



# pipetman<sup>®</sup> m



The electronic pipette with guaranteed performance in both standard and repetitive pipetting.



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# 1 INTRODUCTION

**Congratulations** on the purchase of your **PIPETMAN® M**, the electronic pipette with guaranteed performance in both standard and repetitive pipetting modes.

**PIPETMAN M** is a motorized member of the PIPETMAN® family of pipettes from Gilson, requiring virtually no pipetting forces to aspirate and dispense samples. Combining PIPETMAN's renowned accuracy, precision and robustness with user-friendly functions, PIPETMAN M will reduce pipetting fatigue and increase pipetting efficiency.

**PIPETMAN M** is a unique pipette with only two buttons to operate the pipette and reach all menu options:

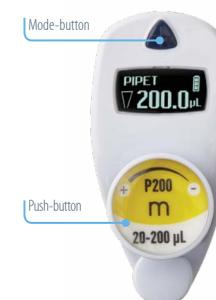
- **Push-button:** set the volume by turning the button left or right and pipette with a simple push.
- **Mode-button:** access additional features like repetitive mode, mix or maintenance functions.

Only two buttons are needed to perform your routine pipetting tasks.

**PIPETMAN M features the classic PIPETMAN look with additional functionality:**

- **Intuitive interface with five pipetting modes for a large number of applications:** standard pipet, repetitive, mix, reverse and custom mode.
- **Minimal effort:** aspirate and dispense with one click of the push-button and eject tips with ease to help reduce the risk of repetitive strain injuries (RSI).
- **Maximum comfort:** the lightweight and balanced design of PIPETMAN M offers an ergonomic design that rests comfortably in your hand as you pipette.
- **Minimized pipetting variability:** the motorized piston allows for high reproducibility and accuracy while pipetting.
- **Increased performance** for all day pipetting comfort.

**PIPETMAN M** is available in 20 models covering a range from 0.5 µL to 10 mL in single channel and 0.5 µL to 1200 µL in multichannel:



Model	Reference	Range(PIPET mode)	Color code
P10M	F81022	0.5 µL to 10 µL	Red
P20M	F81023	2 µL to 20 µL	Pale yellow
P100M	F81013	5 µL to 100 µL	Salmon
P200M	F81024	20 µL to 200 µL	Yellow
P300M	F81014	20 µL to 300 µL	Green
P1200M	F81015	100 µL to 1200 µL	Blue
P5000M	F81016	500 µL to 5000 µL	Purple
P10mLM	F81017	1 µL to 10 mL	Pale blue

Model	Reference	Range(PIPET mode)	Color code
P8x10M	F81025	0.5 µL to 10 µL	Red
P12x10M	F81026	0.5 µL to 10 µL	Red
P8x20M	F81027	1 µL to 20 µL	Pale yellow
P12x20M	F81028	1 µL to 20 µL	Pale yellow
P8x100M	F81018	10 µL to 100 µL	Salmon
P12x100M	F81019	10 µL to 100 µL	Salmon
P8x200M	F81029	20 µL to 200 µL	Yellow
P12x200M	F81030	20 µL to 200 µL	Yellow
P8x300M	F81031	10 µL to 300 µL	Green
P12x300M	F81032	10 µL to 300 µL	Green
P8x1200M	F81020	50 µL to 1200 µL	Blue
P12x1200M	F81021	50 µL to 1200 µL	Blue

## 2 PARTS CHECK LIST AND ACCESSORIES

### Contents:

Take a moment to verify that the following items are in the box:

- PIPETMAN M pipette
- Power Supply 5V with AC adapter and cable
- 4 Battery side tags
- 4 Ejector side tags
- Tip-ejector extension (P10M model only)
- Quick Guide
- Safety bag
- Certificate of conformity (including bar-code sticker)
- 2-year warranty
- Lubricant (except for P10M, and the multichannel models)

### Accessories:

The following items are sold separately:

- POWER CARROUSEL: 5-position charging carousel for single and multichannel models FB1001
- Battery side tags (set of 4) F807013
- Ejector side tags (set of 4) F807014

Please contact your Gilson distributor for these accessories.

## 3 GETTING STARTED



**PIPETMAN M is provided with a minimal battery charge. Before using your new PIPETMAN M, we strongly recommend you to fully charge the battery. PIPETMAN M charges 80 % of its full battery capacity in less than an hour, it takes three hours to fully charge the battery. Please refer to PIPETMAN M power management (chapter 12) for charging procedure.**

Switch on your PIPETMAN M:

Press the push-button to activate the pipette. The start-up screen appears:

The pipette will do a self calibration test, the firmware resets the piston.

During initialization, displayed on the screen, you will see the volume range, version of firmware and the number of readjustments.

Your PIPETMAN M is preset on PIPET mode and is **now ready to pipette** (see Chapter 5).

PIPETMAN M goes into sleep mode after 3 minutes of inactivity. The display will shut off. Just press the push-button to reactivate the pipette, your last setting and pipetting mode will appear on the screen.



## 4 DESCRIPTION

### PIPETMAN M single and multichannel models

#### Upper part

- ① Push-button and volume adjustment knob
- ② Mode-button: direct access to all menu functions
- ③ Tip-ejector button
- ④ Display
- ⑤ Elastomer plug to cover the battery charging port
- ⑥ Identity-tag clip
- ⑦ Identity-tag window
- ⑧ Connecting nut – attaches handle to lower part

#### Lower part

- ⑨ Tip-ejector: removable to access tip-holder
- ⑩ Optimized tip-holder to reduce tip fitting and ejection forces, removable for cleaning and servicing
- ⑪ Ejector clip
- ⑫ Ejector support
- ⑬ Cover
- ⑭ Ejector spacer

#### Screen

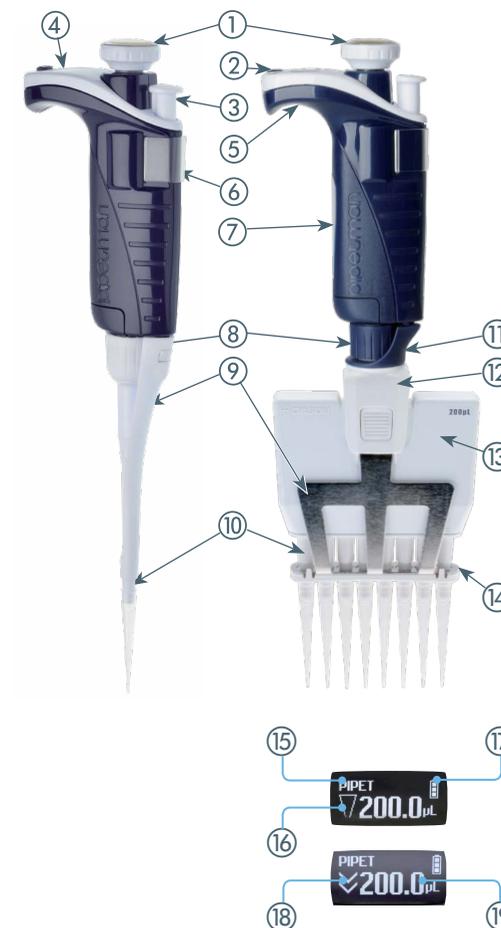
- ⑮ Pipetting Mode
- ⑯ Aspirate and dispense indicator
- ⑰ Battery status
- ⑱ Purge indicator
- ⑲ Volume

#### Reset

To reset your pipette, simultaneously press on the push- ① and mode- ② button for at least 5 seconds.

#### Switch off

To switch off your PIPETMAN M, press the push-button ① for at least 5 sec.



#### Display

The PIPETMAN M display is an OLED screen. It shows the current mode and operation step, pipetting volume, battery indicator and piston status (aspirated and dispensed volume) in real time.

Warning messages appear in the place of volume.

## 5 PIPETTING JUST LIKE WITH PIPETMAN

Using PIPETMAN M is as easy as using a mechanical PIPETMAN. Your PIPETMAN M is set by default on "PIPET Mode", that means forward pipetting. You can select a volume and start to pipette.



### Switch on

Press push-button.

### Adjust the volume setting

- Hold your PIPETMAN M in pipette position.
- Turn the push-button half way, the screen will display: "click to change vol."
- Now press the push-button; the volume on the display will start blinking, you can now adjust the volume:
- Turn the push-button either clockwise to decrease volume or counter clockwise to increase volume, like indicated on the button.
- Press the push-button one time when finished. The volume is locked.



You are ready to pipette!



**The tip can be emptied at any time during a pipetting cycle. To do so, turn the push-button quickly: the message "click to abort" will appear on the screen. Click on the push-button to validate: the liquid will be dispensed and an automatic purge followed by piston reset to zero will occur.**

## 6 PIPETTING MODES

PIPETMAN M offers more pipette modes for a large number of applications: you will find all pipetting modes in the menu (for system settings refer to the chapters 7 and 13). Access the menu by pushing the mode-button. **To choose one of the pipetting modes, turn the push-button and confirm your selection with a simple click!**

### PIPET Mode

This is the classic pipette mode (forward pipetting), your pipette is simply aspirating and dispensing.



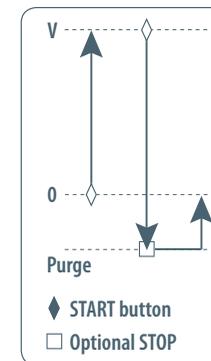
**Application note:** You can use the PIPET Mode for all standard applications like DNA extraction, Plasmid Isolation, Cloning, Dilution, PCR, qPCR and many others. You can easily pipette aqueous liquids like buffer, chemical solutions (MgCl<sub>2</sub>, KCl ...) and biological samples like blood, DNA and RNA.

- Fit a tip suitable for the model of PIPETMAN M that you are using (preferably use PIPETMAN TIPS for assurance of accurate and precise results; refer to chapter 8).



**You must always fit a tip before using any pipette!**

- Press the push-button to aspirate the selected volume.
- To dispense:
  - Click (press and release) the push-button. Three things happen: sample dispense, automatic purge and piston reset to zero.
  - or
  - Keep your thumb pressing the push-button until the end of the dispense cycle: the piston reset takes place **after** releasing the push-button again. This feature enables you to remove the tip from the liquid, without aspirating anything.
- Eject tip by pressing the ejection button.



Your PIPETMAN M is ready again for next pipetting cycle while maintaining the volume and the last settings!

**Continue pipetting as you would with your mechanical PIPETMAN; it's as simple as that to use your new, electronic pipette!**

### REPETITIVE Mode

The REPETITIVE Mode allows you to distribute the same volume repeatedly in pre-defined number (N) of equal aliquots. You supply the aliquot volume (AV) and the pipette automatically calculates the number of aliquots possible from the nominal (maximum) volume (NV) of the pipette as follows:

$$N = NV/AV \text{ (e.g. } 120 \mu\text{L} \times 10 \text{ for P1200M).}$$

You also can decrease the number of repetitions (e.g. 120  $\mu\text{L} \times 10$ -(n  $\geq 1$ ) for P1200M).



**Application note:** The REPETITIVE Mode is ideal for dispensing aliquots, e.g.; dispensing a PCR master mix into PCR tubes or 96 plates, pipetting elution buffer for DNA extraction, preparing a target for spectrometric analyses, distributing loading buffer into samples, etc.

- Press mode-button to access system menu, where you can choose between different pipette modes. Select **REPETITIVE Mode** by turning the push-button. To confirm your selection click on the push-button.
- Turn the push-button half way, the screen will display: "click to change vol."
- Press the push-button; the volume on the display will start to blink, you can now adjust the volume:
- Set the aliquot volume: click the push-button, set the volume by turning the push-button and click again to confirm your settings.
- Set the aliquot number: the maximal number of aliquots has been calculated by your PIPETMAN M. The number of aliquots flashes and you can decrease this number (N - (n  $\geq 1$ )) by turning the push-button. Click again to confirm your settings.



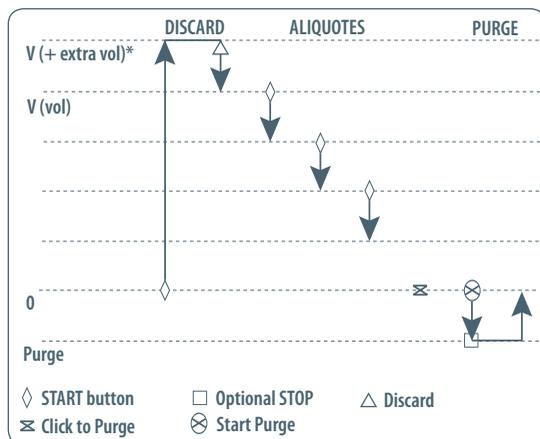
You are ready to pipette!

1. Fit a tip suitable for the model of PIPETMAN M that you are using (preferably use PIPETMAN TIPS for assurance of accurate and precise results; refer to chapter 8).



**You must always fit a tip before using any pipette!**

- Click push-button to aspirate total volume. The volume aspirated will be a little bit more than required (extra volume). The extra volume is necessary to ensure equal operating conditions for each dispensed aliquot.
- To dispense: click the push-button. **DISCARD** appears on the screen. Discard the extra volume and continue dispensing the aliquots. PIPETMAN M distributes the aliquot volume each time you click the push-button. The number of aliquots left to dispense is displayed on the screen.
-  A warning beep indicates the last aliquot!
- To purge: Press the push-button, **PURGE** appears on the screen, click again to purge and reset the piston. Keep your thumb pressing the push-button until the end of the purge: the piston reset takes place **after** you release the push-button again. This feature enables you to remove the tip from the liquid, without aspirating anything.
- Eject tip by pressing the ejection button.



### MIX Mode

This is the classic pipette mode (forward pipetting) followed by a mixing phase, composed of repeatedly aspirating and dispensing, as well as an optional forward pipetting step.



-  **Application note:** The MIX Mode can be used to prepare a PCR master mix, enzyme restriction mix, protein solution, oligonucleotide dilution and to mix samples with gel loading buffer and so on... you can mix two different solutions or homogenize one solution. If you work with higher viscosity than water (e.g. restriction enzyme) you may change the aspiration speed (refer to chapter 7). If you work with genomic DNA you should always pipette very carefully to avoid shearing and nicking.
- Press mode-button to access menu, where you can choose between different pipette modes. Select **MIX Mode** by turning the push-button, to confirm your selection click on the push-button.
- Set the first volume, named **VOLUME 1**: click the push-button, set the volume by turning the push-button and click to confirm your selection. This is the first volume you will aspirate and dispense. Set the second volume, named **VOLUME 2**: click the push-button, you can now set the second volume by turning the push-button. Click again to confirm your settings.
-  If you set **VOLUME 1** or **VOLUME 2** = 0  $\mu\text{L}$ , the step will not appear. If you set **VOLUME 1 and 2** = 0  $\mu\text{L}$  the cycle will start directly with the **MIX** step.
- Set the **MIX** volume: click the push-button, set the volume by turning the push-button. Confirm your settings with a simple click. This is the volume which will be aspirated and dispensed repeatedly. "MIX" as long as you press the push-button.
- Set the additional pipetting volume, named **VOLUME 3**: You can choose a volume to be aspirated and dispensed after the mixing step, so you can continue routine pipetting.

Click the push-button, set the volume by turning the push-button. Confirm your settings by a simple click.

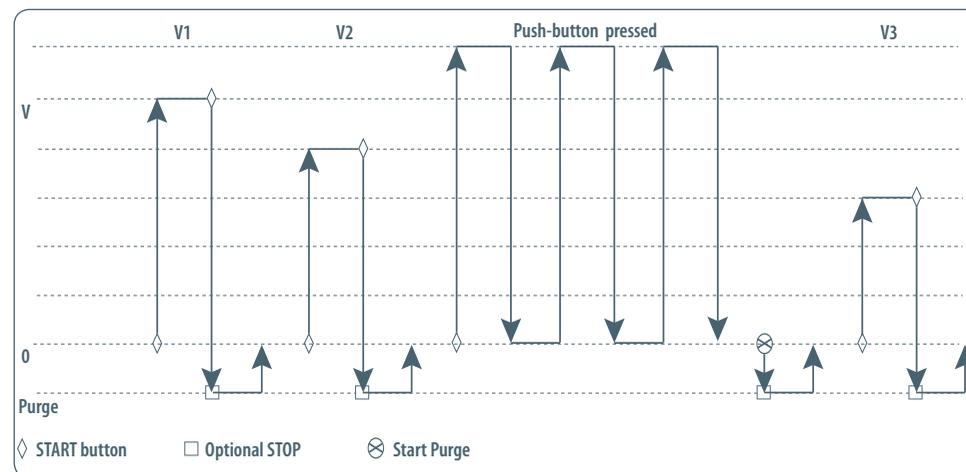
 If you set the **VOLUME 3** = 0  $\mu\text{L}$  the cycle will stop after the **MIX** step.

### You are ready to mix!

- Fit a tip suitable for the model of PIPETMAN M that you are using (preferably use PIPETMAN DIAMOND Tips for assurance of accurate and precise results; refer to chapter 8).
- To aspirate **VOLUME 1** press the push-button
- To dispense:
  - Click (press and release) the push-button: three things happen: sample dispense, automatic purge and piston reset to zero
  - or
  - Keep your thumb pressing the push-button until the end of the dispense cycle: the piston reset takes place **after** you release the push-button again. This feature enables you to remove the tip from the liquid, without aspirating anything.
- To aspirate and dispense the second volume "VOLUME 2", repeat steps 2 and 3.
- To mix: press the push-button; as long as you keep your thumb pressing the button, the pipette continues mixing. Release the push-button to complete the current mixing cycle.
- To purge: press push-button, **PURGE** appears on the screen, click again to purge and reset the piston.
- To pipette: if you have chosen a **VOLUME 3** > 0, you can now aspirate and dispense this volume by repeating steps 2 and 3.

 **You must always fit a tip before using any pipette!**

 If you choose **VOLUME 1** = 0, step 2 won't occur, if you choose **VOLUME 2** = 0  $\mu\text{L}$ , step 4 won't occur, as well if you set **VOLUME 1** and **2** = 0  $\mu\text{L}$ , step 1-4 will disappear. If you set **VOLUME 3** = 0  $\mu\text{L}$  step 7 will not occur.



## REVERSE Mode

The REVERSE Mode is reverse pipetting with a manual pipette. During aspiration, additional liquid is added. After delivery, the excess volume remains in the tip and is discarded.



**Application note:** The REVERSE Mode is ideal for pipetting viscous liquids; liquids with high vapour pressure or those which tend to foam. Your PIPETMAN M aspirates a selected volume and an excess. This excess compensates for the liquid that remains as a film inside the tip during dispensing. For example: protein extraction, cell lysis, plasmid isolation, cell culture, buffer preparation and many others.

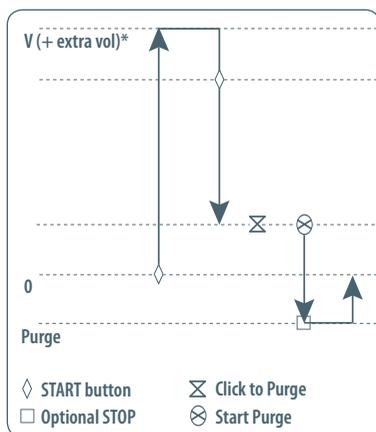
**Electrophoresis gels loading protocol:** first change the pipetting speed of your pipette (refer to chapter 7). Aspiration can be done by using the standard speed (by default speed 6). Dispensing should be done very slowly and carefully, to prevent swirling and spilling of the samples, so select the lowest speed 1. Your pipette is now ready to load your gel! Please be aware that if you purge without pulling out the tip air bubbles could get into your gel!

- Press mode-button to access system menu, where you can choose between different pipette modes. Select **REVERSE Mode** by turning the push-button, to confirm your selection click the push-button.
- Set the volume: click the push-button, set the volume by turning the push-button and click again to confirm your settings.

### You are ready to do reverse pipetting!

1. Fit a tip suitable for the model of PIPETMAN M that you are using (preferably use PIPETMAN DIAMOND Tips for assurance of accurate and precise results; refer to chapter 8).
2. Click push-button to aspirate the selected volume. An amount of liquid equal to the amount of purged air is added, the volume aspirated will be a little bit more than the set volume.
3. Click push-button to dispense the volume, the additionally amount of liquid remains in the tip.
4. To purge: press push-button, **PURGE** appears on the screen, click again to purge and reset the piston. Keep your thumb pressing the push-button until the end of the purge: the piston reset takes place **after** you release the push-button again. This feature enables you to remove the tip from the liquid, without aspirating anything.
5. Eject tip by pressing the ejection button.

**You must always fit a tip before using any pipette!**



## CUSTOM Mode

The CUSTOM Mode enables personalized pipetting protocol creation on a computer for transfer to PIPETMAN M through PIPETMAN M programmable software, an easy-to-use software.

To use this mode, the software has to be installed on the computer (file downloadable on [www.gilson.com/pipetmanm](http://www.gilson.com/pipetmanm)).

### To install PIPETMAN M programmable software

1. Download the appropriate PIPETMAN M programmable software installation file for your operating system to the computer.
2. Double-click the installer and follow the instructions on the screen to complete the installation.
3. When completed, the PIPETMAN M Software icon will appear on desktop of the computer if "Create desktop shortcut" is checked.
4. If PIPETMAN M Software is not launched automatically double-click the PIPETMAN M icon on the desktop.
5. Once installed, the PIPETMAN M Software can be run by any user on the installed computer.

You can then create, edit, import or export custom protocols easily and rapidly.

To create a protocol, choose among the available tasks in **PIPETMAN M programmable software**:

- **Aspirate:** aspirates specified volume into the tip
- **Dispense:** dispenses specified volume from the tip
- **Dispense all:** dispenses all remaining volume from the tip followed by a purge action
- **Repeat:** enables repetition of any other tasks once or more
- **Mix:** mixes the specific volume in one or more cycles
- **Purge:** dispenses all remaining volume from the tip followed by purging extra volume
- **Wait:** introduces a wait for a specified number of seconds
- **Wait for click:** pauses the protocol until Push-button is clicked
- **Beep:** makes pipette produce a beep sound while selected tasks are executed

In this mode, the protocols can be automatically executed, avoiding repetitive pushes on the button, helping to decrease risk of RSI.

To transfer a protocol to your PIPETMAN M pipette, click the "Transfer custom protocols to pipette" button and follow the instructions on the screen.

The CUSTOM mode is available in pipettes from firmware version V2.02.

For more information on PIPETMAN M Software, see page 33.

## 7 PIPETTING SPEED CONTROL

PIPETMAN M is set by default on speed 6 (maximum speed). You may need to change the speed of aspiration or dispensing depending on your application. You can change aspiration speed and dispensing speed independently of one other: from very slow to very fast (speed 1 – speed 6). Your speed selection is memorized for each pipetting mode until you change it again.

- Press mode-button to access system menu, where you can find the different pipette modes, the speed menu and configuration menu.
- Select **SPEED** by turning the push-button, to confirm your selection click on the push-button.
- Set **ASPIRATION SPEED**: aspiration speed is blinking, set the speed by turning the push-button and click to confirm your selection.
- Set **DISPENSING SPEED**: dispensing speed is blinking, set the speed by turning the push-button and click to confirm your selection.
- After selecting the speed you go automatically back to pipetting mode.

## 8 PIPETMAN DIAMOND TIPS

PIPETMAN DIAMOND Tips are made to the highest specifications; strict quality control is maintained throughout the manufacturing process. These tips are used to calibrate PIPETMAN M, therefore for optimum performance we recommend using PIPETMAN TIPS with your PIPETMAN M.

However, PIPETMAN M also offers you a high compatibility with a large number of other tips. For more information please feel free to contact your Gilson distributor.

PIPETMAN TIPS have the Gilson logo engraved on their collar, ensuring that you have a genuine Gilson product. To ensure accuracy and precision, Gilson's quality assurance system focuses on the following critical parameters.

- PIPETMAN TIPS are made from pure polypropylene (virgin, metal-free, to avoid the possibility of contamination). They are available sterilized and with filters.
- Sterilized PIPETMAN TIPS are certified free of detectable RNases, DNases, DNA, RNA, and proteases.
- Optimized shape (revised collar for optimum sealing, thin walls, and fine point), making them easier to mount, more flexible, with no vortexing, and improved precision.
- PIPETMAN DIAMOND Tips are free from even microscopic defects, especially at the orifice. All surfaces are smooth and hydrophobic, thereby avoiding the excessive retention of liquids that causes poor accuracy and a lack of precision.
- Mold and cavity references are marked on the collar, ensuring the traceability. For quality assurance purposes batch numbers appear on all packages (bags and boxes).
- They form an air-tight seal with the tip-holder, preventing the leaks that cause poor accuracy and a lack of precision.



- PIPETMAN DIAMOND Tips (except filter tips) may be autoclaved at 121°C for 20 minutes at 0.1 MPa.

**Do not autoclave PIPETMAN Filter Tips, the filter will be damaged.**

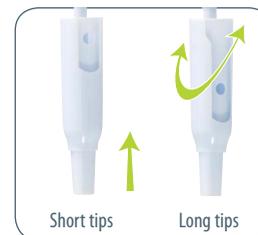


**To ensure the best performance from your Gilson pipette, you should ALWAYS use PIPETMAN DIAMOND Tips (in accordance with ISO8655) system, because PIPETMAN Tips were used to establish the specifications.**

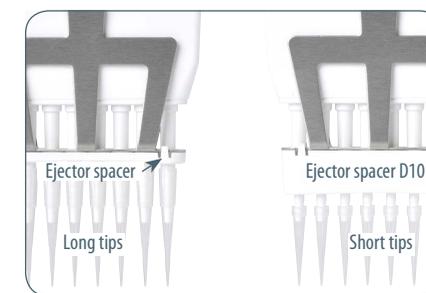
Model	Tips model	Range (PIPET mode)	Color code
P10M	D10* - DL10 DF10* - DFL10	0.5 µL to 10 µL	Red
P20M	D200 DF30	2 µL to 20 µL	Pale yellow
P100M	D200 DF100	5 µL to 100 µL	Salmon
P200M	D200 - D300 DF200 - DF300	20 µL to 200 µL	Yellow
P300M	D200 - D300 DF200 - DF300	20 µL to 300 µL	Green
P1200M	D1000 - D1200 DF1000 - DF1200	100 µL to 1200 µL	Blue
P5000M	D5000	500 µL to 5000 µL	Purple
P10mLM	D10 mL	1 µL to 10 mL	Pale blue

Model	Tips model	Range (PIPET mode)	Color code
P8x10M P12x10M	D10* - DL10 DF10* - DFL10	0.5 µL to 10 µL	Red
P8x20M P12x20M	DL10 - D200 DFL10 - DF30	1 µL to 20 µL	Pale yellow
P8x100M P12x100M	D200 DF100	10 µL to 100 µL	Salmon
P8x200M P12x200M	D200 - D300 DF100 - DF200 - DF300	20 µL to 200 µL	Yellow
P8x300M P12x300M	D200 - D300 DF200 - DF300	10 µL to 300 µL	Green
P8x1200M P12x1200M	D1200 DF1200	50 µL to 1200 µL	Blue

\* A plastic adapter is required to eject D10 and DF10 tips (short tips). The adapter is supplied with P10M. No adapter is required when using DL10 and DFL10 tips (long tips).



Plastic adapter



P8x10M and P12x10M

## 9 GUIDELINES FOR GOOD PIPETTING

### Aspirate and dispense

- Fit new PIPETMAN DIAMOND Tip for the best results (refer to chapter 18).  
**For single channel models**, push the tip-holder into the tip using a slight twisting motion to ensure a firm and airtight seal.  
**For multichannel models**, PIPETMAN DIAMOND Tips are best fitted from the patented ROCKY RACK available only in our TIPACKs and TOWERPACKs. ROCKY RACK is the dome-shaped part of the pack that contains the tips. ROCKY RACK makes it easy to securely fit the tips to a multichannel pipette, ensuring an airtight seal on all channels without the need to use undue pressure or to touch the tips.
- Pre-rinse the tip. Pre-rinsing consists of aspirating the first volume of liquid and then dispensing it back into the same vessel (or to waste). Subsequent volumes that you pipette will have levels of accuracy and precision within specifications. Some liquids (e.g. protein-containing solutions and organic solvents) can leave a film of liquid on the inside wall of the tip; pre-rinsing the tip minimizes any errors that may be related to this phenomenon.
- Hold the pipette vertically and immerse the tip in the liquid (see page 13). Press the push-button to aspirate the set volume of liquid. Wait a few seconds (time depends on model, see page 13); then withdraw the pipette-tip from the liquid. You may wipe any droplets away from the outside of the tip using a medical wipe, however if you do so **take care to avoid touching the tip's orifice**.
- Place the end of the tip against the inside wall of the recipient vessel (at an angle of 10° to 40°). Press the push-button. Wait for at least a few seconds before releasing the push-button to expel any residual liquid from the tip. While removing the pipette draw the tip along the inside surface of the vessel.
- Eject the tip by pressing firmly on the tip-ejector button.



Immersion depth and wait time

Model	Immersion depth (mm)	Wait time (seconds)
P10M	1	1
P20M	2-3	1
P100M	2-4	1
P200M	2-4	1
P300M	2-4	1
P1200M	2-4	2-3
P5000M	3-6	4-5
P10 mL	5-7	4-5
P8x10M, P12x10M	1	1
P8x20M, P12x20M	2-3	1
P8x100M, P12x100M	2-4	1
P8x200M, P12x200M	2-3	1
P8x300M, P12x300M	2-3	1
P8x1200M, P12x1200M	2-4	2-3

### General guidelines for good pipetting

- Make sure that you fit new tips.
- Each new tip should be pre-rinsed with the liquid to be pipetted.

- When aspirating, keep the tip at a constant depth below the surface of the liquid (refer to table).
- Change the tip before aspirating a different liquid, sample, or reagent.
- Change the tip if a droplet remains at the end of the tip from the previous pipetting operation.
- Liquid should never enter the tip holder. To prevent this:
  - Never turn the pipette upside down,
  - Never lay the pipette on its side when there is liquid in the tip(s),
- The Gilson Stand Adapter (refer to chapter 2) is recommended for use with the CARROUSEL and SINGLE Pipette Holder to store your PIPETMAN M pipette in the vertical position. Alternatively the POWER CARROUSEL can be used to store and charge up to 5 PIPETMAN M pipettes.
- When pipetting liquids with temperatures different to the ambient temperature, pre-rinse the tip several times before use in order to reach equilibrium between the temperatures of the liquid and the pipette's dead-volume.
- For volatile liquids you should saturate the dead-volume by aspirating and dispensing the liquid repeatedly before aspirating the sample.
- After pipetting acids or other corrosive liquids that emit vapors, clean the pipette, as described in chapter 15.
- The pipette can be used between + 4 °C and + 40 °C, but the specifications may vary (refer to chapter 18).
- Do not pipette liquids having temperatures above 50 °C or below 4 °C.



**Extreme temperatures can affect accuracy and precision!**

## 10 PERSONALIZE YOUR PIPETMAN M

### Tip-ejector extension for use with P10M

In order to eject D10 tips, tip-ejector extensions are supplied with P10M pipettes.

The tip-ejector extension which is made of PVDF (polyvinylidene Fluoride), is autoclavable.

#### To fit a tip-ejector extension:

- Hold the pipette with the push-button upright.
- Hold the extension with the slot upright.
- Slide the extension over the tip-holder.
- Push the extension firmly onto the end of the tip-ejector until it clicks into place (see opposite).

#### To remove a tip-ejector extension (see opposite):

- Hold the pipette in one hand and grip the extension with the other.
- Gently twist the extension (either direction) and pull it away from the pipette.



### Personal label – Name and/or application tag:

Your PIPETMAN M offers you two options to mark your pipette. You can personalize your pipette with a name tag and/or an application tag:

#### Window-tag:

- Remove the window by inserting a small screwdriver in the access slot.
- Position the name tag on the pipette
- Clip the window back in place.

#### Clip-tag:

- Pull off the clip.
- Position the name tag into the clip
- Clamp the clip back in place.



## 11 GOOD LABORATORY PRACTICE FEATURES

Your PIPETMAN M is fully compliant to ISO8655 standard and is CE marked (for IVD and EMC directives). PIPETMAN M includes the following GLP features.

### General

- Lockable volume.
- Useful volume-range is printed on the push-button.
- Volume range is displayed on the screen.
- Serial number is engraved on the body (handle) of the pipette and encoded in the firmware.
- Bar code: on the box and with the certificate (can be transferred).
- Personalization by nametags (for marking application and/or user name), refer to chapter 10.

### Cycle counters

- From last volume setting (to count the number of cycles in the current “run”).
- From manufacture and since the last service (refer to chapter 14).
- By indicators (R1, R2, R3 ... Rx) each time pipette is readjusted.
- Maintenance intervals can be specified by weeks or number of cycles elapsed.

### Alarms

- Low battery warning.
- Service is overdue warning (refer to chapter 14).
- Service alert can be set “On” or “Off”.

Battery low

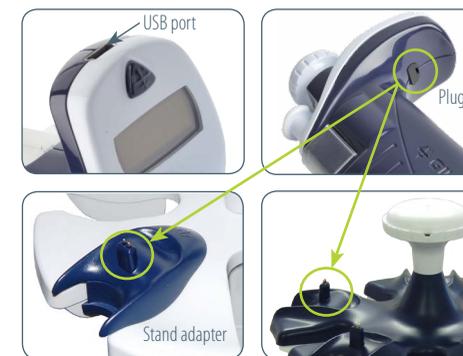
## 12 PIPETMAN M POWER MANAGEMENT

The PIPETMAN M battery has been designed to ensure 900 pipetting cycles (750 for PIPETMAN M Multi 200  $\mu$ L and 300  $\mu$ L) at maximum speed (up to nine 96 well plates) between two charge cycles. For service continuity when needing more capacity, your PIPETMAN M can also be used while charging with the same performance as a fully charged pipette!

### Battery charging

PIPETMAN M charges 80% of its full battery capacity in less than an hour, it takes three hours to fully charge the battery.

- 1 Charge your pipette by using the power supply:
  - Connect the AC adapter to a suitable AC power supply
  - Plug the adapter into the USB port of the pipette.
  - The pipette starts charging.
- 2 Charge your pipette by using stand adapter (refer to chapter 2):
  - First place the stand adapter on your Gilson SINGLE Pipette Holder or CARROUSEL.
  - Remove the plug. Now place your pipette on the Stand Adapter and plug the power transformer into the stand adapter.
  - The pipette starts charging.
- 3 Battery charging of PIPETMAN M using the POWER CARROUSEL:
  - First install the POWER CARROUSEL as described above.
  - Remove the plug. Now place your pipette on the charging position, please ensure that the pipette is properly fitted to the contacts on the top of the carousel (a proper fitting will trigger a beep sound).
  - The pipette starts charging.



### Working with charger connected to the pipette

PIPETMAN M can also be used for pipetting while charging.

- Plug the power supply into your pipette.
- Press the push-button to start your pipette.
- PIPETMAN M is ready to pipette.

 You can also recharge PIPETMAN M by USB with your computer; however it will take much longer than by power supply.



**Use only the original power transformer supplied by Gilson. Use of an incompatible power supply can damage your PIPETMAN M!**



**Never work with PIPETMAN M while charging by computer!**

### Low battery warning

PIPETMAN M has a low battery alert. As the battery runs down, the LOW BATTERY message appears. The warning is replaced by a blinking symbol of an empty battery. If it is not recharged, the pipette will switch off after a while. Settings will not be lost.



Battery low

If the battery is completely discharged (= black screen, no operation) please connect the pipette to the charger for at least five minutes, then a "batt. too low" message will appear. The pipette will display the last settings used a few minutes later and will continue charging.

### Changing the battery

If the following symptoms occur, please contact your Gilson Service Center for battery change:

- PIPETMAN M battery won't charge or will not operate even if connected to the charger at least for 10 minutes.
- PIPETMAN M battery provides you very short cycle time or permanently needs to be used in connected mode.



**PIPETMAN M uses Lithium-Ion battery. Operation on the battery is done at user's risk only. Opening the pipette voids the warranty!**

## 13 CONFIGURATION

Enter the menu using the mode-button. You will find not only the pipetting programs (PIPET, REPETITIVE, MIX, REVERSE and CUSTOM) and the speed control, but also the menu "CONFIGURATION", including "SERVICE" and "ADJUSTMENT" (refer to Chapter 14).

The navigation of the menus is always done in the same way ➔ **Make your selection by rotating the push-button, enter and confirm with a simple click!**



The **configuration menu** allows you to set up the following items:

1. **Volume limit:** Here you can fix the maximal volume of the pipette (by default = nominal volume). For example you have a P200M pipette, but you would like to use it with your PIPETMAN DIAMOND Filter Tips DF100, you can set the maximal volume at 100 µL and you won't risk contamination of your pipette.
2. **Beeper:** You can switch the tone of your pipette on or off.
3. **Contrast:** You can choose between values of 1 to 5 to set up the contrast of the screen.
4. **Service** refer to chapter 14.
5. **Adjustment** refer to chapter 14.
6. **Language** Available from the firmware version 1.20. Languages available are English, Chinese and Japanese. To change the language, enter in the Configuration menu:
  - Select your language by turning the push-button,
  - To confirm your selection, click on the push-button,
  - The language selected is blinking,
  - To confirm your selection, click 2 seconds on the mode-button.

## 14 MAINTENANCE OF YOUR PIPETMAN M

PIPETMAN M requires very little maintenance. However, to ensure pipette accuracy, precision and robustness for timeless use please proceed periodically with a two-minute inspection as recommended by Gilson.

Your PIPETMAN M allows you to:

- Get service information.
- Readjust the pipette to user settings.
- Return to factory settings.
- Replace spare parts (for detailed information refer to chapters 14 and 19).
- Prepare the pipette for cleaning or autoclaving by "disassembly" of the parts specified (refer to chapter 15).

### Service information

PIPETMAN M provides you with all required service information. It will help you establish an easy diagnosis and plan any service operation with your accredited Gilson service center.

You will find in the "Service" menu following sub menus:

- a. Disassembly
- b. Service info
- c. Service settings
- d. Pipette info

The navigation of the menu is always done in the same way ➔ Make your selection by rotating the push-button, enter and confirm with a simple click!

#### a. Disassembly:

The multichannel models should not be disassembled: only the push-button and the tip-ejector can be replaced.

Only the lower part of the single models can be disassembled, the push-button, the connecting nut and the tip-ejector can be replaced.

This option allows you to disassemble the lower part safely (protection of the piston and the actuator). If you select **DISASSEMBLY**, the following screen appears:

Now, you can remove the lower part of your pipette with complete security.

**b. Service info** provides you with maintenance information; you cannot modify any of the items:

- Number of pipetting cycles since last maintenance.
- Number of weeks since last maintenance.

**c. Service settings** gives you the option to organize your maintenance, you can set following service points:

- Number of cycles until next maintenance.
- Number of weeks until next service.
- Service date.
- Activate or deactivate the Service alert.

 Changes of service settings will reset all the service info to zero.

**d. Pipette info** provides information about your pipette, you cannot modify any of the items:

- Version of firmware.
- Serial number.
- Total number of cycles (one cycle: up and down of the piston).
- Number of readjustments carried out by this pipette.

## Adjustment

Press the mode-button to enter the menu. Select "Configuration" by rotating the push-button and click to confirm your selection. Enter the sub-menu in the same way and select the "Adjustment" menu.

The adjustment menu allows you to access the following items:

- Standard readjustment
- Reset settings

### Standard readjustment

This menu allows you to adjust the pipette using 3 calibration points: 10 %, 50 % and 100 % of nominal volume (in according with ISO8655 recommendations).

You may want to calibrate your pipette for solutions with a density, viscosity, surface tension or vapour pressure that are different to that of water. To return to the factory settings, choose "Reset settings", your PIPETMAN M will be reset to the three factory calibration values which are permanently stored in the pipette's firmware.

In accordance with ISO 8655 Gilson recommends a gravimetric procedure for pipette calibration. This gravimetric method is used to establish the mean mass of a given volume of water (taking into account evaporation losses, where necessary). After converting the mean mass to a volume (using the Z factor, see appendix II), enter the measured volumes(s) into the pipette's memory and the software readjusts the pipette accordingly. This method requires the strict monitoring of environmental conditions and the use of routinely controlled equipment that is adapted to the volume being measured.

Conversion to volume must take into account the density of the liquid as well as evaporation during the cycle time. For each measurement, the corresponding volume ( $V_i$ ) can be calculated as follows:

$$V_i = (W_i + e) Z$$

$W_i$  is the weight as read on the balance

$e$  is the mean evaporation loss during the cycle time

$Z$  expressed in L/mg, is a conversion factor incorporating density of water buoyed in air, at test temperature and barometric pressure (see Appendix II)

For volumes greater than 20  $\mu$ L, the evaporation factor can be disregarded.

For more information please refer to "Verification procedure for accuracy and precision" which you can download from the Gilson website ([www.gilson.com](http://www.gilson.com)).

## Maintenance operations

(Disassembly of your PIPETMAN M to change and clean parts)

It is best to inspect your pipette regularly and to routinely clean and change parts as required. To help you to keep up a regular schedule and in the interests of GLP, you can configure your pipette to display an alarm before servicing is due (refer to Service settings, page 18).

### Maintenance warning

PIPETMAN M notifies you, when maintenance is due (Service alert is set by default to "On"). The following message (1) will appear:

after validation by a click, the following message (2) appears:

If you click to confirm within 10 sec. the pipette will automatically switch to "disassembly" mode so you can carry out your maintenance safely.

Wait longer than 10 seconds and the option to have a reminder in one week will appear (3).

Click to confirm. Your pipette will be operational again.

### Maintenance operation for single channel models

#### ■ Tip-Holder and tip-ejector

These parts must be changed if they are damaged. You may also remove these parts for cleaning or decontamination purposes.

 **The following maintenance operation should only be done when the pipette is in DISASSEMBLY Mode (see page 18)!**



### ■ Changing the tip-ejector

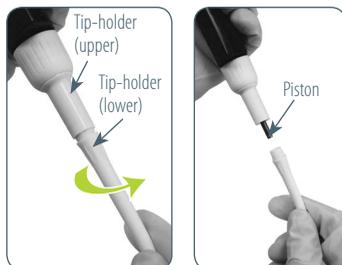
- 1) Keep the tip-ejector button depressed and grip the top of the tip-ejector with the other hand.
- 2) Gently rotate the tip-ejector counter clockwise and separate its connector from the operating rod.
- 3) Pull the tip-ejector away from the body of the pipette.
- 4) Clean or autoclave the tip-ejector and refit or replace it by reversing the procedure.



### ■ Changing the tip-holder (lower part)

After removing the tip-ejector, you may remove the lower part of the tip-holder, which is more likely to become contaminated or damaged than the upper part. Removal of the lower part is shown below; for the upper part see "Removing the piston" (special precautions are necessary).

- 1) Gently rotate the lower part of the tip holder counter clockwise to unscrew it from the upper part.
- 2) Separate the parts and remove the O-ring (refer to "Changing O-ring")
- 3) Clean and if required autoclave the lower part of the tip-holder (autoclaving: 20 min. at 121°C and 0.1MPa)
- 4) If required, lubricate the piston (refer to "How to lubricate the piston") and fit a new O-ring.
- 5) Screw the two parts together, making sure that the two parts are fully tightened, by hand.
- 6) Refit the tip-ejector.

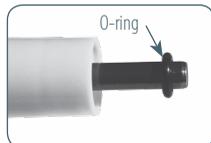


➡ After autoclaving the tip-holder and tip-ejector may change color, however this has no impact on the performance.

### ■ Changing the seal and/or O-ring (refer to chapter 20)

The O-ring is positioned on the piston; it should not be autoclaved, if worn or damaged in any way, it must be replaced.

To access the O-ring, remove the tip-ejector and unscrew the lower part of the tip-holder. You should now be able to remove the O-ring from the piston. Sometimes, the O-ring may be found in the recess at the top-end of the lower part of the tip-holder. If required, lubricate the piston (refer to "How to lubricate the piston") then fit a new O-ring by sliding it onto the piston. Reassemble the pipette. Depending on the pipette model the dimensions of the O-ring will vary (refer to chapter 20).



### ■ Servicing the piston

You may remove the piston-assembly to clean, lubricate, or change the piston.

### ■ Removing the piston

- 1) Remove the tip-ejector and (optionally) the lower part of the tip-holder. If you remove the lower part, take care to remove the O-ring as described in "Changing the O-ring".
- 2) Unscrew the connecting nut (turn by hand, counterclockwise).
- 3) Gently remove the connecting nut and upper tip holder.
- 4) Pull off the piston assembly from the body of the pipette – separate the parts (see below).
- 5) Clean and autoclave (if required) the piston and holder, together with any other parts that may need to be treated in the same way (refer to chapter 15).

⚠ **The specifications of the pipette must be checked after changing any part!**

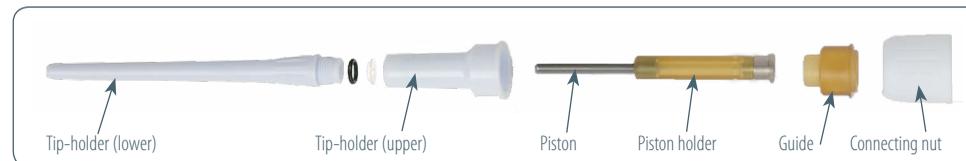


⚠ **Don't pull on the piston to remove the assembly!**

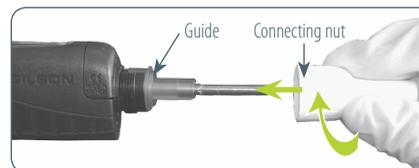
➡ In the case of P1200M, the piston holder, piston and guide are a unit. Don't try to separate them!

- 6) Lubricate the piston, see below.
- 7) Reassemble the piston and guide; then carefully insert the assembly into the body of the pipette. The guide should hold the piston assembly inside the body of the pipette. You can hear a "click" when the piston is back in place.

➡ Take care not to touch the piston, and that it is dust-free. If needed, clean the assembly with a dust-free cloth.



- 8) Reassemble the upper part of the tip-holder and the connecting nut, and then refit to the body of the pipette by rotating the connecting nut clockwise until it is finger tight. Fit the O-ring (for P10M, the seal) and reassemble the lower part of the tip-holder. Refit the tip-ejector.



The seals for P10M are fragile and can be used only once. So, after unscrewing the lower part of the tip-holder you must fit a new seal.

### ■ How to lubricate the piston (except P10M)

Use only Gilson Lubricant (ref: F2070902, as supplied).

Squeeze a small quantity from the tube onto a clean, lintless cloth. Use the cloth to transfer the lubricant to the piston. Ensure that the piston is evenly lubricated and that you wipe away any excess – remember only a fine film of lubricant is required (over the entire piston).

### Maintenance operation for multichannel models

For multichannel models, the lower part should not be disassembled: only the push-button, the connecting nut and the tip-ejector can be replaced.

#### ■ Changing the tip-ejector

To remove the tip-ejector, keep both ejector locks depressed. Pull the tip-ejector down.

To refit the tip-ejector, gently re-insert the tip-ejector vertically into the rails of the ejector support. Pull lightly on the tip-ejector to check the position.

#### ■ Replace the ejector spacer

- 1) Gently press the tabs from the ejector spacer and remove it from the tip-ejector.
- 2) Insert the ejector spacer and click it to the tip-ejector.



 **Use alcohol (ethanol or isopropanol) to clean up the dirt and dust on the tip-holder!**

 **Liquid must not enter the handle of the pipette!**

## 15 CLEANING AND DECONTAMINATION

PIPETMAN M is designed so that the parts normally in contact with contaminants can easily be cleaned and decontaminated.

As part of your quality system, you may have procedures for pipette decontamination. We recommend that you refer to "Decontamination procedures for Gilson pipettes", which you can download from Gilson's website.

If you use chemical solutions for decontamination or detergents for cleaning, other than those specified below, you should check with your supplier that the solution or detergent is safe for use with one of the following materials: PP (Polypropylene), PBT (Polybutylene Terephthalate), PC (Polycarbonate), POM (Polyoxymethylene), PVDF (Polyvinylidene Fluoride), PEI (Polyetherimide) and stainless steel.

### Cleaning

The pipette must be cleaned, as described below, before it is decontaminated. For cleaning your PIPETMAN M you may use a simple soap solution or any of the solutions mentioned in "Decontamination Procedures for Gilson Pipettes".

#### Single channel models

##### ■ External

- 1) Remove the tip-ejector for cleaning (refer to chapter 14).

- 2) Replace the elastomer plug to protect battery charging port.
- 3) Wipe the entire pipette with a soft-cloth or lint-free tissue impregnated with soap solution, to remove all dirty marks. If the pipette is very dirty, a brush with soft plastic bristles may be used.
- 4) To rinse, wipe the entire pipette with a soft-cloth or lint-free tissue impregnated with distilled water.
- 5) Leave to air dry.

##### ■ Internal

The following components only can be immersed in a cleaning solution: **tip-ejector, tip-holder, connecting nut and piston.**

- 1) Disassemble the pipette as described in chapter 14.
- 2) Set aside the handle in a dry and secure location.
- 3) Clean the individual components using an ultrasonic bath (20 minutes at 50 °C) or with a soft-cloth and brushes.
- 4) Rinse the individual components with distilled water.
- 5) Leave the parts to dry by evaporation or wipe them with a clean soft-cloth or lint-free tissue.
- 6) Lubricate the piston and reassemble the pipette according to the instructions given in chapter 14.

#### Multichannel models

The following components **only** can be immersed in a cleaning solution: **tip-ejector, ejector locks and ejector spacer.**

- 1) Remove the tip-ejector and the ejector spacer (refer to chapter 14).
- 2) Immerse the tip-ejector, ejector locks and ejector spacer in the cleaning solution or wipe them with a soft cloth or lint-free tissue impregnated with the cleaning solution.
- 3) Rinse the components with distilled water.
- 4) Leave the parts to dry by evaporation or wipe them with a clean soft-cloth or lint-free tissue.
- 5) Refit the tip-ejector.

Please note that although the lower part of PIPETMAN M multichannel can withstand a few number of autoclaving cycles, we do not recommend autoclaving it.

### Decontamination

#### Autoclaving - Single channel models

However, after separation from the body, any of the following components of the volumetric module may be autoclaved individually: tip-ejector, connecting nut, tip-holders, pistons and seals (except O-rings).

- 1) Clean the parts to be autoclaved, especially the tip-holders.
- 2) Put the parts in an autoclaving bag.
- 3) Autoclave for 20 minutes at 121°C and 0.1 MPa.
- 4) Check that the parts are dry before reassembling the pipette.
- 5) Set the pipette aside to stabilize at room temperature for at least 6 hours.

 **The body (handle) of the pipette is not autoclavable!**

 **The specifications of the pipette must be checked after autoclaving/ disassembling!**

### Chemical decontamination - Single and multichannel models

You may choose to decontaminate your pipette chemically, in accordance with your own procedures. Whatever decontaminant you use, check that it is compatible with the plastics used in the construction of the pipette (see page 22).

#### ■ Parts that may not be immersed

- 1) Wipe the handle of the pipette with a soft-cloth or lint-free tissue covered with the chosen decontaminant.
- 2) Wipe the handle of the pipette with a soft-cloth or lint-free tissue covered with distilled water.

#### ■ Parts that may be immersed

The following components only can be immersed in a decontaminant solution:

- **Single channel models** -> tip-ejector, tip holder (both parts), connecting nut, piston (including holder) and guide.
- **Multichannel models** -> tip-ejector, ejector locks and ejector spacer.

Please note that although the lower part of PIPETMAN M multichannel can withstand a few number of autoclaving cycles, we do not recommend autoclaving it.

- 1) Disassemble the pipette as described in chapter 14.
- 2) Immerse the components in the decontaminant solution or wipe them according the instructions given by the manufacturer or supplier of the decontaminant.
- 3) Rinse the individual components with distilled or sterile water.
- 4) Leave the parts to dry by evaporation or wipe them with a clean, lint-free tissue or soft-cloth.
- 5) Lubricate the piston and reassemble the pipette according to the instructions given in this chapter.

## 16 LEAK TEST

This test may be performed at any time to check that the pipette does not leak, especially after performing a maintenance or decontamination procedure. If a pipette fails this test, you should replace the faulty part (e.g. O-ring, tip-holder...) and repeat this test, after making sure that the pipette is correctly reassembled.

- Fit a PIPETMAN DIAMOND Tip
- Set the pipette to the nominal volume
- Aspirate the nominal volume from a beaker of distilled water
- Hold the pipette in the vertical position and wait for 20 seconds
- If a water droplet appears at the end of the tip there is a leak (refer to chapter 17)
- If you see no droplet, re-immers the tip below the surface of water
- The water level inside the tip should remain constant; if the level goes down there is a leak (refer to chapter 17)
- For multichannel models, check if the water level between each tip is the same

## 17 TROUBLESHOOTING

In case of malfunction, first reset the pipette by pressing on the push-button and the mode-button simultaneously at least for 8 seconds.

If the problem persists, you may consult the following table which identifies potential problems and their solutions.

Problem	Possible Cause	Refer to page
Pipette is leaking sample.	Worn O-ring.	22
Pipette won't aspirate.	Worn O-ring.	22
	Unscrewed lower part of tip-holder.	22
	Damaged or corroded piston.	23
	Damaged tip-holder.	22
	Improper repair or assembly.	21-24
	Connecting nut is loose.	23
Noisy operation.	Software needs to be reset.	5
	Piston needs lubricating.	23
Pipette is inaccurate.	Improper repair or assembly.	21-24
	Unscrewed lower part of tip-holder.	22
	Pipette is out of adjustment.	20
	Connecting nut is loose.	23



**Before returning any pipette to your local Gilson service center, ensure that it is completely free of chemical, biological, or radioactive contamination. Please use the included safety bag.**

Problem	Possible Cause	Refer to page
Pipette is not precise.	Unscrewed lower part of tip-holder.	22
	Incorrect operator technique.	14
	Worn O-ring.	22
	Connecting nut is loose.	23
	Damaged or corroded piston.	23
Tips fall or don't fit.	Damaged tip-holder.	22
	Damaged tip-ejector.	22-24
	Ejector spacer is damaged.	24
	Tip-ejector is loose.	22-24
	Dirty tip-holder.	21
	No OLED display.	Pipette is in sleep mode.
Battery needs recharging.		12
Software needs to be reset.		5
No operation possible.	Battery needs recharging.	12
	Software needs to be reset.	5
Calibration impossible.	Software needs to be reset.	5

## 18 SPECIFICATIONS

PIPETMAN M is a high quality pipette that offers excellent accuracy and precision; it is fully compliant with ISO 8655 and is CE marked.

The figures given in the "Gilson Maximum Permissible Errors" table were obtained using "PIPETMAN DIAMOND Tips". These figures are only guaranteed when using genuine PIPETMAN DIAMOND Tips.

Each pipette is inspected and validated by qualified technicians according to the Gilson quality system. Gilson declares that its manufactured pipettes comply with the requirements of the ISO 8655 standard, by type testing. The adjustment is carried out under strictly defined and monitored conditions (ISO 8655-6):

- Basis of adjustment, Ex.
- Reference temperature, 20 °C
- Relative humidity, 50 %
- Barometric pressure, 101 kPa
- Use of distilled water grade 3 (ISO 3696)
- Ten measurements for each test volume, which are nominal volume, 50 % of nominal volume and 10 % of nominal volume. (tested mode: PIPET, speed 6 with PIPETMAN DIAMOND Tips)

PIPETMAN M model	Ordering reference	PIPETMAN DIAMOND Tips compatibility		Volume range		Maximum Permissible Errors (standard pipetting mode)				
						Gilson			ISO 8655-2	
						PIPET Mode	REPETITIVE Mode	Volume	Systematic error (µL)	Random error (µL)
P10M	F81022	D10 DL10	DF10 DFL10	0.5-10 µL	0.5-10 µL	0.5	± 0.040	≤ 0.013	± 0.12	≤ 0.08
						1	± 0.025	≤ 0.012	± 0.12	≤ 0.08
						5	± 0.060	≤ 0.020	± 0.12	≤ 0.08
						10	± 0.080	≤ 0.025	± 0.12	≤ 0.08
P20M	F81023	D200 DF30		2-20 µL	2-20 µL	2	± 0.075	≤ 0.025	± 0.2	≤ 0.1
						10	± 0.100	≤ 0.035	± 0.2	≤ 0.1
						20	± 0.150	≤ 0.050	± 0.2	≤ 0.1
P100M	F81013	D200 DF100		5-100 µL	5-100 µL	5	± 0.35	≤ 0.10	± 0.8	≤ 0.3
						10	± 0.30	≤ 0.10	± 0.8	≤ 0.3
						50	± 0.38	≤ 0.12	± 0.8	≤ 0.3
						100	± 0.40	≤ 0.15	± 0.8	≤ 0.3
P200M	F81024	D200 D300	DF200 DF300	20-200 µL	5-200 µL	20	± 0.40	≤ 0.15	± 1.6	≤ 0.6
						100	± 0.80	≤ 0.22	± 1.6	≤ 0.6
						200	± 1.00	≤ 0.26	± 1.6	≤ 0.6
P300M	F81014	D200 D300	DF200 DF300	20-300 µL	10-300 µL	20	± 0.80	≤ 0.16	± 4.0	≤ 1.5
						30	± 0.70	≤ 0.20	± 4.0	≤ 1.5
						150	± 0.90	≤ 0.23	± 4.0	≤ 1.5
						300	± 1.05	≤ 0.30	± 4.0	≤ 1.5
P1200M	F81015	D1000 D1200	DF1000 DF1200	100-1200 µL	20-1200 µL	100	± 2.5	≤ 0.4	± 16	≤ 6.0
						120	± 2.4	≤ 0.4	± 16	≤ 6.0
						600	± 3.6	≤ 0.8	± 16	≤ 6.0
						1200	± 6.0	≤ 1.2	± 16	≤ 6.0
P5000M	F81016	D5000		500-5000 µL	100-5000 µL	500	± 10	≤ 2	± 40	≤ 15.0
						2500	± 15	≤ 4	± 40	≤ 15.0
						5000	± 25	≤ 7	± 40	≤ 15.0
P10 mL M	F81017	D10 mL		1-10 mL	200 µL-10 mL	1 mL	± 25	≤ 4	± 60	≤ 30.0
						5 mL	± 30	≤ 8	± 60	≤ 30.0
						10 mL	± 50	≤ 12	± 60	≤ 30.0
P8x10M P12x10M	F81025	D10	DF10	0.5-10 µL	0.5-10 µL	0.5	± 0.05	≤ 0.02	± 0.24	≤ 0.16
						1	± 0.04	≤ 0.02	± 0.24	≤ 0.16
	F81026	DL10	DFL10			5	± 0.08	≤ 0.04	± 0.24	≤ 0.16
						10	± 0.10	≤ 0.06	± 0.24	≤ 0.16
P8x20M P12x20M	F81027	DL10	DFL10	1-20 µL	1-20 µL	1	± 0.08	≤ 0.05	± 0.4	≤ 0.2
						F81028	D200	DF30	10	± 0.15
	20	± 0.25	≤ 0.12						± 0.4	≤ 0.2
P8x100M P12x100M	F81018	D200		10-100 µL	5-100 µL	10	± 0.25	≤ 0.14	± 1.6	≤ 0.6
						F81019	DF100	50	± 0.50	≤ 0.20
	100	± 0.80	≤ 0.25					± 1.6	≤ 0.6	
P8x200M P12x200M	F81029	D200	DF100	20-200 µL	5-200 µL	20	± 0.50	≤ 0.16	± 3.2	≤ 1.2
						F81030	D300	DF300	100	± 1.00
	200	± 2.00	≤ 0.50						± 3.2	≤ 1.2
P8x300M P12x300M	F81031	D200	DF200	10-300 µL	10-300 µL	10	± 1.00	≤ 0.18	± 8.0	≤ 3.0
						F81032	D300	DF300	30	± 1.00
	150	± 1.50	≤ 0.375						± 8.0	≤ 3.0
	300	± 2.40	≤ 0.45			± 8.0	≤ 3.0			
P8x1200M P12x1200M	F81020			50-1200 µL	50-1200 µL	50	± 4.0	≤ 0.7	± 32	≤ 12
						F81021	D1200	DF1200	120	± 4.0
	600	± 6.0	≤ 1.5						± 32	≤ 12
	1200	± 9.6	≤ 1.8			± 32	≤ 12			

Gilson specifications set with Gilson PIPETMAN DIAMOND Tips.

The maximum permissible errors always apply to the entire pipetting system that includes piston pipette and tip. When using pipette tips other than Gilson PIPETMAN DIAMOND Tips with PIPETMAN pipettes, Gilson specifications do not apply.

Under these conditions: - Gilson volumetric specifications in standard pipetting (PIPET mode) are guaranteed with a performance exceeding ISO 8655-2 recommendations for this mode.

- In the absence of ISO recommendations for repetitive pipetting mode for air-displacement pipettes, Gilson volumetric specifications for repetitive pipetting (REPETITIVE mode) are guaranteed within ISO 8655-2 recommendations for standard pipetting (Cf. ISO 8655-2 table 1).

# 19 SAFETY PRECAUTIONS AND LIMITATIONS OF USE

For safety reasons, it is important to observe the following instructions:

## 1. Battery and electrical specifications:



**We strongly recommend you fully charge the battery before using the pipette. PIPETMAN M is supplied with an AC adaptor that is suitable for your country. You must only use an original Gilson AC adaptor specific to this product. Charge the battery in the pipette, using the AC-adaptor or the stand adapter.**

Use AC-adaptor and stand adapter indoors.

PIPETMAN M uses Lithium-Ion battery. Operation on the battery is done at user's risk only. Opening the pipette voids the warranty.

Dispose of used batteries in accordance with legal regulations. Batteries may not be disposed of with household waste and may explode if disposed in fire !

- Li-ion battery pack; 1 Ah / 3.6 V  
Charging time: approx. 3 hours for a fully discharged battery (80% in one hour).
- AC adaptor  
Input voltage, country-specific: 100-240 V, 50/60 Hz (0.5A max.)  
Output voltage: +5 V DC, 3.5A (17.5W max.)
- Class II this device is double insulated.

## 2. Do not use PIPETMAN M in a potentially explosive environment or with potentially explosive chemicals.

## 3. When pipetting infectious, radioactive, toxic and other hazardous solutions, please observe all the safety precautions (e.g. wear protective clothing, goggles and gloves) and regulations appropriate for your country.

## 4. Do not allow the liquid to enter the body of the pipette.

## 5. Storage conditions

Temperature: -20°C to 50°C - Humidity max: 80%

## 6. Temperature of use

Between 4°C and 40°C (specifications may vary).

## 7. Use only genuine PIPETMAN DIAMOND Tips and original Gilson's accessories and spare parts.

If the equipment is used in a manner not specified by Gilson in the user's guide, the protection provided in the equipment may be impaired.

## 8. Equipment disposal

This equipment must not be disposed of with unsorted municipal waste. Instead, it is your responsibility to correctly dispose of your waste equipment by handing it over to an authorised facility for separate collection and recycling. It is also your responsibility to decontaminate the equipment in case of biological, chemical, and/or radiological contamination so as to protect from health hazards the persons involved in the disposal and recycling of equipment. For more information about where you can drop off your waste equipment for recycling, please contact your local dealer from whom you originally purchased the product or your local council. By doing so, you will help conserve natural resources and you will ensure that your waste equipment is recycled in a manner that protects human health and the environment. Thank you.



## 9. PIPETMAN M can be used indoor and outdoor,

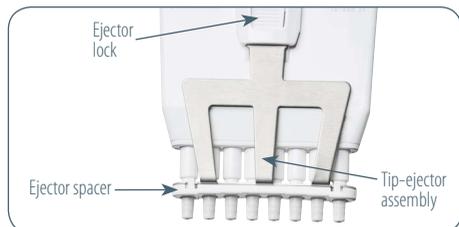
if precautions are respected as described above in this handbook and in the GLP.

## 20 REPLACEMENT PARTS

### Single channel models

Description	P10M	P20M	P100M	P200M	P300M	P1200M	P5000M	P10mLM
Connecting nut	F807012							
Battery tag, 1x4	F807013							
Ejector tag, 1x4	F807014							
Power supply USB	F807015							
Power tub cover	F807022							
Battery window	F807005							
Ejector window	F807006							
Lubrican tube 3.5g	-	F3070902						
Seal, 1x5	F161902	-	-	-	-	-	-	-
Seal & O-Ring, 5 sets	-	F144863	-	-	-	-	-	-
O-ring, 1x5	-	-	F807146	F2070501	F807134	F2070601	F807148	F807149
Tip-holder, upper part	F2070117	F2070117	F807135	F2070517	F2070517	F2070617	-	-
Tip-holder, lower part	F2070218	F2070318	F807136	F2070518	F2070518	F2070618	F2070719	F807147
Button assembly	F807141	F807142	F807119	F807143	F807120	F807121	F807122	F807123
Tip-ejector assembly	F807008	F807009	F807130	F807010	F807010	F807011	F807131	F807132
Piston assembly	F807017	F807018	F807126	F807019	F807127	F807020	F807128	F807129

### Multichannel models



Description	P8x10M	P12x10M	P8x20M	P12x20M	P8x100M	P12x100M	P8x200M	P12x200M	P8x300M	P12x300M	P8x1200M	P12x1200M
Battery tag, 1x4	F807013	F807013	F807013	F807013	F807013	F807013	F807013	F807013	F807013	F807013	F807013	F807013
Ejector tag, 1x4	F807014	F807014	F807014	F807014	F807014	F807014	F807014	F807014	F807014	F807014	F807014	F807014
Power supply USB	F807015	F807015	F807015	F807015	F807015	F807015	F807015	F807015	F807015	F807015	F807015	F807015
Power tub cover	F807022	F807022	F807022	F807022	F807022	F807022	F807022	F807022	F807022	F807022	F807022	F807022
Battery window	F807005	F807005	F807005	F807005	F807005	F807005	F807005	F807005	F807005	F807005	F807005	F807005
Ejector window	F807006	F807006	F807006	F807006	F807006	F807006	F807006	F807006	F807006	F807006	F807006	F807006
Button assembly	F807141	F807141	F807144	F807144	F807124	F807124	F807143	F807143	F807145	F807145	F807125	F807125
Ejector spacer	F507001	F507003	F507001	F507003	F507001	F507003	F507001	F507003	F507001	F507003	F507139	F507140
Ejector spacer D10	F807117	F807118	-	-	-	-	-	-	-	-	-	-
Ejector lock	F507008	F507008	F507008	F507008	F507008	F507008	F507008	F507008	F507008	F507008	F507008	F507008
Tip-ejector assembly	F507005	F507006	F507005	F507006	F507005	F507006	F507005	F507006	F507005	F507006	F507137	F507138

## APPENDIX 1 - EXAMPLE OF A PERFORMANCE CHECK

Below is an example of how to evaluate the performance of PIPETMAN P10M at 1 µL.

1. Determine the mean value  $\bar{e}$  of the evaporation loss  $e_i$  that occurs during your pipetting cycles. Proceed as described in Appendix 3 to determine  $e_i$

$$\bar{e} = \frac{1}{m} \sum_{i=1}^m e_i$$

$m$  : number of weighings

$e_1 = 0.016$  mg       $e_3 = 0.021$  mg

$e_2 = 0.018$  mg       $e_4 = 0.017$  mg

$$\bar{e} = (e_1 + e_2 + e_3 + e_4) / 4$$

$$\bar{e} = (0.016 + 0.018 + 0.021 + 0.017) / 4$$

$$\bar{e} = 0.018 \text{ mg/per cycle}$$

2. Change the pipette tip and perform the first weighing. Then, keep a regular cycle and perform the 10 following measurements.

$W_r = 0.957$  mg

$W_1 = 0.968$  mg

$W_2 = 0.960$  mg

$W_3 = 0.984$  mg

$W_4 = 0.942$  mg

$W_5 = 0.969$  mg

$W_6 = 0.966$  mg

$W_7 = 0.955$  mg

$W_8 = 0.972$  mg

$W_9 = 0.958$  mg

$W_{10} = 0.967$  mg

$W_r$  rinsing measurement which is disregarded for the calculation

3. Calculate the mean weight

$$\bar{W} = \frac{1}{n} \sum_{i=1}^n W_i$$

$n$  number of weighings

$W_i$  weighing results

$$\bar{W} = (0.968 + 0.960 + 0.984 + 0.942 + 0.969 + 0.966 + 0.955 + 0.972 + 0.958 + 0.967) / 10$$

$$\bar{W} = 0.964 \text{ mg}$$

4. Calculate the mean volume

$$\bar{V} = (\bar{W} + \bar{e}) \times Z$$

$$\bar{V} = (0.964 + 0.018) \times 1.0032$$

$$\bar{V} = 0.985 \text{ µL}$$

For a temperature of 21.5 °C and an air pressure of 1013 hPa, the Z factor is equal to 1.0032 µL/mg (see table in Appendix 2).

5. Evaluate accuracy

$$E = \bar{V} - V_0$$

Systematic error (E):

$V_0$  true value set on the instrument

$$E = 0.985 - 1 = -0.015 \text{ µL}$$

Relative error (E%):

$$E\% = (\bar{V} - V_0) \times 100 / V_0$$

$$E\% = (-0.015 \times 100) / 1 = -1.50 \%$$

6. Evaluate precision (repeatability)

Standard Deviation ( $SD_w$ )

$$SD_w = \sqrt{\frac{\sum_{i=1}^n (W_i - \bar{W})^2}{n - 1}}$$

$$SD_w^2 = \frac{1}{n - 1} \sum_{i=1}^n (W_i - \bar{W})^2$$

$$SD_w^2 = \frac{1}{9} \left[ \begin{aligned} &(0.968 - 0.964)^2 + (0.960 - 0.964)^2 + (0.984 - 0.964)^2 + \\ &(0.942 - 0.964)^2 + (0.969 - 0.964)^2 + (0.966 - 0.964)^2 + \\ &(0.955 - 0.964)^2 + (0.972 - 0.964)^2 + (0.958 - 0.964)^2 + \\ &(0.967 - 0.964)^2 \end{aligned} \right]$$

$$SD_w = 0.011 \text{ mg}$$

Random error ( $SD_v$ ):

$$SD_v = SD_w \times Z$$

$$SD_v = 0.011 \times 1.0032 = 0.011 \text{ µL}$$

## APPENDIX 2 - Z FACTOR

The reference calculation equation is:

$$Z = [1/(P_w - P_A)] [1 - (P_A/P_B)]$$

Where:  $P_A$  = density of air at t°C.  
 $P_w$  = density of the test liquid at t°C.  
 $P_B$  = density of the balance weights. Use 8 g/cc for  $P_B$

*Weights conforming to International recommendation N°33 of OIML have been adjusted to give results when weighing in air as if the density of the weights were 8.0 g/mL.*

Values of the conversion factor **Z** (μL/mg) as a function of temperature and pressure for distilled water.

Temperature (°C)	Air pressure (hPa)					
	800	853	907	960	1013	1067
15	1.0018	1.0018	1.0019	1.0019	1.0020	1.0020
15.5	1.0018	1.0019	1.0019	1.0020	1.0020	1.0021
16	1.0019	1.0020	1.0020	1.0021	1.0021	1.0022
16.5	1.0020	1.0020	1.0021	1.0022	1.0022	1.0023
17	1.0021	1.0021	1.0022	1.0022	1.0023	1.0023
17.5	1.0022	1.0022	1.0023	1.0023	1.0024	1.0024
18	1.0022	1.0023	1.0024	1.0024	1.0025	1.0025
18.5	1.0023	1.0024	1.0025	1.0025	1.0026	1.0026
19	1.0024	1.0025	1.0025	1.0026	1.0027	1.0027
19.5	1.0025	1.0026	1.0026	1.0027	1.0028	1.0028
20	1.0026	1.0027	1.0027	1.0028	1.0029	1.0029
20.5	1.0027	1.0028	1.0028	1.0029	1.0030	1.0030
21	1.0028	1.0029	1.0030	1.0030	1.0031	1.0031
21.5	1.0030	1.0030	1.0031	1.0031	1.0032	1.0032
22	1.0031	1.0031	1.0032	1.0032	1.0033	1.0033
22.5	1.0032	1.0032	1.0033	1.0033	1.0034	1.0035
23	1.0033	1.0033	1.0034	1.0035	1.0035	1.0036
23.5	1.0034	1.0035	1.0035	1.0036	1.0036	1.0037
24	1.0035	1.0036	1.0036	1.0037	1.0038	1.0038
24.5	1.0037	1.0037	1.0038	1.0038	1.0039	1.0039
25	1.0038	1.0038	1.0039	1.0039	1.0040	1.0041
25.5	1.0039	1.0040	1.0040	1.0041	1.0041	1.0042
26	1.0040	1.0041	1.0042	1.0042	1.0043	1.0043
26.5	1.0042	1.0042	1.0043	1.0043	1.0044	1.0045
27	1.0043	1.0044	1.0044	1.0045	1.0045	1.0046
27.5	1.0044	1.0045	1.0046	1.0046	1.0047	1.0047
28	1.0046	1.0046	1.0047	1.0048	1.0048	1.0049
28.5	1.0047	1.0048	1.0048	1.0049	1.0050	1.0050
29	1.0049	1.0049	1.0050	1.0050	1.0051	1.0052
29.5	1.0050	1.0051	1.0051	1.0052	1.0052	1.0053
30	1.0052	1.0052	1.0053	1.0053	1.0054	1.0055

## APPENDIX 3 - EVAPORATION LOSS

### Procedure for the determination of evaporation loss

Use the same distilled water, weighing vessel and balance as you will be using for the gravimetric check.

1. Half fill the weighing vessel with distilled water.
2. Cover the weighing vessel with its lid and place it on the balance using a pair of tweezers.
3. Aspirate a sample.
4. Tare the balance and take the weighing vessel out of the balance.
5. Take off the lid with tweezers.
6. Dispense the sample into a dummy vessel.
7. Replace the lid on the weighing vessel and, using tweezers, replace the vessel on the balance.
8. Read the negative result  $e_1$  (record the absolute value).
9. Repeat steps 3 to 8, three times to obtain  $e_2$ ,  $e_3$ , and  $e_4$ .
10. Calculate the evaporation loss  $e$  using the formula:

*In normal conditions, this value is usually between 0.01 mg and 0.03 mg.*

$$\bar{e} = \frac{1}{4}(e_1 + e_2 + e_3 + e_4)$$

## APPENDIX 4 - PIPETMAN M SOFTWARE

### Using the Custom Mode



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## 1. Introduction

### 1.1 What is PIPETMAN M Software?

PIPETMAN M Software is an easy-to-use software for creating custom pipetting protocols for PIPETMAN M pipettes. Use it to create personalized pipetting protocols on your computer, and to transfer these protocols to PIPETMAN M pipettes in the Custom Mode, where you can execute them.

PIPETMAN M Software runs on Windows 7, Windows 8 and Windows 8.1. The software file is downloadable on [www.gilson.com/pipetmann](http://www.gilson.com/pipetmann).

### 1.2 Passwords and User information

When running the PIPETMAN M Software for the first time (e.g. after installation), you are prompted to enter some information regarding your password and your institution.

#### User password.

Enter user password and select a *Hidden question / Hidden answer* (used to recover forgotten passwords). You can also select *I don't want to use passwords*. You can still switch to start using passwords later (in main menu select *Other administration* ▶ *Change password*).

#### User profile.

Provide Institution/Company details. Providing this information is optional and can also be done later (in main menu select *Other administration* ▶ *Institution/Company profile*).

During the installation you are prompted to enter a *Recovery password* that will be used to retrieve forgotten passwords.

Password must contain 8-30 characters, start with a letter, contain at least one numerical digit and one uppercase letter (no special symbols allowed).

**Note:** When using a password, please make sure you remember or save your *Recovery password* and/or the answer to the *Hidden question* – those are the only two means of retrieving your login information in the event of forgetting the password (see following section).

### 1.3 Forgotten password

Users who use password protection have to provide the password to run PIPETMAN M Software and to modify custom protocols in PIPETMAN M.

In the case of a forgotten password, click the *Forgotten Password* button on the PIPETMAN M login window. Select one of the following options to recover the forgotten password:

- *I know the answer to the hidden question*
- *I have the recovery password*

And click *Next*. Provide the answer to the *Hidden question* or the *Recovery password* on the next screen and click *Next*. On the following window, provide a new password and click *Finish*.

## 2. Home screen

After launching PIPETMAN M Software you are directed to the home screen.



PIPETMAN M Software home screen

The Home screen offers the following options:

**Manage custom protocols** - Create, edit, import or export custom protocols.

**Transfer custom protocols to pipette** – Connect a PIPETMAN M pipette via USB cable and transfer a selected custom protocol to the PIPETMAN M pipette.

**Update pipette settings** - Access additional pipette settings such as locking functionality, sound alerts, maximum volume limit, or pipette firmware updates.

**Other administration** – Manage the inventory of your PIPETMAN M pipettes, view history of custom protocol uploads to specific PIPETMAN M pipettes, manage passwords and the Company/Institution profile.

By clicking the home icon  you return to the home screen.

**Menu bar** offers the following options:

- File ▶ Exit; exit the PIPETMAN M Software
- Help ▶ Help; access the user's guide
- Help ▶ About; access basic information on the PIPETMAN M Software

## 3. Installing PIPETMAN M Software

### 3.1 Computer requirements for PIPETMAN M Software

PIPETMAN M Software is supported on PCs with Windows 7, Windows 8 and Windows 8.1.

Table below lists the computer system requirements for the software.

System	Minimum/Allowed	Recommended
Operating system	Windows 7	Windows 7 and above
Hard drive	1 GB	10 GB
Processor speed	2.0 GHz	2.0 GHz
RAM	1 GB	2 GB
Screen resolution	480x800, 768x1024, 720x1280, 768x1280, 800x1280, 768x1366	768x1024
Text size (Windows only)	100%, 125%, 150%	100%
USB	USB 2.0 High-speed port	USB 2.0 High-speed port

### 3.2 Installing PIPETMAN M Software

- Download the appropriate PIPETMAN M Software installation file for your operating system to the computer.
- Double-click the installer and follow the instructions on the screen to complete the installation.
- When completed, the PIPETMAN M Software icon will appear on desktop of the computer if *Create Desktop Shortcut* is checked.

- iv. If PIPETMAN M Software is not launched automatically, double-click the PIPETMAN M icon on the desktop.
- v. Once installed, the PIPETMAN M Software can be run by any user on the installed computer.

### 3.3 Installing the drivers

On Windows 7 systems, drivers are installed along with the installer. On some Windows 8 and Windows 8.1 systems, drivers might need to be installed manually.

### 3.4 Software files

PIPETMAN M Software stores information about custom pipetting protocols in specific files with the extension .pmp.

## 4. Uninstalling PIPETMAN M Software

When uninstalling PIPETMAN M, you can select to remove the user data (select checkbox *Remove user data* during uninstall process). This will remove all user data, custom protocols, pipette data and history related to pipettes and protocols.

## 5. Creating and managing custom protocols

In *Manage custom protocols* you can create, edit, import or export custom protocols.

### 5.1 Creating a custom protocol

Start creating a new custom protocol from scratch by clicking the *Create a new protocol* button.

Specify the *Protocol name* (e.g. *DNA-isolation*) and click *Create*. The edit custom protocol screen appears with the *Protocol info* and *Protocol setup* tabs.

In the *Protocol info* tab, select a pipette from a list of PIPETMAN M models. Enter the name of the user who created the protocol (*protocol created by:* field) and enter any comments into the *Comments* box, if required.

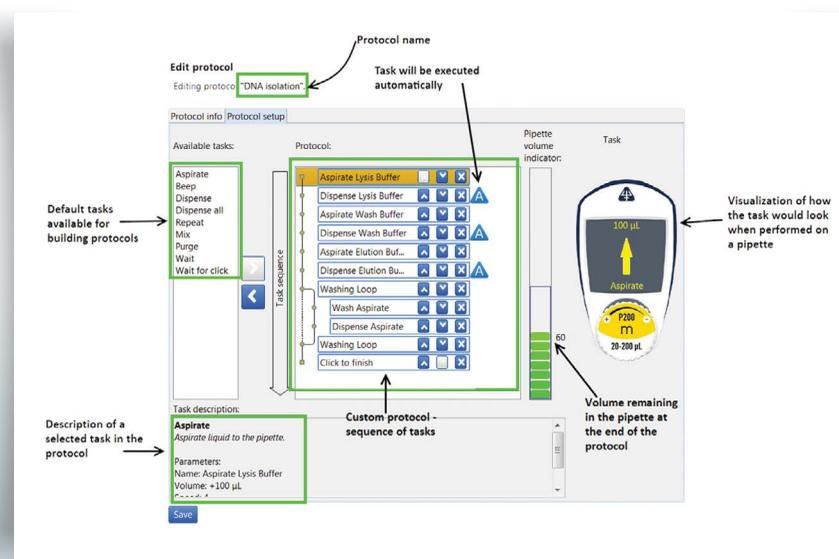
In the *Protocol setup* tab, build a pipetting protocol by adding tasks from the *Available tasks* list (on the left of the screen) to the *Protocol* pane (on the right of the screen) and modifying the task's default parameters:

1. Select a task in the *Available task* list.
2. Drag-and-drop it to the *Protocol* pane, use the arrow button  or simply double-click on the task).
3. Modify the task's parameters in the *Edit task* window that opens automatically after you add the task to protocol, and click *Create* to add the task.
4. Add further tasks to the protocol if desired.
5. When the protocol contains all desired tasks, click the *Save* button to store the protocol. If you are using password protection, you will be asked to confirm this action by entering your password.

The protocol is now listed in *Manage custom protocols*.

Protocols can contain up to 40 tasks.

Tasks listed in the protocol pane will be executed on the PIPETMAN M from top to bottom. You can move the task's position in the protocol by drag-and-drop movement or by using up/down arrows next to the task .



Building a custom protocol

Default tasks available:

- **Aspirate:** aspirates specified volume into the tip.
- **Dispense:** dispenses specified volume from the tip.
- **Dispense all:** dispenses all remaining volume from the tip followed by a purge action.
- **Repeat<sup>(1)</sup>:** enables repetition of any task once or more.
- **Mix:** mixes the specific volume in one or more cycles.
- **Purge:** dispenses all remaining volume from the tip followed by purging extra volume.
- **Wait:** introduces a wait for a specified number of seconds.
- **Wait for click:** pauses the protocol until Push-button is clicked.
- **Beep:** makes pipette produce a beeping sound while selected tasks are executed.

Add tasks to the protocol through drag-and-drop actions, by selecting a task and clicking the arrow button  or by double-clicking the task. Drag-and-drop actions position the tasks in the following way: the selected task will be placed directly above the task highlighted in the protocol section. If you are moving a task upwards or creating a new task, the task will be positioned above the highlighted task. If you are moving the task downwards, the task will be dropped after the highlighted task.

After you add a task to the protocol, you can modify task parameters.

<sup>(1)</sup>Tasks within Repeat will be executed in a sequence for the specified number of iterations.

Example:

If Repeat contains two tasks: Aspirate 20 µL followed by Dispense 20 µL and the number of iterations is set to 3, the tasks will be executed on PIPETMAN M in the following order:

1. Aspirate 20 µL, 2. Dispense 20 µL, 3. Aspirate 20 µL, 4. Dispense 20 µL, 5. Aspirate 20 µL, and 6. Dispense 20 µL.

### 5.1.1. Default task parameters

Each task has modifiable parameters, defined as follows:

**Aspirate** and **Dispense** tasks have the following parameters:

- *Task name<sup>(2)</sup>:* specify the name of the task.
- *Volume (µL)<sup>(2)</sup>:* specify the volume for the task in µL.
- *Speed<sup>(2)</sup>:* specify the speed for aspirating and dispensing.
- *Comments:* enter any comments related to the task.

- *Display text<sup>(2)</sup>:* enter text that is displayed on the pipette's LCD screen when the task is activated (note that the number of characters for display text is limited<sup>(3)</sup>).
- *Execute automatically (checkbox)<sup>(4)</sup>:* specify whether the task should be executed automatically after the previous task is completed.

**Dispense all** task has the following parameters:

- *Task name<sup>(2)</sup>:* specify the name of the task.
- *Speed<sup>(2)</sup>:* specify the speed for the dispense.
- *Comments:* enter any comments related to the task.
- *Display text<sup>(2)</sup>:* enter text that is displayed on the pipette's LCD screen when the task is activated (note that the number of characters for display text is limited<sup>(3)</sup>).
- *Execute automatically (checkbox)<sup>(4)</sup>:* specify whether the task should be executed automatically after the previous task is completed.

**Repeat** task has the following parameters:

- *Task name<sup>(2)</sup>:* specify the name of the task.
- *Number of iterations<sup>(2)</sup>:* specify how many times the pipette should repeat the tasks that are placed inside the repeat task.
- *Comments:* enter any comments related to the task.

**Note:** for certain PIPETMAN M models the minimal volumes in *Aspirate* and *Dispense* tasks might be different if these tasks are located inside *Repeat* loop.

**Mix** task has the following parameters:

- *Task name<sup>(2)</sup>:* specify the name of the task.
- *Volume (µL)<sup>(2)</sup>:* specify the volume for the task in µL.
- *Aspiration speed<sup>(2)</sup>:* specify the speed for the aspiration.
- *Dispense speed<sup>(2)</sup>:* specify the speed for the dispense.
- *Use Push-button mixing (checkbox):* when checked, mixing will be performed continuously for as long as the user holds the Push-button on the pipette; once the Push-button is released, mixing stops and the next task in the protocol is executed.
- *Number of cycles<sup>(2)</sup>:* specify how many times the volume should be mixed.
- *Comments:* enter any comments related to the task.
- *Display text<sup>(2)</sup>:* enter text that is displayed on the pipette's LCD screen when the task is activated (note that the number of characters for display text is limited<sup>(3)</sup>).
- *Execute automatically (checkbox)<sup>(4)</sup>:* specify whether the task should be executed automatically after the previous task is completed.

**Purge** task has the following parameters:

- *Task name*<sup>(2)</sup>: specify the name of the task.
- *Comments*: enter any comments related to the task.
- *Display text*<sup>(2)</sup>: enter text that is displayed on the pipette's LCD screen when the task is activated (note that the number of characters for Display text is limited<sup>(3)</sup>).
- *Execute automatically (checkbox)*<sup>(4)</sup>: specify whether the task should be executed automatically after the previous task is completed.

**Wait** task has the following parameters:

- *Task name*<sup>(2)</sup>: specify the name of the task.
- *Duration(s)*<sup>(2)</sup>: specify the duration of the pause in seconds.
- *Comments*: enter any comments related to the task.
- *Display text*<sup>(2)</sup>: enter text that is displayed on the pipette's LCD screen when the task is activated (note that the number of characters for Display text is limited<sup>(3)</sup>).

**Wait for click** task has the following parameters:

- *Task name*<sup>(2)</sup>: specify the name of the task.
- *Comments*: enter any comments related to the task.
- *Display text*<sup>(2)</sup>: enter text that is displayed on the pipette's LCD screen when the task is activated (note that the number of characters for Display text is limited<sup>(3)</sup>).

**Beep** task has the following parameters:

- *Task name*<sup>(2)</sup>: specify the name of the task.
- *Comments*: enter any comments related to the task.

Example of use: in order to produce a beep sound with duration of 1 second on the pipette before the *Aspirate* task, position the following set of tasks before the *Aspirate* task:

- *Beep task* (creates the beep start and end tasks).
- *Wait task* (with duration 1 s), which should replace the beep placeholder task between the two beep tasks.

<sup>(2)</sup>Parameters marked with an asterisk are mandatory.

<sup>(3)</sup>Pipettes are able to display a limited number of characters on their LCD screen. If you use longer strings of characters in *Display text* not all may be displayed.

<sup>(4)</sup>*Display text* field is disabled when *Execute automatically* is checked. Additionally, the *Use Push-button mixing* option for mix mode is also disabled for tasks that are automatically executed.

### 5.1.2. Editing, cloning and deleting tasks

Once the task is listed in the protocol, you can edit its parameters by selecting the task, *right-clicking* on it and selecting *Edit task*, or by double-clicking the task. The *Edit task* window opens, where you can modify the task's parameters and store them.

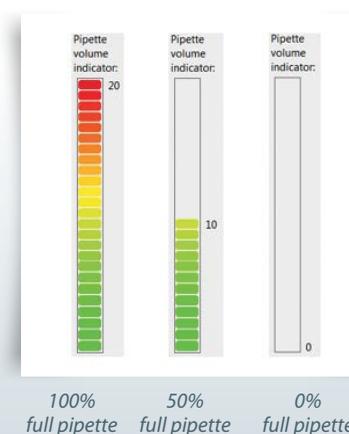
You can clone a task by *right-clicking* on the desired task and selecting *Clone task*. *Add task* window opens, where you can rename the task and change the parameters if desired. When done, add the task to the protocol by clicking *Create* button. The task is added immediately after the original task.

You can delete tasks from the protocol by *right-clicking* on the desired task and selecting *Delete task*. Alternatively, you can select a task in the protocol and click the left-arrow . When deleting a task, a pop-up window appears, where you can confirm task deletion.

### 5.1.3. Pipette volume indicator

As you build a protocol, the pipette volume indicator will display how much of the pipette's maximum volume is used at the end of the protocol with indicator bars (green to red color). The exact volume is also displayed next to the color bars (displayed in microliters). If you click on a particular task, a rectangle will mark the volume of the current task (blue rectangle indicates aspirating, and red rectangle indicates dispensing of volume).

If the volume in pipette exceeds the maximal volume, or is below the minimal volume of the pipette, the pipette volume indicator will be surrounded with a red rectangle.



Numbers displayed next to colored bars represents volume remaining in the pipette at the end of protocol (displayed in microliters).

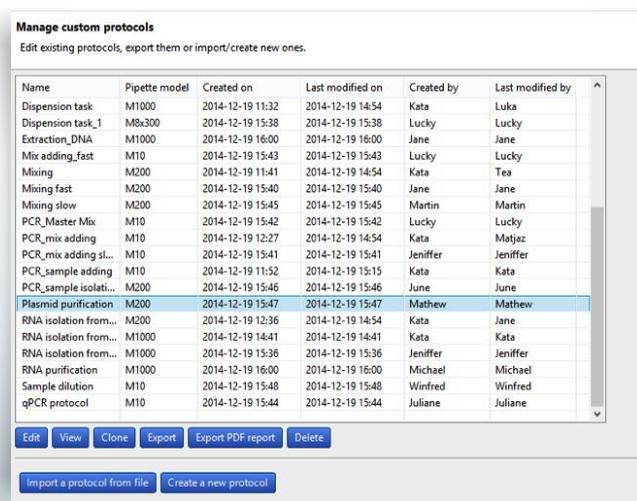
### 5.1.4. Warning and error messages

PIPETMAN M Software verifies the protocol after the addition of each task, or after modification of a task, to determine whether the volume of the pipette is still within the volume specifications for that particular PIPETMAN M model. Should the volume in pipette model fall outside specifications, an *error sign*  will appear next to the task that caused this. More details about error are available if you position the mouse over the error sign. Protocols that contain one or more *error signs*  may be saved, however they cannot be transferred to a pipette and cannot be exported.

In certain cases a yellow *warning sign*  will appear next to a protocol in *Manage custom protocols* and *Transfer custom protocols* to pipette. More details about the warning are available if you position the mouse over the warning sign. Such protocols may be transferred to a pipette and can be exported. However, executing these protocols on the pipette repeatedly may cause the pipette to have an error.

## 5.2 Managing existing protocols in *Manage custom protocols*

All protocols that have been created are listed in the *Manage custom protocols* window with information on pipette model, date of creation, date of last modification, person that created the protocol, and person that last modified the protocol. If a protocol contains a warning or an error, the warning or error icon is displayed.



Name	Pipette model	Created on	Last modified on	Created by	Last modified by
Dispensation task	M1000	2014-12-19 11:32	2014-12-19 14:54	Kata	Luka
Dispensation task_1	M8x300	2014-12-19 15:38	2014-12-19 15:38	Lucky	Lucky
Extraction_DNA	M1000	2014-12-19 16:00	2014-12-19 16:00	Jane	Jane
Mix adding_fast	M10	2014-12-19 15:43	2014-12-19 15:43	Lucky	Lucky
Mixing	M200	2014-12-19 11:41	2014-12-19 14:54	Kata	Tea
Mixing fast	M200	2014-12-19 15:40	2014-12-19 15:40	Jane	Jane
Mixing slow	M200	2014-12-19 15:45	2014-12-19 15:45	Martin	Martin
PCR_Master Mix	M10	2014-12-19 15:42	2014-12-19 15:42	Lucky	Lucky
PCR_mix adding	M10	2014-12-19 12:27	2014-12-19 14:54	Kata	Matjaz
PCR_mix adding sl...	M10	2014-12-19 15:41	2014-12-19 15:41	Jeniffer	Jeniffer
PCR_sample adding	M10	2014-12-19 11:52	2014-12-19 15:15	Kata	Kata
PCR_sample isolati...	M200	2014-12-19 15:46	2014-12-19 15:46	Jane	Jane
Plasmid purification	M200	2014-12-19 15:47	2014-12-19 15:47	Mathew	Mathew
RNA isolation from...	M200	2014-12-19 12:36	2014-12-19 14:54	Kata	Jane
RNA isolation from...	M1000	2014-12-19 14:41	2014-12-19 14:41	Kata	Kata
RNA isolation from...	M1000	2014-12-19 15:36	2014-12-19 15:36	Jeniffer	Jeniffer
RNA purification	M1000	2014-12-19 16:00	2014-12-19 16:00	Michael	Michael
Sample dilution	M10	2014-12-19 15:48	2014-12-19 15:48	Winfred	Winfred
qPCR protocol	M10	2014-12-19 15:44	2014-12-19 15:44	Juliane	Juliane

Custom protocols are listed in *Manage custom protocol* window

For each of the protocols listed you can perform the following actions. Simply select the protocol and click on one of the buttons:

- **View:** view a protocol. No parameters can be changed in the “View mode”.
- **Edit:** edit a protocol (change the PIPETMAN M model, rename protocol, add/edit/remove tasks).
- **Clone:** clone a protocol (if you are creating a similar protocol, cloning will save time).
- **Export:** export a protocol to a .pmp file and store it on the computer.
- **Export to pdf:** create a summary of the protocol in the form of a print-ready pdf document.
- **Delete:** delete a protocol.

Alternatively, you can perform these actions by right-clicking on a desired protocol. Editing protocol is also available by double-clicking the selected protocol.

## 5.3 Importing a protocol

You can add protocols to the *Manage custom protocols* by importing a previously created protocol (.pmp files).

Click on *Import a protocol from file* button, navigate to the .pmp file and click *Open*. The protocol is then available in *Manage custom protocols*.

## 5.4 Practical tips for creating custom protocols

If you have existing protocols, cloning and modifying them will save you time.

PIPETMAN M Software enables you to easily create a similar protocol on a different PIPETMAN M model. Simply clone the protocol and change the PIPETMAN M model. If necessary, modify the volume of transfers to fit volume specifications of the new PIPETMAN M model.

## 6. Transferring custom protocols to the pipette

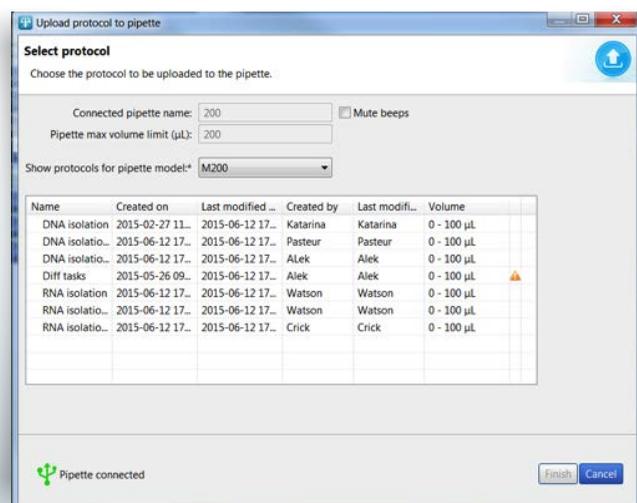
To transfer a protocol to a PIPETMAN M pipette, click the *Transfer custom protocols to pipette* button and follow the instructions on the screen:

1. Connect pipette to the PC via USB cable and click *Next*. **Note:** should the pipette not be recognized immediately, disconnect the USB cable, reconnect it and click *Try again* button. If a pipette is already correctly connected when *Transfer custom protocols to pipette* button is clicked, this step is skipped.
2. By default, the protocols for the connected PIPETMAN M model are listed. You can access the protocols created for other PIPETMAN M models by selecting the model from the *Show protocols for pipette model*<sup>(2)</sup>: drop-down list.

3. Select a protocol in the list and click *Finish*.
4. If a pipette is locked, transferring protocols will unlock it. For that purpose, a pop-up window appears, where you can confirm that you would like to transfer the selected protocol, unlocking the pipette in the process.
5. You can also check "Mute beeps" if you want to disable any pipette sounds during beep tasks.
6. Disconnect the pipette. The Custom protocol is now available on the pipette.

**Note:** Protocols that have a red error sign  cannot be transferred to pipettes.

- You can transfer a protocol created for a different PIPETMAN M model to the connected pipette, providing the protocol is using volumes within the connected pipette's volume specifications. Protocols that contain volumes outside connected pipette's volume will have a red error sign .
- The pipette must be registered in the software prior to transferring custom protocols. If the connected pipette is not yet registered, a pop-up appears which informs you that the pipette is not yet registered. Here, you can click on *Add pipette now*, which takes you to the pipette management screen, or you can proceed to/stay at step 1 by clicking *Connect different pipette*.
- On the bottom left of *Transfer custom protocols to pipette* wizard, you can find the *Pipette connection information* - An icon accompanied with text which reports the current connectivity status. The icon is green  if there is a pipette connected to the computer or gray  when there are no pipettes connected. The connectivity status is refreshed when any of the buttons is clicked.

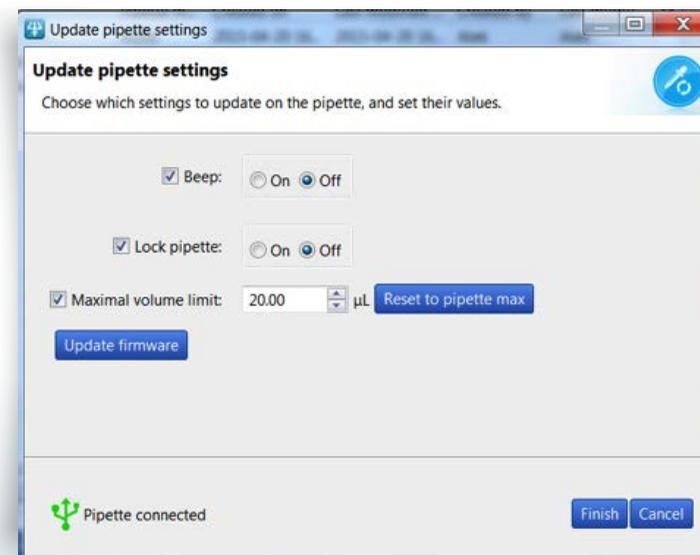


Selecting a protocol for transfer to a PIPETMAN M P200M pipette.

## 7. Updating pipette settings

Here you can set the following configurations on the connected PIPETMAN M pipette:

- Set the *Beep* to *On* or *Off* (switches the tone of the pipette to *On* or *Off*). *Beep On* and *Off* only affects the built-in pipette protocols, as well as *Aspirate*, *Dispense*, *Mix*, *Purge* tasks (but NOT beep task!).
- Set the *Lock pipette On* or *Off* (Lock pipette *On* disables access to Configuration, Speed and Mode on PIPETMAN M pipette)
- Set *Maximal volume limit*: this sets the maximal allowed volume on the particular pipette; it cannot be higher than pipette's specified maximal volume. Simply enter the volume (in µL) in the field.
- Update Firmware.



Update pipette settings.

To modify these configurations, follow these steps:

1. Click *Update pipette settings* in the main menu.
2. If a pipette is already correctly connected, proceed to step 4.
3. Connect pipette to the PC via USB cable and click *Next*. Should the pipette not be recognized immediately, disconnect the USB cable, reconnect it and click *Try again* button.

4. Check the checkbox for the configuration that you would like to change and then modify it (e.g. change *Beep* from *On* to *Off*; or modify the *Maximal volume limit*); Unchecked configurations will not be updated.
5. Click Finish.
6. Disconnect pipette.

You can refresh the pipette's *Maximal volume limit* to pipette's specified maximal volume by clicking the *Reset to pipette max*.

**Note:** the pipette must be registered in the software prior to transferring custom protocols. If the connected pipette is not yet registered, a pop-up appears which informs you that the pipette is not yet registered. Here, you can click on *Add pipette now*, which takes you to the pipette management screen, or you can proceed to/stay at step 1 by clicking *Connect different pipette*.

- On the bottom left of *Update pipette settings* wizard, you can find the *Pipette connection information* – An icon accompanied with text which reports the current connectivity status. The icon is green  if there is a pipette connected to the computer or gray  when there are no pipettes connected. The connectivity status is refreshed when any of the buttons is clicked.

## Updating pipette firmware

To update firmware on PIPETMAN M pipette follow these steps:

1. Click *Update pipette settings* in the main menu.
2. If a pipette is already correctly connected, proceed to step 4.
3. Connect pipette to the PC via USB cable and click *Next*. Should the pipette not be recognized immediately, disconnect the USB cable, reconnect it and click *Try again* button.
4. Click the *Update firmware* button.
5. Navigate to the firmware file and click Open.
6. On the next dialog, click OK to confirm the firmware update. **IMPORTANT: the pipette must not be disconnected during firmware update. Disconnecting pipette could result in pipette malfunction.**
7. Wait for the firmware update, click OK and disconnect pipette.

## 8. Other administration

Here you can perform the following administrative tasks:

- **Pipette management** - Manage the inventory of your PIPETMAN M pipettes.
- **View history** - View the history of protocol uploads to PIPETMAN M pipettes and the history of protocol modifications by user.
- **Change password** - Change the password to access PIPETMAN M Software.
- **Institution/Company profile** - Manage the information related to your Institution/Company.

### 8.1 Pipette management

Here you can register your individual PIPETMAN M pipettes. Registering a pipette is required to allow for transfer of your personalized protocols onto the pipette, as well as updating the pipette settings.

Register a new pipette by clicking *Register new pipette* button and follow the instructions on the screen:

1. Connect a pipette to the PC via USB cable and click *Next*. Should the pipette not be recognized immediately, disconnect the USB cable, reconnect it and click *Try again* button. If a pipette is already correctly connected when *Register new pipette* button is clicked, this step is skipped.
2. Type in the name of the pipette and click *Finish*.
3. Pipette is now listed in the *Registered pipettes* list along with the basic information (*Model, Firmware version, Serial number, Minimal volume (μL), Maximal volume (μL), Last maintenance date, Next maintenance date*).

You can rename a pipette in the *Registered pipettes* list by selecting the pipette, clicking the *Rename* button, entering a new name and clicking *Rename*.

You can reset the maintenance dates (last and next) by clicking the *Refresh dates* button. This process requires you to connect the selected pipette to the computer.

You can delete a pipette in the *Registered pipettes* list by selecting the pipette, and clicking *Delete this pipette* button.

**Note:** on the bottom left of *Register new pipette* wizard, you can find the *Pipette connection information* – An icon accompanied with text which reports the current connectivity status. The icon is green  if there is a pipette connected to the computer or gray  when there are no pipettes connected. The connectivity status is refreshed when any of the buttons is clicked.

## 8.2 View history

Here you can view the history of protocol uploads to PIPETMAN M pipettes (tab *Protocol upload*) and history of protocol modifications (tab *Protocol management*).

To display the history of protocol uploads to PIPETMAN M pipettes, navigate to the *Protocol upload* tab, select the time interval and click *Show history*. The protocols that have been uploaded to any PIPETMAN M pipette within the selected time interval will be listed in the table below, displaying the following information for each protocol: *Protocol name*, *Pipette name*, *Pipette model*, *Pipette serial*, *Uploaded on*, and *Result*.

Protocol name	Pipette name	Pipette model	Pipette serial	Uploaded on	Result
DNA extraction pro...	P200	M200	KM14013	2014-12-19 15:...	Success
DNA isolation	P1000	M1000	KC14151	2014-12-19 15:...	Success
DNA isolation fro...	P1000	M1000	KC14151	2014-12-19 15:...	Success
Mixing	P200	M200	KM14013	2014-12-19 15:...	Success
PCR_sample isolati...	P200	M200	KM14013	2014-12-19 15:...	Success
Plasmid purification	P200	M200	KM14013	2014-12-19 15:...	Success
RNA isolation from...	P1000	M1000	KC14151	2014-12-19 15:...	Success

Display history of protocol uploads to PIPETMAN M pipettes

To display history of protocol modifications, navigate to *Protocol management* tab, select the time interval, and click *Show history*. The protocols that have been modified within selected time interval will be listed in the table below, displaying the following information for each protocol: *protocol ID*, *Original protocol name*, *Modified by*, *Modified on*, and *Action*.

Protocol ID	Original protocol name	Protocol name	Modified by	Modified on	Action
97	RNA isolation from vir...	RNA isolation fro...	Jennifer	2014-12-19 15:...	Created
103	DNA isolation from Sa...	DNA isolation fro...	Eric	2014-12-19 15:...	Created
108	Dispersion task_1	Dispersion task_1	Lucky	2014-12-19 15:...	Created
114	DNA isolation from sa...	DNA isolation fro...	Nicole	2014-12-19 15:...	Created
119	Mixing fast	Mixing fast	Jane	2014-12-19 15:...	Created
123	PCR_mix adding slow	PCR_mix adding sl...	Jennifer	2014-12-19 15:...	Created
128	PCR_Master Mix	PCR_Master Mix	Lucky	2014-12-19 15:...	Created
133	Mix adding_fast	Mix adding_fast	Lucky	2014-12-19 15:...	Created
140	qPCR protocol	qPCR protocol	Juliane	2014-12-19 15:...	Created
144	Mixing slow	Mixing slow	Martin	2014-12-19 15:...	Created

Display history of protocol modification

## 8.3 Change password

Here you can change a password, change the *Hidden question* and *Hidden answer*, or disable/enable the use of passwords (checkbox: *Don't use password*).

**Note:** remember or store the answer to the hidden question in case of password recovery.

Change password, Hidden question, Hidden answer

## 8.4 Institution/Company profile

Enter the information related to your Institution/Company here or modify it. Simply enter the information in provided fields and click *Save*.

None of the information is mandatory.

Enter the information related to your Institution/Company

# EC DECLARATION OF CONFORMITY

The company

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Hereby certifies on its sole responsibility that the products listed below:

**PIPETMAN® M**

P10M, P20M, P100M, P200M, P300M,  
P1200M, P5000M, P10mLM  
P8x10M, P12x10M, P8x20M, P12x20M  
P8x100M, P12x100M, P8x200M,  
P12x200M, P8x300M, P12x300M,  
P8x1200M, P12x1200M

comply with the requirements of the following European Directives:

**98/79/EC\***

In Vitro Diagnostic Medical Devices  
**2014/30/UE**  
Electromagnetic Compatibility, EMC  
**2014/35/UE**  
Low Voltage Directive, LVD

*\* Annex III, self declared*



# NOTES

Area with horizontal dashed lines for notes.

## WARRANTY

Gilson warrants this pipette against defects in material under normal use and service for a period of 24 months from the date of purchase.

This warranty shall not apply to pipettes which are subject to abnormal use and/or improper or inadequate maintenance (contrary to the recommendations given in the User's guide), including, but not limited to pipettes which have been subjected to physical damage, improper handling, or spillage or exposure to any corrosive environment. This warranty shall also be void in the event pipettes are altered or modified by any party other than Gilson or its designates. Gilson's sole liability under this warranty shall be limited to, at Gilson's sole option, repair or replacement of any defective components of pipettes or refund of the purchase price paid for such pipettes.

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