**USB Documentation Loading**

# PURPOSE AND SCOPE

This document provides the detail and instruction necessary to configure the USB drive, which is used to ship documentation on products. It details what is standard and what is optional by providing links to the documentation location.

# LIMITATIONS

This instruction is limited to the products that currently call for a USB drive as the method of document and certification storage. This is part of a transition and is not used across all products at this time.

# AFFECTED DEPARTMENTS

Manufacturing

Logistics

# RESPONSIBILITIES & AUTHORITY

The Manufacturing technician(s) responsibilities and authority:

* Copy all generated certs for an order to an Order number folder located at:

[R:\Provo\Logistics\ORDERS](file:///R:\Provo\Logistics\ORDERS)

The Logistics responsibilities and authority:

* Configure a USB drive to contain all documentation for the order.

# SAFETY PRECAUTIONS

Care should be taken to make sure the most current manuals and product certification documents are included on the drive.

# EQUIPMENT & MATERIALS

* A PC with access to the released manuals and standard network drive R:\Provo.
* A USB drive as called out on individual BOMs.

# PROCEDURES

Hyperlinks for each product type may be used below for easier navigation:

7.1 - FUSB.0X Part Numbers

7.2 - Calibration Certificates

7.3 - AUDCAL SYSTEMS (SYS014-SYS017, SYS-UPG, and SYS-UPG2)

## FUSB.0X Part Numbers

## Setup the USB Drive

### Connect the USB drive to a computer with the UsbDriveLoader utility installed. Open the utility, click on the item that matches the FUSB.0X part number from the BOM, and run. This utility will create the correct folders for the product and save all of the correct manuals and/or software

## Calibration Certificates

## Save Certs for all equipment on the USB drive (See HVM200 Instructions Below)

### Obtain the order number.

### Open the following location:

[R:\Provo\Logistics\ORDERS](file:///R:\Provo\Logistics\ORDERS)

### Find the folder with the order number and copy the contents to the Certifications folder on the Drive.

## For HVM200, follow these steps to add certs to the USB drive

### Log in to METTEAM

### Look up asset by serial number

### Change customer name to match order, save it

### Click on History/Notes tab and double click on the latest work order to open it

### Enter customer order number into Job Number field, save it

### Click on Cert and save to [R:\Provo\Logistics\ORDERS](file:///R:\Provo\Logistics\ORDERS) in folder with correct order number

### Copy the certification to the Certifications folder on the USB Drive

## AUDCAL SYSTEMS (SYS014-SYS017, SYS-UPG, and SYS-UPG2)

## Include Frequency Response Files

Save frequency response files to the frequency response files folder. Note, for SYS015 and SYS017, which include artificial mastoids, a new USB drive is not issued to load the manuals and G4 since the mastoid already comes with one. Before using the USB Drive Loader utility, the manual can be deleted from the drive because the loader utility will re-save the latest version on the drive. The frequency response file for the mastoid must be saved in [**R:\Provo\Logistics\Mic data**](file:///R:\Provo\Logistics\Mic%20data) before the utility is run, and then it can be copied back onto the USB drive in the frequency response folder when the utility has finished.

Microphone response files should be located in [**R:\Provo\Logistics\Mic data**](file:///R:\Provo\Logistics\Mic%20data)from the system configuration.

# Verify USB Drive

### Return the Drive to the order for shipping.

### Move the Order number folder found:

[R:\Provo\Logistics\ORDERS](file:///\\NYDFS01\Shared\Provo\Logistics\ORDERS)

TO:

[R:\Provo\Logistics\ORDERS\FINISHED](file:///R:\Provo\Logistics\ORDERS\FINISHED)

# RECORDS

* No records are necessary.

# REVISION HISTORY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
| ECO 4541 | A | 5/8/2017 | DWA | Initial Release. |
| ECO 4584 | B | 6/20/2017 | DWA | Added capability to expand to new products. |
| DCO  1769 | C | 11/21/2017 | DPW | Changed RV50 firmware location. |
| ECO 4667 | D | 1/19/2018 | DPW | Added 831C-045 information. |
| ECO 4673 | E | 1/23/2018 | DPW | Added Mirai Malware bulletin to documents to be loaded. |
| DCO  1810 | F | 3/26/2018 | DPW | Added information for AUDCAL Systems, removed unnecessary manuals from EPS044. |
| DCO  1863 | G | 1/2/2019 | DPW | Added 730 Dosimeter Information |
| DCO  1879 | H | 3/21/2019 | DPW | Added Quickstart guide to 730 documents |
| DCO  1890 | I | 6/3/2019 | DPW | Updated links to work with 730 Dosimeter. |
| ECO 4846 | J | 6/6/2019 | DPW | Adding instructions for BAS Systems |
| ECO 4897 | K | 8/5/2019 | DPW | Updated instruction for using USB Drive Loader Utility. Removed obsolete malware notice. |
| ECO 4918 | L | 11/12/2019 | DPW | Updated instructions to reflect changes for 1.2 revision of USB Loader Utility |