# HP Latex 1500 Printer

Site Preparation Checklist

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# 1   Instructions

Complete the following address information, contact information, and checklist. If a checklist item cannot be completed or is unnecessary, add a short explanation under 'Comments'. Once you have completed the checklist, sign it and send it to your reseller or HP sales representative a minimum of two weeks before the delivery date.

**NOTE:**   Some checklist items are marked '(Required)', which means that you cannot proceed with installation until you have checked the 'Yes' box.

When you sign this document, you are confirming that the site has been prepared according to the specifications provided in the site preparation guide, that all checklist items have been completed, and that the site is prepared and ready for delivery and installation.

# 2    Checklist

## Address information

| | |
|---|---|
| Company name | Postal code |
| Street address | Telephone |
| City | Fax |
| Country | E-mail |

| Contact persons | Name | Telephone | Email |
|---|---|---|---|
| Company engineer or technician | | | |
| System administrator | | | |
| Operators to be trained on printer use and maintenance | | | |

## Printer

| | |
|---|---|
| HP Latex 1500 | ☐ |

| General access & equipment unloading | Yes | No | Comments |
|---|:---:|:---:|---|
| Is there an easily accessible unloading area, with sufficient space to unload and maneuver the equipment? | ☐ | ☐ | |
| Has the route to the installation area been checked to meet all requirements (height, width, and clearance of ceilings, doorways, ramps, and corridors) and is the conveyance route clear? | ☐ | ☐ | |
| Is a power outlet available near the site where you plan to disassemble the crate (for the electric screwdriver used to disassemble the crate)? | ☐ | ☐ | |
| Have specialist movers been contracted to unload and move the equipment on the date required? | ☐ | ☐ | |
| Are the specialist movers aware of the specifications provided in this document? | ☐ | ☐ | |
| Is there enough space and manpower required to download the printer with the ramps? | ☐ | ☐ | |
| If a forklift is needed to unload the printer, has a suitable one been contracted for installation? | ☐ | ☐ | |
| If a forklift is needed, has the service part K4T88-67290 (forklift support) been ordered or provided by the reseller? | ☐ | ☐ | |
| Are there skates available to help position the crate? | ☐ | ☐ | |

| General access & equipment unloading | Yes | No | Comments |
|---|---|---|---|
| Is there a pallet jack available to help position the crate? | ☐ | ☐ | (Optional) |
| Will you install the printer on a second level or higher? If so, is there a suitable crane contracted for installation? Are the appropriate crane attachments available? | ☐ | ☐ | |
| Will the operator be available for the full amount of time required for the installation training (2.5 days)? | ☐ | ☐ | |

| Room layout and flooring | Yes | No | Comments |
|---|---|---|---|
| Is there sufficient space around the equipment? | ☐ | ☐ | |
| Has all room construction and painting been completed? | ☐ | ☐ | |
| Does the floor load-bearing capacity meet the specifications in the site preparation guide? | ☐ | ☐ | |
| Does the floor surface meet the specifications in the site preparation guide? If special reinforcements are necessary, are they completed? | ☐ | ☐ | |

| Safety requirements | Yes | No | Comments |
|---|---|---|---|
| Is there an emergency exit in the print production area, with easy access and free from any obstruction? | ☐ | ☐ | |
| Have the two fire extinguishers been fitted in the prescribed locations in the print production and storage areas? Is the print production fire extinguisher rated for electrical fire? | ☐ | ☐ | |
| Have strategic locations been allocated for the fixture and display of the appropriate safety warning signs? | ☐ | ☐ | |
| Does the area meet the Restricted Access Location requirements in the zone surrounding the printer? | ☐ | | (Required) |
| Do the users who operate the printer have appropriate technical training and experience necessary to be aware of the hazards to which they may be exposed in performing a task and to take appropriate measures to minimize the risks? | ☐ | | (Required) |
| Will printer operations be supervised at all times? | ☐ | | (Required) |

| Electrical installation | Yes | No | Comments |
|---|---|---|---|
| Has the site been prepared for the chosen power option? | | | |
| Configuration 1 branch circuit breaker: 4 poles, 32/40 A | ☐ | | |
| Configuration 2 branch circuit breaker: 3 poles, 50/60 A | ☐ | | |
| Configuration 3 branch circuit breaker: | | | |
| • Three-phase: 4 poles, 32/40 A | ☐ | | (Required) |
| • Single-phase control: 2 poles, 15/16/20 A | ☐ | | |
| Configuration 4 branch circuit breaker: | | | |
| • Three-phase: 3 poles, 50/60 A | ☐ | | |
| • Single-phase control: 2 poles, 15/16/20 A | ☐ | | |

| Electrical installation | Yes | No | Comments |
|---|---|---|---|
| Is the chosen power system within its nominal range?<br><br>Configuration 1<br><br>Configuration 2<br><br>Configuration 3<br><br>Configuration 4 | ☐<br>☐<br>☐<br>☐ | | (Required) |
| Is the grounding conductor properly installed, as shown in the site preparation guide? | ☐ | | (Required) |
| Have you booked the services of an electrician for the day of installation? | ☐ | | (Required) |
| Is the electrician aware of all requirements and specifications highlighted in this document? | ☐ | | (Required) |
| Is the Power Distribution Unit (PDU) correctly installed? | ☐ | | (Required) |
| Are Residual-Current Circuit Breakers (RCCB), also known as Ground Fault Circuit Interrupters (GFCI), required by local laws? if so, have they a sensitivity of 100 mA or higher? | ☐ | ☐ | |

| Electrical configuration | Yes | No | Comments |
|---|---|---|---|
| Do you need an Uninterrupted Power Supply (UPS)? If so, is it correctly installed? | ☐ | ☐ | |
| No power cords are supplied with the printer; does the electrician understand that power cord(s) must be provided according to printer specifications and local laws? | ☐ | ☐ | |
| If local regulations specify that you must use electrical plugs to connect the printer to the power supply, does the electrician have the required plugs ready for installation? | ☐ | ☐ | |

| Networking requirements | Yes | No | Comments |
|---|---|---|---|
| Have network connections been supplied? | ☐ | ☐ | |
| Do you have a LAN cable long enough to connect the printer to the network? | ☐ | ☐ | |
| Do you have an Internet connection? | ☐ | ☐ | |

| Equipment preparation | Yes | No | Comments |
|---|---|---|---|
| Is the air compressor or pressurized air line ready for the day installation? | ☐ | ☐ | |
| Have the correct supplies been ordered for deliver on or before the date of the printer's installation?<br><br>**Minimum requirements**: 1 set of ink cartridges.<br><br>**Recommended**: 1 set of ink cartridges, an extra set of ink cartridges, correct substrate for training purposes. | ☐ | ☐ | |

| RIP requirements | Yes | No | Comments |
|---|---|---|---|
| Has the HP Scitex ONYX Thrive 211 RIP Software (D9Z41A) been ordered, and is the computer to be used available with the required specifications? | ☐ | ☐ | |
| Has the HP Scitex Caldera Grand RIP software v10 (L5E74A) been ordered, and is the computer to be used available with the required specifications? | ☐ | ☐ | |
| If neither of the HP Scitex RIPs is to be used, is there a computer available with a RIP application installed that supports the printer? | ☐ | ☐ | |
| Do you have a spectrophotometer that is compatible with the RIP? | ☐ | ☐ | |

| Environmental requirements | Yes | No | Comments |
|---|---|---|---|
| Have the temperature and humidity requirements been satisfactorily met in the print production area? | ☐ | ☐ | |
| Have the temperature and humidity requirements been satisfactorily met in the storage area? | ☐ | ☐ | |
| Is the print production area free from dirt and dust? | ☐ | ☐ | |
| Does the print production area have sufficient lighting? | ☐ | ☐ | |
| Have you checked and met ventilation requirements specified in the site preparation guide? | ☐ | | (Required) |
| Have you met or exceeded all the requirements specified in the site preparation guide? | ☐ | | (Required) |
| Has the operator been enrolled on the WBT Latex fundamentals ? (Prerequisite for operator training). | ☐ | ☐ | |

Date of site preparation completion

Site preparation guide edition number or copyright date

Customer signature