

**ASAP 2420**  
**Analysis System**

**Preinstallation Instructions and Checklist**

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# Table of Contents

Overview .....	1
Conventions.....	1
<b>Part 1. ASAP 2420 Preinstallation Instructions: All ASAP 2420 Systems .....</b>	<b>2</b>
Unpacking and Inspection.....	2
Shipping Damage .....	2
Instrument Space .....	3
Installation Configuration .....	3
Environmental Factors .....	4
Power.....	4
Temperature and Humidity .....	4
Hazards & Precautions .....	4
Safety Measures .....	4
Computer System .....	5
Gas Supply .....	6
Gas Bottles and Gas Supply Lines .....	6
Gas Supply Hardware.....	6
Regulator Expansion Kits.....	8
Laboratory Equipment and Supplies.....	8
Liquid Nitrogen .....	8
Analysis Equipment and Supplies.....	9
Application Related Issues .....	9
Gases for Instrument Test .....	9
Personnel Security Clearance.....	10
Projected Installation Date .....	10
Commitment Statement/Signature .....	10
<b>Part 2. PreInstallation Instructions: ASAP 2420 Confirm (21 CFR11) Systems Only .....</b>	<b>11</b>
Personnel Requirements.....	11
User Information Requirements.....	12

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<b>Part 3. ASAP 2420 Preinstallation Checklist: All ASAP 2420 Systems .....</b>	<b>14</b>
Unpacking and Inspection .....	14
Instrument Space .....	14
Installation Configuration .....	14
Environmental Factors .....	15
Computer System .....	15
Gas Supply .....	15
Laboratory Equipment and Supplies .....	16
Application Related Issues .....	16
Gases for Instrument Test .....	16
Personnel Security Clearance .....	17
Projected Installation Date .....	17
Commitment Statement/Signature .....	17
<b>Part 4. Preinstallation Checklist: ASAP 2420 Confirm Systems Only .....</b>	<b>18</b>
Personnel Requirements .....	18
User Information Requirements .....	19
Administrator Utility User Profiles Worksheet .....	20

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## Overview

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This document describes how to prepare your site for installation of the ASAP 2420 system. It contains instructions for both ASAP 2420 standard systems and ASAP 2420 Confirm (21 CFR11) systems.

The document is organized into four parts:

- **Part 1** contains instructions for all ASAP 2420 systems.
- **Part 2** contains additional instructions for ASAP 2420 Confirm systems only.
- **Part 3** contains a checklist to be completed during installation of all ASAP 2420 systems.
- **Part 4** contains an additional checklist to be completed during installation of ASAP 2420 Confirm systems only.

The *Preinstallation Instructions* contain information that will help you analyze your site and answer the questions in the checklist.

The *Preinstallation Checklist* contains questions about instrument location and your laboratory environment, equipment, and supplies. For each question, check **Yes** if the condition applies to your laboratory or **No** if it does not. When you have completed the checklist(s), return it to Micromeritics as described on page 10.

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## Conventions

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This document uses the symbols shown below to identify notes of importance and cautions.



**Notes contain a tip or important information pertinent to the subject matter.**



**Cautions contain information to help you prevent actions which could damage the instrument.**



**Warnings contain information to help you prevent actions which could cause personal injury.**

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## Part 1. ASAP 2420 Preinstallation Instructions: All ASAP 2420 Systems

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### Unpacking and Inspection

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When the instrument is received, unpack and inspect the contents of the shipping carton(s). Use the packing list to verify that all products, accessories, software, and documentation are received intact and in the correct quantity. The shipping carton(s) and contents should be inspected within a couple of days in the event damage or loss has occurred (see **Shipping Damage**).

#### Shipping Damage

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If equipment is damaged or lost in transit, you are required to make note of the damage or loss on the freight bill. The freight carrier, not Micromeritics, is responsible for all damage or loss occurring during shipment. If you discover damage or loss of equipment during shipment, report the condition to the carrier immediately. Insurance claims **MUST** be made with the freight carrier, **NOT** Micromeritics.

**DO:**

- Keep all software, manuals, and accessories with the instrument.
- Keep all boxes and shipping cartons until the installation is complete.
- Report any shipping damage immediately to the carrier and follow their directions.
- Report missing or wrong parts to Micromeritics, in addition to any shipping damage, only after filing a claim with the Carrier.

**DO NOT:**

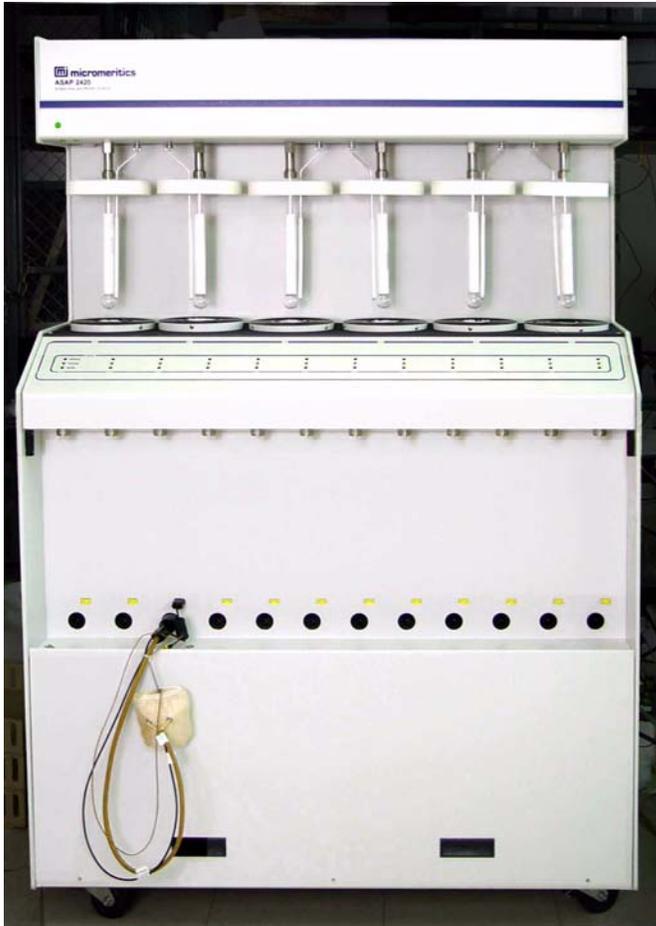
- Ask Micromeritics to file a claim for shipping damage.
- Discard shipping boxes and containers until installation is complete.

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## Instrument Space

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An unobstructed lab work space that will accommodate the specifications below is needed for the ASAP 2420.

**ASAP 2420**

Height: 159 cm (62.5 in.)

Width: 103 cm (40.5 in.)

Depth: 51 cm (20.2 in.)

Weight: 235 kg (510 lb)

**Computer and Printer:**

Width: Approx. 96.5 cm (38 in.)

**Gas Supply**

1 square foot (0.30 square meters) for each gas bottle needed for installation  
For standard installation, the bottles must be within 6 feet (1.83 m) of the instrument.

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## Installation Configuration

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Standard installation, included in the purchase of the instrument, requires the use of 1/8-in. (0.3175-cm) copper gas supply lines, which are in the instrument accessories.

A nonstandard installation will be created if another gas supply line is used or if the gas bottles cannot be placed within 6 feet (1.83 cm) of the analyzer. There are additional costs associated with a nonstandard installation. Please contact the Service Manager to discuss a nonstandard installation.

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## Environmental Factors

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### Power

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The ASAP 2420 is designed to operate with 100, 115, or 230 VAC  $\pm$  10% at 50 or 60 Hz. Noise-free power of the correct voltage and frequency, with a safety earth ground, should be available through a standard wall receptacle. These requirements can be checked by using a Circuit Analyzer (available at most hardware or electronic supply houses) or a multimeter.

**DO:**

- Install the instrument and peripheral devices on their own, dedicated power line.

**DO NOT:**

- Place other devices on the same power line; for example, motors, generators, or ovens.

### Temperature and Humidity

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Temperature and humidity must be controlled to within the following:

**Temperature:** Ambient: + 10°C to 30°C, stable to within  $\pm$  3°C, for operation  
Storage: - 10° to 55°C

**Humidity:** Up to 90% (non-condensing) for instrument

**DO NOT:**

- Allow room temperature or humidity to exceed limits.
- Install the instrument where it is exposed to direct sunlight.
- Locate the instrument near air conditioning or heating vents.

### Hazards & Precautions

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Inform Micromeritics of any on-site conditions that may present hazards to Micromeritics' employees or equipment. Advise Micromeritics of any precautions that need to be taken.

### Safety Measures

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Inform Micromeritics of any safety equipment

, requirements, or safety measures necessary for Micromeritics' employees to enter and install the ASAP 2420 at your facility.

## Computer System

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We recommend that you purchase the computer to be used with the ASAP 2420 Analyzer from Micromeritics. We thoroughly test Microsoft Windows® operating systems with our application and offer technical support and maintenance for the computers we provide. For instruments not installed by Micromeritics, please observe the following notes.



**The labor and expense costs associated with delays traceable to a computer system not purchased from Micromeritics are not part of a standard installation.**



**Micromeritics is not responsible for providing assistance for the connection to a company network or LIMMS.**

If you are supplying your own computer, it must meet the following *minimum* requirements:

- Pentium CPU (or equivalent)
- One CD ROM drive
- 128 megabytes of main memory
- 1-gigabyte hard disk space
- Monitor supporting 1024 x 768 resolution
- Windows 2000 or Windows XP Professional
- Ethernet port, capable of communicating with a 10 base-T ethernet card
- UPS (Uninterruptible Power Supply) for computer (optional)\*

\* A UPS with line conditioner is useful for saving data during a power outage. It is also useful for keeping power line noise from entering the ASAP 2420 and computer.

## Gas Supply

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### Gas Bottles and Gas Supply Lines

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See “Gases for Instrument Test” on page 9 for the analytical gases needed during installation.

Gas bottles must be placed within 6 feet (1.83 m) of the instrument’s rear or right side.

**DO:**

- Ensure purity of gases.
- Use the 1/8-in. (0.3175-cm) x 6-ft (1.83-m) copper gas lines supplied in the instrument accessories kit. Stainless steel gas lines are available from Micromeritics for use with gases that are not compatible with copper.

**DO NOT:**

- Use gas bottles with less than 200 psig (1378.9 kPag) pressure.
- Use any other gas lines to connect the gas supply to the instrument.
- Use gas purifiers; they can cause operational problems.



**Gas lines not supplied by Micromeritics will not be installed by Micromeritics Service Personnel.**



**Gas supply lines that are made of materials other than copper or stainless steel may cause operational problems.**

### Gas Supply Hardware

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Micromeritics specifies only dual-stage regulators for use with its products. Most Micromeritics instruments consume a small quantity of gas during each analysis cycle, after which gas flow through the regulator stops. In this static condition, the outlet pressure of the gas regulator is expected to remain stable until the instrument requires more gas.

Micromeritics instruments operate best when the inlet gas pressure is maintained constant by a dual-stage regulator; otherwise, overpressure conditions may cause leaks, overshooting of target pressures, long analysis times, or wasted gas.

Most available single-stage regulators are only designed to deliver a steady output pressure while delivering a constant, flowing stream of gas. It is very difficult for single-stage regulators to hold a steady output pressure with little or no gas flowing through them.

Under the same operating conditions, dual-stage regulators are better able to maintain a pressure setting, thus providing precise control of the pressure during analysis while the gas in the bottle is being consumed.



We recommend that you purchase the gas regulators to be used with the ASAP 2420 Analyzer from Micromeritics. The dual-stage regulators Micromeritics provides have been carefully evaluated and tested to provide superior performance.

If you choose to use regulators from a source other than Micromeritics, please keep in mind that many commercially available gas regulators lack key features, which are required for precise surface area and pore volume instruments. These four vital criteria must be met:

- **Cleanliness.** Clean regulators designed specifically for high-vacuum service are required. Other regulators often contain elastomeric material or oils, which can contaminate the gas.
- **High Stability.** Excess pressure at the gas inlet ports to the instrument can interfere with accurate gas dosing and flow rates. The combined change in the outlet pressure from the gas regulator, as the gas cylinder pressure decreases or as the flow rate stops, should not change more than 5 psig (34.4 kPag) from the selected setting. When the instrument is idle for an extended period of time, such as 8 to 10 hours, this same stability of gas delivery pressures should be achieved.
- **Range of Pressure.** The regulator output must operate from 0 to 30 psig (206.8 kPag).
- **Suitable Subassemblies.** The regulator must have a shut-off or outlet isolation valve compatible with 1/8-in. (0.3175-cm) or 1/4-in. (0.6-cm) Swagelock compression fittings.



**Improperly selected regulators will cause costly delays during the installation process, resulting in additional costs and wasted time.**



**If you did not purchase regulators from Micromeritics for your instrument but wish to do so now, contact your local Micromeritics Sales Representative.**

## Regulator Expansion Kits

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It is sometimes beneficial to attach more than one instrument, and/or accessory device, to a single gas supply. Any time this is done, it is critically important that there be a means of isolating, or shutting-off, each device that is attached to the gas supply regulator. Micromeritics recommends the use of a vacuum rated shut-off/isolation valve for this purpose.

This shut-off/isolation valve is required in order to prevent problems when changing gas cylinders or servicing any of the devices attached to the gas supply.

If you anticipate the need to attach more than one instrument and/or accessory device to the gas supply, you must acquire one or more of the following regulator expansion kits.

004/33601/00 – Regulator Expansion Kit (2-outlet) – This kit contains one “T fitting”, two vacuum rated shut-off valves, and other necessary hardware.

For example, this expansion kit allows you to provide gas to two instruments or one instrument and one accessory device.

004/33601/01 - Regulator Expansion Kit (3-outlet) - This kit contains one “Cross fitting”, three vacuum rated shut-off valves, and other necessary hardware.

For example, this expansion kit allows you to provide gas to three instruments or two instruments and one accessory device.

## Laboratory Equipment and Supplies

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### Liquid Nitrogen

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Ensure liquid nitrogen is available in sufficient quantities. At least 36 liters must be available for operational testing during installation.

**DO:**

- Ensure an adequate supply of liquid nitrogen (at least 3 liters per analysis Dewar).

**DO NOT:**

- Use liquid nitrogen which is bluish (a sign of Oxygen contamination) or not clear.

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## Analysis Equipment and Supplies

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Since the analysis results are expressed in units of surface area per gram of sample, the true weight of the sample must be known. This requires an analytical balance with the capacity of 100 grams measurement and 1 mg readability.

In order to obtain accurate analysis results, the glassware (sample tube, filler rod, etc.) must be clean. The following items are suggested for cleaning glassware:

- Sink
- Small plastic tub for detergent solution
- Alconox or similar laboratory detergent
- Drying oven
- Ultrasonic bath
- Acetone or Isopropyl Alcohol
- Fume hood
- Clean, dry compressed air or dry nitrogen.

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## Application Related Issues

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In order to ensure a thorough installation, it will be helpful for Micromeritics to know which types of samples you will be testing. If possible, please list those types on page 16.

Please advise us if your samples require any pretreatment.

If required, do you have the proper equipment, such as a vacuum oven or furnace, to pretreat your samples?

Also, please indicate on the Checklist whether you have purchased one of the following degas units from Micromeritics: VacPrep or FlowPrep.

Micromeritics offers application assistance through our materials analysis laboratory (Micromeritics Analytical Services).

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## Gases for Instrument Test

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In order to verify proper instrument operation and train your instrument users, Micromeritics representatives will analyze one or more of the reference materials provided in the instrument accessories.

The gases listed in the following table are required in order to analyze the reference materials. If these gases are not available, Micromeritics representatives will only be able to perform a limited number of instrument tests during installation and operator training.

Please indicate on page 16 of the Checklist which gases you intend to provide during installation.

Instrument Type	Analysis Type	Required Gases	Regulator Fitting	Required Purity
<b>All Types</b> These two gases are required for all installations.	Nitrogen Surface Area	N <sub>2</sub>	(CGA 580)	99.999%
		He	(CGA 580)	99.999%
<b>Krypton Units</b> Additional gas needed for this analysis.	Krypton Surface Area	Kr	(CGA 580)	99.995%

## Personnel Security Clearance

If security clearances, insurance certificates, or any other special arrangements are required for Micromeritics employees to enter your facility, please explain on page 17. Please inform Micromeritics how much advance notice you require to obtain clearance.

## Projected Installation Date

After reading the site preparation requirements in this document, select a date by which your site will be prepared, and on which you would like to schedule installation. Enter the date on page 17 of the Checklist. After you return the Checklist to Micromeritics, your Micromeritics representative will contact you to confirm an installation date.

## Commitment Statement/Signature

Read this document carefully and complete the checklist. If you are unsure about any part of this document or the checklist, please contact the Micromeritics Service Department for clarification. When you have completed the Preinstallation Checklist(s), date it, and send it to Micromeritics as described below.

### Within the United States:

FAX Checklist to: Service Operations Manager  
(770) 662-3604

OR

Mail Checklist to: Micromeritics Corporation  
One Micromeritics Drive  
Norcross, Georgia 30093  
Attn: Service Operations Manager

**Outside the United States:** Contact your local Micromeritics representative.

## Part 2. PreInstallation Instructions: ASAP 2420 Confirm (21 CFR11) Systems Only

This section applies only if you are installing an ASAP 2420 Confirm Analysis System.

### Personnel Requirements

The ASAP 2420 Confirm Analysis System is comprised of:

- The ASAP 2420 and accessories
- The ASAP 2420 Confirm system analysis and administrator utility software

The Administrator Utility software works in conjunction with Windows security to control access to the Micromeritics application. Windows security controls computer, directory, and file access. The Administrator Utility controls access to the Micromeritics application, and controls users' rights to perform tasks within the application.

If the ASAP 2420 computer will be connected to a Local Area Network, your Network/Windows administrator must be available to install the network connection. Also, if the ASAP 2420 files need to be accessible to a laboratory information system, file location will need to be discussed during installation.

The following table lists the functions and related capabilities necessary for a successful ASAP 2420 system installation. The laboratory personnel responsible for each of these functions must be on-site and available during installation. After reviewing this table, complete the Personnel Requirements Checklist on page 18.

Function	Required Capability
Windows Administration	<p>Ability to create and manage Windows user groups.</p> <p>Ability to create and manage Windows users.</p> <p>Must have Windows Administrator access.</p> <p>Must be available the first and last day of installation.</p>
Network Administration	<p>Ability to connect computer to network.</p> <p>Ability to correct network connection problems.</p> <p>Ability to set necessary network drive and directory access.</p>
Micromeritics Application Administration	<p>Must have Windows Administrator access to all directories.</p> <p>Must have basic understanding of Windows Groups and Windows Users.</p>

The following table lists the procedures performed during installation and the personnel responsible for each procedure.

Step	Description	Installer	Network/ Windows Administrator	Micromeritics Application Administrator
1	Install computer on network (if necessary)		✓	
2	Install Micromeritics application	✓	✓	
3	Discuss file location	✓	✓	
4	Test setup	✓	✓	
5	Run the Administrator Utility			✓
6	Define password configuration in Administrator Utility			✓
7	Define user profiles in Administrator Utility			✓
8	Start Micromeritics application	✓		

## User Information Requirements

When the Micromeritics software is installed, the software creates three Windows user groups:

- MicDevelopers
- MicAnalysts
- MicService

These user groups correspond to the user profiles that can be assigned in the Administrator Utility as follows:

- The **MicDevelopers** user group is created to contain users who will be assigned the **Developer** profile in the Administrator Utility. The Developer profile enables users to develop and enter analysis methods. A Developer has access to all functions of the Micromeritics application.
- The **MicAnalysts** user group is created to contain users who will be assigned the **Analyst** profile in the Administrator Utility. The Analysts profile enables users to perform analyses using pre-defined analysis methods. An Analyst has access to a limited set of the Micromeritics application features.

- The **MicService** user group is created for Micromeritics Service Personnel. These users will be assigned the **Developer** profile in the Administrator Utility and have full access to the functions of the Micromeritics application. Although Service Personnel have the same access rights as Developers, a separate user group is created for them because Service Personnel have different directory and file access permissions.

In addition to the profiles described above, a Developer can also be assigned an Administrator privilege. The Administrator privilege enables the user to establish and control user profiles.

Function	Developer	Analyst
Create sample records from templates	✓	✓
Analyze samples	✓	✓
Generate reports	✓	✓
List and print sample records and templates	✓	✓
Perform routine maintenance	✓	✓
Enable manual control when the instrument is idle	✓	✓
Change limited analysis conditions before performing an analysis	✓	✓
Change report options after an analysis	✓	✓
Create analysis methods (templates) for analyst use	✓	
Perform all other Micromeritics application functions	✓	

### Part 3. ASAP 2420 Preinstallation Checklist: All ASAP 2420 Systems

#### Unpacking and Inspection

Unpacking and Inspection	Yes	No
Have the shipping cartons been unpacked and their contents inspected?	___	___
Was there any shipping damage? If <b>Yes</b> , has a claim been filed with the freight carrier?	___	___
Were all items listed on the packing list received? If <b>No</b> , has Micromeritics been notified?	___	___

#### Instrument Space

Instrument Location	Yes	No
Can the lab area where the instrument and computer will be placed accommodate the combined dimensions of the instrument, accessories, computer and printer?	___	___

#### Installation Configuration

Gas Supply	Yes	No
Will 1/8-in. (0.375-cm) copper gas supply lines (standard installation; supplied with the instrument) be used?	___	___
Will gas supply bottles be available within 6 feet (1.83 m) of the right side of the instrument (standard installation)?	___	___

## Environmental Factors

Environmental Factor	Yes	No
Is power available with the correct voltage and frequency, and a safety earth ground?	___	___
Are temperature and humidity controlled within specifications?	___	___
Are hazards present or precautions necessary in area of installation? If <b>Yes</b> , please explain _____ _____	___	___
Are safety measures required? If <b>Yes</b> , please explain _____ _____	___	___

## Computer System

Instrument and Accessories	Yes	No
Was the computer purchased from Micromeritics? If <b>NO</b> , does the computer meet Micromeritics' minimum requirements?	___ ___	___ ___

## Gas Supply

Item	Yes	No
Are gas cylinders located within 6 feet (1.83 m) of the area where the instrument will be installed?	___	___
Were dual-stage gas regulators purchased from Micromeritics? If <b>NO</b> , do your dual-stage gas regulators meet Micromeritics' specifications?	___ ___	___ ___
Have you considered purchasing one or more Regulator Expansion Kits?	___	___

## Laboratory Equipment and Supplies

Item	Yes	No
Are sufficient quantities of liquid nitrogen available?	___	___
Are the other supplies needed to perform analyses available?	___	___

## Application Related Issues

Application Issue	Yes	No
What types of samples will you be testing? _____ _____ _____		
_____ Will these samples require pretreatment?	___	___
Did you purchase a FlowPrep?	___	___
Did you purchase a VacPrep?	___	___
Will you require any application assistance from Micromeritics Analytical Services?	___	___

## Gases for Instrument Test

Gas	Yes	No
<b>All Instrument Types: Required Gases</b> These gases are required. The installation will not be scheduled until these gases are available: (CGA 580) N <sub>2</sub> 99.999% (CGA 580) He 99.999%	___	___
<b>Krypton Units Only: (additional gas)</b> (CGA 580) Kr 99.995%	___	___

## Personnel Security Clearance

Security Clearance	Yes	No
Are there any special arrangements required concerning security clearance? If Yes, please explain in detail _____ _____ _____	_____	_____

## Projected Installation Date

When would installation be most convenient?

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(This is not a commitment for a specific installation date.)

## Commitment Statement/Signature



**For Confirm systems only: complete Part 4, beginning on the next page, before signing this commitment statement.**

I have read this document and understand my responsibilities regarding preparations for the installation of our instrumentation. I believe this site is ready for the ASAP 2420 Analyzer to be installed.

SIGNATURE: \_\_\_\_\_

NAME (Printed): \_\_\_\_\_

TITLE (Printed): \_\_\_\_\_

COMPANY: \_\_\_\_\_

CITY, STATE and ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

INSTRUMENT MODEL \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

## Part 4. Preinstallation Checklist: ASAP 2420 Confirm Systems Only

Complete this checklist only if you are installing an ASAP 2420 Confirm Analysis System.

### Personnel Requirements

In order to install and operate the ASAP 2420 Confirm Analysis System, the laboratory personnel responsible for the functions listed below must be identified and available during the installation process.

If the instrument is to be installed by Micromeritics, please provide the names of the persons who will be responsible for these functions during installation and operation of the instrument.

Function	Person Responsible	Yes	No
<b>Windows Administration</b>	_____		
Does the Windows administrator have the ability to create and manage Windows user groups?		___	___
Does the administrator have the ability to create and manage Windows users?		___	___
Does the administrator have Windows Administrator access?		___	___
Will the Windows administrator be available the first and last day of installation?		___	___
<b>Network Administration</b>	_____		
Will the ASAP 2420 computer be connected to a Local Area Network (LAN)?		___	___
<b>If yes:</b>			
Does the network administrator have the ability to connect the computer to the network?		___	___
Does the administrator have the ability to correct network connection problems?		___	___
Does the administrator have the ability to set necessary network drive and directory access?		___	___

Function	Person Responsible	Yes	No
Will ASAP 2420 files need to be accessible to a laboratory information application?		—	—
<b>If yes:</b> Does the application administrator have the necessary file permissions?		—	—
Will the administrator be available during installation?		—	—
<b>Micromeritics Application Administration</b>	_____		
Does the administrator have access to all directories?		—	—
Does the administrator have a basic understanding of Windows Groups and Windows Users?		—	—
Will the administrator be available during installation?		—	—

## User Information Requirements

Function	Yes	No
Have the ASAP 2420 application users been entered in the Administrator Utility User Profiles Worksheet (located on the following page)?	—	—

## Administrator Utility User Profiles Worksheet

\***User Name** is the person's Windows User ID.

\*\***Service** users should be added to the MicService Windows user group and assigned a **Developer** user profile in the Administrator Utility.

Application User	Developer	Analyst	Service**
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			

\***User Name** is the person’s Windows User ID.

\*\***Service** users should be added to the MicService Windows user group and assigned a **Developer** user profile in the Administrator Utility.

Application User	Developer	Analyst	Service**
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
User Name* _____ Full Name _____			
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