Encore Multispan Device Unpacking Guide

Your shipment of the Encore Multispan Liquid Handling System includes multiple packages. The number of packages varies depending on your order. An Agilent service representative will install the Encore Multispan System once the device is in position on the laboratory table at the installation site.

This guide describes how to unpack the Encore Multispan device from the shipping container, including:

- Related guides and where to find product documentation
- Before you begin unpacking
- Unpacking the device from the shipping container
- About lifting the Encore Multispan device
- Contacting Agilent Technologies

Related guides and where to find product documentation

See the *Encore Multispan Liquid Handling System Safety Guide* for a description of the safety features and how to avoid potential hazards on the device. The safety guide is included with your shipment.

The *Encore Multispan Liquid Handling System Site Preparation Guide* describes the site requirements for the Encore Multispan System. You can download PDF files of product documents from the Agilent Technologies website at http://www.chem.agilent.com.

You can find instructions on how to set up, use, and maintain the Encore Multispan System in the Knowledge Base at http://www.agilent.com/chem/askb and in the Agilent Encore Multispan software.

Before you begin unpacking

Examine the shipping container for any obvious external damage. If the container appears damaged, note on the carrier's bill of lading that there is apparent damage subject to inspection and test. Arrange for both the carrier's claims representative and your Agilent service representative to be present when the containers are unpacked.

Ensure that the installation site meets the requirements as detailed in the *Encore Multispan Liquid Handling System Site Preparation Guide*. Make sure that the laboratory table is level and secured.

Ensure that you have the following:

- Suitable lifting equipment and sufficient assistance to handle the size and weight of the shipping container and the Encore Multispan device.

- Scissors to cut the shipping straps
- 3/8-in drive socket wrench with 13-mm standard length socket to remove the shipping pallet bolts

WARNING **Heavy Weight. The combined weight of the shipping container with the device is approximately 278 kg (613 lb). To avoid injury to personnel and damage to the device, use suitable lifting equipment when moving the packed shipping container.**

CAUTION To prevent potential damage to the device, the device shipping container must be kept upright at all times.

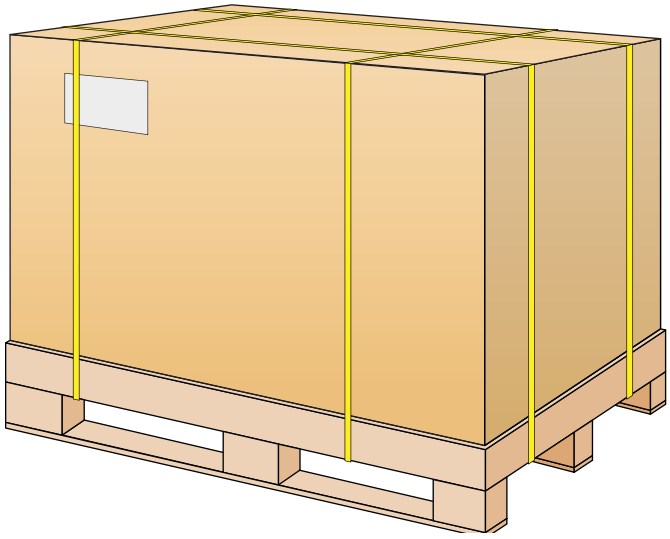
CAUTION Save the packing materials and shipping container in case you are required to move or ship the Encore Multispan System. Packing the Encore Multispan device using other materials might damage the device and void your warranty.

Unpacking the device from the shipping container

To unpack the Encore Multispan device:

1. Open, and retain for future reference, any delivery notes attached to the shipping container.
2. Cut the straps securing the cardboard top cover of the shipping container.

WARNING **The shipping straps are under tension and will spring back with force when cut. Wear eye protection and ensure that you stay clear of the sides of the container when cutting the straps.**



3. Lift off the cardboard top cover, and set aside.
4. Carefully, unwrap the plastic bag that covers the Encore Multispan device.
5. Inspect the outside of the Encore Multispan device for any visible damage.

IMPORTANT Report any damage to the carrier per the terms of their shipping agreement. A copy of any damage report must be forwarded to the Agilent Sales Office.

6 Ensure that the protective foam and shipping braces that stabilize the pipettors, robot arm, and side openings are intact and remain installed until the device has been safely lifted onto the laboratory table at the installation site.

CAUTION Failure to secure the robot, pipettors, and side openings while moving or lifting the Encore Multispan device can result in potential equipment damage. Ensure that the shipping braces and foam remain in place when moving or lifting the device.

The following figures show the protective foam and shipping braces.

Figure Device on shipping pallet with protective foam and shipping braces (front view)

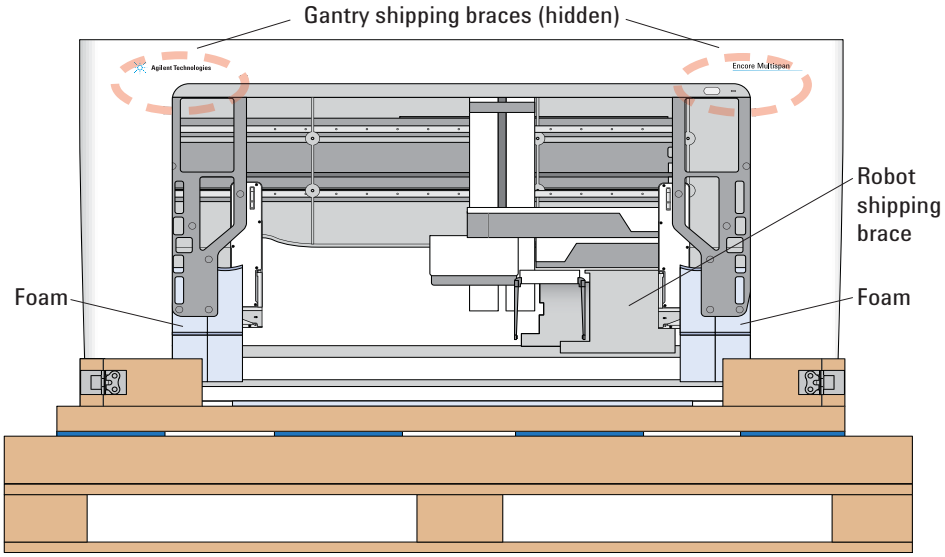
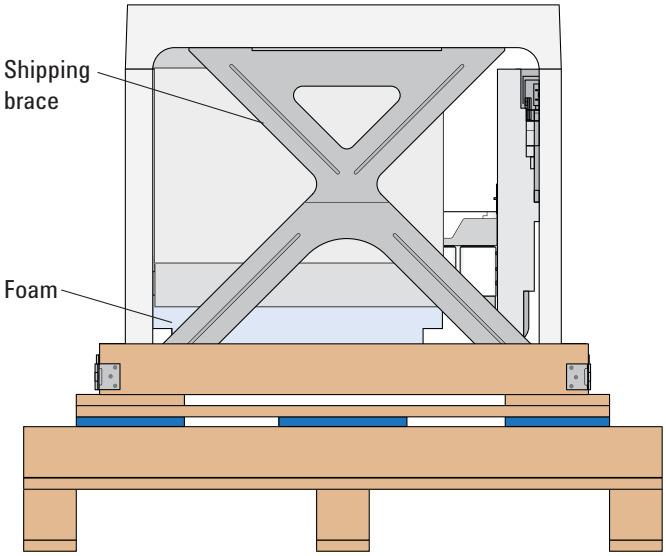


Figure Device on shipping pallet with shipping brace across side opening (side view)

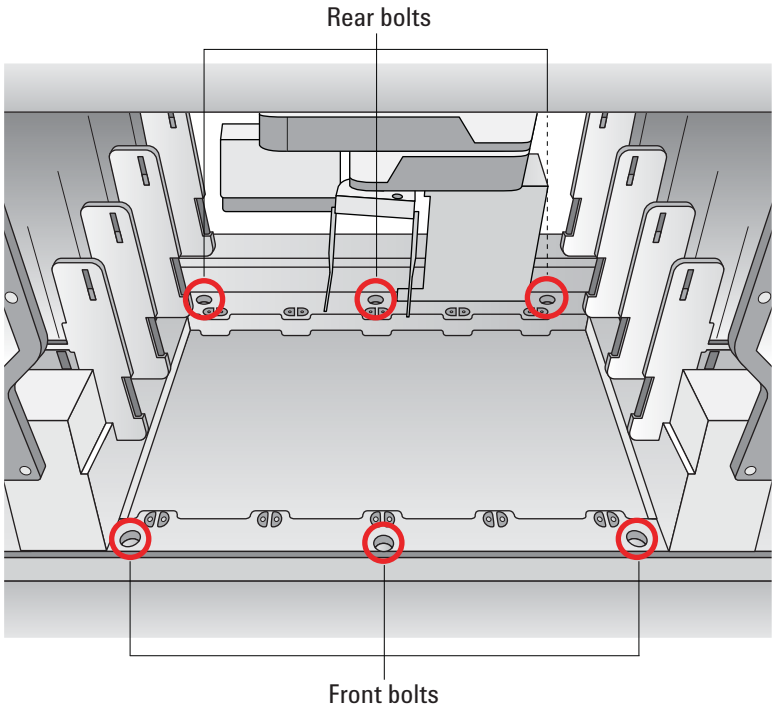


Note: The Agilent service representative will remove the shipping braces and foam from the device during installation.

7 Using the socket wrench, remove the six bolts and washers that secure the bottom of the device to the shipping pallet. Three bolts secure the device bottom at the front, and three bolts secure the device bottom at the back.

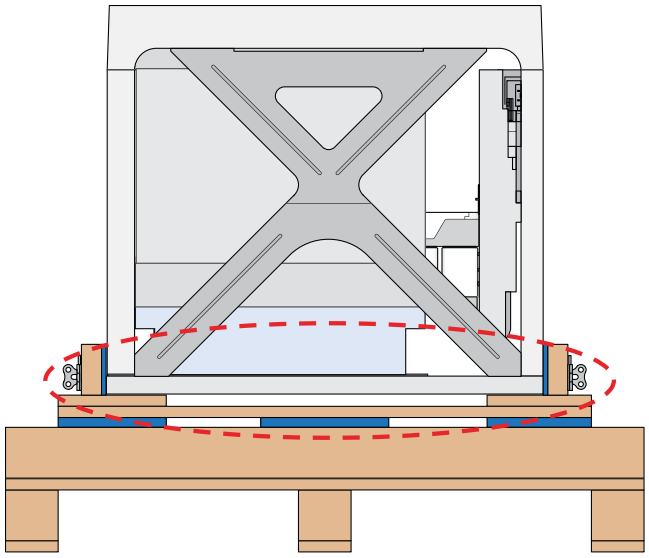
CAUTION Use care when removing the bolt that is next to the robot gripper, ensuring that you do not bump the gripper or the robot arm.

Figure Front bolts and rear bolts securing device to shipping pallet (interior view)



8 On each end of the shipping pallet, unlatch the hinges that secure the protective base board to the shipping pallet. Remove the two base boards from the ends of the shipping pallet.

Figure Device on shipping pallet with base board removed (side view)



About lifting the Encore Multispan device

WARNING **Heavy Weight. The Encore Multispan device weighs approximately 204 kg (450 lb) without deck pallets or platepads installed. The rear side of the device, which is where the robot is mounted, is heavier than the front side. To avoid injury to personnel and damage to the device, use suitable lifting equipment and sufficient assistance when moving or lifting the device.**

WARNING **The Encore Multispan bottom corners pose a pinch hazard if one side is lifted before the other sides. To prevent potential injury, ensure that all sides are lifted at the same time.**

WARNING **To prevent potential injury to personnel and damage to the device, ensure that the destination laboratory table is secured in place before lifting the Encore Multispan device. For example, lock the table wheels or casters.**

CAUTION Use of incorrect lift points on the device can cause potential damage to the device, Ensure that only correct lift points are used.

The following figures show correct and incorrect lift points on the device.

Figure Encore Multispan device lift points (front view)

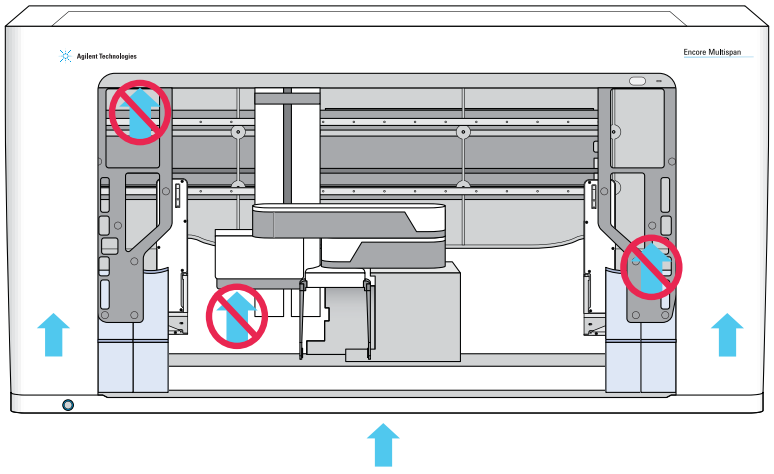


Figure Encore Multispan device lift points (side view)

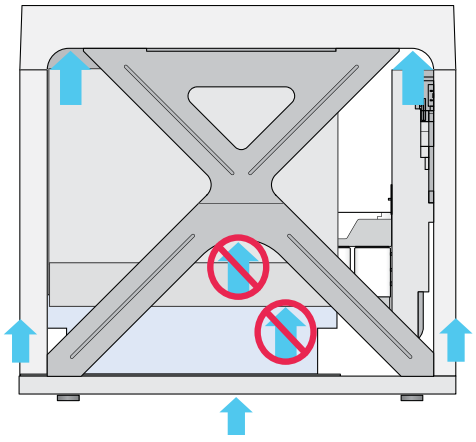
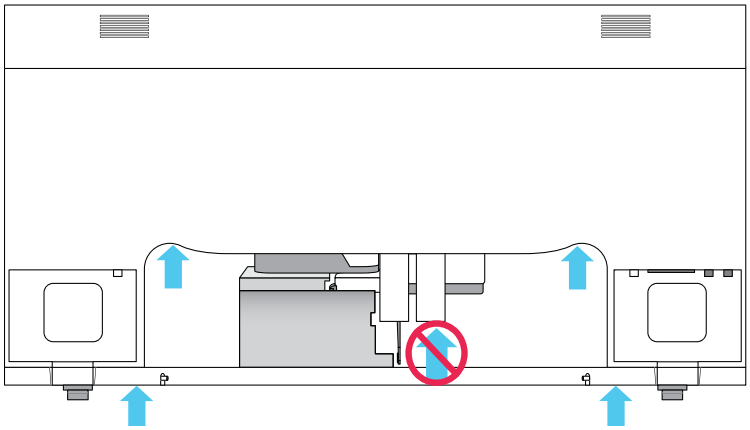


Figure Encore Multispan device lift points (rear view)



WARNING **The Encore Multispan bottom corners can pose a pinch hazard if any of the four leveling feet are damaged or only partially extended when placing the device on the table. The device cannot be leveled if the feet are damaged. Ensure that the leveling feet are protected when lifting or moving the device. Ensure that all four feet are extended to the same height before placing the device on the laboratory table.**

IMPORTANT The Encore Multispan feet are extended to provide 25-mm clearance, approximately, between the device bottom and the laboratory table top surface.

Contacting Agilent Technologies

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