

Installing a BAX® System Q7 Guide

New Q7 & Swap

Pre-installation Site Requirements

(Email the instrument specifications from BAX® User Guide prior to Visit):

100-240 VAC $\pm 10\%$, 50/60 Hz $\pm 1\%$, 15 Amp circuit; if this is uncertain an Uninterruptible Power Supply (UPS) will be needed – APC 2200 or equivalent recommended.

It is also recommended to have a surge protected power strip with line filtering to protect the system – APC SurgeArrest recommended.

3 outlets (monitor, computer, cycler/detector)

Benchtop able to support 54.5 kg (120 lbs)

Unpacking and Installation

1. Check the shipping containers for damage, if noted take photos to document damage. Open the box by prying out the black plastic pegs on each corner, remove grey corner caps, take off the sides of the box to remove the unit.
2. The instrument is heavy and may require two people to lift. Use a cart if needed to transport into laboratory area. Place the BAX® System Q7 on a stable bench/countertop. Confirm that the serial number matches the paperwork.
 - a. Leave 15 cm (6 in.) between the instrument and wall. Connect the instrument to the CPU via USB cord and connect to outlet, set up CPU and monitor, and power on the system. (More detailed instructions can be found in the BAX® System Q7 User's Guide).
 - i. Note: There are four cables to connect:
 1. Mouse (USB port)
 2. Keyboard (USB port)
 3. Communication cable (between the cycler and the computer, tan/white color)
 4. Display cable between the monitor and the computer (DPI, HDMI, VGA)

New Q7 Cyclor and Computer Package

1. Power on the unit and computer package

- a. Cycle startup lights follows – Error, Power, In-Use, Error, Power
 - i. If error stays on there is problem, try powering down and restarting, if that doesn't work contact Diagnostics Support.
- b. The drawer will unlock when the “in use” light goes off, open the drawer and immediately remove the plastic block inside the machine. Keep this on site for the client in the box with the backup drivers, I like to write “backup BAX® supplies” on it.

2. Launch the software and run the system checks to ensure that the machine is in good working order.

- a. Under the Diagnostics menu, select Cyclor, then run the Self Check – this will check the system communication, lamp power, filter rotation, etc. If it passed you are good to go.
 - i. If it fails, record the error (also found in the log file if you forget), then reboot the system and CPU and try again.
 - ii. If it is a communication error check; try another USB port. If the error continues, check that USB port is active on the computer and that the USB cable is connected and in good condition.
 - iii. If it is a lamp power error, open the door and make sure that the bulb is properly seated, it can get loose during shipping. The prongs should remain level and the bulb should be all the way down.
- b. Under the Diagnostics menu, select Cyclor, then select Block Control and select the Raise option and click Run. After that completes, select Lower and Click run. The “in use” light will go off and the drawer will be able to open.
 - i. If this fails, reboot the system and try again. If it continues to fail, contact Diagnostics Support.
- c. Under the Diagnostics menu, select Thermal Test, make sure the box for the lid is check marked and run the test. This will take a few minutes.
 - i. A passed thermal test will show a stepped pyramid shape with a flat top, the lines may not be smooth, this is just fine.

- ii. If it fails it will give you an error, record this or pull it from the Log File. Turn off the machine for 5 min and reboot, then run the test again.
3. **Complete the BAX Install Checklist and attach to the equipment record in CRM.**

Swap of Q7 Cyclers ONLY

1. **Follow Pre-Installation Site Requirements and Unpacking and Installation Sections prior to swap out.**
2. **Before removing the BAX® Q7 to be swapped out, insert the plastic shipping tray (this should have been saved from the time of install) and use the manual block control in the diagnostics>cycler tab to raise the block, power down the machine without lowering the block. This secures the block for shipping.**
 - a. If the shipping tray is not available, one will be in the new BAX® System Q7. To remove that tray, connect the BAX® System Q7 to a power source and turn on the machine. This will automatically lower the block, an audible sound will occur, and the In-Use light will turn off when the block is lowered. Open the drawer and remove the shipping tray.
3. **Swap the BAX® System Q7 units by disconnecting the USB and power cables and reconnecting them to the new machine. Power on the unit and immediately remove the plastic shipping tray.**
 - a. Cycle startup lights follows – Error, Power, In-Use, Error, Power
 - i. if it stays on there is problem, try powering down and restarting, if that doesn't work contact Diagnostics Support.
 - b. The drawer will unlock when the “in use” light goes off, open the drawer and immediately remove the plastic block inside the machine. Keep this on site for the client in the box with the backup drivers, I like to write “backup BAX® supplies” on it.
4. **Power on the computer and launch the BAX® System Q7 software. This will prompt that a new machine is connected, click ok, then import the calibration data.**
 - a. Remove the calibration data CD from the back of the newly connected BAX®

System Q7 and place into the CD drive.

- b. Under the Operation tab, select BAX Maintenance, select Import Calibration, click the Browse option, locate the CD drive and open, highlight the calibration file and select open.
 - c. Click Import, a prompt will ask if you are sure you want to overwrite the current calibration data, select ok. This will only take a few seconds and you will see Import Complete when finished.
 - d. Update instrument name and serial number, Operation tab, select BAX Maintenance, update instrument name and serial number with current instrument information.
- 5. Using the launched software, run the functional tests for a system check to ensure that the machine is in functional order (System Start Up & Check Section, #2, a – c)**
- 6. Calibration Check:**
- a. Under the Diagnostics tab, select Calibration, select view calibration report. Note date of calibration.
 - b. Under the Help tab, select About BAX® System, to obtain the current software version.
- 7. Complete the BAX® System Q7 Installation Checklist, save for your records and attach in an email to Hygiena at diagnostics.support@hygiena.com**