



1. Product Identification

Manufacturer

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

Instrument Name	Serial Number*
PIPETMAX [®] 268	<hr/> <hr/>

*The serial number is located inside on the inside panel of the right support of PIPETMAX 268 and on the label on the shipping container.

Pipette Heads	Serial Number*
MAX8x20 Pipette Head(s)	<hr/> <hr/>
MAX8x200 Pipette Head(s)	<hr/> <hr/>
MAX4x1200 Pipette Head(s)	<hr/> <hr/>

*The serial number is located on the shipping envelope, on the document supplied with the pipette head, and on the pipette head.

Supplier

Organization	<hr/>
Address	<hr/> <hr/> <hr/> <hr/>
Phone Number	<hr/>
Name of Gilson Representative	<hr/>

User

Organization	<hr/>
Department	<hr/>
Site (Room)	<hr/>
Primary Contact Name	<hr/>
Phone	<hr/>
Email	<hr/>
Date of Installation	<hr/>

2. Pre-Installation

Instrument Description

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 Guide*.

Unpacking

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

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

Documents

Product user documentation is supplied on a documentation USB. For reference purposes, specify the storage location.

Description	Storage Location
PIPETMAX 268 Documentation USB	<hr/>
PIPETMAX 268 Setup Guide	<hr/>

Installation/Operating Environment

Place PIPETMAX® 268 on a lab bench or in a biosafety cabinet. PIPETMAX® 268 must be operated on a stable, level surface. Remove the shipping screws and bracket using the tool provided.

Installation Site Requirements


Specification	Definition or Value
Environmental Conditions	Indoor use Altitude: up to 2000 m Temperature range: 5°C–40°C Humidity: Maximum relative humidity 80% for temperatures up to 31°C, decreasing linearly to 50% relative humidity at 40°C
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
Dimensions (L x W 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.)

3. Installation

Setup Guide

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

4. Verification

1. Use the supplied USB cable to make the connection between the USB device port on PIPETMAX 268 and a USB port on the supplied laptop or PC.
2. Start TRILUTION micro. Click the **Start** button and then select **(All apps) > Gilson Applications > TRILUTION micro x.x.**
3. Select  to access the **About** screen that lists the software version and then select **System Info.**

If versions are not displayed, then PIPETMAX 268 and the software are not communicating; check your settings (including serial number) and cabling.
4. Record the versions in the table below.

Name	Version
XY System Version	_____
Z System Version	_____
Pipette System Version	_____

5. Operational Qualification

During setup of PIPETMAX 268, the PIPETMAX Alignment Utility must be run. If the alignment completed successfully, record the initials of the person who ran the PIPETMAX Alignment Utility.

	Initials
Alignment Completed Successfully	_____

Run a Protocol

It is recommended to run a protocol without samples before running a protocol with samples to check system operation.

Ran Protocol:

with or without bed elements

with or without fluids

	Initials
Protocol Ran Successfully	_____

Record Pipette Head Information

Record the serial number of the pipette head(s) that were used when running the protocol.

	Serial Number(s)	Initials
MAX8x20 Pipette Head(s)	_____	_____
MAX8x200 Pipette Head(s)	_____	_____
MAX4x1200 Pipette Head(s)	_____	_____

6. Acceptance

If no installation problems were detected or installation problems that were detected were resolved, have the local Gilson representative who installed PIPETMAX 268 (if applicable) provide the information requested below.

Gilson Representative	_____
Organization	_____
Signature	_____
Date	_____
<input type="checkbox"/> End user was provided with a copy of this document.	