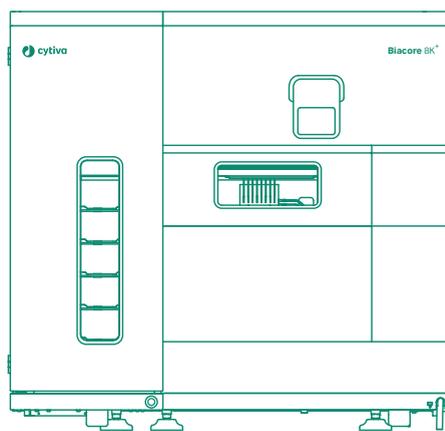
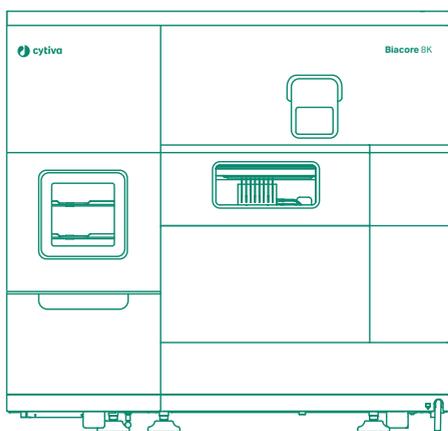


# Biacore™ 8 series

## Site Preparation Guide



# Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
<b>2</b>	<b>Site preparation .....</b>	<b>9</b>
<b>3</b>	<b>Site preparation checklist .....</b>	<b>14</b>

# 1 Introduction

## Purpose of this document

The purpose of this document is to provide the information you need to prepare your site before Cytiva service personnel can visit your site to install your new Biacore™ system.

The document is intended for the person coordinating the Biacore 8 series site preparation and installation.

## Scope of this document

This Site Preparation Guide covers the Biacore 8K system and the Biacore 8K+ system. The systems are together referred to as the Biacore 8 series.

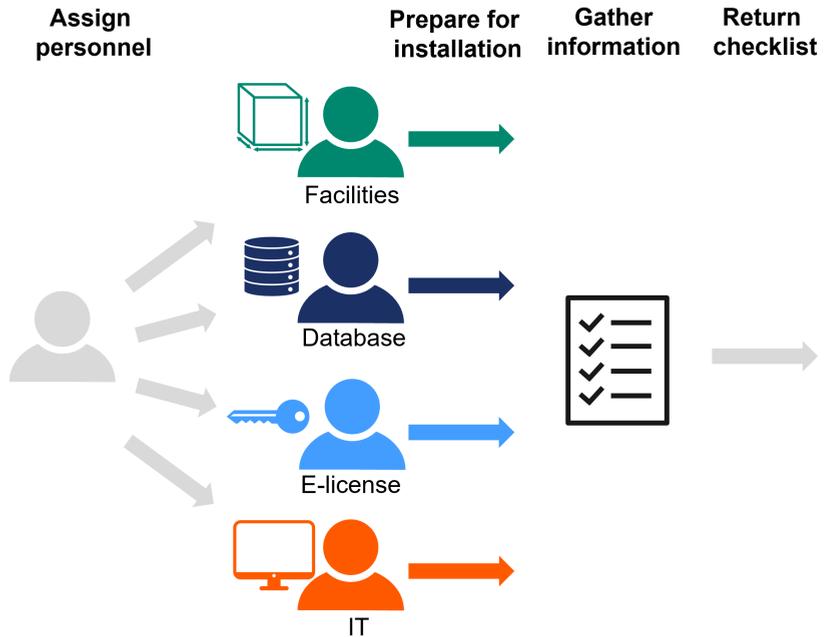
Biacore instrument refers only to the hardware. Biacore system refers to both the hardware and the software.

## Preparation and installation overview

The site preparation and installation tasks are typically split up between different persons and can take several weeks to prepare, depending on your organization and IT structure. It is up to the site preparation/installation coordinator to:

- Assign personnel and make sure that they are provided with sufficient information to complete the tasks (see [Assign personnel for site preparation tasks, on page 5](#)).
- Gather information about the completed tasks and fill in the Site preparation checklist (see [Chapter 3 Site preparation checklist, on page 14](#)).
- Return the completed checklist to Cytiva before installation.

**Note:** *It is mandatory to fill out the preparation checklist and return it to Cytiva, before booking Cytiva personnel to visit your site and perform installation.*



## Software overview

Biacore Insight software is used to control Biacore instrument and evaluate the generated data. It consists of four separate components:

Component	Function
Biacore Insight Control Software	Controls the connected instrument and saves its produced data into the database.
Biacore Insight Evaluation Software	Evaluates data saved in the database.
Biacore Insight Database	Stores and controls access to data.
Cytiva Software Licensing Manager	Manages the floating licenses that give access to the software.

## Associated documentation

The main components of the documentation related to the site preparation and system installation are listed below.

The documents can be downloaded from the eDelivery portal [cytiva.com/eDelivery](http://cytiva.com/eDelivery) or by registering on [cytiva.com/support/software/biacore-downloads](http://cytiva.com/support/software/biacore-downloads).

Documentation	Main contents
<i>Biacore 8 series Site Preparation Guide (29338851)</i> (this manual)	Requirements for space, power and other supplies, and environmental conditions for installing and running the Biacore 8 series.
<i>Biacore Insight Software Installation and Upgrade Instructions (29729572)</i>	Instructions for installing or upgrading Biacore Insight Software.
<i>Biacore Insight Database Installation and Management Guide (29287249)</i>	Instructions for installing and maintaining the database used to store data from Biacore Insight software, including user management.
<i>Biacore eLicensing Guide (29287250)</i>	Instructions for installing the license server and handling electronic software licenses.
<i>Biacore Insight Software Privacy and Security Manual (29357434)</i>	Description of the privacy and security considerations of Biacore Insight software, including detailed descriptions of ports and services used by Biacore Insight software.

## Access to eDelivery

The Activation ID required to access eDelivery for Cytiva products, eLicenses and user documentation is provided, usually by email, when product purchase is confirmed. Keep the email in a safe place.

**Tip:** Search for the sender address [cytiva@flexnetoperations.com](mailto:cytiva@flexnetoperations.com) or the phrase *ActivationID* in your inbox to find the email.

## Assign personnel for site preparation tasks

The site preparation tasks listed in the following table can be assigned to more than one person at the customer site.

It is recommended that the same people assist the Cytiva service personnel during the subsequent installation process.

Personnel	Site preparation tasks
Site preparation/installation coordinator	<ul style="list-style-type: none"> <li>• Review the Site Preparation Guide, safety information, and requirements for the equipment.</li> <li>• Choose the site.</li> <li>• Coordinate personnel and tasks, and provide required information.</li> <li>• Gather relevant information from the site preparation personnel to complete the checklist in <a href="#">Chapter 3 Site preparation checklist, on page 14</a>, and return it to Cytiva.</li> <li>• Coordinate the timing of the system installation with any domestic safety procedures and testings.</li> <li>• Make sure that any customer-provided materials are available.</li> <li>• Schedule the installation and inform the relevant personnel of the installation date.</li> <li>• Make sure lifting and moving equipment is available, if applicable.</li> </ul>
Facilities personnel	<p>Make sure that the installation requirements are met for:</p> <ul style="list-style-type: none"> <li>• Space at the installation site</li> <li>• Environmental conditions</li> <li>• Biosafety</li> <li>• Ventilation and waste collection</li> <li>• Electrical supply</li> <li>• Safety and installation materials.</li> </ul> <p>For more information, see <a href="#">Chapter 2 Site preparation, on page 9</a>.</p>

Personnel	Site preparation tasks
Database administrator	<ul style="list-style-type: none"> <li>• Install the Biacore Insight database on a network connected Microsoft SQL Server.</li> <li>• Set up a user account in the database for service/vendor access.</li> <li>• Make sure that the network database is accessible via a wired network connection from the site where the Biacore system will be installed.</li> </ul> <p>Required information:</p> <ul style="list-style-type: none"> <li>• The Activation ID</li> <li>• <i>Biacore Insight Database Installation and Management Guide (29287249)</i></li> </ul> <p><b>Note:</b> <i>If a network database is not available when the service engineer installs the system, a local database will be used. A local database has limited security and storage.</i></p> <p><b>Note:</b> <i>Any existing Biacore Insight database can be upgraded to include data from both Biacore 1 series and Biacore 8 series. Refer to <i>Biacore Insight Database Installation and Management Guide (29287249)</i> for more information.</i></p>
eLicense setup responsible	<ul style="list-style-type: none"> <li>• Set up a license server.</li> <li>• Activate and download the eLicense for your system.</li> </ul> <p>Required information:</p> <ul style="list-style-type: none"> <li>• The Activation ID</li> <li>• <i>Biacore eLicensing Guide (29287250)</i></li> </ul>

Personnel	Site preparation tasks
IT support	<p>If the system computer is not from Cytiva:</p> <ul style="list-style-type: none"> <li>• Make sure that the computer requirements are fulfilled, see <a href="#">Computer requirements, on page 12</a>, and provide local admin rights for the service engineer to install software.</li> <li>• Make sure that a network connection is available from the instrument location.</li> <li>• Assist in connecting the computer to the network, the network database, and the license server at the time of the instrument installation.</li> </ul> <p>Required information:</p> <ul style="list-style-type: none"> <li>• <i>Biacore Insight Privacy and Security Manual (29357434)</i></li> <li>• Information about the database and license server, provided by the database administrator respectively the eLicense setup responsible.</li> </ul>

## 2 Site preparation

### Introduction

Before the product is delivered, the site must be prepared according to the information in this chapter.

### Select the site

Select a site that complies with national and international requirements for biosafety.

### Environmental conditions

The following general requirements must be fulfilled:

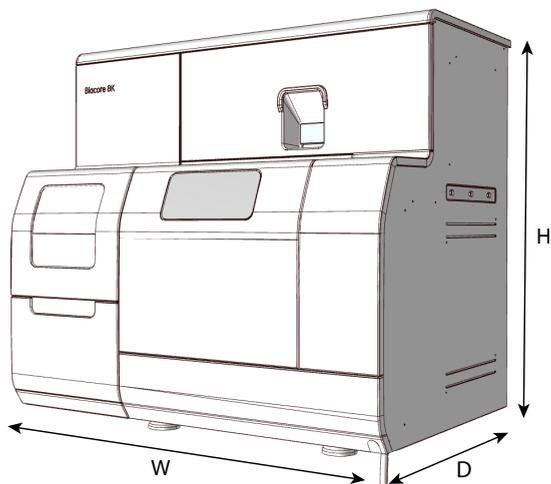
- The room must have exhaust ventilation
- Avoid exposure to direct sunlight
- Dust in the atmosphere must be kept to a minimum

The installation site must comply with the following specifications:

Parameter	Specification
Allowed location	Indoor use only
Ambient temperature	18°C to 33°C (full performance) 15°C to 35°C (operational)
Maximum change rate	±0.25°C/min (full performance)
Relative humidity	Up to 31°C: 20% to 80% RH Maximum humidity limit decreases linearly by 3.3% per °C
Atmospheric pressure	0.85 to 1.15 bar
Altitude	Up to 2000 m
Pollution degree of the intended environment	Pollution degree 2

## Dimensions and weight

The following illustration and table show the dimensions and weight of the Biacore 8 series.



Instrument	Width (mm)	Height (mm)	Depth (mm)	Weight (kg) <sup>1</sup>
Biacore 8K	900	865	614	128
Biacore 8K+	900	865	614	141

<sup>1</sup> Excluding buffer and water bottles, and system controller.

## Space requirements

Do not install the instrument on a fixed laboratory bench. Access to the back of the instrument is required for service purposes, and for lifting the instrument. The instrument should be installed on the trolley provided, see trolley characteristics below.

Biacore 8 series trolley characteristics	
Width	1150 mm
Depth	600 mm
Height	850 mm
Load capacity	200 kg

At least 25 cm space on the right-hand side of the instrument is recommended for buffer and water bottles.

**Note:** *Additional bench space beside the trolley is required for the computer and screen, preferably on the left-hand side.*

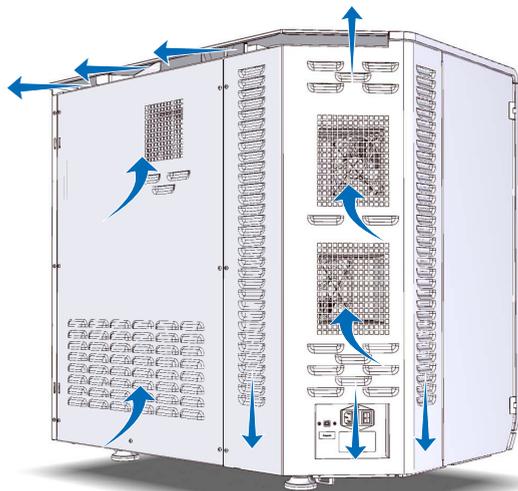
The power switch and network connector are located on the left-hand back side of the instrument.

**Note:** *The intended location of the instrument must allow access to the power switch and power cord of the instrument. The power switch must always be easy to access. The power cord with plug must always be easy to disconnect.*

## Instrument ventilation

There must be at least 10 cm clearance at the back and sides of the instrument to allow adequate air circulation.

Main air vents and air flow direction on the instrument are shown in the illustration below.



## Electrical power requirements

Parameter	Specification
Supply voltage	100 to 240 V~ Maximum $\pm 10\%$ fluctuation from the nominal voltage.
Frequency	50/60 Hz
Maximum power consumption (excluding computer)	Biacore 8K: 350 VA Biacore 8K+: 550 VA
Power outlet	Grounded
Transient overvoltages	Overvoltage category II
Number of wall outlets	3: Biacore instrument, and system controller (computer and screen). See the manufacturer's specification for power requirements for the computer equipment.

## Computer requirements

Using a computer supplied by Cytiva is recommended. A computer from another supplier must comply with the requirements listed below.

- CPU with at least four cores
- At least 16 GB internal memory
- At least 200 GB free hard disk space
- Screen resolution of at least 1920×1080
- One USB2 port available for instrument connection
- 64-bit Microsoft Windows 10 Enterprise or 64-bit Windows 10 Professional, English versions.

**Note:** *The functionality of Biacore Insight software and the Biacore system is verified using an English version of Windows. Other languages than English can cause issues.*

**Note:** *A USB port is required for installation. Make sure that installation of external software is allowed via the USB port.*

**Note:** *A computer network cable is required (not provided with the instrument).*

## Network requirements

If the computer is delivered together with the Biacore instrument, the IT support personnel is required during the installation to assist in connecting the computer to the network and to the network database.

If a separately purchased computer is used, connection to the network must be established before the Cytiva service representative installs the system.

## Computer clock settings

In network installations that cover multiple time zones, it is important that the system clocks on all computers that access the database are correctly set to local time. Time stamps are created as local time on the computer where the stamped operation is performed, and displayed with an offset to local time in a different time zone (for example, a run performed at 11:00 AM in one time zone is shown as 08:00 AM in a different time zone).

## Customer-supplied accessories and consumables

The following equipment must be supplied by the customer:

Parameter	Specification
Personal Protective Equipment (PPE) as required, (e.g., gloves, lab coats, etc.)	Used during installation, operation and maintenance
Water	Distilled and filtered water

# 3 Site preparation checklist

## Introduction

Read the previous chapters in this site preparation guide before completing the checklist.

Complete the checklist in this chapter to make sure that all necessary preparations have been made for the installation of the product.

You must send the completed checklist to a Cytiva office **before** Cytiva service personnel can install your Biacore system. Contact information for the Cytiva service office in your region can be found at [cytiva.com/contact](https://www.cytiva.com/contact). If your region is not listed, select the nearest region.

## Checklist

Requirement	YES	NO	N/A	Comment/specify
<b>General</b>				
Has the product been delivered? If yes, specify when the product was received (month/year)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will Cytiva service personnel be required to take site EHS (Environment, Health and Safety) or security training before doing the installation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Assigned personnel</b>				
Have personnel been assigned as specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the personnel require training on how to use the Biacore system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Site selection</b>				
Does the site comply with requirements for biosafety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental conditions</b>				
Are the environmental conditions fulfilled as specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ambient temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relative humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	YES	NO	N/A	Comment/specify
Atmospheric pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Altitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Space requirements</b>				
Is space available for the instrument as specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is space available for the system controller (computer and screen)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical requirements</b>				
Are the electrical requirements fulfilled as specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Computer and database requirements</b>				
Are computer requirements fulfilled as specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a network connection available from the instrument location for database access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is installation of external software via a USB port on the system controller allowed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the purchase confirmation email been received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the activation ID(s) from the purchase confirmation email been saved? Specify the activation ID(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activation ID(s): <input type="text"/>
Has a Biacore Insight database been installed and tested on a network database server in accordance with <i>Biacore Insight Database Installation and Management Guide (29287249)</i> ?  If yes, specify the network database server host name and the database ID.  <b>Note:</b> <i>If this has not been done at the time of installation, a local database will be used.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Database server host name: <input type="text"/>  Database ID: <input type="text"/>

Requirement	YES	NO	N/A	Comment/specify
Has a license server been set up according to <i>Biacore eLicensing Guide (29287250)</i> ? If yes, specify the name of the license server host computer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	License server name: <input type="text"/>
Has a valid eLicense been installed on the license server according to <i>Biacore eLicensing Guide (29287250)</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Has the clock of the system controller been set to local time as described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Is there on-site IT support available if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<b>User supplied equipment</b>				
Is Personal Protective Equipment (PPE) provided as required, (e.g., gloves, lab coats, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Is distilled and filtered water available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
If additional lifting and moving equipment not provided by Cytiva will be used, does the equipment meet the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## Additional information

## Customer contact information

<b>Date</b> (dd-mmm-yyyy)	<input style="width: 100%;" type="text"/>		
<b>Company/Customer name</b>	<input style="width: 100%;" type="text"/>		
Name	<input style="width: 100%;" type="text"/>		
Address	<input style="width: 100%;" type="text"/>		
Email	<input style="width: 100%;" type="text"/>		
Phone number	<input style="width: 100%;" type="text"/>		
<b>Customer experience level</b>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>

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