HAMILTON

# Nice To Meet You

Read me to get started.

microLAB Prep




# Welcome to the Microlab Prep

## with Fluid Motion Technology

Now that your Prep has arrived, you are only a few short steps away from easily automating your workflows.

Before you get started, check out: **hamiltoncompany.com/prephelp** for the newest software version and other resources.

# **SECTION 1:** REQUIREMENTS

First, decide on a space in your lab to put the Prep.
Ensure your space fits the following specifications:

☐ The space must have a level surface with enough room for the Prep:

**Microlab Prep:**
Width with Touchscreen: 22.5 in / 572 mm
Width without Touchscreen: 20.9 in / 531 mm
Depth with Touchscreen: 25 in / 636 mm
Depth without Touchscreen: 24.3 in / 617 mm
Height (Door Closed): 23.8 in / 604 mm
Height (Door Open): 31.9 in / 809 mm

**Prep CAP:**
Width: 22.5 in / 572 mm
Depth: 25 in / 636 mm
Height (Door Closed): 28.2 in / 716 mm
Height (Door Open): 32 in / 813 mm

Allocate additional space as needed so all parts of the Prep are easily accessible.

☐ The area should be consistently well-lit, without shadows from windows (or other instruments) that would affect labware recognition.

☐ The area must have an ambient temperature of 15–35°C (59–95°F) with a relative humidity of 15–85%, non-condensing.

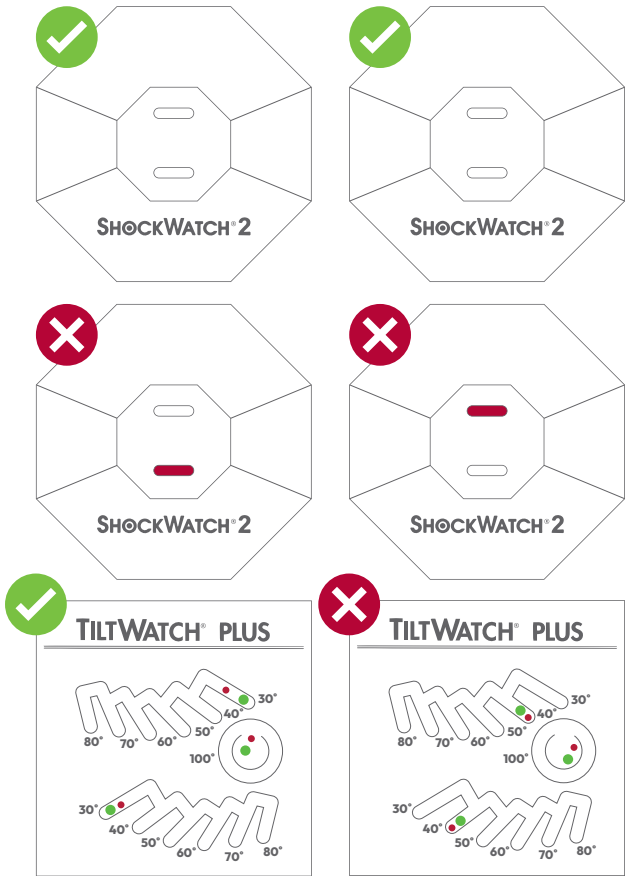
☐ The surface must be stable and able to support the Prep's weight (Microlab Prep FM: 89 lbs / 40.6 kg ; Prep CAP: 99 lbs / 44.9 kg). Shaking and vibrations can negatively affect your results, especially for low-volume applications.

☐ The space must have access to electrical power between 100 VAC to 240 VAC at 50 to 60 Hz.

Once you decide on a space, you can unbox and begin installing the Prep by following the instructions in this booklet.

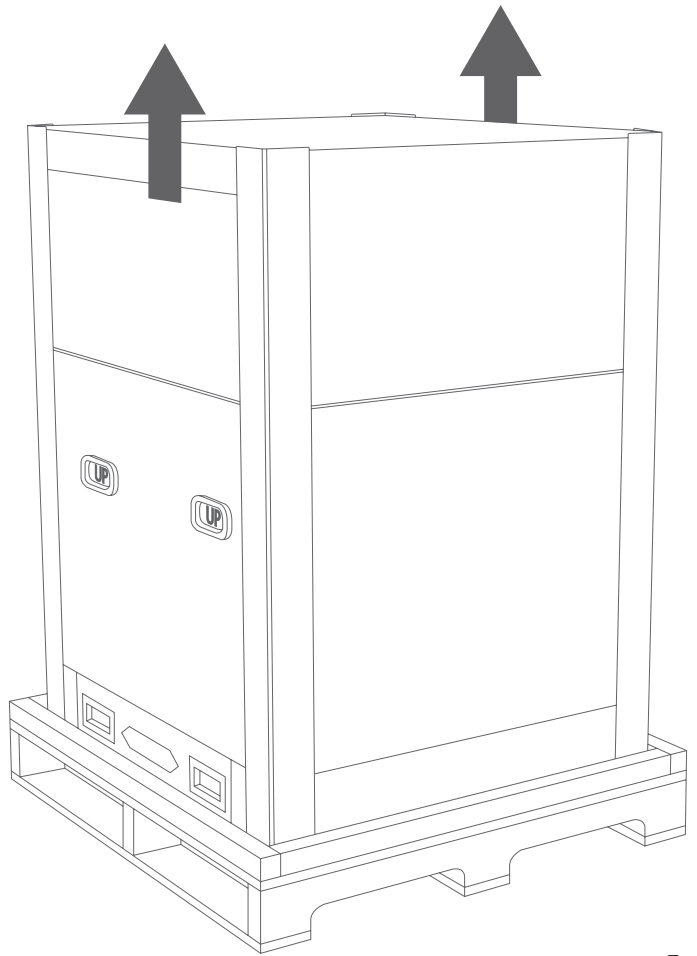


Before starting, double-check both of the ShockWatches and TiltWatch on the outside of the box labeled “Accessories inside.” If either ShockWatch has a red tab, or if the balls in either TiltWatch sit at 40° or higher, contact Hamilton support.



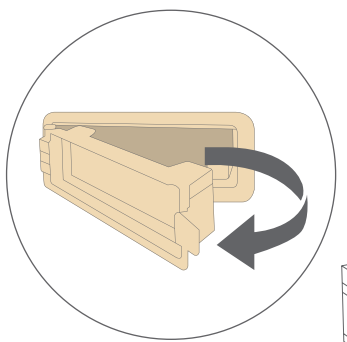

# 1

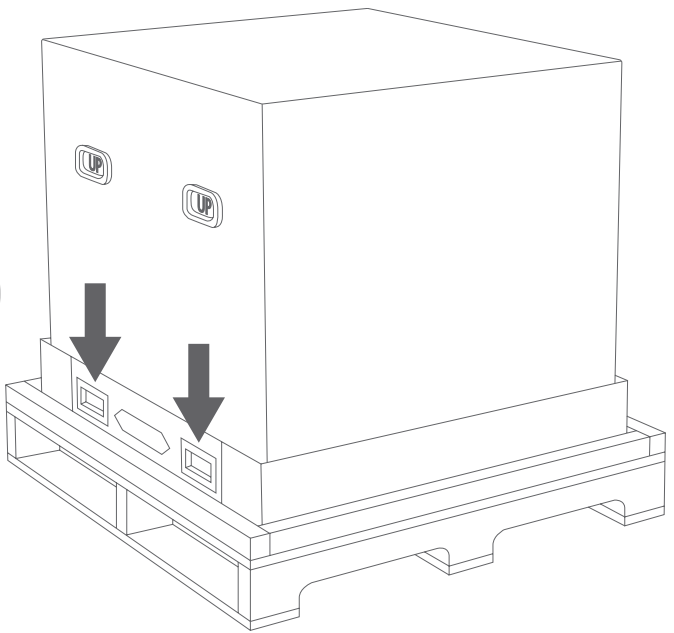
Remove the straps and top Accessories Box from the lower box.



# 2

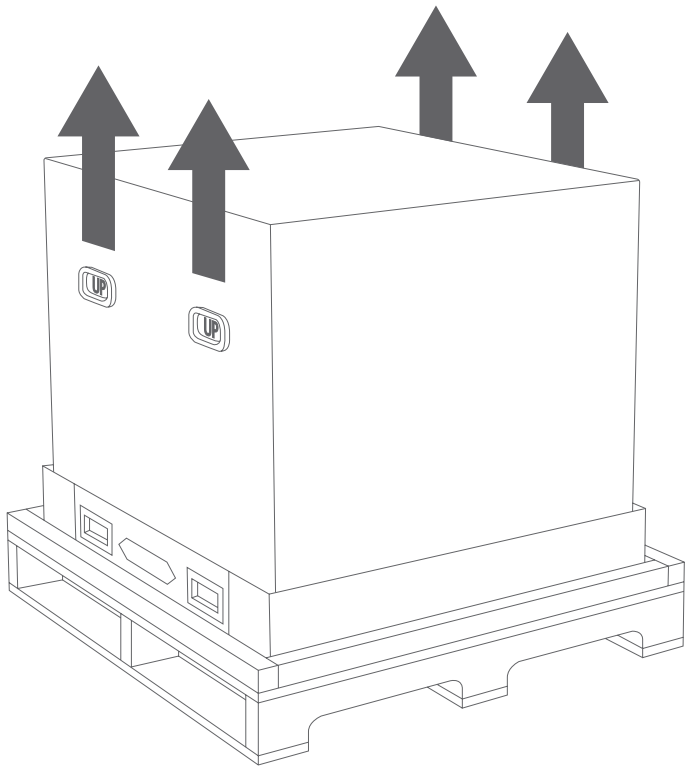
Remove the four locks holding the instrument box and base together by pulling out the bottom tabs to disengage the locks.





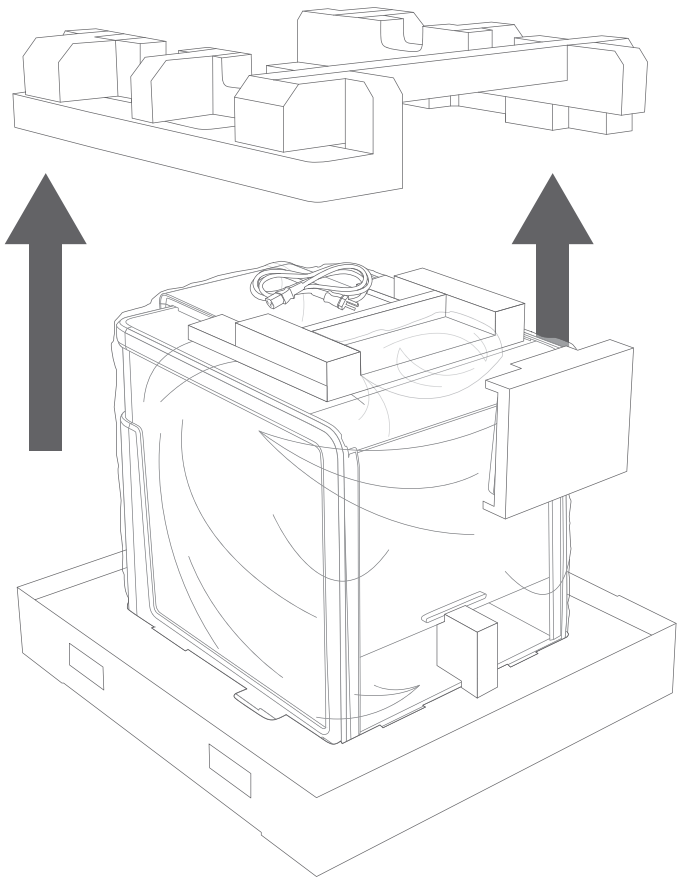

# 3

Using the handles on the instrument box, lift to remove from the base.



# 4

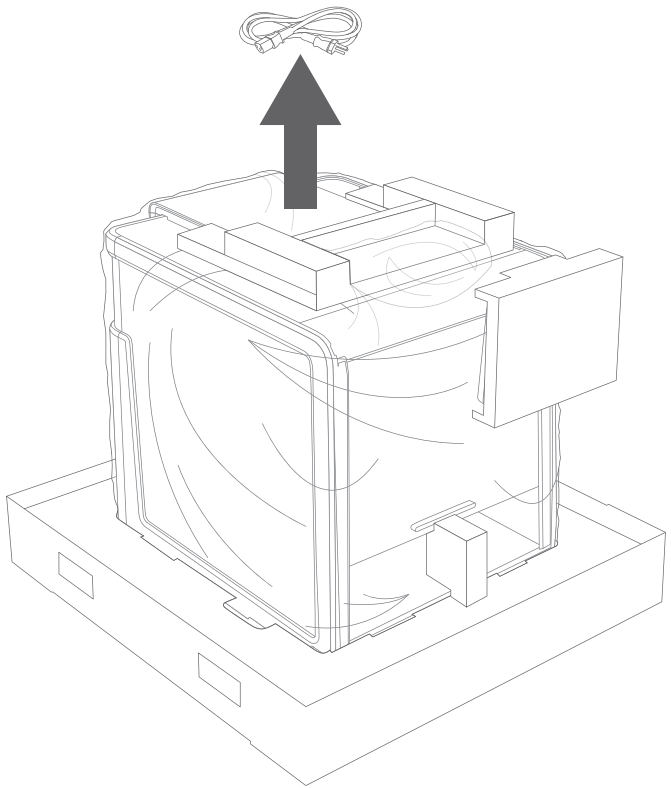
Remove the foam piece on top of the Prep. If unpacking a Prep CAP, there will also be a cardboard piece on top of the foam to remove. If these components came off while lifting off the outer box, move on to Step 5.



Set aside all packing material to store later. If you need to repack your Prep for repair or return, you must use the same packing materials.

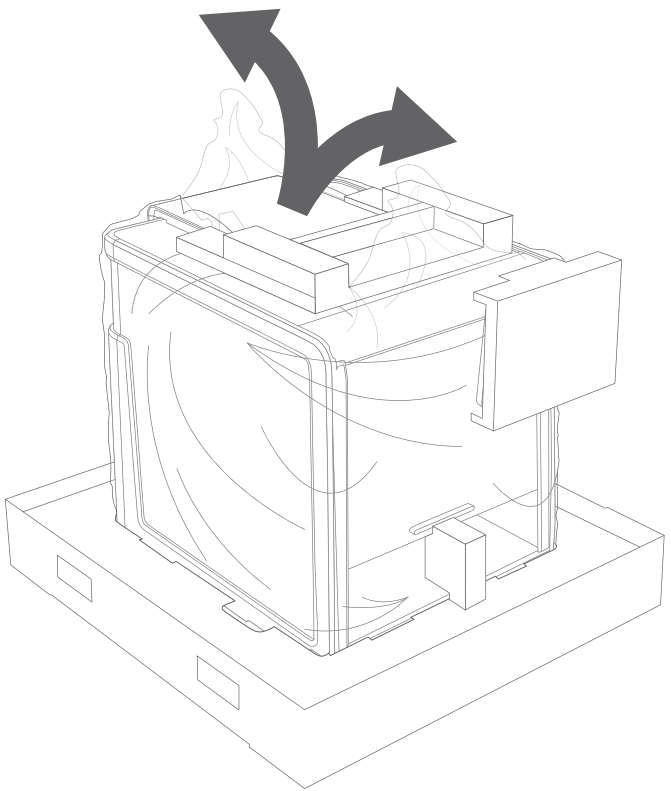
# 5

Remove the power cable from the top of the packaging and set it aside.



# 6

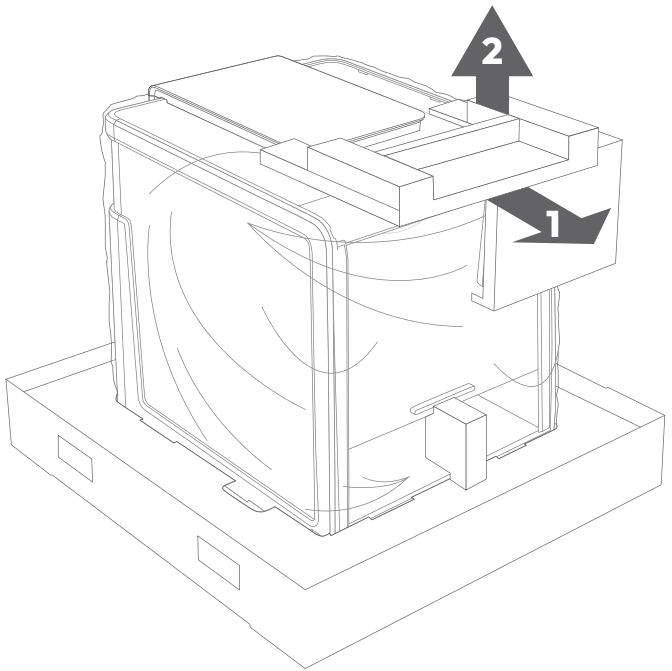
Un-tape and unfold the flaps of the bag.



# 7

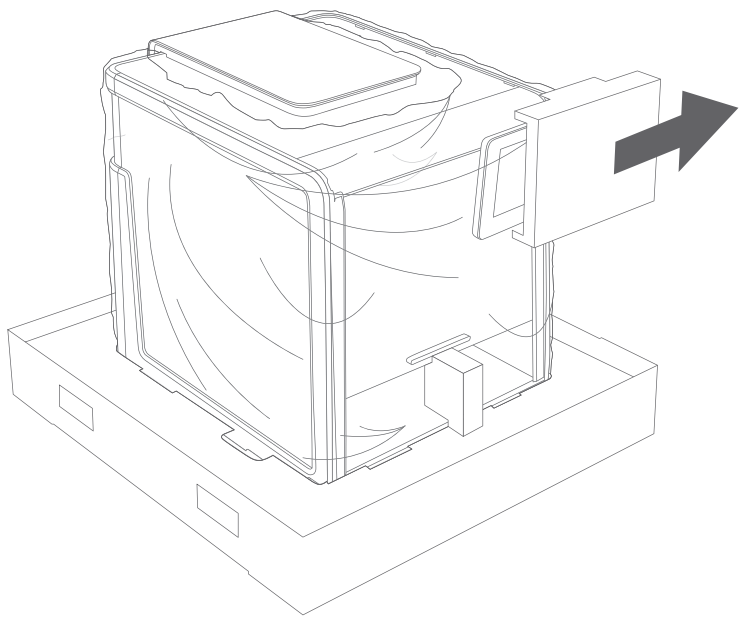
Slide the next foam piece toward the front of the Prep, then lift to remove it.

If unpacking a Prep CAP, skip this step and move to Step 8.



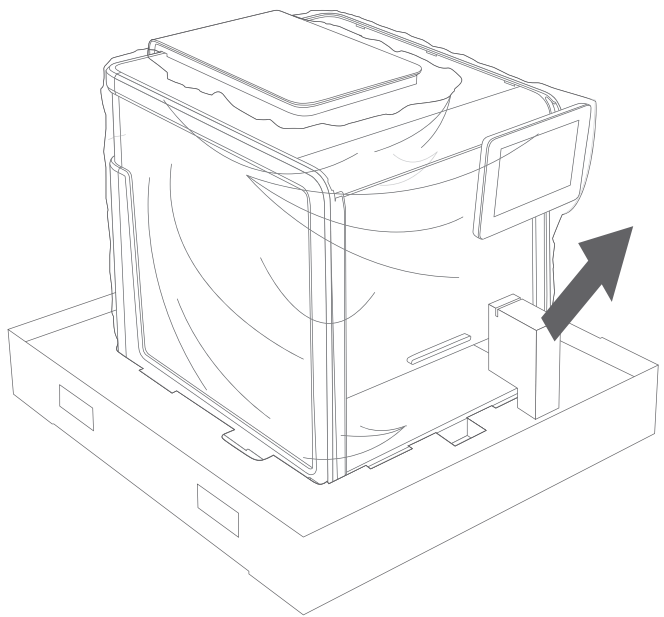
# 8

Remove the protective foam from the touchscreen. Move the flap on the plastic bag if needed.



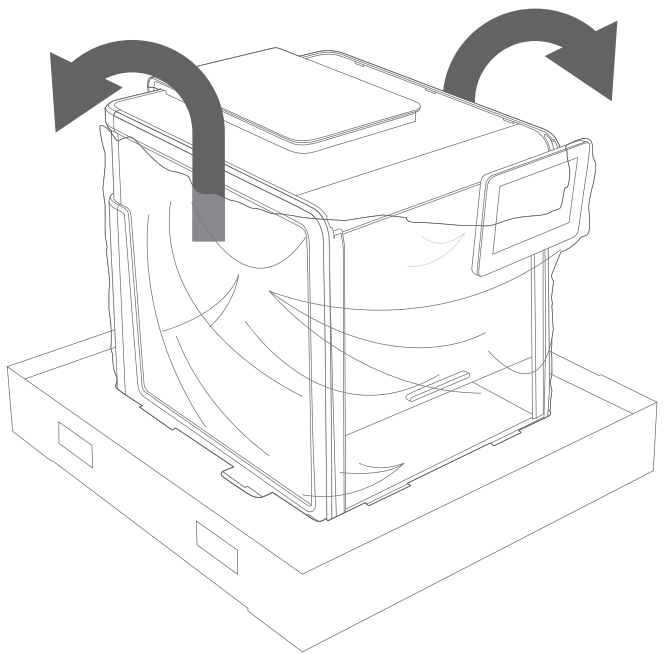
# 9

Remove the protective foam from under the door by pulling upward and away from the Prep.



# 10

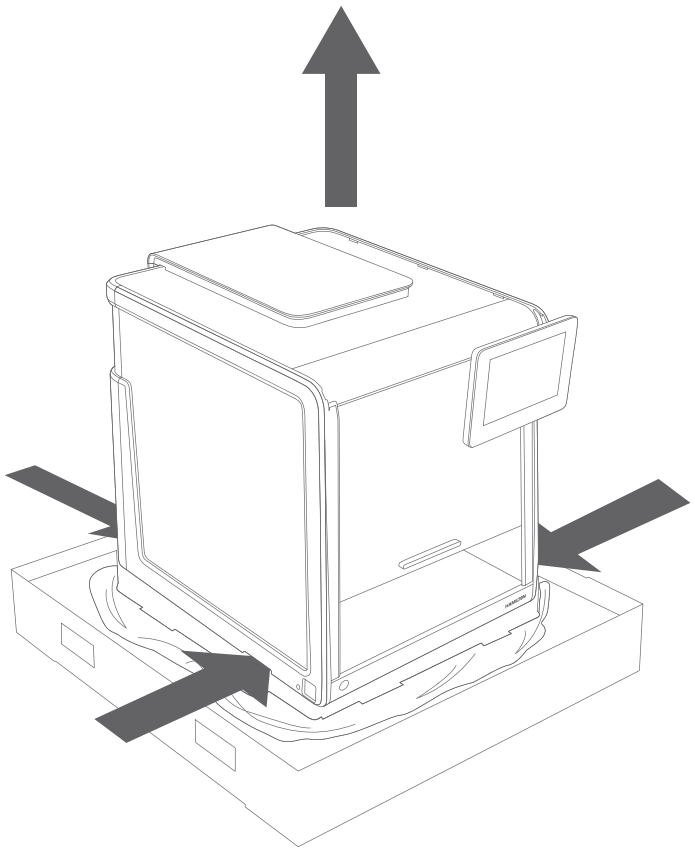
Roll the plastic bag down over the Prep.



# 11

Lift the Prep out of the lower box and place it on the bench.
**Make sure the location meets the requirements on page 4 for best results.**

The handles are located on the lower edge of the left, right, and back sides of the Prep; the foam base has cutouts for the handles.
**Do not lift or move the Prep with less than two people.**

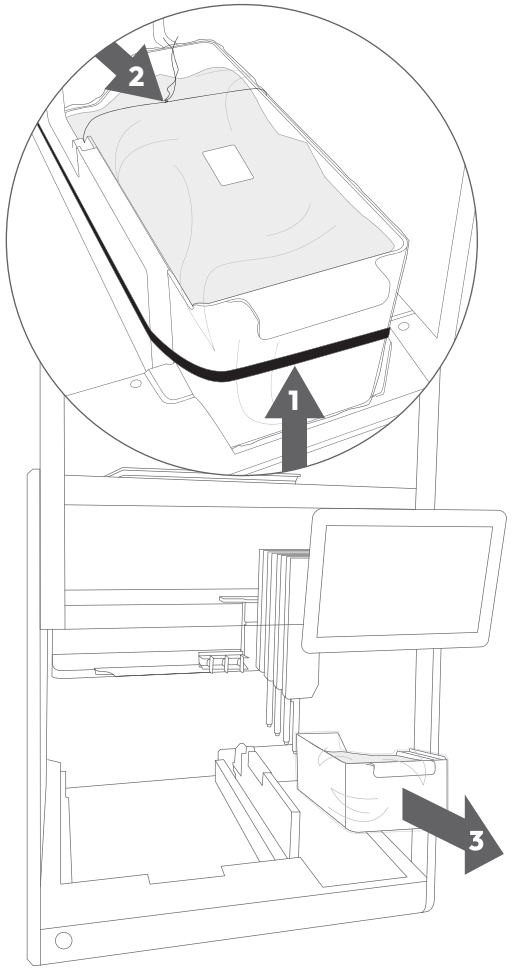


# 12

Open the door by pushing gently upwards on the bottom of the door. Remove the rubber band securing the waste bin to the waste block, then undo the twist-tie holding the waste bin down. Remove the black plastic waste bin and twist tie, which contains the Prep's accessories.

Remove the plastic wrap and make sure the following are present:

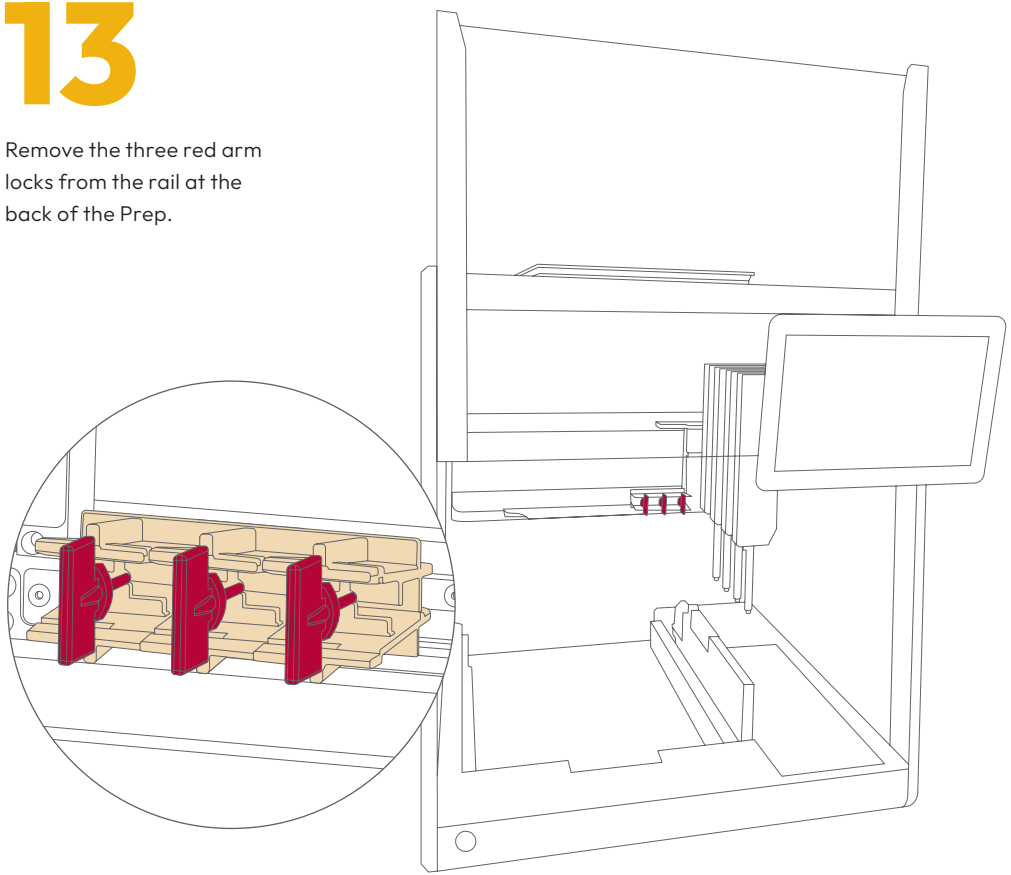
- Hex Wrench Set P/N 6603180-01
- Liquid Waste Bottle P/N 6600264-01
- Dual CO-RE Gripper (DCG) P/N 6612800-01
- Teaching Needle P/N 182176
- Surface Level P/N 56659-01
- Waste Bag Wire Stand P/N 6603149-01
- Replacement Fuses P/N 1524-11





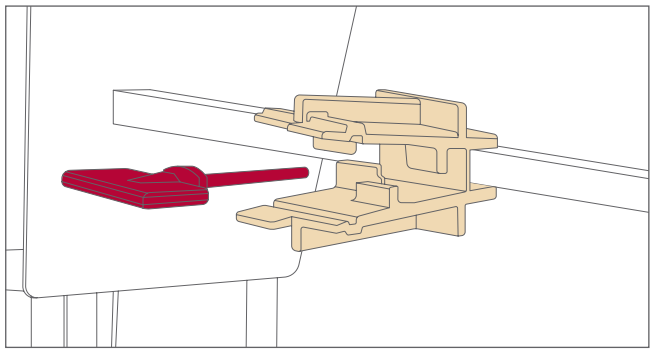

# 13

Remove the three red arm locks from the rail at the back of the Prep.

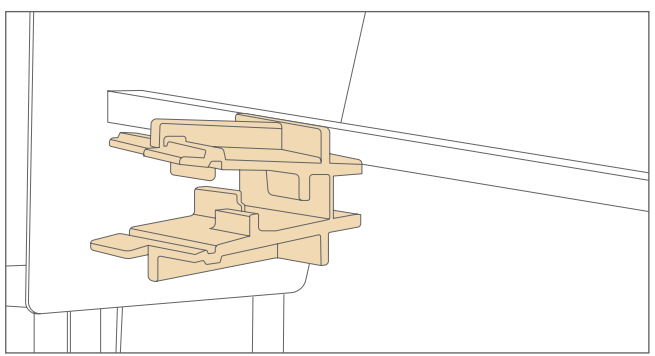


STEP 13 CONTINUED

**A.** Rotate key counter clockwise and remove it.



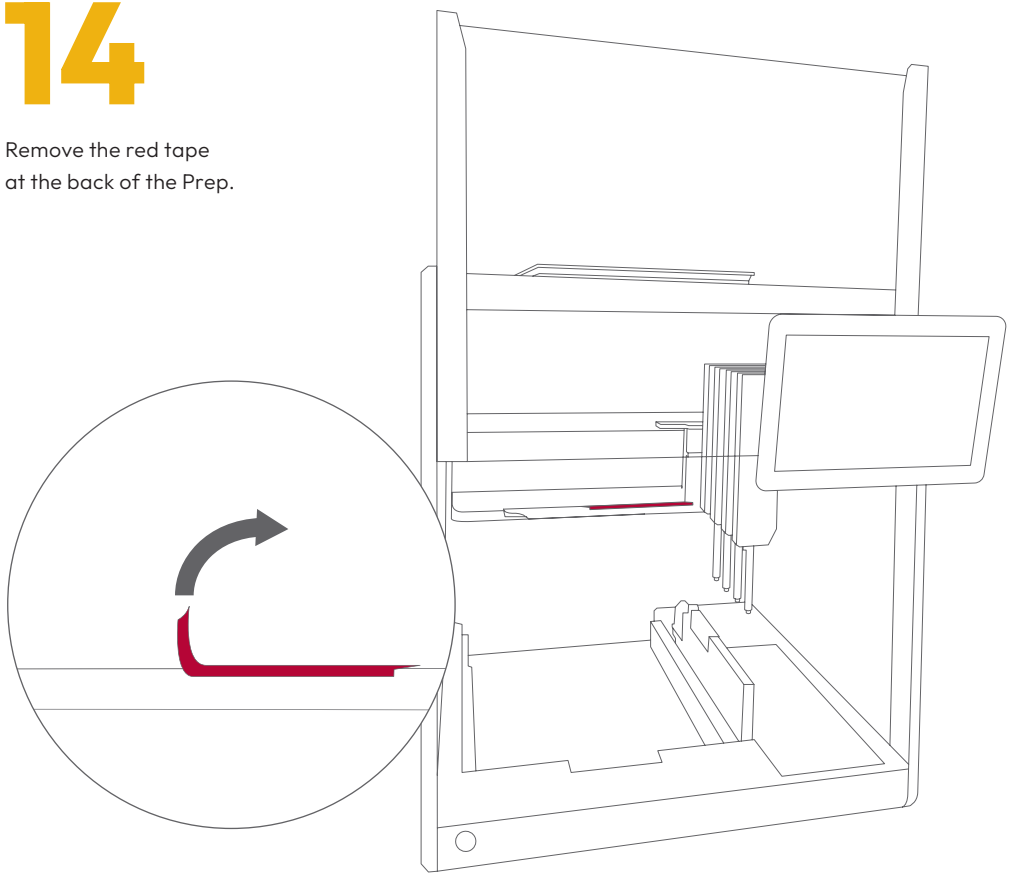
**B.** Pinch the clamp and remove it.





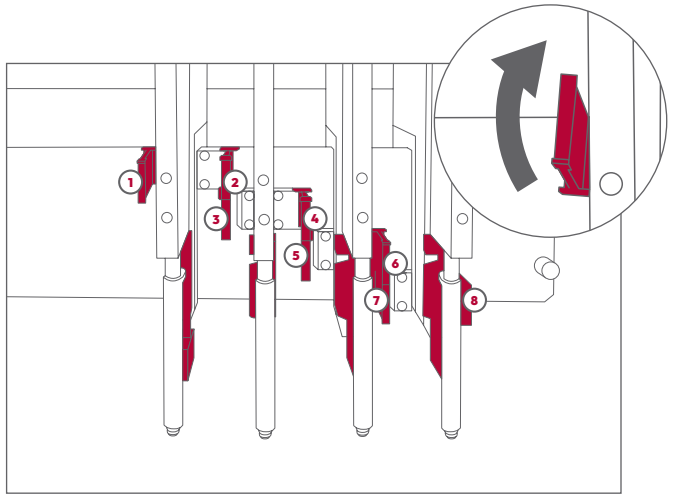
# 14

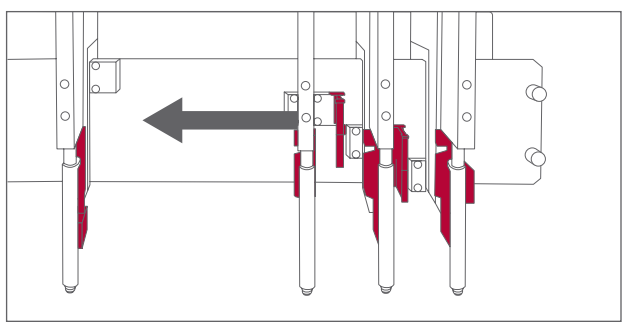
Remove the red tape
at the back of the Prep.



# 15

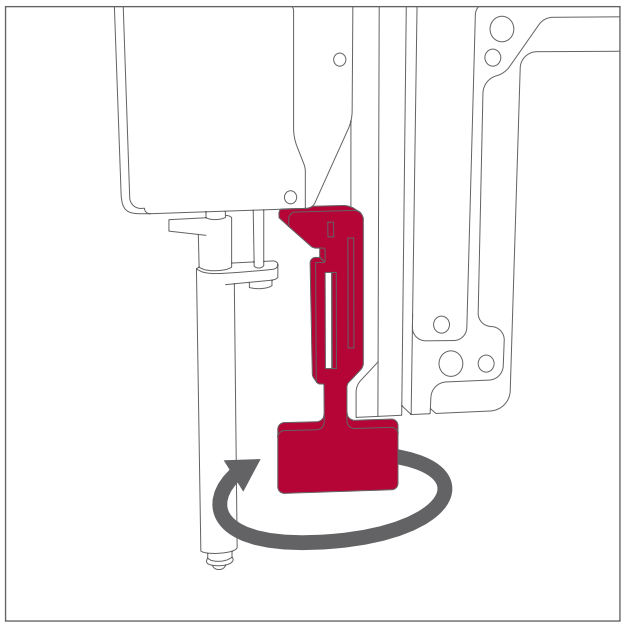
Remove the locks on the rails holding the channels in place by tilting the lock up to release from rail. Start at the rear most lock and work towards the front of the instrument. After removing a lock, the channel can be pushed back to make room to remove the next lock.



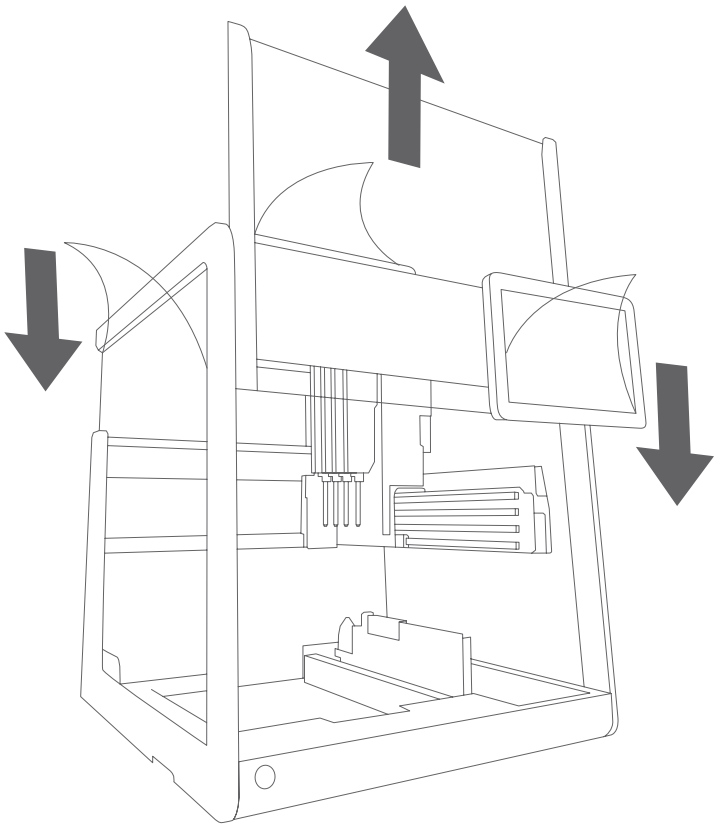
# 16

Remove Z-locks from each head by twisting lock to the left.



# 17

Peel the plastic wrap off of both outside panels and inside of the left side panel.

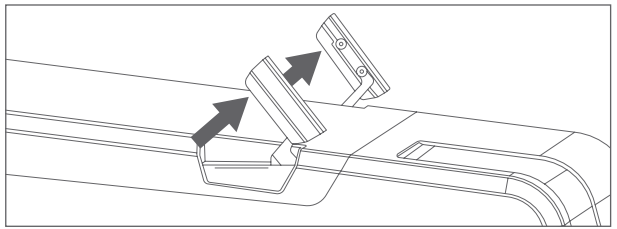


# 18

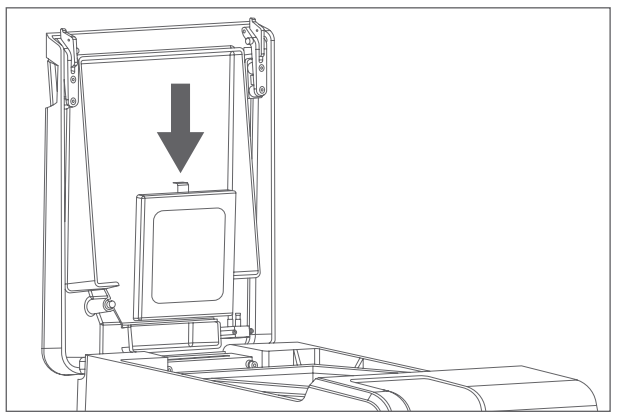
Install any devices you are integrating. Refer to the instructions included in with your device. Continue to the next step if not applicable.

# 19

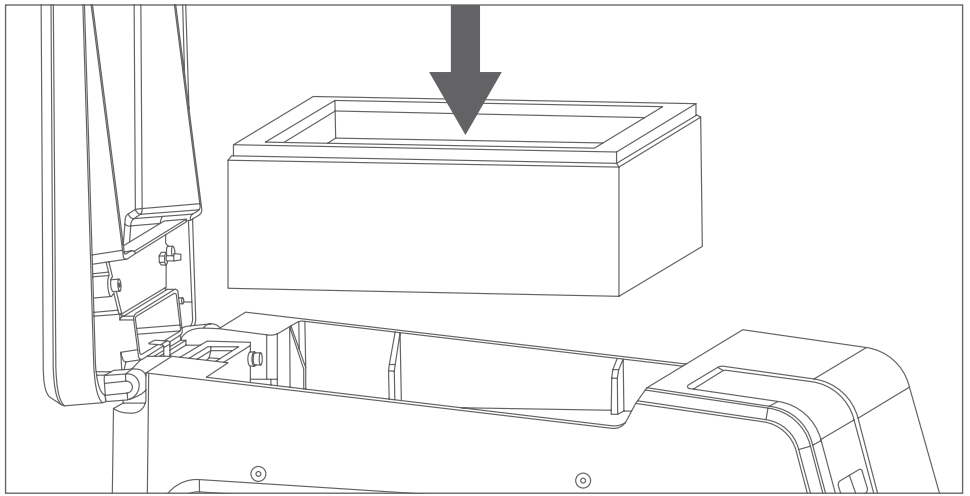
If installing a Prep CAP, install the filters. Continue to the next step if not applicable.



**A.** Lift the latch tabs of the Prep CAP to unlock the filter cover.



**B.** After placing the pre-filter inside the frame, insert the frame in the rear slot.



**C.** Install the main HEPA filter. Ensure the arrows on the filter are pointed down.

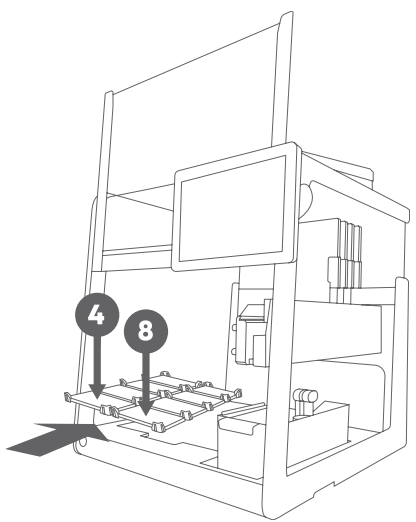
**D.** Close the filter cover and lower the latch tabs.

# 20

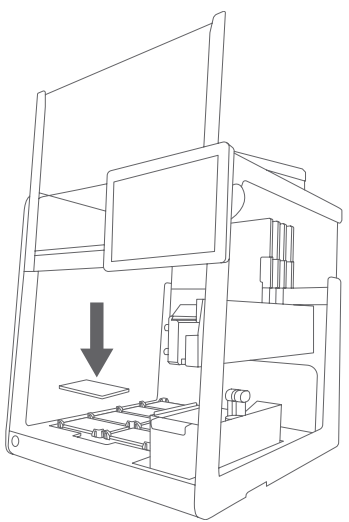
Install the deck:

**A.** Remove the deck and base plates from their packaging. If you have a device, the deck should have a cutout for it.

**B.** Place the deck frame on the Prep. The sites numbered 4 and 8 should be at the front.



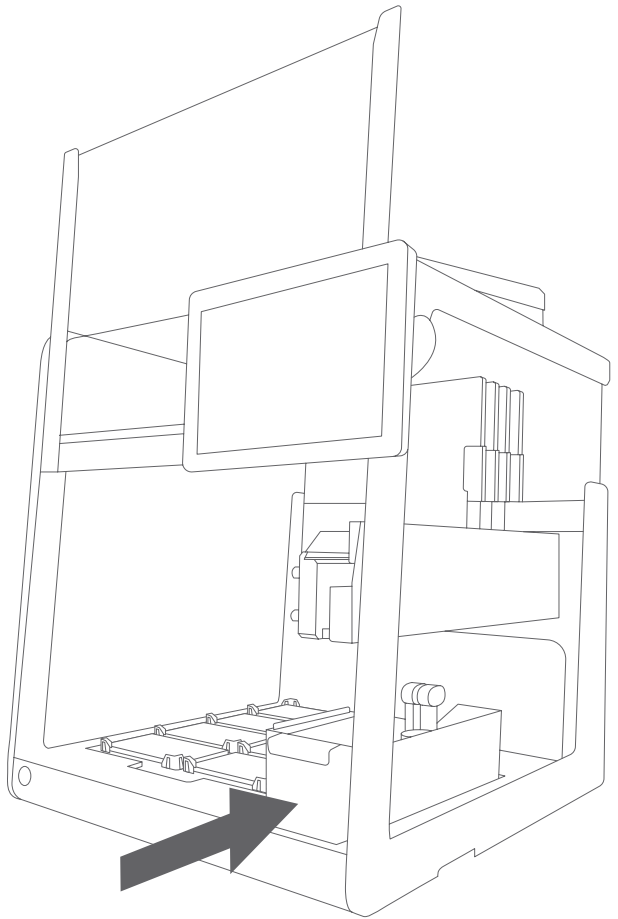

**C.** Install the base plates for each site. Press down on each plate to make sure it is secure.





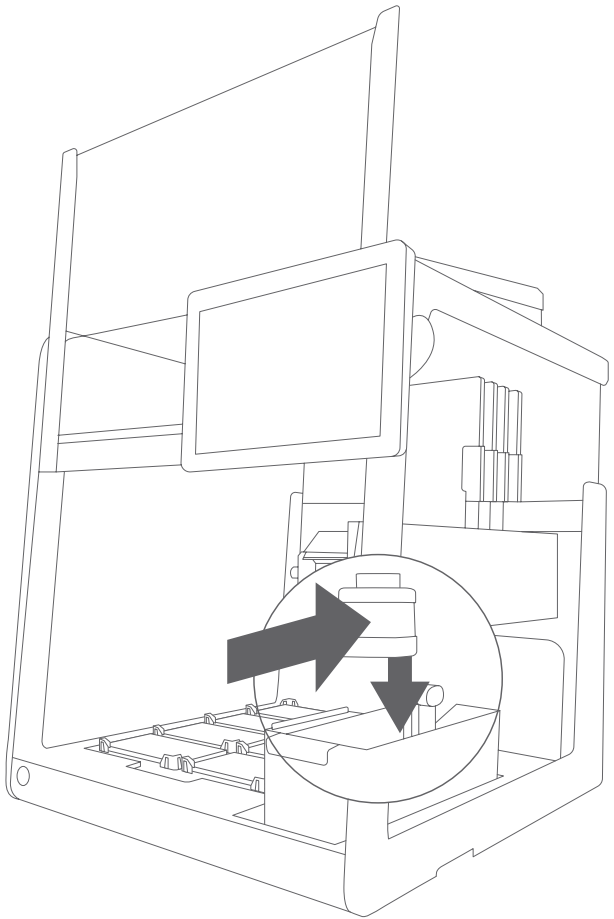
# 21

Slide the waste bin into place, to the right of the waste block.



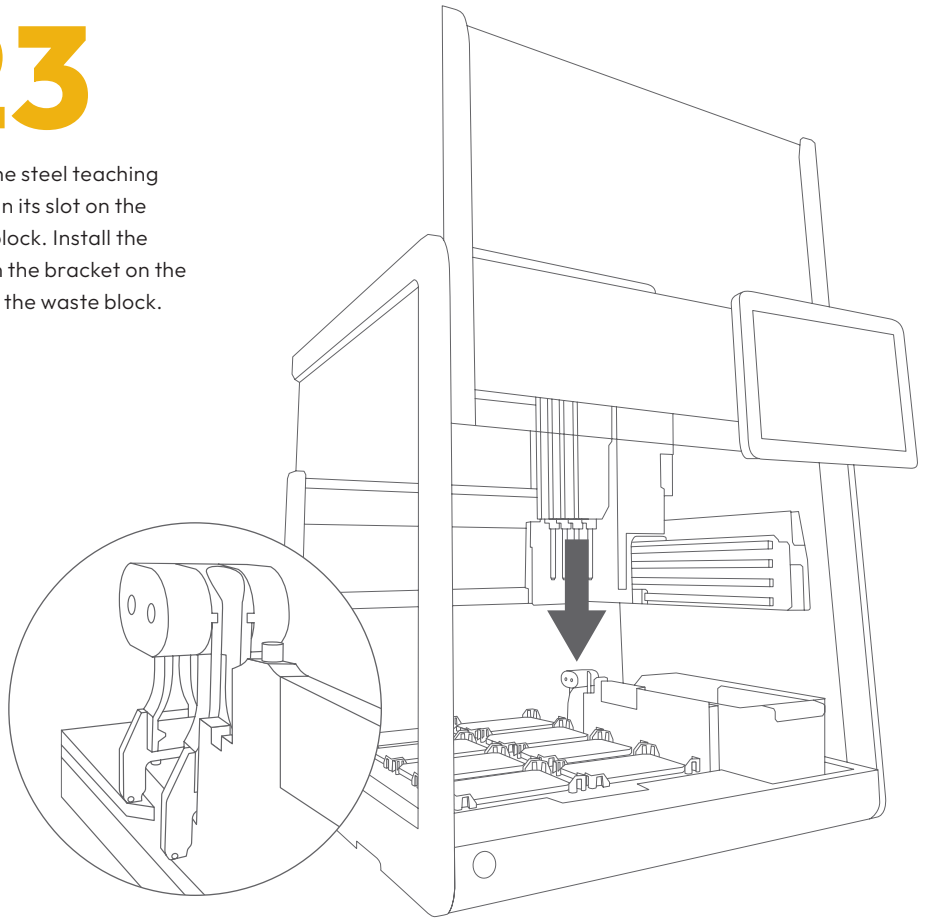
# 22

Place the liquid waste bottle in its place at the back of the waste bin. Make sure to remove the cap.



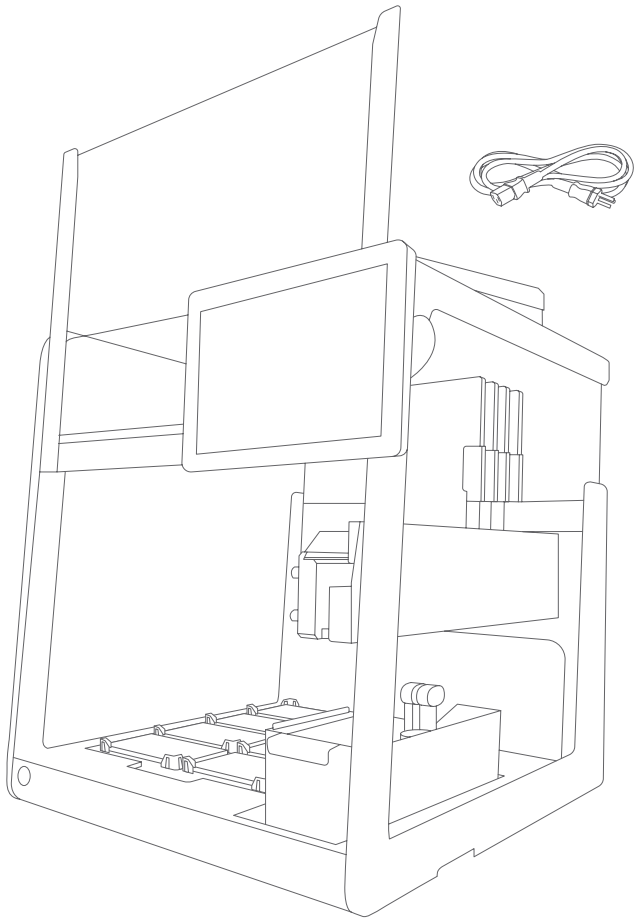
# 23

Place the steel teaching needle in its slot on the waste block. Install the DCG on the bracket on the back of the waste block.



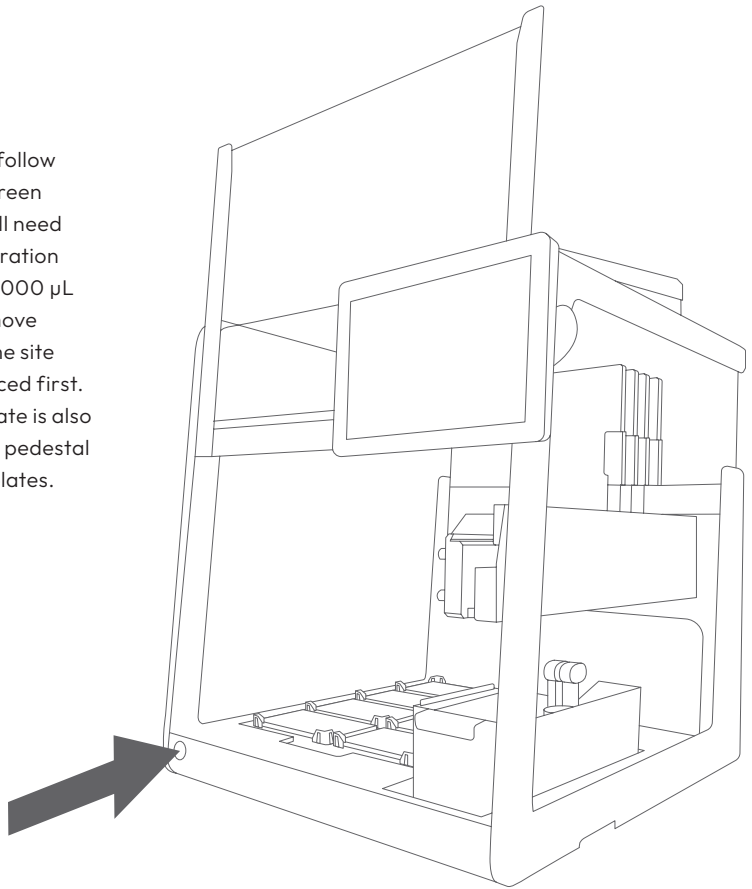
# 24

Unwrap the cord set aside in Step 5 and connect the Prep to a power outlet.



# 25

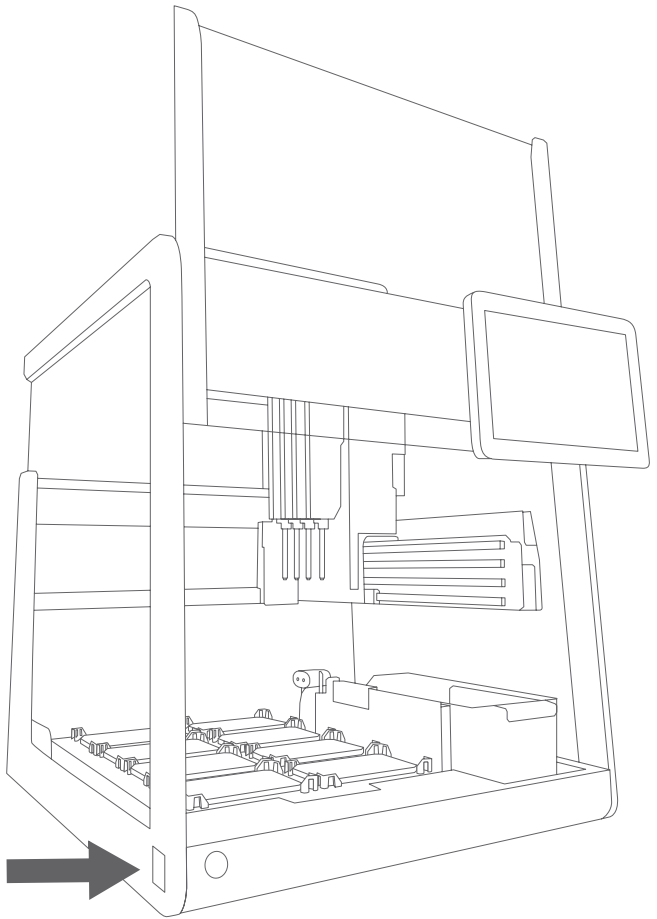
Turn on the Prep and follow the instructions on-screen to begin setup. You will need a rack of tips for calibration during setup. To use 1,000 µL tips, make sure to remove the base plate from the site where they will be placed first. Removing the base plate is also required to use a tube pedestal or semi-skirted PCR plates.



# 26

If you have a barcode reader, connect it via USB after completing setup. The USB ports are on the left side of the Prep, near the bottom of the instrument.

You're finished and ready to start PREP-ing!



## Microlab Prep Accessories and Consumables

| Available Options | Part Number | Details |
|---|---|---|
| Framed Tip Rack | 6600553-01 | Rack for framed tips |
| Microlab Prep Small Tube Rack | 6600409-01 | 24 position tube rack (Compatible tube size: 9.5–11.5 mm OD, 30–50 mm H) |
| Microlab Prep Tube Rack | 6600555-01 | 24 position tube rack (Compatible tube size: 10.5–16 mm OD, 75–125 mm H) |
| Microlab Prep 15 mL Tube Rack | 6605054-01 | 24 position tube rack for 15 mL conical tubes (14–16 mm OD, 75–125 mm H) and self-standing VTM-style tubes (14–16 mm OD, 75–105 mm H) |
| Reagent Reservoir Rack | 6600700-01 | 5 x 60 mL reagent rack |
| 60 mL Reagent Reservoirs | 56694-02 | Black with Lid, 28 per case individually wrapped |
| 60 mL Reagent Reservoirs | 56694-03 | Black with Lid, 20 per bulk bag |
| Handheld Barcode Scanner | 6603432-01 | 1D handheld barcode scanner |
| Fume Hood Integration Kit | 6603189-01 | Stand and cables for touch screen and enclosure removal |
| 2 mm Hamilton Heater Shaker | 6601885-02 | Heats up to 105°C and Shakes up to 2000 rpm |
| 3 mm Hamilton Heater Shaker | 6601885-01 | Heats up to 105°C and Shakes up to 2000 rpm |
| Hamilton Heater Cooler | 6601900-02 | Controllable temperature range 0°C to 110°C (Low temperature dependent on environmental factors and adapter used) |
| 384 Well PCR Adapter for HHC | 67392-01 | Adapter to improve thermal performance on the Hamilton Heater Cooler only |



## Microlab Prep Accessories and Consumables (Continued)

| Product | Part Number | Details |
|---|---|---|
| 96-Well PCR Adapter for HHC | 67391-01 | Adapter to improve thermal performance on the Hamilton Heater Cooler only |
| 24-Tube Adapter for HHC | 6609979-01 | Adapter to improve thermal performance on the Hamilton Heater Cooler only |
| 384 Full Skirt cLLD PCR Plate Adapter | 6607478-01 | Adapter to improve liquid level detection for 384 full skirt PCR plate |
| 96 Full Skirt cLLD PCR Plate Adapter | 6607610-01 | Adapter to improve liquid level detection for 96 full skirt PCR plate |
| 96 Half Skirt cLLD PCR Plate Adapter | 6607479-01 | Adapter to improve liquid level detection for 96 half skirt PCR plate |
| Lid Pedestal | 6604845-01 | Pedestal to hold lids in deck position when removed from plate |
| Invitrogen 96 Position Post Magnetic Plate | 94696-01 | Compatible magnetic plate for bead based extractions |
| Applied Biosys, Ambion, 96 Ring Stand Magnet | OTP-TMOI-0051 | Compatible magnetic plate for bead based extractions |
| Alpaqua Magnum FLX Magnetic Plate | OTP-ALPQ-0008 | Compatible magnetic plate for bead based extractions |
| Alpaqua Magnum EX Magnetic Plate | OTP-ALPQ-0007 | Compatible magnetic plate for bead based extractions |
| Alpaqua 96S Ring Magnetic Plate | OTP-A001322 | Compatible magnetic plate for bead based extractions |
| Microlab Prep Enclosure | 6608001-01 | Replacement enclosure for units without the vent to accommodate HHC |

### Microlab Prep Accessories and Consumables (Continued)

| Product | Part Number | Details |
|---|---|---|
| CO-RE I Stop Disk Removal Tool | 6603034-01 | Tool for replacing CO-RE I stop disks |
| CO-RE I Stop Disk Kit (2 channel) | 6603039-01 | 2 pack replacement CO-RE I stop disks, o-rings and washers |
| CO-RE I Multi Probe Head Stop Disk Kit (8 channel) | 6603039-02 | 8 pack replacement CO-RE I stop disks, o-rings and washers |
| CO-RE II O-Ring Kit (2 Channel) | 6607080-01 | 2 pack replacement CO-RE II O-Rings |
| CO-RE II O-Ring Kit (10 Channel) | 6607080-02 | 10 pack replacement CO-RE II O-Rings |
| Prep CAP Pre-Filter | 6610166-01 | Pre-Filter for use with Prep CAP |
| Prep CAP HEPA Filter | 6609093-01 | HEPA Filter for use with Prep CAP |
| Replacement UV module | 6610325-01S | Replacement UV module for Prep CAP |
| Silicone Oil | 6603044-01 | Lubrication for yearly maintenance |
| Verification Kit with two Framed Tip Racks | 6604125-01 | Photometric and gravemetric volume verification kit; includes two framed tip racks |
| Verification Kit (Liquids and Labware) | 6604125-02 | Photometric and gravemetric volume verification kit |
| Biohazard Waste Bags | 6603183-01 | Tip waste bags (50 per roll) |

Hamilton offers a wide range of consumables that work with the Microlab Prep depending on the needs for your workflow.

To purchase consumables or look through our full product offering, visit: **hamiltoncompany.com/consumables**





**Hamilton is here for you!**

Browse our Online help center for troubleshooting information, file a support ticket, and download the latest software updates, visit: **hamiltoncompany.com/prephelp**

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