

1. OVERVIEW



All references to ASAP or ASAP 2460 in this document encompass the ASAP 2460 and MicroActive Share for ASAP 2460 unless otherwise noted.

This document contains a checklist to be used for training ASAP 2460 system operators. Place a check mark next to the items that were shown and discussed.

2. ORIENTATION

- 1. Table of Contents and Appendices
- 2. Manual organization and conventions
- 3. Equipment description
- 4. Power up and power down sequence
- 5. Instrument and cable connections
- 6. Purging of gas lines
- 7. Sample tube choice, cleaning, handling, and assembly
- 8. Trainee prepared sample tube
- 9. Degasser connection (if applicable)
- 10. Degas system
- 11. Loading samples onto degas system
- 12. Trainee allowed to load sample
- 13. Menu structure
- 14. Mouse and keyboard usage
- 15. Trainee allowed time to get familiar with software operation
- 16. Unit Configuration
- 17. *Help* menu
- 18. Libraries

3. METHODS CREATION

- 1. Methods creation
- 2. Methods used in sample information files

4. SAMPLE FILE CREATION

- _____ 1. File menu and sample information file structure
- _____ 2. Sample information file preparation.
- _____ 3. Sample information file creation
- _____ 4. Sample tube file creation
- _____ 5. Degas conditions file creation
- _____ 6. Analysis conditions file creation
- _____ 7. Adsorptive properties file creation
- _____ 8. Available reports
- _____ 9. Report options file creation

5. SAMPLE ANALYSIS

- _____ 1. Sample loaded onto degasser and degassing started
- _____ 2. Degassed sample unloading
- _____ 3. Sample tube installation
- _____ 4. Starting and viewing analysis
- _____ 5. Indicators, prompts, and valves
- _____ 6. Effect of alternative analysis conditions
- _____ 7. Adsorption dosing and equilibration
- _____ 8. Screen reporting of analysis in progress

6. ANALYSIS REPORTS

- _____ 1. Interactive reports
- _____ 2. Starting default reports
- _____ 3. Changing sample file report options
- _____ 4. Surface area and t-plot calculation adjustment
- _____ 5. User-defined reports
- _____ 6. Printed reports
- _____ 7. Example reports

- _____ 8. Calculations (and where to find them on the internet)

7. MICROACTIVE SHARE REPORTS

- _____ 1. Discussion
- _____ 2. Reviewing results
- _____ 3. Managing groups and sharing results
- _____ 4. Using the forum

8. DIAGNOSTICS

- _____ 1. Dashboard
- _____ 2. Show all readings
- _____ 3. Diagnostics tests

9. OPTIONS MENU

- _____ 1. *Options* menu
- _____ 2. Presentation display options
- _____ 3. Default method
- _____ 4. Manage libraries
- _____ 5. Units of measurement selections
- _____ 6. Graph options
- _____ 7. Service mode

10. TROUBLESHOOTING AND MAINTENANCE

- _____ 1. Error messages (and where to find them on the internet)
- _____ 2. Preventive maintenance procedures
- _____ 3. Analysis port filter replacement
- _____ 4. Reference material analysis details and analysis frequency
- _____ 5. Connecting gas cylinders
- _____ 6. System calibration

11. RETURNED GOODS AND PARTS ORDERING

- _____ 1. Returned goods policy
- _____ 2. Parts and accessories ordering (and where to find them on the internet))

12. WARRANTY STATEMENT

- _____ Warranty policy

13. QUESTIONS

_____ All questions on operation resolved? (Enter **Yes** or **No**)

If **NO**, use the available space to document the question, then forward to the appropriate personnel at Micromeritics for resolution.

14. VERIFICATION

_____ All items on the Operator Training Checklist completed? (Enter **Yes** or **No**)

Name of trainer: _____

Date of training: _____

Company address: _____

Instrument name: _____

Instrument serial number: _____

The following section is to be completed by the primary operator trained during this session. Please complete to acknowledge that installation training has been carried out to your satisfaction.

Operator verifying completion of training: _____

Date signed: _____

Operator's title: _____

Operator's phone number: _____