



# INSTALLATION QUALIFICATION / OPERATIONAL QUALIFICATION PROCEDURES

**PIPETMAX® 268**





**The enclosed Installation Qualification and Operational Qualification (IQ/OQ) procedures are aimed at end users who are implementing GLP-type requirements and can be readily incorporated into proprietary Standard Operating Procedures (SOPs).**



# 1. Instrument Identification

## Manufacturer

Gilson, Inc.  
 3000 Parmenter Street  
 PO Box 620027  
 Middleton, WI 53562-0027 USA

| Instrument Name             | Record Serial Number   | Serial Number Locations<br>(Compare to ensure that they match)  |
|-----------------------------|--|---|
| PIPETMAX® 268               |  | <ul style="list-style-type: none"> <li>Shipping label on the shipping container</li> <li>Inside panel of the right support on the instrument</li> </ul> |
|                             | <b>Record Serial Number(s)</b><br>Pipette heads are required, but ordered separately.<br>Record the serial number(s) below, if applicable. | <b>Serial Number Locations</b><br>(Compare to ensure that they match)   |
| MAX8x20<br>Pipette Head(s)  |  | <ul style="list-style-type: none"> <li>Shipping envelope</li> <li>Document supplied with the pipette head</li> <li>Pipette head</li> </ul>              |
| MAX8x200<br>Pipette Head(s) |  | <ul style="list-style-type: none"> <li>Shipping envelope</li> <li>Document supplied with the pipette head</li> <li>Pipette head</li> </ul>              |
| MAX1000<br>Pipette Head(s)  |  | <ul style="list-style-type: none"> <li>Shipping envelope</li> <li>Document supplied with the pipette head</li> <li>Pipette head</li> </ul>              |

| Instrument Name | Firmware Version   | How to Obtain the Version  |
|-----------------|--|--|
| PIPETMAX® 268   | XY System Version: _____<br>Z System Version: _____<br>Pipette System Version: _____ | <ol style="list-style-type: none"> <li>Use the supplied USB cable to make the connection between the USB device port on PIPETMAX and a USB port on the supplied tablet or PC.</li> <li>Power the tablet on (TRILUTION® micro starts automatically on the tablet) or start TRILUTION® micro (click the Start button and then select <b>All Programs &gt; Gilson Applications &gt; TRILUTION micro &gt; TRILUTION micro x.x.</b>)</li> <li>Log in.           <ul style="list-style-type: none"> <li>The default User name is 'admin' and the default Password is 'Gilson268'.</li> <li>The Password is case-sensitive.</li> </ul> </li> <li>Select <b>About</b> in the lower right corner of the screen.</li> <li>Select <b>System info</b>.<br/>           The version is displayed on the System information screen.<br/>           If versions are not displayed, PIPETMAX and the software are not communicating; check your settings (including serial number) and cabling.</li> <li>Optionally, select <b>Export</b> to save the system info to a file or <b>Clipboard</b> to paste it into a file or e-mail.</li> </ol> |



## Supplier

Organization: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Service Technician: \_\_\_\_\_

## User

Organization: \_\_\_\_\_

Department: \_\_\_\_\_

Site (Room): \_\_\_\_\_

Date of Installation: \_\_\_\_\_

Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_



## 2. Pre-Installation

### Instrument Description

The PIPETMAX® 268 is a small footprint personal pipetting station used to perform repetitive, precise, pipetting actions.

For technical specifications, refer to the *PIPETMAX® 268 User's Guide*.

### Unpacking

When unpacking PIPETMAX, check the contents against the information listed under the **Unpacking** heading in **Chapter 1, Introduction**, of the *PIPETMAX® 268 User's Guide*.

Retain all packing material so the instrument may be shipped safely in the future.

### Installation Site Requirements

#### Stable, level surface

#### Power Requirements

External Power Supply

#### *Voltage Input*

Frequency: 50 to 60 Hz

Voltage: 100–240V AC

#### *Voltage Output*

Voltage: 24V DC

Current rating: 6.25A, 150W

#### Temperature Range

5°C–40°C

#### Dimensions (W x D x H)

PIPETMAX® 268 with rotating cover

54.4 x 65.5 x 53.1 cm (21.4 x 25.8 x 20.9 in)

PIPETMAX® 268 with rotating cover installed on optional riser assembly for off-bed tip disposal

54.4 x 65.5 x 69.6 cm (21.4 x 25.8 x 27.4 in)

PIPETMAX® 268 without cover

50.8 x 64.3 x 49.5 cm (20 x 25.3 x 19.5 in)

PIPETMAX® 268 without cover installed on optional riser assembly for off-bed tip disposal

52.3 X 65 X 65.8 cm (20.6 x 25.6 x 25.9 in)

### Available Documents

In addition to this document, the following are provided. For reference purposes, specify the storage location for each.

LT3204USB            USB, PIPETMAX 268 REFERENCE DOCS

Location: \_\_\_\_\_

LT255518            SETUP GUIDE PIPETMAX 268

Location: \_\_\_\_\_

LT255521            DECLARATION OF CONFORMITY PIPETMAX 268

Location: \_\_\_\_\_

LT310168            QC CHECKLIST, PIPETMAX 268

Location: \_\_\_\_\_

LT310144            ITEMS INCLUDED CHECKLIST, PIPETMAX 268

Location: \_\_\_\_\_



### 3. Installation

#### Setup Guide

When setting up PIPETMAX for the first time, follow the instructions provided in the *PIPETMAX® 268 Setup Guide*.

### 4. Operational Qualification

#### Perform Alignment Procedure

Alignment Completed Successfully Initial \_\_\_\_\_

#### Enter Pipette Head Information into TRILUTION micro

***Serial Number***

MAX8X20 \_\_\_\_\_ Initial \_\_\_\_\_

MAX8X200 \_\_\_\_\_ Initial \_\_\_\_\_

MAX1000 \_\_\_\_\_ Initial \_\_\_\_\_

#### Run Protocol (with/without) Bed Elements (with/without) Fluids

*(Circle One)*

*(Circle One)*

Protocol Completed Successfully Initial \_\_\_\_\_

### 5. Acceptance

If no installation problems were detected or installation problems that were detected were resolved, have the local Gilson representative who installed PIPETMAX (if applicable) provide the information requested below.

Gilson Representative: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

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

End user was provided with a copy of this document.