



Latex 3000 Printer series

Site Preparation Checklist


Legal notices

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The only warranties for HP Products and services are set forth in the express warranty statement accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

1 Instructions

Complete the following address information, contact information, and checklist. If a checklist item cannot be completed or is unnecessary, add a short explanation under 'Comments'. Once you have completed the checklist, sign it and send it to your reseller or HP sales representative a minimum of two weeks before the delivery date.

 **NOTE:** Some checklist items are marked '(Required)', which means that you cannot proceed with installation until you have checked the 'Yes' box.

When you sign this document, you are confirming that the site has been prepared according to the specifications provided in the site preparation guide, that all checklist items have been completed, and that the site is prepared and ready for delivery and installation.

2 Checklist

Address information	
Company name	Postal code
Street address	Telephone
City	Fax
Country	E-mail

Contact persons	Name	Telephone	Email
Company engineer or technician			
System administrator			
Operators to be trained on printer use and maintenance			

Printer	
HP Latex 3000	<input type="checkbox"/>
HP Latex 3100/3200	<input type="checkbox"/>
HP Latex 3500/3600	<input type="checkbox"/>

General access & equipment unloading	Yes	No	Comments
Is there an easily accessible unloading area, with sufficient space to unload and maneuver the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the route to the installation area been checked to meet all requirements (height, width, and clearance of ceilings, doorways, ramps, and corridors) and is the conveyance route clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a power outlet available near the site where you plan to disassemble the crate (for the electric screwdriver used to disassemble the crate)?	<input type="checkbox"/>	<input type="checkbox"/>	
Have specialist movers been contracted to unload and move the equipment on the date required?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the specialist movers aware of the specifications provided in this document?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a suitable forklift contracted for installation?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there skates available to help position the crate?	<input type="checkbox"/>	<input type="checkbox"/>	

General access & equipment unloading	Yes	No	Comments
Is there a pallet jack available to help position the crate?	<input type="checkbox"/>	<input type="checkbox"/>	(Optional)
Will you install the printer on a second level or higher? If so, is there a suitable crane contracted for installation? Are the appropriate crane attachments available?	<input type="checkbox"/>	<input type="checkbox"/>	
Will the operator be available for the full amount of time required for the installation training (2.5 days)?	<input type="checkbox"/>	<input type="checkbox"/>	

Room layout and flooring	Yes	No	Comments
Is there sufficient space around the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Has all room construction and painting been completed?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the floor load-bearing capacity meet the specifications in the site preparation guide?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the floor surface meet the specifications in the site preparation guide? If special reinforcements are necessary, are they completed?	<input type="checkbox"/>	<input type="checkbox"/>	
If your printer is an HP Latex 3500/3600, is the floor prepared to anchor the printer to the floor and to install the Dual Roll split spindles Center Support?	<input type="checkbox"/>	<input type="checkbox"/>	

Safety requirements	Yes	No	Comments
Is there an emergency exit in the print production area, with easy access and free from any obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the two fire extinguishers been fitted in the prescribed locations in the print production and storage areas? Is the print production fire extinguisher rated for electrical fire?	<input type="checkbox"/>	<input type="checkbox"/>	
Have strategic locations been allocated for the fixture and display of the appropriate safety warning signs?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the area meet the Restricted Access Location requirements in the zone surrounding the printer?	<input type="checkbox"/>		(Required)
Do the users who operate the printer have appropriate technical training and experience necessary to be aware of the hazards to which they may be exposed in performing a task and to take appropriate measures to minimize the risks?	<input type="checkbox"/>		(Required)
Will printer operations be supervised at all times?	<input type="checkbox"/>		(Required)

Electrical installation	Yes	No	Comments
Has the site been prepared for the chosen power option?			
Configuration 1 branch circuit breaker: 4 poles, 40/50 A	<input type="checkbox"/>		
Configuration 2 branch circuit breaker: 3 poles, 63/70 A	<input type="checkbox"/>		
Configuration 3 branch circuit breaker:	<input type="checkbox"/>		
• Three-phase: 4 poles, 40/50 A	<input type="checkbox"/>		
• Two-phase control: 2 poles, 15/16/20 A	<input type="checkbox"/>		
Configuration 4 branch circuit breaker:	<input type="checkbox"/>		(Required)
• Three-phase: 3 poles, 63/70 A	<input type="checkbox"/>		
• Two-phase control: 2 poles, 15/16/20 A	<input type="checkbox"/>		
Configuration 5 branch circuit breaker: 2 poles, 90 A	<input type="checkbox"/>		
Configuration 6 branch circuit breaker:	<input type="checkbox"/>		
• Two-phase: 2 poles, 90 A	<input type="checkbox"/>		
• Two-phase control: 2 poles, 15/16/20 A	<input type="checkbox"/>		
Is the chosen power system within its nominal range?	<input type="checkbox"/>		
Configuration 1	<input type="checkbox"/>		
Configuration 2	<input type="checkbox"/>		
Configuration 3	<input type="checkbox"/>		(Required)
Configuration 4	<input type="checkbox"/>		
Configuration 5	<input type="checkbox"/>		
Configuration 6	<input type="checkbox"/>		
Is the grounding conductor properly installed, as shown in the site preparation guide?	<input type="checkbox"/>		(Required)
Have you booked the services of an electrician for the day of installation?	<input type="checkbox"/>		(Required)
Is the electrician aware of all requirements and specifications highlighted in this document?	<input type="checkbox"/>		(Required)
Is the Power Distribution Unit (PDU) correctly installed?	<input type="checkbox"/>		(Required)
Are Residual-Current Circuit Breakers (RCCB), also known as Ground Fault Circuit Interrupters (GFCI), required by local laws? if so, have they a sensitivity of 100 mA or higher?	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical configuration	Yes	No	Comments
Do you need an Uninterrupted Power Supply (UPS)? If so, is it correctly installed?	<input type="checkbox"/>	<input type="checkbox"/>	
No power cords are supplied with the printer; does the electrician understand that power cord(s) must be provided according to printer specifications and local laws?	<input type="checkbox"/>	<input type="checkbox"/>	
If local regulations specify that you must use electrical plugs to connect the printer to the power supply, does the electrician have the required plugs ready for installation?	<input type="checkbox"/>	<input type="checkbox"/>	

Networking requirements	Yes	No	Comments
Have network connections been supplied?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a LAN cable long enough to connect the printer to the network?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have an Internet connection?	<input type="checkbox"/>	<input type="checkbox"/>	

Equipment preparation	Yes	No	Comments
Is the air compressor or pressurized air line ready for the day installation?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the correct supplies been ordered for deliver on or before the date of the printer's installation? Minimum requirements: 1 set of ink cartridges. Recommended: 1 set of ink cartridges, an extra set of ink cartridges, correct substrate for training purposes.	<input type="checkbox"/>	<input type="checkbox"/>	

RIP requirements	Yes	No	Comments
Has the HP Scitex ONYX Thrive 211 RIP Software (D9Z41A) been ordered, and is the computer to be used available with the required specifications?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the HP Scitex Caldera Grand RIP software v10 (L5E74A) been ordered, and is the computer to be used available with the required specifications?	<input type="checkbox"/>	<input type="checkbox"/>	
If neither of the HP Scitex RIPs is to be used, is there a computer available with a RIP application installed that supports the printer?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a spectrophotometer that is compatible with the RIP?	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental requirements	Yes	No	Comments
Have the temperature and humidity requirements been satisfactorily met in the print production area, and is there adequate ventilation or air conditioning?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the temperature and humidity requirements been satisfactorily met in the storage area?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the print production area free from dirt and dust?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the print production area have sufficient lighting?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you met or exceeded all the requirements specified in the site preparation guide?	<input type="checkbox"/>		(Required)

Date of site preparation completion

Site preparation guide edition number or copyright date

Customer signature
