Multi-Tray for PIPETMAN® M96

Quick Guide

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GILSON®

Introduction

The multi-tray is a convenient complementary accessory (sold separately) to PIPETMAN® M96. It can be used with SBS-standard labware such as microplates, reservoirs, and accessories. Using the multi-tray with PIPETMAN M96 allows the user to save time and space when performing various pipetting applications like serial dilutions or plate-to-plate transfers, sliding the tray from one position to the other.

General Operations

Placing and Removing the Multi-Tray from the Pipette

To fit the multi-tray, put it in the indicated location on the base of the pipette. Place the pin, which is under the multi-tray center, inside the corresponding hole on the base of the pipette. It is now locked on the base of the pipette for convenient usage without any risk of wrong movement during pipetting.

To unlock the multi-tray:

1. Press the button under the base
2. By pressing the button, gently lift the tray and remove it from the base of the pipette

NOTICE

When installed on the pipette, the multi-tray is locked and must not be lifted or removed without pressing the unlocking button under the base. Do not force tray removal; it could damage both the pipette and the accessory.

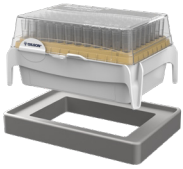


Figure 1
Placing and removing the PIPETMAN® M96 multi-tray

Fitting Tips with the Multi-Tray

RECOMMENDED TIPS AND ADAPTERS

PIPETMAN® DIAMOND Tips offer a wide range of packaging. For increased productivity and minimal plastic waste, **the use of Blister Refills and Reload Packs is recommended.** Refer to PIPETMAN M96 User's Guide LT801671 on gilson.com for the complete list of tips.Depending on the tips you choose, always use the right adapter to ensure a proper tip fit and maximum performance. Both adapters are provided with the pipette and are available as separate accessories.

PIPETMAN® DIAMOND Tips			
Blister Refill and Reload Pack (Recommended)		**TIPACK**	
Adapter for PIPETMAN DIAMOND Tips Blister Refills and Reload Packs (PIPETMAX® Tip Reload Block)	**Part Number** 32000175	Adapter for PIPETMAN DIAMOND Tips TIPACK	**Part Number** FH07006
Place the tip rack on the adapter and then place the adapter on the microplate location. 		Place the TIPACK on the adapter and then place the adapter on the microplate location. 	

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FITTING 96 TIPS

1. Place the tips and their adapters under the pin-plate: tip holders of the pin-plate must be right above the tips. Set the positioning wheel of the multi-tray on the 96 position for a fine adjustment (refer to **Moving the Multi-tray When Pipetting**).
2. Lower the pipetting head so that the tip holders are inserted into the tips.
3. Lower the tip-fitting arm until the end to ensure a proper tip fitting. When you have reached the end of the lever, leave the tip-fitting arm: it will slowly return to its initial position by itself.
4. Lift the pipetting head with the fitted tips.

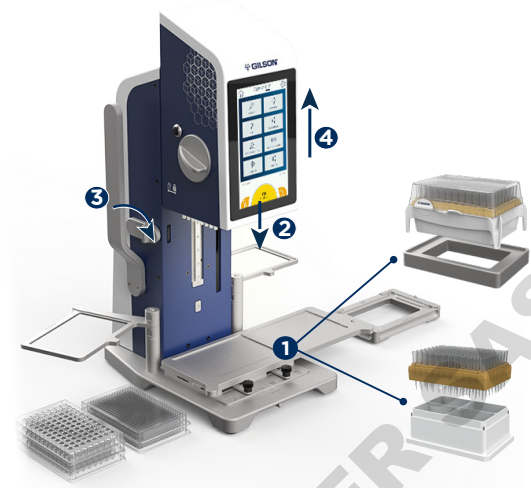


Figure 2
Fitting 96 tips

⚠CAUTION **If the surfaces of the multi-tray have been in contact with biohazardous materials, they must be decontaminated according to the laboratory Standard Operating Procedures.**

PARTIAL TIP FITTING

PIPETMAN M96 can be fitted with less than 96 tips to improve your workflows and specific protocols that require partial tip fitting.

One or several rows of tips can be fitted. You can also define a special pattern to fit tips on the pin-plate and adapt the pipetting steps to a precise microplate filling map (for instance, to dispense specific liquids into specific wells) or adapt the use of the pipette to various microplates (for instance 12- or 48-well microplates). Refer to PIPETMAN M96 User's Guide LT801670 for more information.

1. Place the tips and their adapter on the tray (either on the **right** or on the **left** of the tray).
2. Slide the tray under the pin-plate so that the desired number of tips to load corresponds to the tip holders. Tips must be right below the tip holders of the pin-plate. Columns of tips can be fitted either on the left or the right of the pin-plate, according to the working protocol and the organization of the labware on the multi-tray.
3. When the tray is positioned under the pin-plate, fit the tips following the previous instructions using the tip-fitting arm.



Figure 3
Partial tip fitting

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Moving the Multi-Tray When Pipetting

The multi-tray is equipped with two positioning wheels and shifting levers.

POSITIONING WHEELS

The positioning wheels allow precise placement of the microplates under the pipetting head depending on their type, either 96- or 384-well. When the microplate or the tips are placed under the pipetting head, turn the wheel and select the kind of plates (96- or 384-well) according to your needs.



SHIFTING LEVERS

One shifting lever enables the back-and-forth movement of the 384-well microplate, and the other one enables the user to set the preferred option when moving the tray sideways – free sliding or with notches.

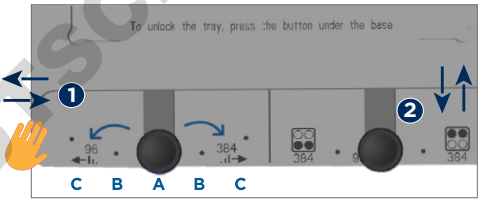
1 Manually move the tray sideways

Position A of the shifting lever: free slide of the tray without any pre-set position

Position B: pre-set positions – slide the tray from one column to the other via a slight notch. Notches are adapted to the column widths of different microplate formats (96- or 384-well).

- Moving the shifting lever **to the left** will allow it to slide from one 96-well plate column to the next one.
- Moving the shifting lever **to the right** will allow it to slide from one 384-well plate column to the next one.

Position C: same as position B with a more significant notch.



2 Use the back-and-forth lever to move the tray and the 384-well plate from one line to another.

USING THE SHIFTING LEVERS TO FILL 384-WELL MICROPLATES

Place the 384-well microplate under the pipetting head fitted with tips. Turn the positioning wheel to the 384-position. Always ensure that the tips are right above the desired series of wells before pipetting.

1. Slide the lever to the right position: the plate is ready for the first pipetting step.
2. Move the tray sideways from the first column to the next one.

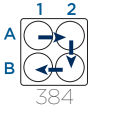
Tips are now placed above the next series of wells and the plate is ready for the second pipetting step.

3. Slide the back-and-forth lever to the left position.

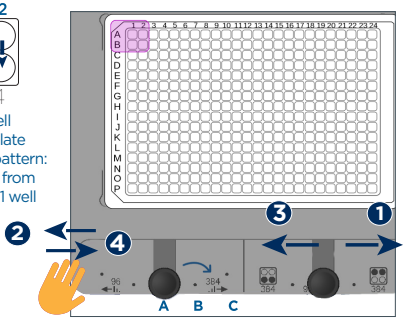
Tips are above the third series of wells: the plate is ready for the third pipetting step.

4. Move the tray sideways to the previous column.

Tips are above the last series of wells: the plate is ready for the last pipetting step.



384-well microplate filling pattern: square from A1 to B1 well



NOTE

When pipetting from 384- to 384-well plates: ensure that the transfer follows the same plate pattern from one plate to the other.

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Pipetting from 96- to 384-well Microplates with the Multi-Tray

Use both positioning wheels and shifting levers to transfer liquids from a 96- to a 384-well plate.

Select 96
When the plate is under the pipetting head



Select 384
When the plate is under the pipetting head

Use the shifting levers to move the tray sideways and back and forth.

Cleaning

The multi-tray is designed so that the parts normally in contact with contaminants can regularly and easily be cleaned and decontaminated. Wipe it with a soft cloth dampened with a mild detergent and disinfect as needed.

⚠CAUTION **If the surfaces of the multi-tray have been in contact with biohazardous materials, they must be decontaminated according to the laboratory Standard Operating Procedures.**

Warranty

Gilson warrants this device 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 devices 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 devices which have been subjected to physical damage, improper handling, spillage or exposure to any corrosive environment. This warranty shall also be void in the event devices 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 devices or refund of the purchase price paid for such devices.

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