MICROMERITICS

for the Dynamic Void Volume Analyzer		
This Operator Training Checklist w	as reviewed and approved by:	
Director, Quality Assurance	Director, Marketing	
Service Manager		
This document, and specifications herein, is the proper in part without the written consent of Micromeritics. DK/dk	ty of Micromeritics. Do not reproduce or use in whole or	



Revision History

REV.	ECN#	DESCRIPTION OF CHANGE	CHK BY	DATE
-	120006	Formal Release		

Table of Contents

Overview	4
Orientation	4
Sample and Parameter File Creation	4
Sample Preparation	5
Sample Analysis	
Analysis Reports	
Froubleshooting and Operator Maintenance	
Manual Control	5
Options Menu	4
Returned Goods and Parts Ordering	
Warranty Statement	
Questions	

DVVA II 4000 Operator Training Checklist	10/15/2012	400-42870-13
,	Page 4 of 6	Revision (-)
	- I sign to the	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Overview

This document contains a checklist to be used for training DVVAII 4000 operators. These instructions reference the **DVVA II 4000 Operator's Manual**, Part number: 400-42810-00, current version.

Orientat	ion
1.	Equipment description shown and discussed.
2.	Safety interlocks and precautions shown and discussed.
3.	Power up and power down sequence shown and discussed.
4.	Cable connections shown and discussed.
5.	Front panel components shown and discussed.
6.	Rear panel components shown and discussed.
7.	Menu structure shown and discussed.
8.	Online manual, including how to print a copy, shown and discussed.
9.	Table of Contents and Appendices shown and discussed.
10.	Software usage topics in the User Interface chapter shown and discussed.
	Software upgrades shown and discussed.
	Trainee allowed time to become familiar with software operation.
Options	Menu
1.	Options Menu shown and discussed.
2.	Option presentation shown and discussed.
3.	Sample Defaults programming shown and discussed.
4.	Data presentation shown and discussed.
5.	Parameter files directory shown and discussed.
Sample	and Parameter File Creation
1.	File menu and sample information file structure shown and discussed.
2.	Sample information file creation shown and discussed.
3.	Analysis conditions file creation shown and discussed.
٠.	

4. Report options file creation shown and discussed.

DVVA II 40	000 Operator Training Checklist	10/15/2012 Page 5 of 6	400-42870-13 Revision (-)
Sample	e Preparation		
1.	. Sample preparation shown and discus	sed.	
2.	. Trainee prepared sample.		
Sample	e Analysis		
1.	. Indicators and push buttons shown an	d discussed.	
2.	. Analysis sequence (blank/sample) dis	cussed.	
3.	. Piston tip cleaning shown and discuss	ed.	
4.	. Trainee loaded sample into sample ch	amber.	
5.	. Starting and viewing analysis shown a	and discussed.	
6.	. Screen reporting of analysis in progre	ss shown and discussed.	
7.	. Emptying sample disposal tray shown	and discussed.	
Analys	is Reports		
1.	. Starting default reports shown and dis	cussed.	
2.	. Changing sample file report options si	hown and discussed.	
3.	. Screen reports shown and discussed.		
4.	. Report Subsystem controls shown and	l discussed.	
5.	Printed reports shown and discussed.		
6.	. Overlays shown and discussed.		
7.	. SPC reports shown and discussed.		
8.	. Calculations included in Appendix B	shown and discussed.	
Manual	l Control		
1.	. Instrument Schematic shown and disc	ussed.	
2.	. Manual Control shown and discussed		
3.	. Status Display shown and discussed.		

DVVA II 40	00 Operator Training Checklist	10/15/2012 Page 6 of 6	400-42870-13 Revision (-)
Trouble	eshooting and Operator Main	tenance	
1.	Troubleshooting and Error message s	ections of manual shown and disc	ussed.
2.	Operator Preventive Maintenance sho	own and discussed.	
3.	Piston tip replacement and conditioni	ng shown and discussed.	
4.	Instrument calibrations discussed.		
5.	Instrument cleaning discussed.		
Returne	ed Goods and Parts Ordering	3	_
1.	Returned goods policy shown and dis	cussed.	
2.	Parts and accessories ordering shown	and discussed.	
Warran	ty Statement		
W	arranty policy shown and discussed.		
Questic	ons		
Al	ll questions on operation resolved?	YES	_ NO
	NO, use the available space to document ersonnel at Micromeritics for resolution.		e appropriate