

# Biotage® PhyPrep Installation and Familiarization Checklist

The following document will ensure that the installation is complete and that all installation steps and tasks have been performed. It will also provide guidelines for best practices and familiarization of the system after installation has been completed. The familiarization is intended to give the system operators a basic overview of the operation and maintenance of the new instrument, system, and software. Familiarization is not intended or designed to substitute a full operator training course. Familiarization will take up to a maximum of two hours.

We cannot guarantee a complete installation or demonstration if the site requirements are not met. If you have any questions, please do not hesitate to contact your local Biotage® 1-Point Support™ group.

Please use the checklist below to track progress of both the installation and familiarization and fill out this form electronically. A printed copy should be signed by both the Field Service Engineer and Customer and given to the Customer after completion.



## Installation Checklist

### Shipping Review

✓ Tasks	Notes
Inspect the shipment carefully and verify that entire order has been received.	Use the packing lists to confirm that no items are missing. Inspect for any damages due to shipping. If the packaging or the instrument has been damaged, confirm with the customer that the receipt of Instrument document was completed and that a claim was initiated with the shipping company.
Inspect the shipping containers for damage and review contents for internal damage.	
Inspect the instrument deck and verify that it has not damaged during transport.	

### Site Preparations

✓ Tasks	Notes
Ensure that the site requirements are met and that the final instrument location is accessible and ready for installation.	If available, review the site preparation document signed by the Customer.

### Mains Voltage Supply

✓ Tasks	Actual VAC / Ohm	Notes
<b>120–240 VAC, 50/60Hz, 100 VA</b>		
L1 to neutral is between 100 and 240 VAC.		Verify the mains supply prior to physical connection of the instrument and pump to the lab supply voltage.
Measure the resistance between the earthing in the 110V/230V and the protective earth.		Verify the resistance prior to physical connection of the instrument to the lab supply voltage. Refer to the SAT.

## Environmental Conditions at Room Temperature

✓	Tasks	Record Value	Notes
	Temperature is between 15 °C and 32 °C. (59 °F to 90 °F)	_____	In the event the lab is not equipped with temperature and humidity measurement devices or the lab conditions are outside of the specified control limits, a deviation to this installation must be documented.
	Humidity is between 20% and 95% RH.	_____	

## Unpacking and Lifting the System

✓	Tasks	Notes
<b>Remove the Packing and Accessory Box</b>		
	Carefully lift the PhyPrep and place it in a well-ventilated laboratory or an equivalent enclosure.	Two or more persons are needed when lifting the system. The weight of a system is 48 kg (105 lbs).
	Level the system by adjusting the height of the feet.	
	Remove the bracket that secures the robot in a transport position.	Remove the velcro strap.

## System Set-up

✓	Tasks	Notes
	Install the door.	Pay extra attention to the alignment of the door and adjust the hinges as needed.
	Install the display panel on the right side.	
	Install the electrical connections.	All three power supply cables and the grounding of the display panel underneath the instrument.
	Connect the ethernet cable between the display panel and system.	
	Install the external Vacuum pump. <b>SET THE CORRECT VOLTAGE</b> on the pump. Region depending.	
	Connect the tubing from the vacuum pump to the vacuum carboy. Small tubing.	
	Connect the tubing from the vacuum port to the vacuum carboy. Red tubing.	Detailed instructions can be found in the service manual and in the getting started guide.
	Connect the tubing from the waste port to the waste carboy. Blue tubing.	
	Install the wash buffer reservoir.	
	Install the Leakage Tray.	

## System Start-up

✓	Tasks	Notes
	Turn on the system.	All test results shall be noted and recorded.
	Verify that the system start up with no issues or error codes.	
	Verify that the installed versions of Software is the latest.	If a later SW version is available, upgrade the system.

## System Verification and Functional Testing

✓ Tasks	Notes
Verify that the calibration and validation position P1P2, A6B6 and C6D6 is accurate and aligned using the calibration tools. If miss-aligned, proceed with a calibration using the the 3-point calibration wizard.	The Calibration Positions Can also Be Referred to as 1A1C, 4A4B and 6A6B. Report any Type of miss-alignment to PM-support@biotage.com and include the Deck Coordinate File; C:\Biotage\PhyPrep\deckcoordinantes.txt. Refer to the Service manual for more Details on Calibration and Verification.
Verify that a method starts without error messages.	
Verify that the vacuum is functional by toggle the vacuum pump in maintenance menu.	Position C and D in Section 2 should be under vacuum. See the Service manual for details of how to confirm that vacuum is functional.

## Record Section

### System Information

PhyPrep Serial # \_\_\_\_\_

Application SW Version \_\_\_\_\_

Successfull Verification of P1P2, A6B6 and C6D6 (Pass/Fail)      Pass      Fail

## Familiarization Checklist

To review with the operator/operators

### 1. System Overview and Hardware Familiarization

✓ Tasks	Notes
Hardware Overview.	Review with the customer what equipment they have and explain the function.
Specifications overview.	Review the system specifications.
System startup and shut down procedures.	
Show and explain the instrument deck layout.	Refer to the user manual.
Explain the interlock of the door.	The door needs to be closed when operation the system.
Explain vacuum/waste carboys set-up.	Refer to the user manual.

### 2. Software Overview

✓ Tasks	Notes
<b>Show and Explain</b>	
Starting the software.	
The scale selections. They can select number of samples and elution volumes.	Show and explain. refer to the user manual.
The help videos.	

### 3. Safety and Safe Operation Overview

✓ **Tasks**

Review the safety precautions necessary when working with the PhyPrep. Use the Installation and safety guide. PN 417327

### 4. Maintenance and Troubleshooting

✓ **Tasks**

Show and Explain how to Troubleshooting

Show maintenance tab and the cleaning wizard.

### Notes

This checklist confirms familiarization has been provided as outlined in this document. Any further training if required is covered in advanced user training.

**Company Name and Location** \_\_\_\_\_

**Customer Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Field Service Engineer** \_\_\_\_\_ **Date** \_\_\_\_\_

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