

Agilent G5580A BenchCel Microplate Handler Installation Checklist

Thank you for purchasing an Agilent G5580A **BenchCel Microplate Handler**. 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.

Additional Instruction Notes

- This checklist describes the BenchCel Microplate Handler only. For a standard BenchCel workstation, see the applicable workstation checklist, for example:
G5574A NGS Workstation Option B Installation Checklist
G5590A BenchCel Workstations Installation Checklist
G5591A Bravo BenchCel Workstations Installation Checklist
- Follow the unpacking and installation instructions specified in the **BenchCel Microplate Handler User Guide** (part number G5580-90000).
- Save the packing materials and shipping container in case you are required to move or ship the device. Packing the BenchCel Microplate Handler using other materials might damage the device and void your warranty.

**Agilent G5580A BenchCel Microplate Handler
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

- 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.
- 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.

Task #1 BenchCel Hardware_[A1] Installation

For the tasks in this section, see the **BenchCel Microplate Handler User Guide** (part number G5580-90000).

- Measure the main outlet line voltage _____ VAC._[A2]
- If applicable, install the BenchCel risers.
- Mount the robot head on the BenchCel device.
- Install applicable BenchCel iKits and integrate other workstation devices.
- Connect the power.
- Connect the air supply and turn on the air source.
- Connect the emergency-stop pendant and the Robot Disable Hub, if applicable.
- Install the computer and the Ethernet switch and connect the Ethernet cables.
- Turn on all the devices in the workstation.
- Install the BenchCel labware racks.

Task #2 Software_[A3] and Device Setup

- Install the automation control software: VWorks software or BenchCel ActiveX Control for third-party software control.
- VWorks software only.** Set up the VWorks device file.
- In BenchCel Diagnostics, create a BenchCel profile and establish communication with the device.

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- Set the BenchCel sensor thresholds for the labware.
- Verify that the labware definitions are correct. Ensure that the BenchCel Gripper holding position parameters are set correctly for each labware type to be used.
- Verify the BenchCel robot homing offsets: Gripper-, Theta-, x- and z-axes.
- Verify the BenchCel upstacking and downstacking at each stacker head.
- Set the BenchCel teachpoints at integrated devices.

Task #3 Install Shields and Complete Installation

- Install the safety shield.
- Test the emergency-stop pendant.
- Verify all devices are functioning correctly.

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.
- 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.

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Installation Checklist****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?
 - Automation Solutions VWorks **Knowledge Base** - <http://www.agilent.com/chem/askb>
 - Literature Library - <http://www.agilent.com/en-us/library/literature>
- Need Support Services? - www.agilent.com/crosslab
 - Field Engineer GSCA Support Center - <https://fsg-assist.chem.agilent.com>

Service Completion

Service request number _____ Date service completed _____

Agilent signature _____ Customer signature _____

Number of pages in this document _____

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