



Procedure To Provide LC/MS Installation Data to the LC/MS Support Group

1. After the installation of the LC/MS system has been completed, the Service Engineer should copy any sensitivity checkout data that was run on the system, including blank runs, scan runs, and runs that did not pass the checkout, onto a memory stick or other available media.
2. Connect to the [\\wscsfs01.scs.agilent.com/lscs_temp](http://wscsfs01.scs.agilent.com/lscs_temp) server, and open the folder 'LCMS Installation Data'.
3. Go to the subdirectory corresponding to the instrument you have installed:
 - \6100 Series Single Quad LCMS
 - \6210 TOF LCMS
 - \6300 Series Ion Trap LCMS
 - \6410 Triple Quad LCMS
 - \6510 QTOF LCMS
4. In the appropriate instrument subdirectory, click the right mouse button and select New, then Folder, and enter the serial number of the instrument you have installed.
5. Next, open that folder corresponding to the instrument serial number, and paste the checkout data that you copied from the instrument.
6. Fill out the "LC/MS Installation Feedback Form," and save a copy in the instrument serial number folder along with the checkout data. The "LC/MS Installation Feedback Form" is available as a Word doc from the [\\wscsfs01.scs.agilent.com/lscs_temp](http://wscsfs01.scs.agilent.com/lscs_temp) server in the 'LCMS Installation Data' directory.

Note: If you can't connect to or don't have access to the [\\wscsfs01.scs.agilent.com/lscs_temp](http://wscsfs01.scs.agilent.com/lscs_temp) server, please zip the checkout data along with the filled out LC/MS Installation Feedback Form, and e-mail that zipped file to the appropriate LC/MS Support Engineer.