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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 "✓" 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

❑ **Section NOT Applicable**

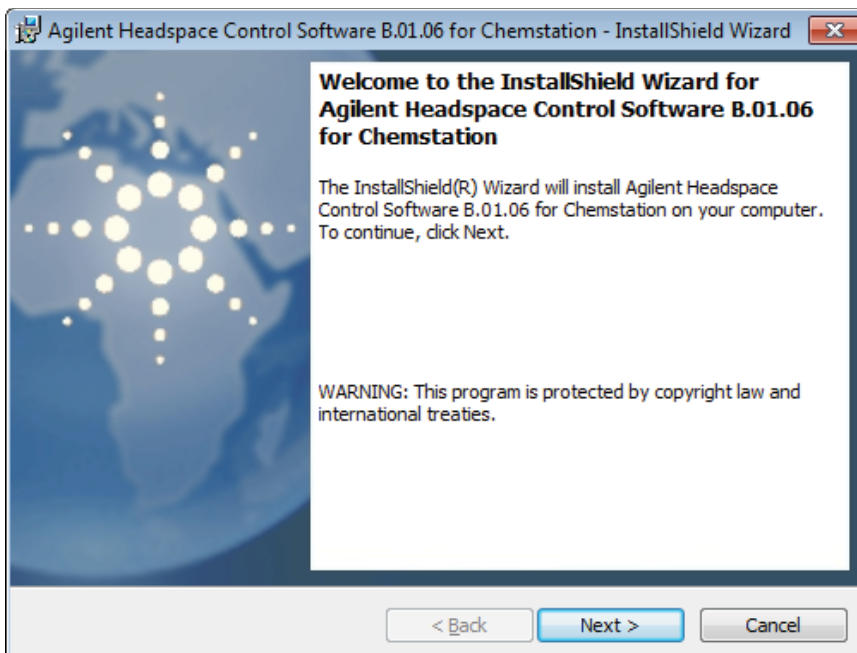| Description of computer, network component, or periperal	Product number	Serial number
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

General Preparation

❑ 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 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
   http://www.chem.agilent.com/en-US/Technical-Support/Software-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.

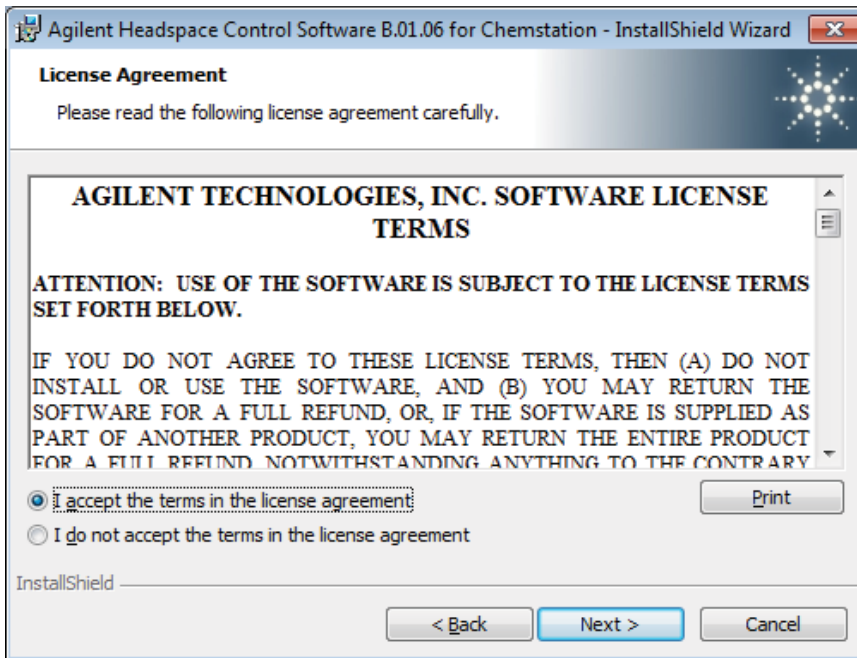❑ Author to add specific preparation tasks to this list

Headspace Add-On Software Installation Tasks

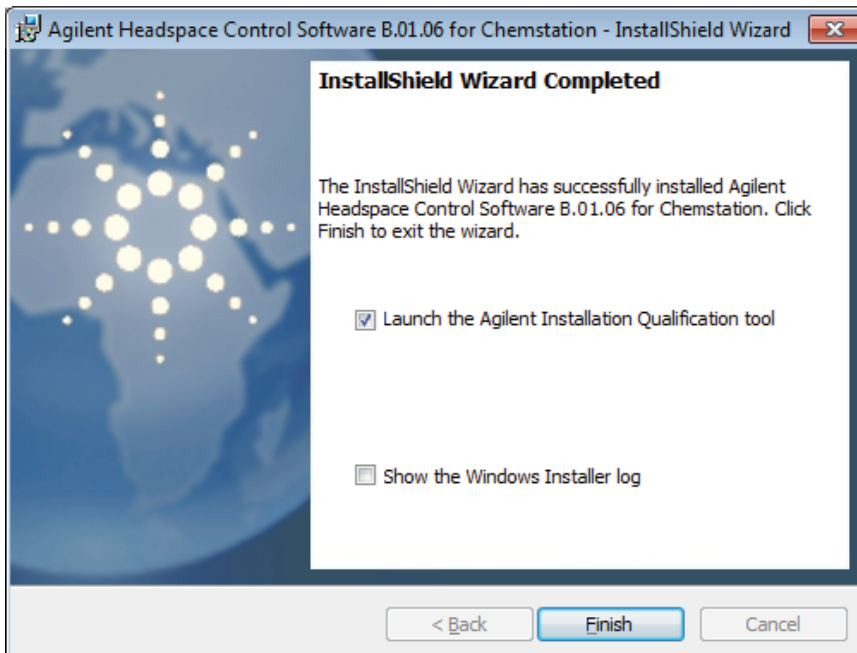❑ When you install the headspace software, this window should appear. Select "Next."

❑ Select "I accept the terms of the license agreement" and then "Next."

❑ 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.
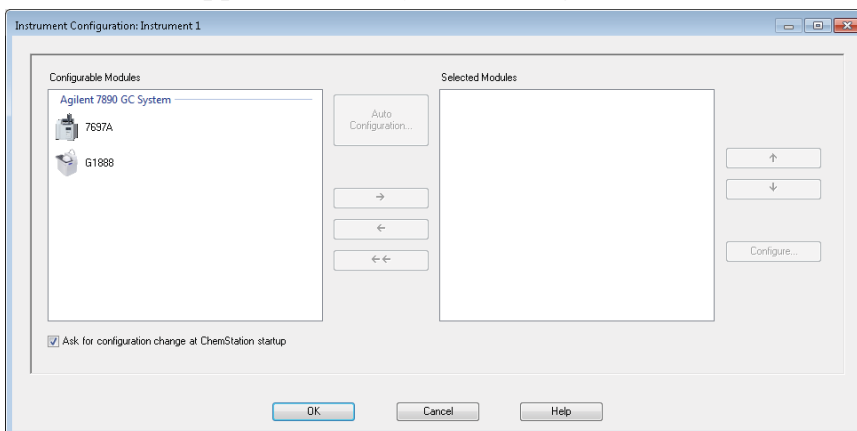
Instructions for GC ChemStation Installation

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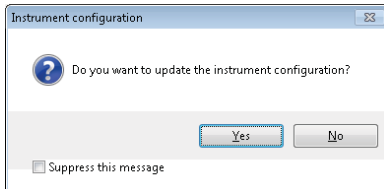
❑ A box should appear to allow you to configure different kinds of headspace samplers (7697A, G1888).

❑ 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."
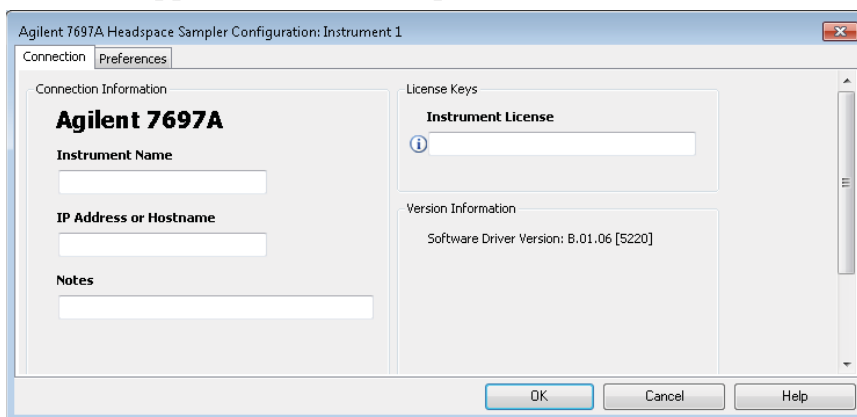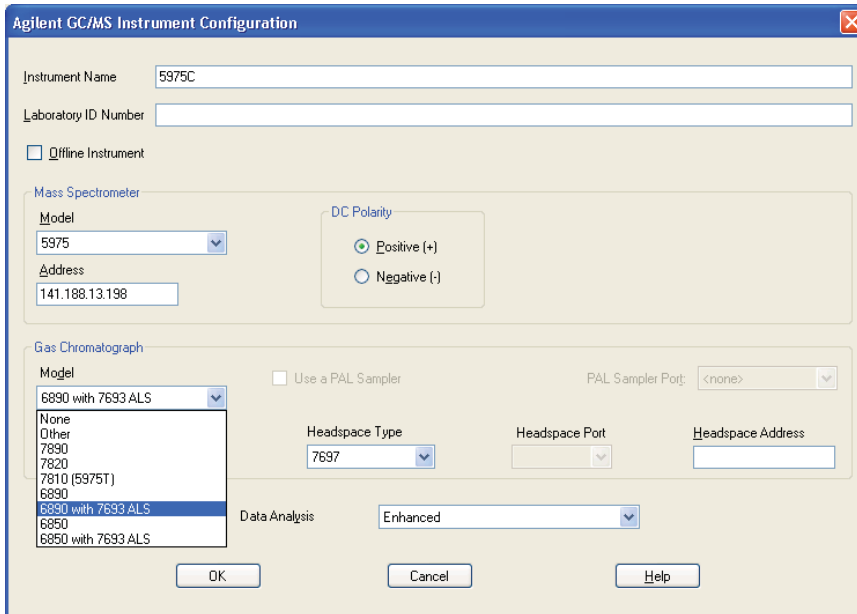

Instructions for GCMSD ChemStation Installation

❑ 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.

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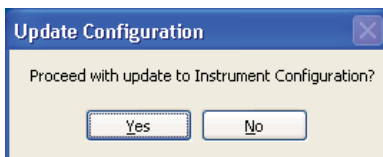

❑ Select the Headspace Type from the drop down menu. The MSD ChemStation only supports LAN communication for the G1888 and 7697 headspace samplers, so the Headspace Port will remain gray. Enter the instrument name, IP address or hostname, and any notes.
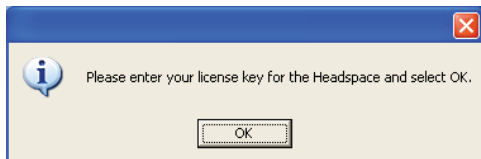
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❑ Select OK.
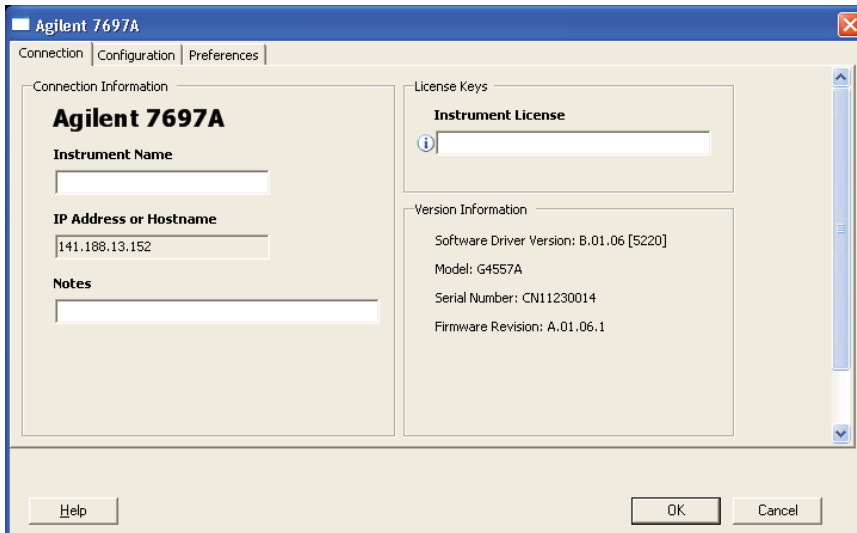❑ Select Yes when the Update Configuration window appears on the screen.

❑ 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."

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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.

❑ Select OK.
❑ Select Yes when the Update Configuration window appears on the screen.

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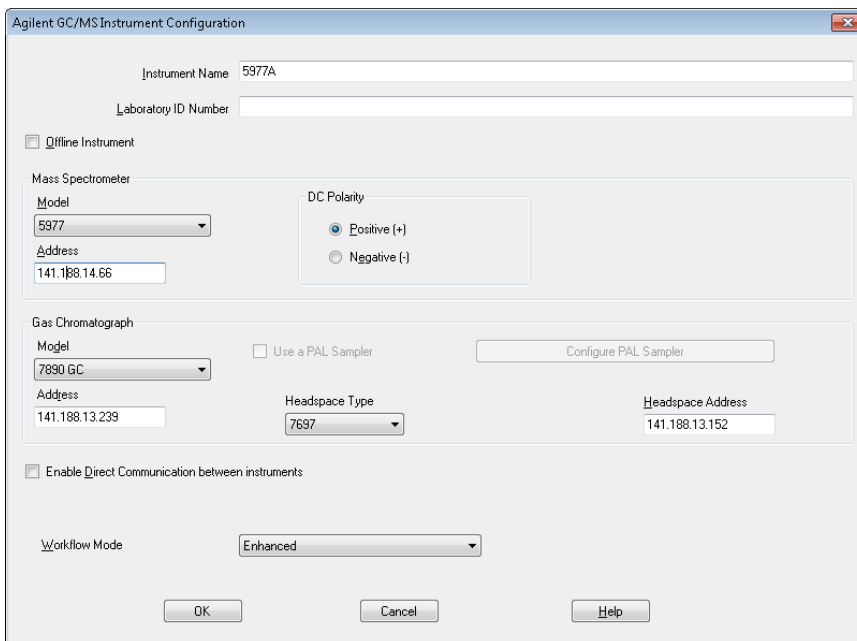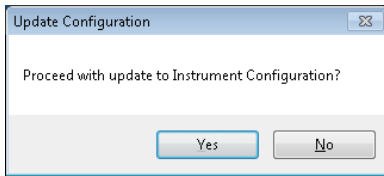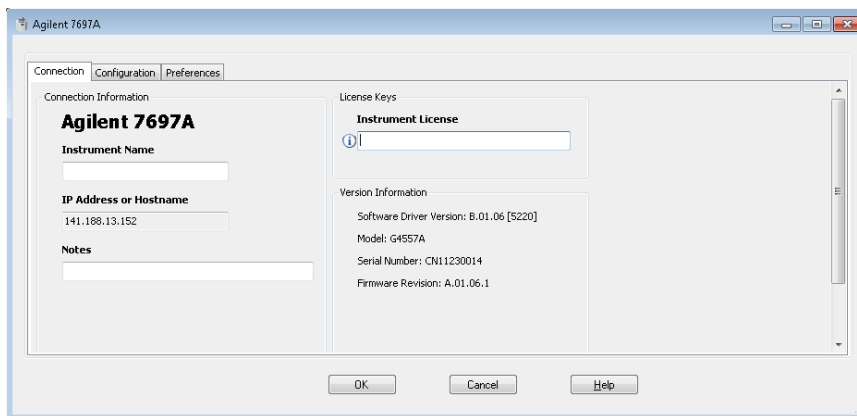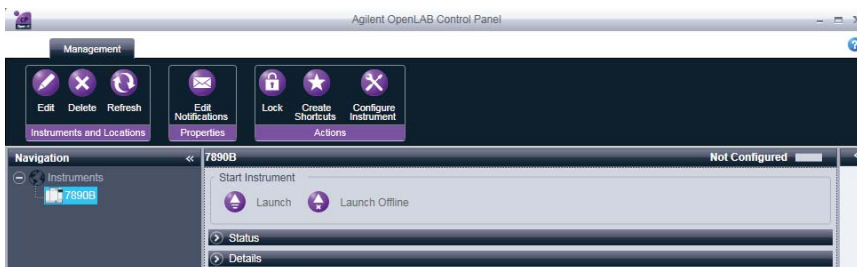

❑ Select OK.   Enter the instrument license. The "I" next to the instrument license bar should change to a green check mark if the license is accepted. A red x will appear if it is not accepted. Select "Ok."

Instructions for OpenLAB Installation

❑ Add the GC to the software

❑ Configure the headspace model by selecting the available model.

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☐ 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."
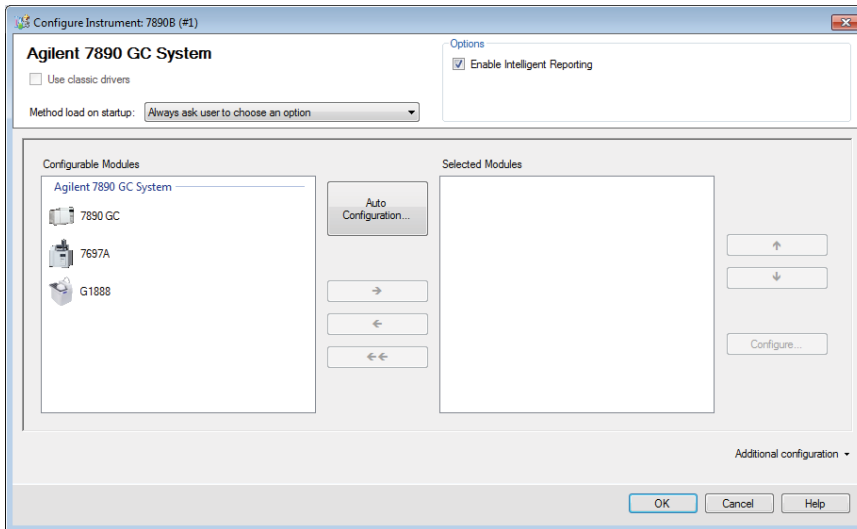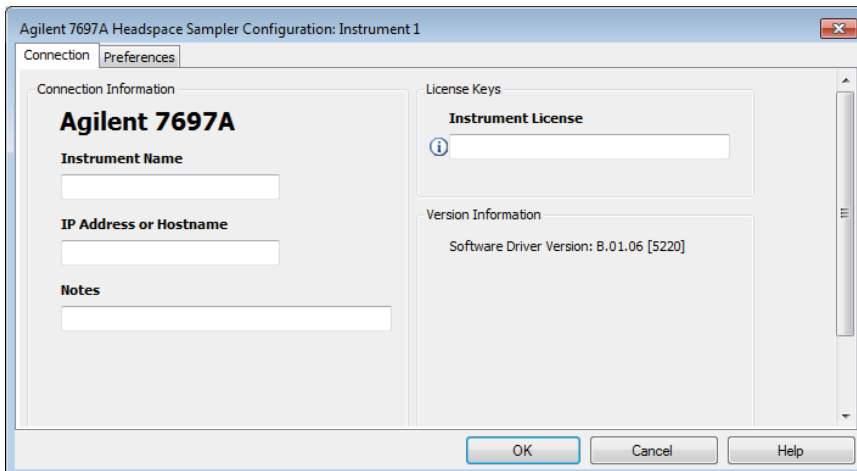
Service Review

☐ 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, 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.

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 - http://www.agilent.com/chem/library
- ❑ Need to know more?
  Customer Education – http://www.chem.agilent.com/en-US/Training-Events/Pages/default.aspx
- ❑ Need technical support, FAQs? – http://www.chem.agilent.com/en-US/Technical-Support/Pages/default.aspx
- ❑ Need supplies? – http://www.chem.agilent.com/en-US/Products-Services/Parts-Supplies/Pages/default.aspx

Service Completion

Service request number   _____   Date service completed _____

Agilent signature   _____   Customer signature   _____

Number of pages in this document _____

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