

**MICROMERITICS
OPERATOR TRAINING CHECKLIST
for the Dynamic Void Volume Analyzer**

This Operator Training Checklist was reviewed and approved by:

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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.

Orientation

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. _____
11. Software upgrades shown and discussed. _____
12. 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. _____
4. Report options file creation shown and discussed. _____

Sample Preparation

1. Sample preparation shown and discussed. _____
2. Trainee prepared sample. _____

Sample Analysis

1. Indicators and push buttons shown and discussed. _____
2. Analysis sequence (blank/sample) discussed. _____
3. Piston tip cleaning shown and discussed. _____
4. Trainee loaded sample into sample chamber. _____
5. Starting and viewing analysis shown and discussed. _____
6. Screen reporting of analysis in progress shown and discussed. _____
7. Emptying sample disposal tray shown and discussed. _____

Analysis Reports

1. Starting default reports shown and discussed. _____
2. Changing sample file report options shown and discussed. _____
3. Screen reports shown and discussed. _____
4. Report Subsystem controls shown and 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 Control

1. Instrument Schematic shown and discussed. _____
2. Manual Control shown and discussed. _____
3. Status Display shown and discussed. _____

