

Thank you for purchasing an Agilent **software** solution. 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 " \checkmark " in the checkbox.
- Complete Not Applicable check boxes to indicate services not delivered, as needed
- Complete the Service Review section together with the customer
- Author to add additional items as necessary

Additional Instruction Notes

• Author to add text here



System Information

Guidance

□ Check this box if an instrument configuration report is attached instead of completing the table.

Software Information

Record all of the software product numbers, revision numbers, and license numbers.

Software product number	Revision number	License number
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.

Bundled Computer Hardware Information

Gamma Section NOT Applicable

Description of computer, network component, or periperal	Product number	Serial number
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

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Select pages for		



General Preparation

□ Unpack/verify the condition and completeness of shipment. For discrepancies, use the table below.

Product or part description	Observation	Action

- **D** Discuss any specific questions or issues with the customer prior to starting.
- **D** Discuss any configuration options with the customer prior to starting.
- Check for Hotfix, Microsoft updates and patch compatibility appropriate for the customer's system.
- □ Check for required service note applicability and firmware updates if connecting to instruments.
- Check that any customer-supplied hardware meets minimum requirements e.g. Site Preparation Tool <u>http://www.chem.agilent.com/en-US/Technical-Support/Software-</u> Informatics/Utilities/Pages/SWSitePrepTool.aspx
- □ Locate appropriate license authorization codes and/or license certificates and verify against sales order.
- □ **Upgrades only** Ensure with customer that instrument control settings, data, methods etc have been properly saved or archived prior to starting any installation procedures.
- □ Author to add specific preparation tasks to this list

Headspace Add-On Software Installation Tasks

□ When you install the headspace software, this window should appear. Select "Next."

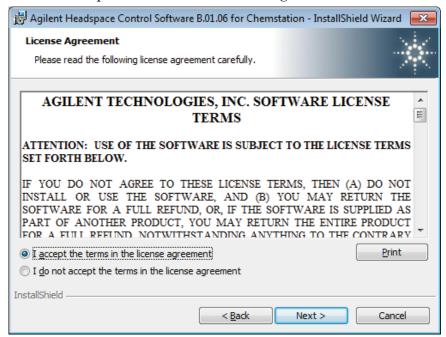


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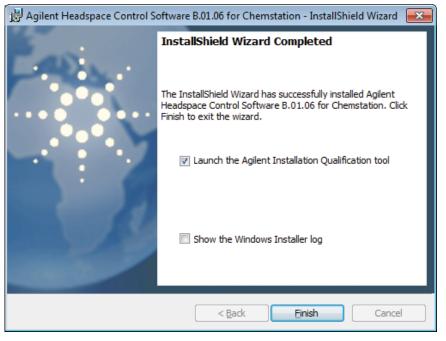


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Select "]	I accer	t the	terms	of t	he lic	ense	agreement"	and	then	"Next "	
Defect	i accer		UCLIIIS	UI U	$n \in m$, ense	agreement	anu	uten	INCAU.	



- □ Allow the installation to process.
- A window should appear with a notification that the installation is complete. Launch the Agilent Installation Qualification tool and select "Finish." The rest of the installation/instrument configuration is data system specific. Follow the instructions for the data system you are installing the headspace software on.

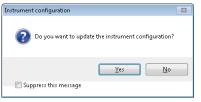


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Instructions for GC ChemStation Installation

□ Upon starting the GC ChemStation, an Instrument Configuration box should appear. Select "Yes." If you check the "Suppress this message" box, you will not be prompted to update the instrument configuration again at start up.



□ A box should appear to allow you to configure different kinds of headspace samplers (7697A, G1888).

Agilent 7890 GC System	Auto Configuration	↑ ↓
		Configure
✓ Ask for configuration change at ChemStation startup		

- □ Select the type of headspace that you want to configure and select the -> to configure the model.
- □ Enter the instrument name, IP address or hostname, any notes and the instrument license. The "I" next to the instrument license bar should change to a green check mark if the license is accepted. A red x will appear if it is not accepted. Select "Ok."

Agilent 7697A Headspace Sampler Configuration: Instrum	ient 1	— ×-
Connection Preferences		
Connection Information Agilent 7697A Instrument Name	License Keys Instrument License	
IP Address or Hostname	Version Information Software Driver Version: B.01.06 [5220]	E
Notes		Ŧ
	OK Cancel	Help

Instructions for GCMSD ChemStation Installation

□ Go to Agilent MSD Configuration tab. If installing the headspace sampler on a 6890 or 6850 GC, you must select "6890 with 7693 ALS or 6850 with 7693 ALS" for the headspace menus to appear.

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Selecting 6890 and 6850 will not allow for the headspace samplers to be configured.

Agilent GC/MS Instr	ument Configuration			X
Instrument Name	5975C			
Laboratory ID Number				
Dffline Instrument				
Mass Spectrometer Model 5975 Address 141.188.13.198	X	DC Polarity Positive (+) Negative (-)		
Gas Chromatograph Mogel 6890 with 7693 ALS		a PAL Sampler	PAL Sampler Port:	<none></none>
None Other 7890 7820 7810 (5975T) 6890 6890 with 7693 ALS	Н	eadspace Type 697	Headspace Port	Headspace Address
6850 6850 with 7693 ALS		Cancel	Help]

ailant GC/MS Instru	ment Configuration	
griefit Octors filst t	ment comparation	
nstrument Name	5975C	
aboratory ID Number		
Dffline Instrument		
Mass Spectrometer		
<u>M</u> odel	DC Polarity	
5975	 Positive 	(+)
Address	O Negative	e (-)
141.188.13.198		
-Gas Chromatograph		
Moger 6890	Use a PAL Sampler	PAL Sampler Port: <none></none>
Address		
Addjess 141.188.13.199	Headspace Type	Headspace Port <u>H</u> eadspace Address
141.100.13.133	<none></none>	×
	Data Anal <u>y</u> sis Enhand	ced 🛛 👻
	ОК	ancel <u>H</u> elp

□ Select the Headspace Type from the drop down menu. The MSD ChemStation only supports LAN communication for the G1888 and 7697 headspace samplers, so the Headspace Port will remain gray. Enter the instrument name, IP address or hostname, and any notes.

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B.01.06 Headspace Sampler Add on Software # -Installation Checklist

Agilent GC/MS Instru	ument Configuration			
Instrument Name	5975C			
Laboratory ID Number				
Diffine Instrument				
Mass Spectrometer Model 5375 Address 141.188.13.198	▼	DC Polarity O Positive (+) Nggative (-)		
Gas Chromatograph Mo <u>d</u> el 7890 Add <u>r</u> ess	~	a PAL Sampler eadspace Type	PAL Sampler Port	Knone>
141.188.13.199		697 💌		141.188.13.152
	Data Analysis	Enhanced Cancel]

- $\hfill\square$ Select OK.
- $\hfill\square$ Select Yes when the Update Configuration window appears on the screen.

Update Configuration 🛛 🛛 🕅
Proceed with update to Instrument Configuration?
<u>Y</u> es <u>N</u> o

□ Start the Instrument Session. A window should appear prompting you to enter the headspace software license key. Select Ok.

(į)	Please enter your license key for the Headspace and select OK.
	()

□ Select OK. Enter the instrument license. The "I" next to the instrument license bar should change to a green check mark if the license is accepted. A red x will appear if it is not accepted. Select "Ok."

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Select pages j		



B.01.06 Headspace Sampler Add on Software # -Installation Checklist

Agilent 7697A		X
Connection Configuration Preferences Connection Information Agilent 7697A Instrument Name IP Address or Hostname 141.188.13.152 Notes	License Keys Instrument License I I I Version Information Software Driver Version: B.01.06 [5220] Model: G4557A Serial Number: CN11230014 Firmware Revision: A.01.06.1	
Heip	OK Care	cel

Instructions for MassHunter Workstation Installation

□ Go to Agilent MSD Configuration tab. Select the Headspace Type from the drop down menu. Enter the instrument name, IP address or hostname, any notes. The MassHunter workstation only supports LAN communication for the G1888 and 7697 headspace samplers.

Instrument Name	5977A		
Laboratory ID Number			_
Offline Instrument			
Mass Spectrometer	DC Polarity		
Model			
5977 Address	Ositive (+)		
Address 141.1 88.14.66	Negative (-)		
111100.11.00			
Gas Chromatograph			
Model	Use a PAL Sampler	Configure PAL Sampler	
7890 GC 🔹		Conligure FAL Sampler	
Address	Headspace Type	Headspace Address	
141.188.13.239	7697 -	141.188.13.152	
Enable Direct Communication betwee	n instruments		
Workflow Mode	Enhanced 💌		

- □ Select OK.
- $\hfill\square$ Select Yes when the Update Configuration window appears on the screen.

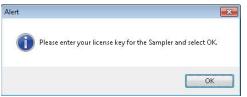
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Select pages		



B.01.06 Headspace Sampler Add on Software # - Installation Checklist

Update Configuration	83
Proceed with update to Instrument Configuration?	
Yes <u>N</u> o	

□ Start the Instrument Session. A window should appear prompting you to enter the headspace software license key. Select Ok.



□ Select OK. Enter the instrument license. The "I" next to the instrument license bar should change to a green check mark if the license is accepted. A red x will appear if it is not accepted. Select "Ok."

Agilent 7697A		
Connection Information Agilent 7697A Instrument Name	License Keys Instrument License	
IP Address or Hostname 141.188.13.152 Notes	Version Information Software Driver Version: B.01.06 [5220] Model: G4557A Serial Number: CN11230014 Firmware Revision: A.01.06.1	E
	OK Cancel Help	

Instructions for OpenLAB Installation

□ Add the GC to the software

2	Agilent OpenLAB Control	Panel – E X
Management		@·
Edit Delete Refresh	Edit Notifications Properties Actions	
Navigation () Instruments () 78908	 7590B Start Instrument Launch Offline Status Details 	Not Configured 🗰

□ Configure the headspace model by selecting the available model.

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Select page	1)	



B.01.06 Headspace Sampler Add on Software # - Installation Checklist

gilent 7890 GC System Use classic drivers athod load on startup: (Aways ask user to choose an o	option 🔹	Options ☑ Enable intelligent Reporting	
Configurable Modules Agilent 7890 GC System 7890 GC 7697A G1888	Auto Configuration	Selected Modules	
		Additional confi	gurati

□ Enter the instrument name, IP address or hostname, any notes and the instrument license. The "I" next to the instrument license bar should change to a green check mark if the license is accepted. A red x will appear if it is not accepted. Select "Ok."

Agilent 7697A Headspace Sampler Configuration: Instrum	ent 1	×
Connection Preferences		
Connection Information Agilent 7697A Instrument Name	License Keys Instrument License	^
IP Address or Hostname	Version Information Software Driver Version: B.01.06 [5220]	Е
Notes		
		-
	OK Cancel He	lp

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.**
- $\hfill \Box$ Review the installation/upgrade with the customer.
- **□** Explain Agilent warranty for instruments.
- **□** Explain how to use manuals, guides, 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

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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 our solutions, please visit our web site at http://www.chem.agilent.com/en-US/Pages/HomePage.aspx		
	Need to get information on your product? Literature Library - <u>http://www.agilent.com/chem/library</u>		
	Need to know more? Customer Education – <u>http://www.chem.agilent.com/en-US/Training-Events/Pages/default.aspx</u>		
	Need technical support, FAQs? – <u>http://www.chem.agilent.com/en-US/Technical-Support/Pages/default.aspx</u>		
	Need supplies? – <u>http://www.chem.agilent.com/en-US/Products-Services/Parts-Supplies/Pages/default.aspx</u>		
Service Completion			
Se	ervice request number Date service completed		
Ag	gilent signature Customer signature		
Nu	umber of pages in this document		
Do	ocument part number: G4556-90024		
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