pipetmaX®

OVERVIEW

1	Unpacking
2	Placement
3	Install Removable Tray
4	Make Connections and Power Up
5	Prepare to Run Alignment Protocol
6	Run Alignment Protocol
7	Prepare to Run Application Protocol
8	Run Protocol using Step-by-Step Wizard

PIPETMAX® 268
Setup Guide

www.gilson.com/ContactUs

GILSON

---

1 | UNPACKING

Instructions

PIPETMAX is delivered with most major components already assembled. Keep the original packaging in case PIPETMAX must be returned to the factory.

⚠️**CAUTION** It is recommended that two people lift PIPETMAX out of the box as it weighs approximately 24.9 kg (55 lbs.).

1 Remove the open-ended cardboard box.

2 Remove the box of accessories and open it.

3 Lift the printed, outer cardboard box up to remove.

4 Grip PIPETMAX at the recesses near the base. There is one recess in the front, one in the back, and one on each side. Use these recesses when lifting PIPETMAX out of the foam-lined, cardboard tray.

> **NOTICE** Do not attempt to lift PIPETMAX from the cover or from the X-arm (the horizontal arm). Always lift the instrument from its base.

5 Place PIPETMAX on a lab bench or cart or in hood (refer to Placement instructions).

6 Remove the bag covering PIPETMAX. You may need to lift the front and the back slightly.

7 Remove the film protecting the rotating cover (if installed).

8 Remove shipping screws and bracket using the tool provided.

9 Store shipping screws and bracket in rear panel for future use if PIPETMAX needs to be shipped or transported.
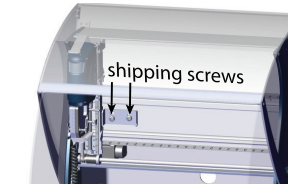
shipping screws

> **NOTICE** Do not store screws in rear panel without bracket as that will damage PIPETMAX during operation.

10 Remove the shipping brace from the rear panel by loosening the thumb screws securing the shipping brace to PIPETMAX. After removing the shipping brace, tighten the thumb screws.

shipping brace

shipping screws and bracket storage

11 Remove the foam block preventing the tray from moving and securing the alignment cable cord.

Installation Site Requirements

► **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°–40°C

► **Stable, level surface**

► **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)

Accessory Box Contents

- Removable Tray
- Pipette Head(s)
- USB Cable
- Tip Reload Block
- Tip Disposal Bin
- USB Drive
- Plug
- Power Supply
- Power Cords
- Installation Qualification Procedure
- Declaration of Conformity
- Quality Control Checklist
- Items Included Checklist

---

2 | PLACEMENT

PIPETMAX is configured with one of two safety interlocks. One interlock is internal to the rotating cover installed on the instrument, and the other interlock is an external sensor used when the instrument is located in a hood.

The safety interlocks prevent the instrument from operating when the rotating cover or hood door is open.

► **On a Lab Bench or Lab Cart**

A PIPETMAX with cover can run on a lab bench or lab cart.

► **In Hood**

If PIPETMAX was ordered without a rotating cover, it must run in a hood.

When the instrument is installed in the hood, the external sensor must face the door of the hood and be located within 15 cm (6 in) of the door.
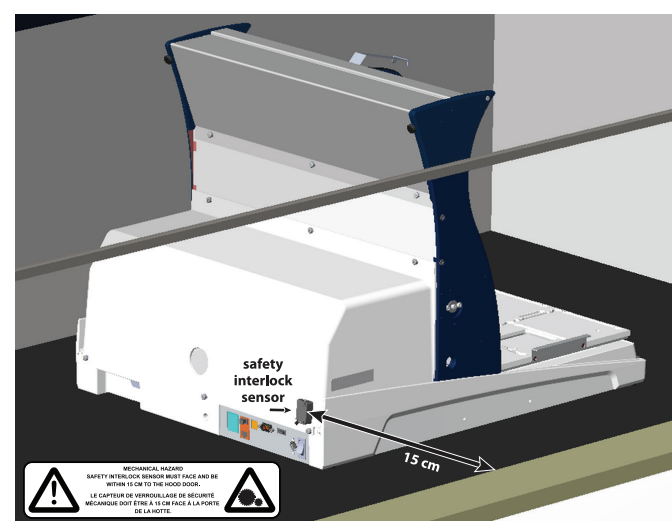
safety interlock sensor

15 cm

Figure 1
PIPETMAX Configured with External Safety Interlock Sensor and Placed in Hood

---

3 | INSTALL REMOVABLE TRAY

A removable tray for placement of labware and tip racks is required.

There are two removable tray options:

- 9-position removable tray (microplate footprints, but not for 384-well microplates)
- 9-position removable tray for 384-well microplates

While holding the handles on the sides of the tray, lower the removable tray onto the fixed tray. It is keyed and will only mount one way. Grip the removable tray and then gently rock it back and forth. If it seems that the removable tray is shifting position on the fixed tray, use a 3 mm Allen wrench and gentle pressure to adjust the spacers on either side of the fixed tray (Figures 2 and 3). Spacers should just barely contact the removable tray. Remove and then replace the removable tray to ensure there is not any significant interference.
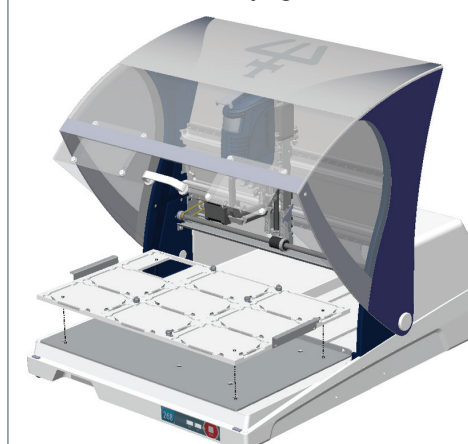
Figure 2

Figure 4
Removable Tray Installation on PIPETMAX with Rotating Cover

Figure 3

---

4 | MAKE CONNECTIONS AND POWER UP

1 Use the USB cable supplied in the accessory package to make the connection between the USB device port on PIPETMAX and a USB port on the supplied tablet or PC.

2 Use the power cord from the external power supply to make the connection between the power receptacle on PIPETMAX and the external power supply. The connection from the external power supply to PIPETMAX uses a connector with a locking collar. Check the alignment of the pins and then push in until it clicks and locks in place.

3 Locate the appropriate power cord for the line voltage and then make the connection between the external power supply and the AC power source.

4 Turn power on at the external power supply.

5 Turn PIPETMAX power on using the MAINS power switch located on the rear panel. The indicator light on the front panel illuminates.

6 Connect the tablet or PC to a power source and power it on.

to tablet or computer   external power supply

---
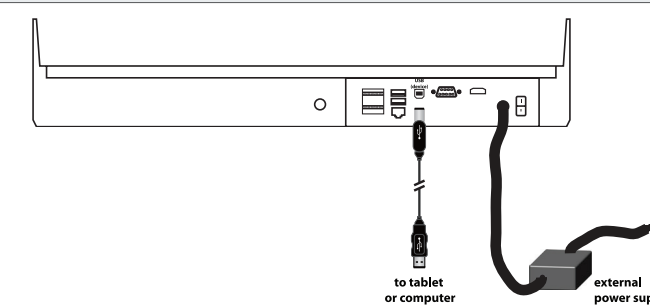
5 | PREPARE TO RUN ALIGNMENT PROTOCOL

Run the Alignment Protocol to ensure proper alignment of PIPETMAX. It is only necessary to run this protocol when setting up the instrument for the first time, or if instructed to do so by your local Gilson representative.

1 Pass the end of the alignment cable cord with pre-wired connector through the outlet at the back of PIPETMAX.

2 The connector is labeled BOTTOM because it connects to the bottom input/output port on the rear panel of PIPETMAX. Make the connection.

3 Close the rotating cover or the hood door.

4 Start TRILUTION® micro software (PC users only). TRILUTION® micro software starts automatically on the tablet.

5 When prompted, enter the user name **Admin** and password **Gilson268**, and then select **Accept** (or **X** to cancel).
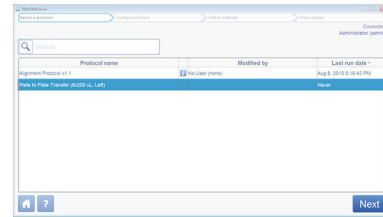
from alignment head to BOTTOM input/output port
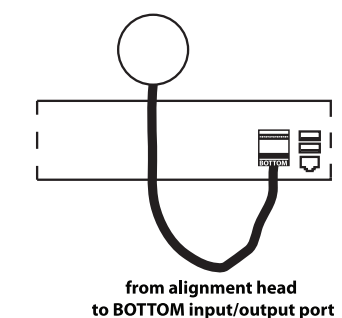
1 Select **Run/manage protocols**.
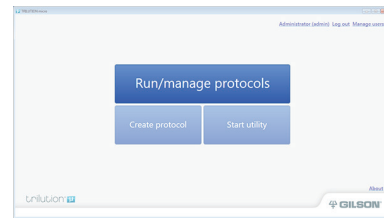
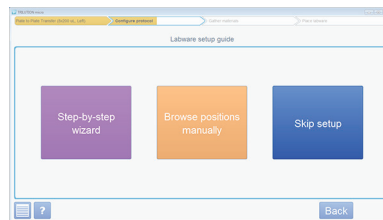**2** Select **Run a protocol**.

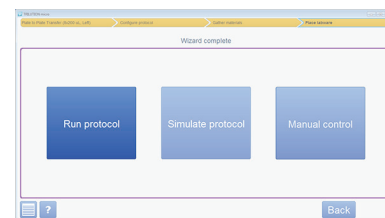**3** Select **Alignment protocol** and then select **Next**.

4 The scanning dialog appears while the software checks that PIPETMAX is connected. If connected, the software goes to the next screen. If not connected, a message will appear suggesting possible solutions.

5 Select **Skip setup** on **Labware setup guide**.

6 Select **Run protocol**.

7 Wait approximately three minutes while the **Alignment Protocol** runs.

8 A notification appears when the **Alignment Protocol** is complete. Select **Continue**.

1 Select to go to the Home screen.

2 If your protocol file is on a USB drive, connect it to one of the USB ports on the front of PIPETMAX or the middle USB host port on the rear panel. (The top USB port on the rear panel is not supported.)

3 Select **Manage protocols** to go to the listing of protocols.

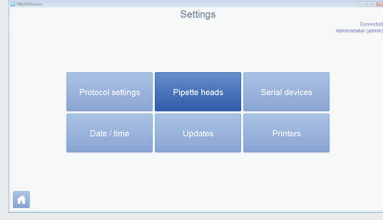**4** Select **Import** and then browse for your application protocol file (.sqlite).
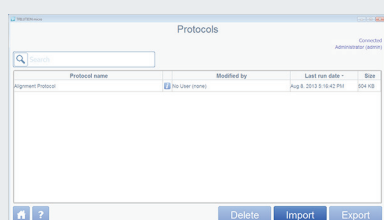
5 Select the file and then select **Open** to import the protocol file.

6 Select to go to the Home screen.
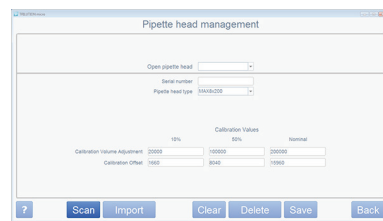
**7** On the **Home** screen, select **Settings**.
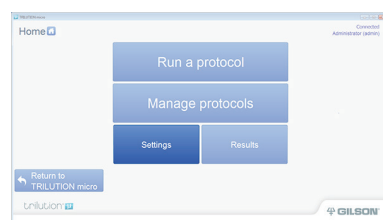
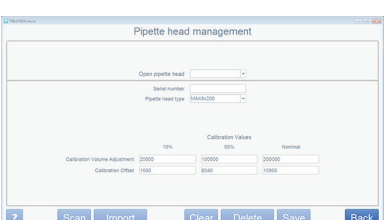**8** On the **Settings** screen, select **Pipette heads**.

9 Do any of the following: 1) If using a tablet, select **Scan** and then select **Camera**. Optionally, **Select the Icon** to switch between the front and rear camera. When prompted, scan the barcode on the pipette head. 2) **Enter the Values** from the **Gilson Quality Control Report** supplied with each pipette head. 3) Using the optional barcode scanner (ordered separately), select **Scan** and then scan the barcode.
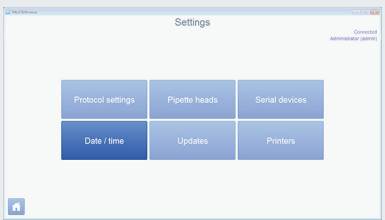

10 Select **Save**.
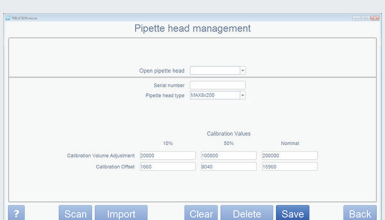
11 Repeat steps 9 and 10 for additional pipette heads. Each pipette head that may be used now, or in the future, must be added this way. When finished adding heads, select **Back**.
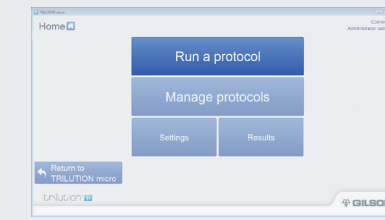

12 On the **Settings** screen, select **Date/time**, and then set the date, time, and time zone.
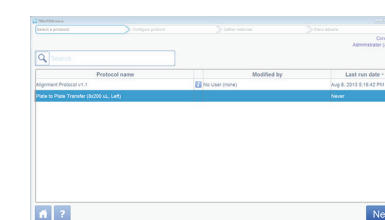
1 Select to go to the Home screen.

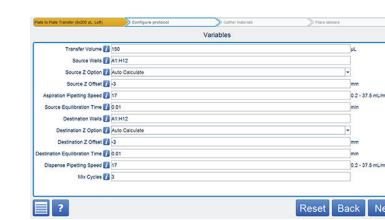**2** Select **Run a protocol**.

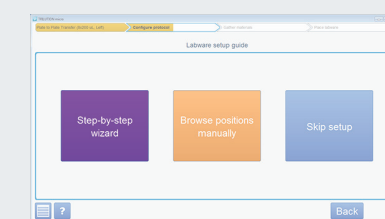**3** Select your protocol, and then select **Next**.

4 The **Scanning** dialog appears while the software checks that PIPETMAX is connected. If connected, the software goes to the next screen. If not connected, a message will appear suggesting possible solutions.
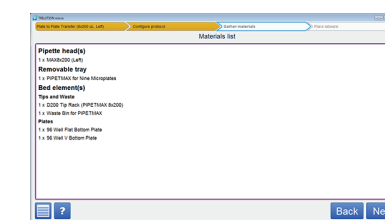
5 If your protocol has variables, enter a value for each, and then select **Next**.


6 Select **Step-by-step wizard**.

7 Gather the materials from the **Materials** list and a tip reload block for each tip rack, and then select **Next**.


8 Wait for the software to finish **Preparing Pipette Head** and then open the rotating cover or the hood door.

9 Remove the alignment head by disconnecting the terminal block connector from the rear panel, and then removing the thumb nuts securing it to the upper pipette head assembly. Cover the hole on the rear panel from the exterior using the black plug supplied in the accessory package.
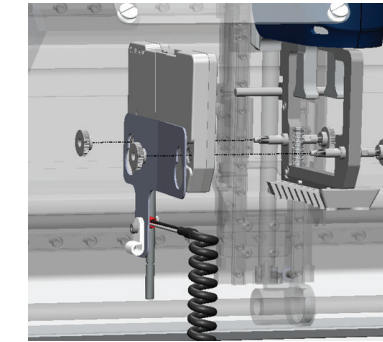

10 If your PIPETMAX does not have a rotating cover, connect the terminal block connectors for the external safety interlock sensor to the input/output ports on the rear panel. They are labeled **TOP** and **BOTTOM** to help ensure proper connection.
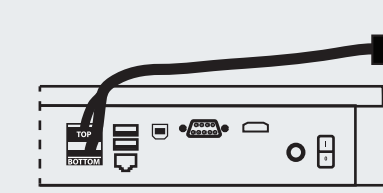

**from external safety interlock sensor to input/output ports**

11 If using a MAX8x20 or MAX8x200 pipette head, skip to step 13.
If using the MAX1000 pipette head, you ordered a tip ejector foot kit for eight and one channel.
Using the supplied 3/32" hex wrench, remove the shoulder screw in the installed tip ejector foot and then remove the tip ejector foot.
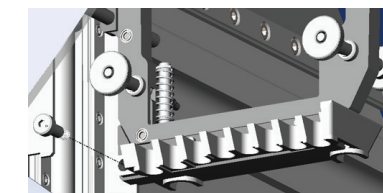
12 Slide the tip ejector foot for eight and one channel onto the ejector leg and use the supplied 3/32" hex wrench to start threading the shoulder screw, but do not fully tighten.
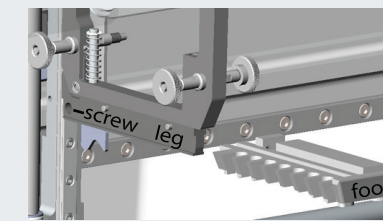

13 Install the pipette head(s) on the upper pipette head assembly using the thumb nuts. Ensure proper alignment of the pipette head against the upper pipette head assembly before tightening the thumb nuts. If using only one pipette head, refer to the *PIPETMAX® 268 User's Guide* for instructions to convert the alignment head into a blank head.
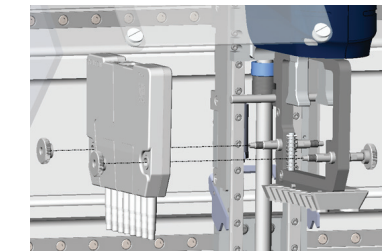
14 If using a MAX8x20 or MAX8x200 pipette head, skip to the next step.
Manually move the tip ejector foot down to the bottom, and while holding it down, tighten the shoulder screw.

15 Select the serial number for each installed head, close the rotating cover or hood door, and then select **Next**. If the serial number is not displayed, the pipette head must be added.
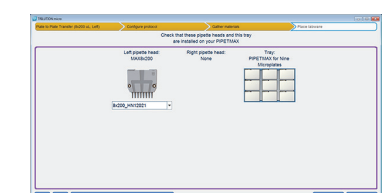
16 Proceed through the tip setup and labware setup screens by reviewing the information, making any desired, allowable changes, and then selecting **Next**.

17 Review initial volumes, make any desired, allowable changes, and then select **Next**.

18 Select **Run protocol**.

19 When prompted, it is recommended to simulate if this is the first time running the protocol.

GILSON®