First go to the Diagnosis tab

Then go to the Maintenance Menu and choose MSD Vent...

It will warn about closing the ballast valve on the rough pump. On an Edwards 18 pump this is the grey knob on top of the pump that you open to drain the mist filter. If you have an Agilent/Varian rough pump (61xxB and C versions) you don't need to worry about this.
After OK you will get the vent dialog. Click start to proceed.

It will progress like this.
Agilent 6100 Series Vent Procedure

Close the dialog, exit ChemStation, power down the MS and unplug.