

## **Agilent G5591A Bravo BenchCel Workstation – Installation Checklist**

Thank you for purchasing an Agilent **G5591A Bravo BenchCel Workstation**. 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. The instrument is shipped with the sufficient consumables necessary to establish the functionality of the platform.

### **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
- Complete the Certification Label and apply to the BenchCel

### **Additional Instruction Notes**

- The following guides are required for installing a Bravo-BenchCel Workstation:
  - G5590A/G5591A BenchCel Workstations Installation Guide
  - BenchCel Microplate Handler User Guide
  - G5562A, G5563A Bravo Platform Safety and Installation Guide
  - Bravo Platform Unpacking guide
  - Bravo Platform User Guide
- The following device user guides might be required for installation, depending on the workstation configuration:
  - G5584A Labware MiniHub Safety and Installation Guide
  - G5584A Labware MiniHub User Guide
  - PlateLoc Thermal Microplate Sealer User Guide
  - Microplate Barcode Labeler User Guide
  - Microplate Centrifuge User Guide
  - Centrifuge Loader User Guide

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## System Information

### Guidance

- Check this box if you attach an Agilent Certificate of Conformance instead of completing this table.

Note: The Certificate of Conformance is the second page of the Document of Conformity (refer to Installation Task - Install Safety Equipment and Complete Installation).

<b>Instrument system name and ID</b>	
<b>Instrument system site and location</b>	
<b>List system component product numbers</b>	<b>List the serial numbers of each component</b>
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. Verify that the installation location meets the site requirements.
- 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.

Note: For questions about the installation configuration, contact the Agilent Product Specialist.

- 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, check that customer-supplied PC hardware meets minimum requirements 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 and record the main outlet line voltage \_\_\_\_\_VAC

### Installation Task - Hardware Installation

Task	Refer to...
<input type="checkbox"/> Install the Agilent supplied computer, monitor, mouse, and keyboard.	Manufacturer's instructions
<input type="checkbox"/> Unpack the Bravo Platform <i>Do not remove y-axis shipping stop from the head mount</i>	Bravo Platform Unpacking Guide
<input type="checkbox"/> Install the Bravo risers, if applicable	G5590A/G5591A BenchCel Workstation Installation Guide
<input type="checkbox"/> Remove the y-axis shipping stop from the head mount	Bravo Platform Unpacking Guide
<input type="checkbox"/> Connect the power, controlling computer, disable hub	G5590A/G5591A BenchCel Workstation Installation Guide
<input type="checkbox"/> Install liquid-handling head	G5562A, G5563A Bravo Platform Safety and Installation Guide
<input type="checkbox"/> Install deck accessories, if applicable	Bravo Platform User Guide
<input type="checkbox"/> Unpack the BenchCel Microplate Handler.	BenchCel Microplate Handler User Guide

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<b>Task</b>	<b>Refer to...</b>
<input type="checkbox"/> Install the BenchCel iKit	G5590A/G5591A BenchCel Workstation Installation Guide
<input type="checkbox"/> Mount the robot head	BenchCel Microplate Handler User Guide
<input type="checkbox"/> Connect the BenchCel power, air, pendant, and controlling computer	<ul style="list-style-type: none"> <li>• G5590A/G5591A BenchCel Workstation Installation Guide</li> <li>• BenchCel Microplate Handler User Guide</li> </ul>
<input type="checkbox"/> Integrate external devices (see following tasks)	-
<input type="checkbox"/> Install one of the following device configurations:	-
<input type="checkbox"/> PlateLoc Sealer	<ul style="list-style-type: none"> <li>• G5590A/G5591A BenchCel Workstation Installation Guide</li> <li>• PlateLoc Thermal Microplate Sealer User Guide</li> </ul>
<input type="checkbox"/> Microplate Labeler	<ul style="list-style-type: none"> <li>• G5590A/G5591A BenchCel Workstation Installation Guide</li> <li>• Microplate Barcode Labeler User Guide</li> </ul>
<input type="checkbox"/> PlateLoc Sealer and Microplate Labeler	<ul style="list-style-type: none"> <li>• G5590A/G5591A BenchCel Workstation Installation Guide</li> <li>• PlateLoc Thermal Microplate Sealer User Guide</li> <li>• Microplate Barcode Labeler User Guide</li> </ul>
<input type="checkbox"/> PlateLoc Sealer and Microplate Centrifuge	<ul style="list-style-type: none"> <li>• G5590A/G5591A BenchCel Workstation Installation Guide</li> <li>• PlateLoc Thermal Microplate Sealer User Guide</li> <li>• Microplate Centrifuge User Guide</li> <li>• Centrifuge with Loader User Guide</li> </ul>
<input type="checkbox"/> Labware MiniHub	<ul style="list-style-type: none"> <li>• G5590A/G5591A BenchCel Workstation Installation Guide</li> <li>• G5584A Labware MiniHub Safety and Installation Guide</li> <li>• G5584A Labware MiniHub User Guide</li> </ul>
<input type="checkbox"/> Turn on devices	G5590A/G5591A BenchCel Workstation Installation Guide
<input type="checkbox"/> Install BenchCel labware racks	BenchCel Microplate Handler User Guide
<input type="checkbox"/> Set up the devices in your workstation	See next section

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**Installation Task - Software and Device Setup**

Task	Refer to...
<input type="checkbox"/> Install VWorks software version 13.1 or later. If applicable, install the BenchCel Workstation Launchpad.	G5590A/G5591A BenchCel Workstation Installation Guide
<input type="checkbox"/> Set up the device file.	G5590A/G5591A BenchCel Workstation Installation Guide
<input type="checkbox"/> Set the BenchCel sensor thresholds for your labware.	BenchCel Microplate Handler User Guide
<input type="checkbox"/> Verify BenchCel upstacking and downstacking.	G5590A/G5591A BenchCel Workstation Installation Guide
<input type="checkbox"/> Set and edit BenchCel teachpoints for external devices.	G5590A/G5591A BenchCel Workstation Installation Guide

**Installation Task - Install Safety Equipment and Complete Installation**

Task	Refer to...
<input type="checkbox"/> Install the Bravo Light Curtain and shields. Connect the transceiver and receiver cables from the Light Curtain to the Robot Disable Hub	G5562A, G5563A Bravo Platform Safety and Installation Guide  G5590A/G5591A BenchCel Workstation Installation Guide
<input type="checkbox"/> Install the BenchCel shields	
<input type="checkbox"/> Test Light Curtain and emergency-stop pendants	
<input type="checkbox"/> Verify all devices are functioning correctly	
<input type="checkbox"/> Complete and apply the certification label and hand the customer the two page Declaration of Conformity	

**Service Review**

- Hand the customer the EU Declaration of Conformity (pages 1 and 2).
- Fill out and apply the certification label to the workstation as described in the G5590A/G5591A BenchCel Workstation Installation Guide.
- 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 the VWorks context-sensitive help (Knowledge Base), how to find the PDFs, and how to access the online VWorks Knowledge Base.

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- 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 Links**

- For additional information about Agilent automation products, 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/library>
  - Agilent BenchCel Workstations- <http://www.agilent.com/en/products/automation-solutions/benchcel-workstations>
  - Agilent library- <http://www.agilent.com/en-us/library/literature>
- Need technical support, FAQs? – <http://www.chem.agilent.com/en-US/Technical-Support/Pages/default.aspx>
- Need Support Services? – [www.agilent.com/crosslab](http://www.agilent.com/crosslab)

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**Service Completion**

Service request number \_\_\_\_\_ Date service completed \_\_\_\_\_

Agilent signature \_\_\_\_\_ Customer signature \_\_\_\_\_

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