INSTALLATION QUALIFICATION
PROCEDURES

PIPETMAX® 268

☞ **The enclosed Installation Qualification (IQ) 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 (Compare to ensure that they match)
PIPETMAX® 268		• Shipping label on the shipping container • Inside panel of the right support on the instrument
	Record Serial Number(s) **Pipette heads are required, but ordered separately. Record the serial number(s) below, if applicable.**	**Serial Number Locations (Compare to ensure that they match)**
MAX8x20 Pipette Head(s)		• Shipping envelope • Document supplied with the pipette head • Pipette head
MAX8x200 Pipette Head(s)		• Shipping envelope • Document supplied with the pipette head • Pipette head
MAX1000 Pipette Head(s)		• Shipping envelope • Document supplied with the pipette head • Pipette head

Instrument Name	Firmware Version	How to Obtain the Version

PIPETMAX® 268	XY system version: _____
	
	Z system version: _____
	
	Pipette system version: _____
		1. Use the supplied USB cable to make the connection between the USB device port on the PIPETMAX® 268 and a USB port on the supplied tablet or PC.
		2. Power the tablet on (TRILUTION® micro starts automatically on the tablet) or start TRILUTION® micro (click the Start button and then select **All Programs > Gilson Applications > TRILUTION micro x.x > TRILUTION micro x.x**.)
		3. Log in as an administrator.
		4. Select Home (🏠) to go to the Home screen.
		5. Select **Settings**.
		6. Select **About**.
		7. Select **System info**.
		    The version is displayed on the System information screen.
		    If versions are not displayed, PIPETMAX and the software are not communicating; check your settings (including serial number) and cabling.

Supplier

Organization: _____

Address: _____

_____

_____

Phone Number:_____ FAX Number: _____

Name of Service Technician: _____

User

Organization: _____

Department:

Site (Room): _____

Date of Installation: _____

Primary Contact: _____

Name: _____ Phone: _____

E-Mail: _____

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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's Guide*.

Unpacking

When unpacking the 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)

Documents

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

LT3200USB   USB, PIPETMAX 268 REFERENCE DOCS _____

LT255518   SETUP GUIDE PIPETMAX 268_____

LT255521   DECLARATION OF CONFORMITY PIPETMAX 268 _____

LT310168   QC CHECKLIST, PIPETMAX 268 _____

LT310144   ITEMS INCLUDED CHECKLIST, PIPETMAX 268_____

LT255522   VALIDATION CERTIFICATE TRILUTION MICRO _____

LT255535   VALIDATION CERT TRILUTION MICRO v1.0 SP _____

3. Installation

Setup Guide

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

4. Acceptance

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

Gilson Representative:

Organization: _____

Signature: _____

Date: _____

❑   End user was provided with a copy of this document.

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