This guide describes how to unpack and pack the Microplate Labeler. The topics are:

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- "Unpacking the shipping box" on page 2
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For installation and setup instructions, see the G5581A Microplate Labeler User Guide.

**Figure**  G5581A Microplate Labeler with printer cover installed

### Workflow for unpacking

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G5581A Microplate Labeler

Unpacking and Packing Guide
Unpacking the shipping box

Before you begin

The Microplate Labeler weighs 18.7 kg (41.3 lb). Do not attempt to unpack or move the Microplate Labeler without assistance. Always use proper lifting techniques to avoid injury.

WARNING

Make sure the shipping box is oriented with the top side up to prevent potential equipment damage.

CAUTION

- **Personnel requirements.** Make sure two people are available to lift the Microplate Labeler from the shipping box.
- **Site specifications.** Ensure the installation site meets the required site specifications. For details, see the *G5581A Microplate Labeler User Guide*.

IMPORTANT

Save the packaging materials in case you must move or ship the Microplate Labeler.

To unpack the Microplate Labeler:

1. Open the top flaps of the shipping box, and remove the top box (1), which contains the printer cover. Set it aside temporarily.
2. Remove the foam packing insert (2) from the shipping box.
3. Carefully unwrap the plastic sheet (3) that covers the Microplate Labeler in the shipping box.
4 With a person positioned on each side, reach down inside the shipping box until you can grasp the baseplate of the Microplate Labeler (4). While firmly holding the baseplate, as the following figure shows, lift the Microplate Labeler onto a lab bench.

5 Remove the round spacer that is taped to the plate stage. Set the spacer aside for potential future use.

**IMPORTANT**

To determine if the spacer should be installed, you must first complete the device installation and setup described in the *G5581A Microplate Labeler User Guide*.

6 Open the smaller box that you set aside in step 1. Remove the packing foam, and then carefully remove the printer cover.
Inspecting the contents

Inspect all items for completeness and potential shipping damage. If an item is defective on arrival, contact Agilent as soon as possible. For contact information, go to https://www.agilent.com/en/contact-us/page.

Verify that the following items are included with your shipment. The items may be packaged in a separate box:

- Air connection kit (non-metric or metric), including tubing and fittings
- Microplate Labeler Media Kit, including roll of labels, thermal transfer ribbon, and other printer supplies.
- Serial and Ethernet communications cable
- Hex wrench (2.5 mm)
- Power cord appropriate for your country

Installing and uninstalling the printer cover

You should install the printer cover on the Microplate Labeler to keep the printer clean and free of dust. However, if the Microplate Labeler will be operated within an enclosure where no corrosive chemicals or gases are present, the cover is not required.

**CAUTION**

When installing the cover, insert only one hinge tab at a time. Do not attempt to force both hinge tabs into the mounting slots at the same time. Handle the cover with care to protect against any damage.

**Installing the printer cover**

*To install the printer cover:*

1. Using both hands, grasp each end of the cover. While facing the side of the printer, hold the cover at a 90-degree angle to the top of the printer (1).
2 While aligning the flat edge of the hinge tab with the flat edge of the slot, gently press the cover's front hinge (2) into the printer's front slot.

3 While aligning the flat edge of the hinge tab with the flat edge of the slot, gently press the cover's rear hinge (3) into the printer's rear slot.

**Uninstalling the printer cover**

Before shipping the Microplate Labeler, you must remove the printer cover. To remove the printer cover, make sure you use the following procedure.

**CAUTION**

Gently release the cover by lifting off only one hinge tab at a time. Do not attempt to snap off both hinge tabs at the same time. Doing so could damage the cover.

**CAUTION**

If you are shipping the Microplate Labeler, make sure that you repack the printer cover and the device separately using the original packaging.

**To uninstall the cover from the printer:**

1 Stand facing the printer, and open the cover so that the cover is at a 90-degree angle to the top of the printer.

2 Grasp each end of the cover with your hands, while resting your thumbs on the top of the printer.
3. At the rear of the printer, press your thumb against the printer’s top to release the cover rear hinge tab from the slot.

4. While still supporting the cover in your hands, lift the back end of the cover until it slowly pivots the front hinge off of the front of the printer.

**Packing the Microplate Labeler**

Use the following procedure to pack the Microplate Labeler before moving or shipping it to another location. Ensure that you have the Microplate Labeler packaging set (part G5404-80000), which includes the boxes and foam spacers.

**WARNING**

The Microplate Labeler weighs 18.7 kg (41.3 lb). Do not attempt to lift or move the Microplate Labeler without assistance. Always use proper lifting techniques to avoid injury.

**To pack the Microplate Labeler:**

1. Use the procedure in "Uninstalling the printer cover" on page 5 to remove the printer cover.

2. Pack the printer cover in its packing box as follows:
   a. Place the foam spacer that has a cutout opening (1) in the bottom of the small packing box, and insert the printer cover (2) in the opening of the foam spacer. The printer cover fits snugly in the foam spacer.

   **Figure**  Printer cover packed in foam spacer (top view)
b Press the foam insert into the cutout opening above the printer cover as the following figure shows.

![Image of foam insert being pressed into cutout]

3 Ensure that the empty device box (3) is nested within the shipping box, and then place the foam spacer in the bottom of the box and the plastic sheet on top of the foam spacer.

![Image of box and foam spacer]

4 With a person positioned on each side, grasp the baseplate of the Microplate Labeler (4), and carefully lower it onto the plastic sheet and foam spacer within the box.

![Image of Microplate Labeler being lowered into box]
5 Cover the Microplate Labeler with the free ends of the plastic sheet as the following figure shows.

**Figure** Plastic sheet covering Microplate Labeler in the shipping box (top view)

6 Place the second foam spacer (5) atop the Microplate Labeler, as the following figure shows, and then place the boxed printer cover (6) atop the foam spacer.

7 Close the flaps of the shipping box and seal the ends with packing tape.

**Accessing the user documentation**

You can find the automation product user documents in the VWorks Knowledge Base, which is available in the following ways:

- Help menu in the VWorks software

**Contacting Agilent**

Web: [https://www.agilent.com](https://www.agilent.com)