

# ASPEN LASER

## Laser Installation Checklist

Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_ Specialty: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Office Manager: \_\_\_\_\_ Front Desk: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Install Date: \_\_\_\_\_ Laser Model: \_\_\_\_\_ Serial #: \_\_\_\_\_

### Verification of Unit Received and Condition

- Unit Received with all accessories. Any accessories still needed \_\_\_\_\_
- Damage (if any) to shipping box or Laser unit \_\_\_\_\_

### Complies with US Regulatory Requirements

- US FDA Compliance and current 510K Clearances

### Proper Location for Laser Unit

- Safe and Secure Environment and Setting to Operate the Laser
- Adequate Ventilation – unit at least 20” from obstructions
- Adequate Temperature Range
- Always Best to Use Inside Office
- Power Connections, Surge Protectors, Static Electricity
- Use of a Mobile Cart – Company Unit versus Practice Unit

### Safety Precautions

- Review Safety Guide
- Ensure all operators are thoroughly familiar with all safety requirements.
- Always Wear Safety Eye Goggles Provided by Aspen Laser Systems (certified)
- Never look directly into hand piece, unless laser is turned off and/or disconnected.
- Never direct aiming beam at anyone's eyes
- Never allow laser beam to reflect off of any surface (metals, plastics, floor, etc)
- Laser Warning Sign Displayed – Door and Room
- Removal or recognition of Reflective Surfaces

### Operations Summary

- Review Operating Manual
- Do not open any panels or the cover on the main unit.
- Do not attempt to service the unit
- Fiber Tip and Emission Port Always Capped when not connected to laser
- Hand piece Fiber Tip Cleaned upon disconnection and reconnection

# Laser Installation Training Checklist

## Operating the Laser

- Connect desired hand piece (Insert fiber tip into emission port)
- Connect handswitch or footswitch
- Connect Interlock switch
- Turn Laser On
- Emergency Button and System Shut Down
- Review Laser Control Parameters (power level, timer, standby, etc.)
- Review Operating Modes – CW and Pulse
- Review Preset, Custom and General Use Protocols
- Review Device Settings

## Post Laser Treatment

- Patient Expectations and Response
- Post Treatment Procedures
- Allow Laser to Operate 2 minutes before Turning Off

## Customer Service Information

- Customer Service Online Request Form
- Customer Service Toll Free Phone Number

## Additional Training

- Member Area Login
- Warranty Registration

## Acknowledgement: The Customer Acknowledges He/She

- Has been satisfactorily trained on the above
- Has a copy of the Aspen Laser Systems Operator's Manual
- Is to contact Customer Service with any and all questions and concern
- Will use proper Safety Eyewear and Additional Safety Goggles if needed
- Maintain overall safe and proper use of the laser and all accessories to prevent damage

## The Aspen Laser Systems Representative Acknowledges the Customer

- Has been trained on the items listed above.
- Has demonstrated a working knowledge of the above system.
- Has been advised to contact Customer Services for any requests or safe operation.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Aspen Laser Systems Representative: \_\_\_\_\_ Date: \_\_\_\_\_