- Need to know more?
Customer Education – <http://www.chem.agilent.com/crosslab/university>
- Need Support Services? - www.agilent.com/crosslab

Service Completion

Service request number _____ Date service completed _____

Agilent signature _____ Customer signature _____

Number of pages in this document _____

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