HAMILTON

Nice To Meet You

Read me to get started.

microLAB Prep



Welcome to the Microlab Prep

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.

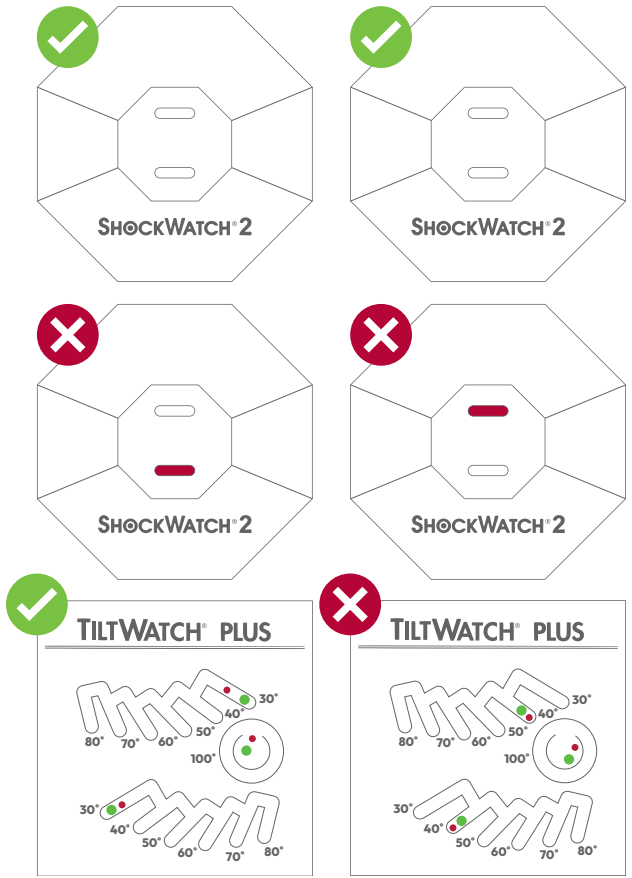
☐ The surface must be stable and able to support the Prep's weight (Microlab Prep: 91.5 lbs / 41.6 kg; Prep CAP: 110 lbs / 50 kg). Shaking and vibrations can negatively affect your results, especially for low-volume applications.

☐ 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.

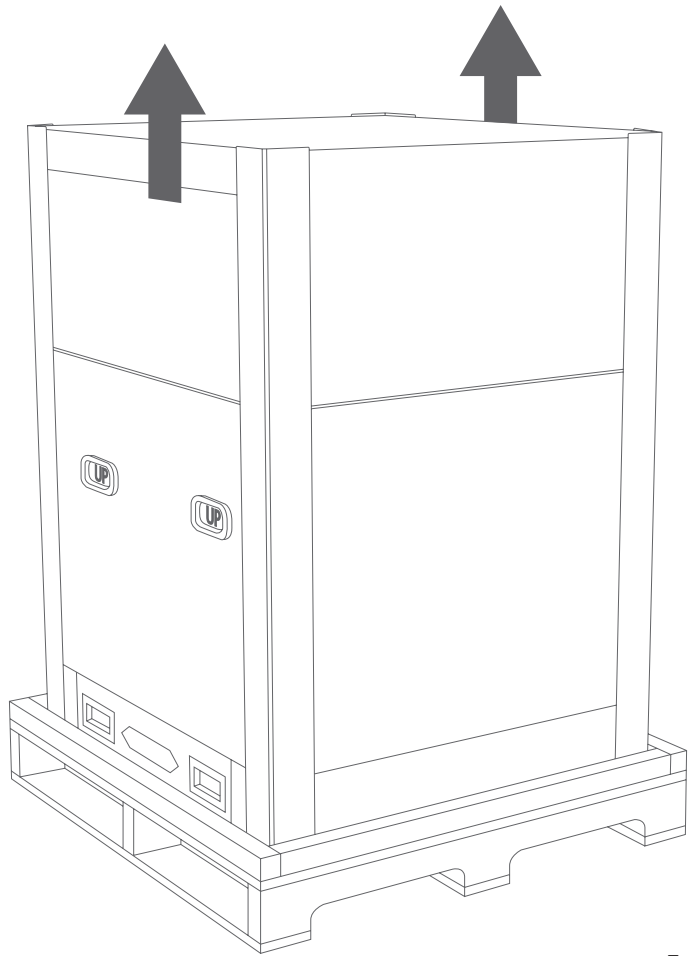


Before starting, double-check both of the ShockWatches and TiltWatch on the outside of the instrument box labeled “Accessories inside.” If either ShockWatch has a red tab, or if the balls in either TiltWatch sit at 40° or higher, contact Hamilton support.



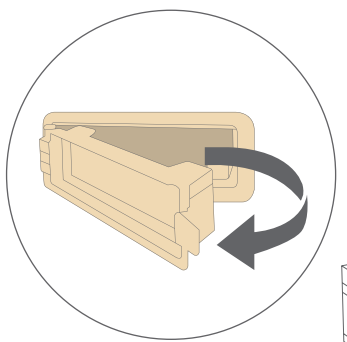
1

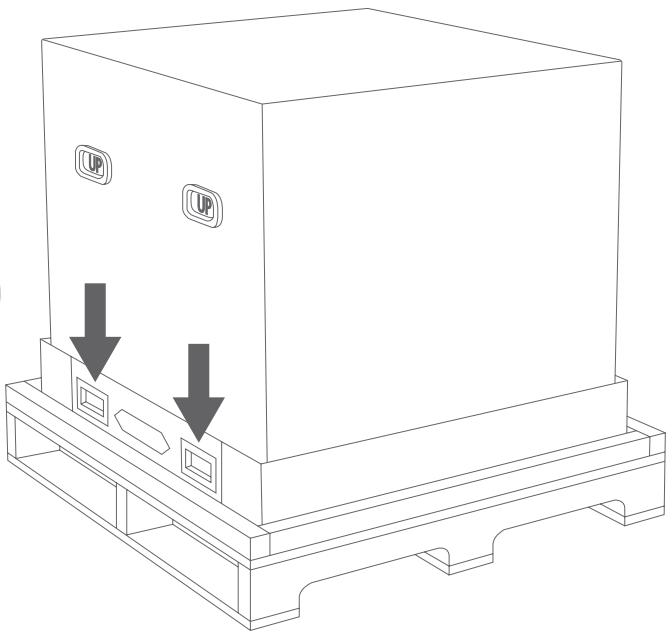
Remove the straps and top Accessories Box from the lower box.



2

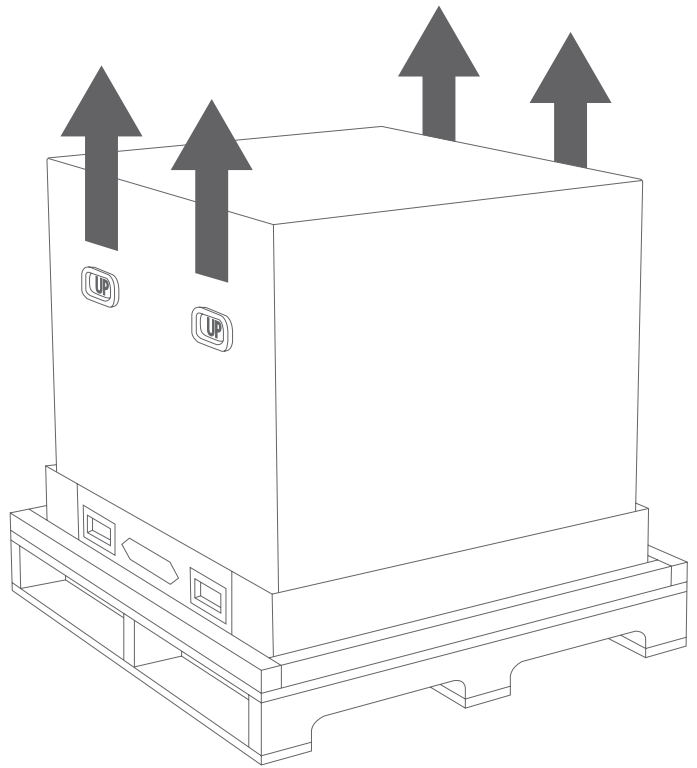
Remove the four locks holding the instrument box and base together by pulling out the bottom tabs to disengage the locks.





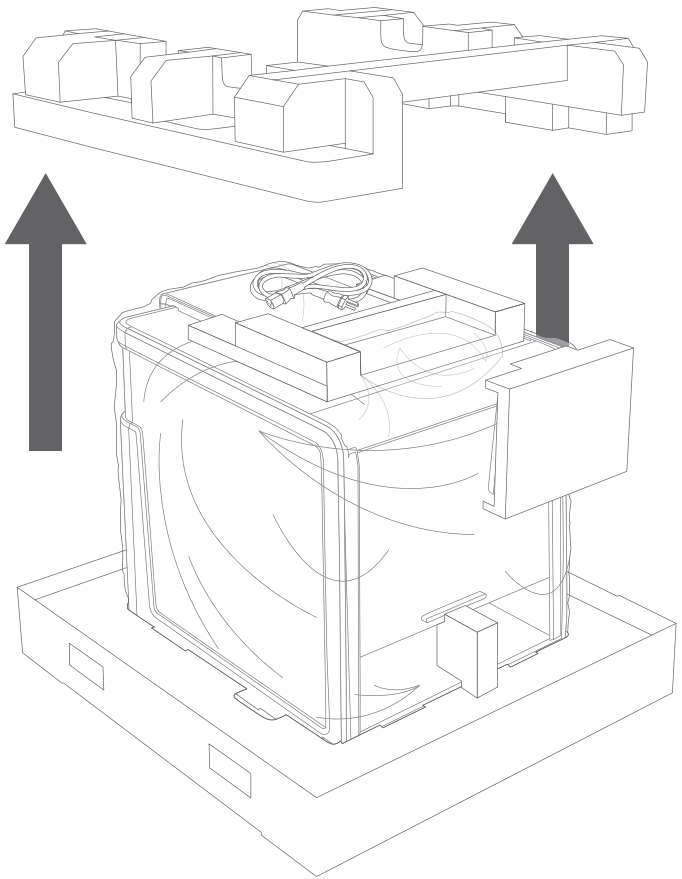
3

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



4

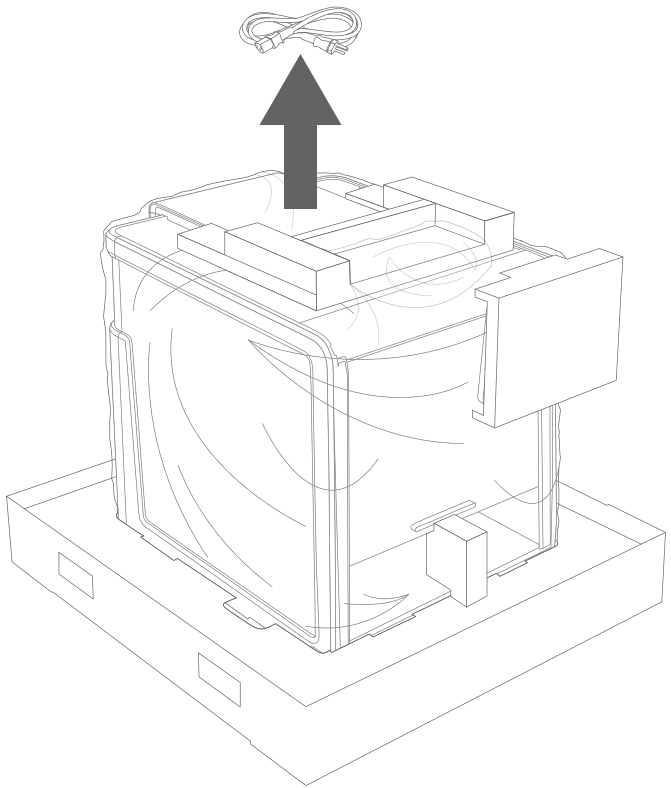
Remove the foam piece on top of the Prep. If unpacking a Prep CAP, there will also be a cardboard piece on top of the foam to remove. If these components came off while lifting off the outer box, move on to Step 5.



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.

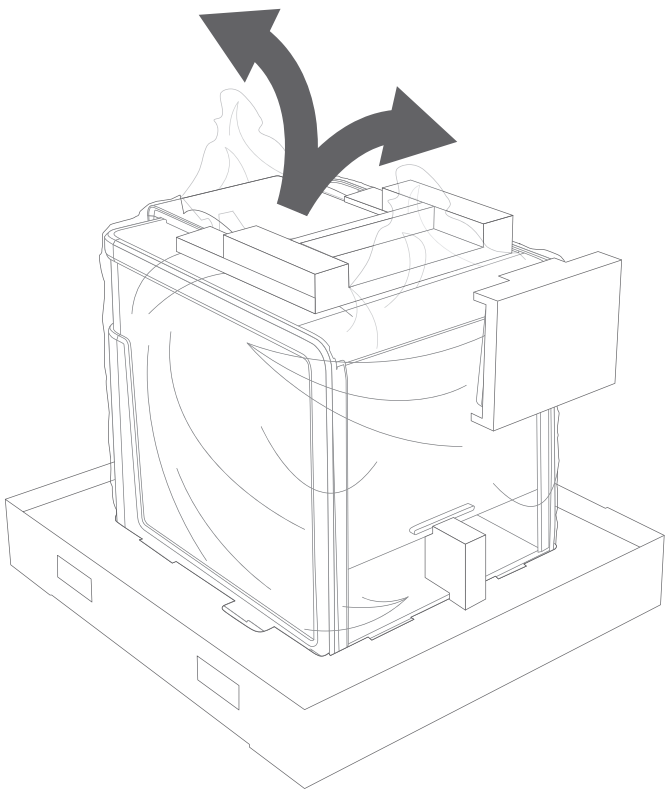
5

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



6

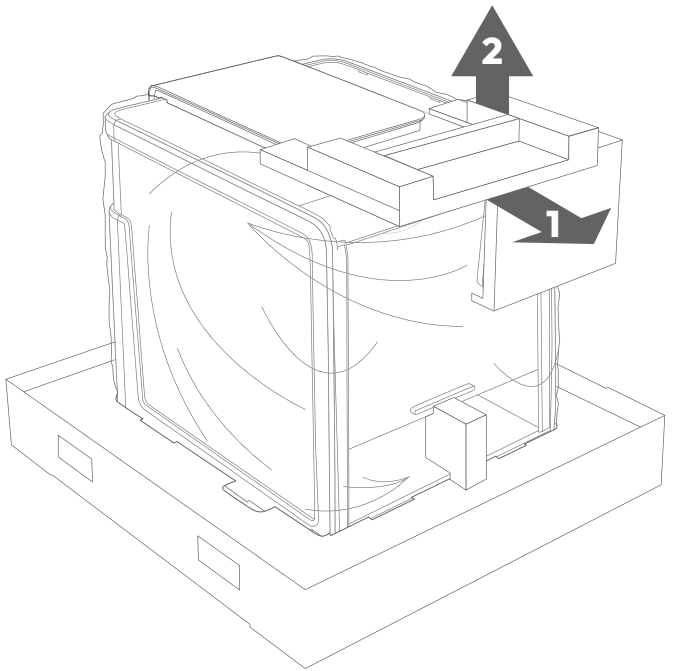
Un-tape and unfold the flaps of the bag.



7

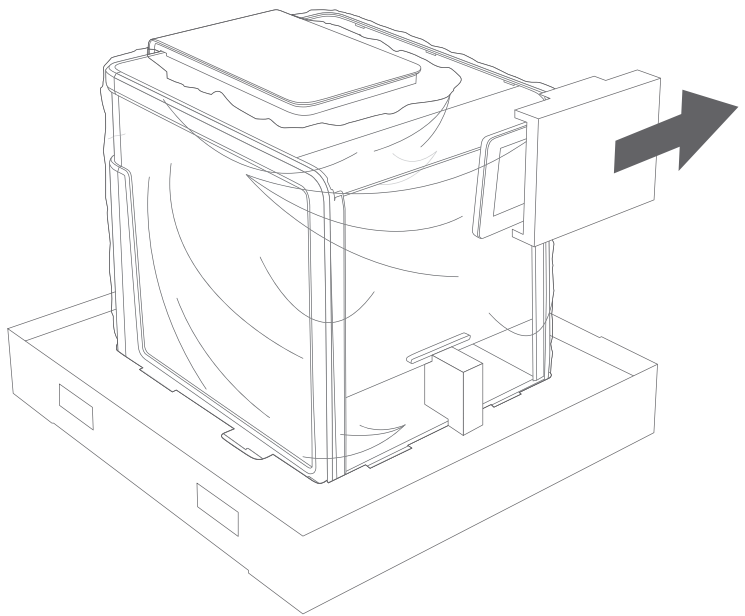
Slide the next foam piece toward the front of the Prep, then lift to remove it.

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



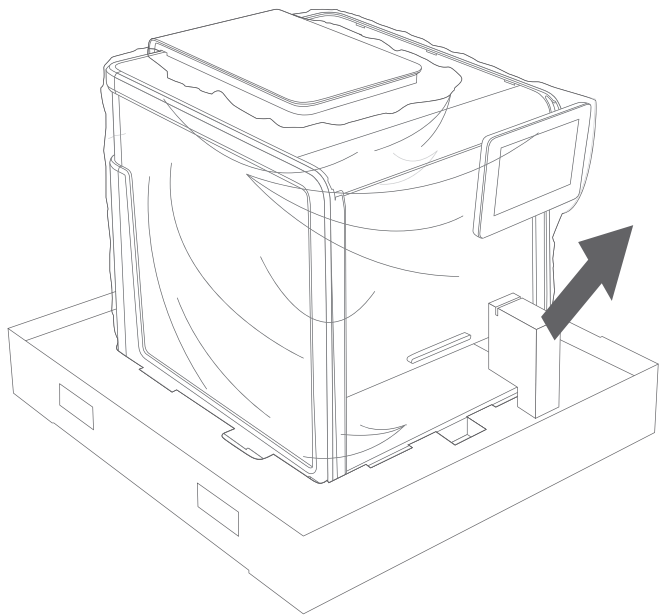
8

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



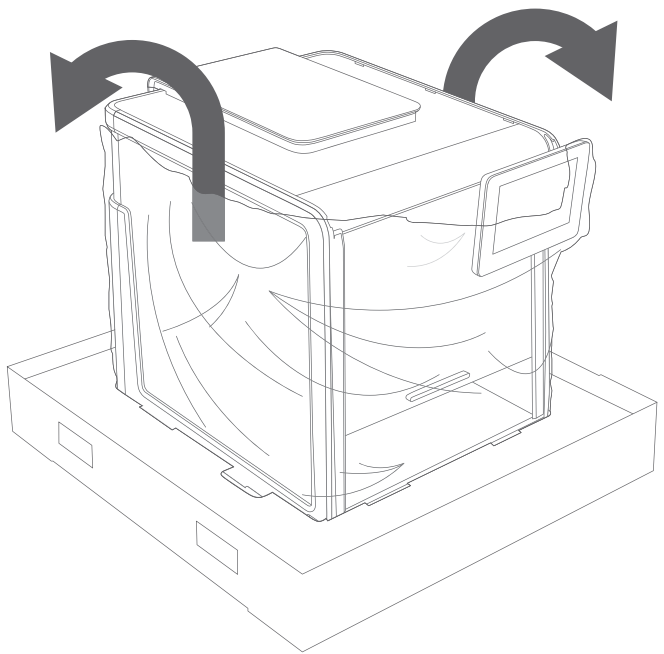
9

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



10

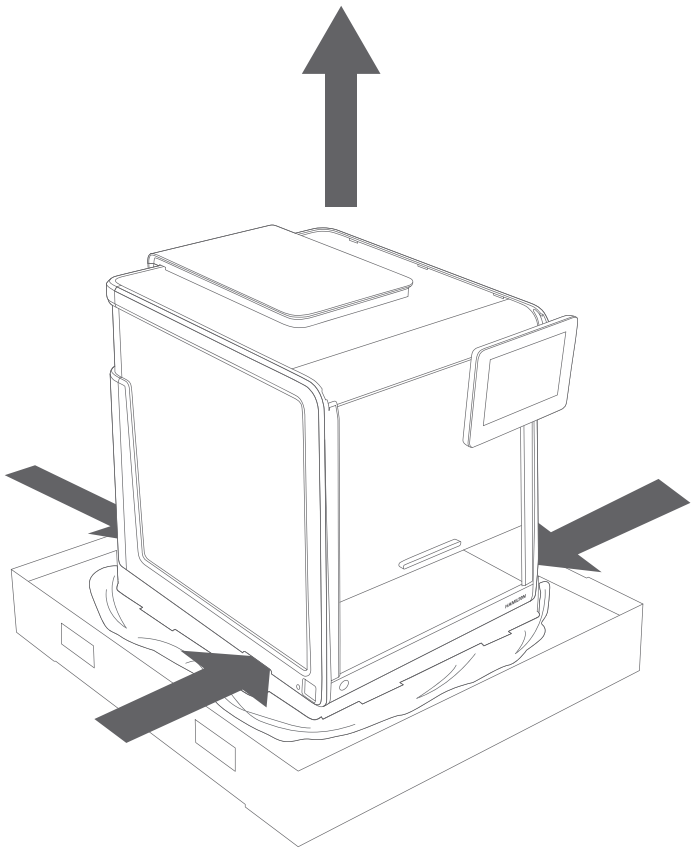
Roll the plastic bag down over the Prep.



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.

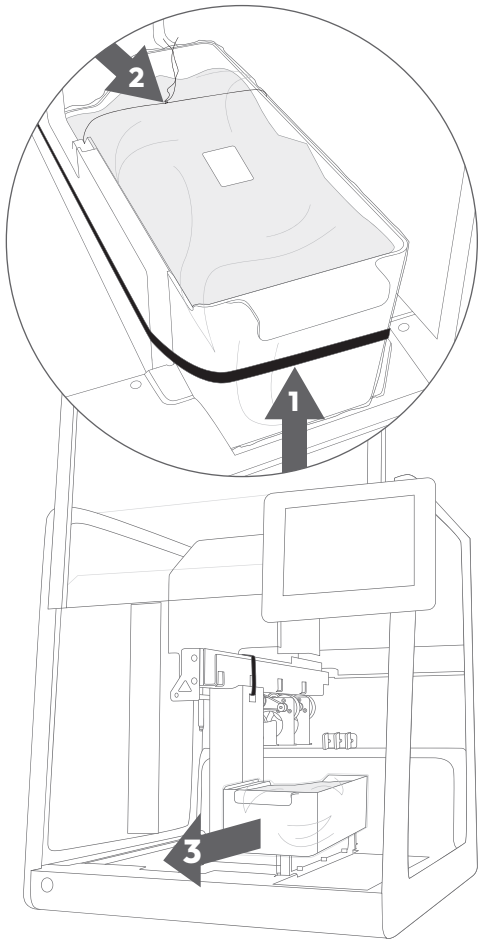


12

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.

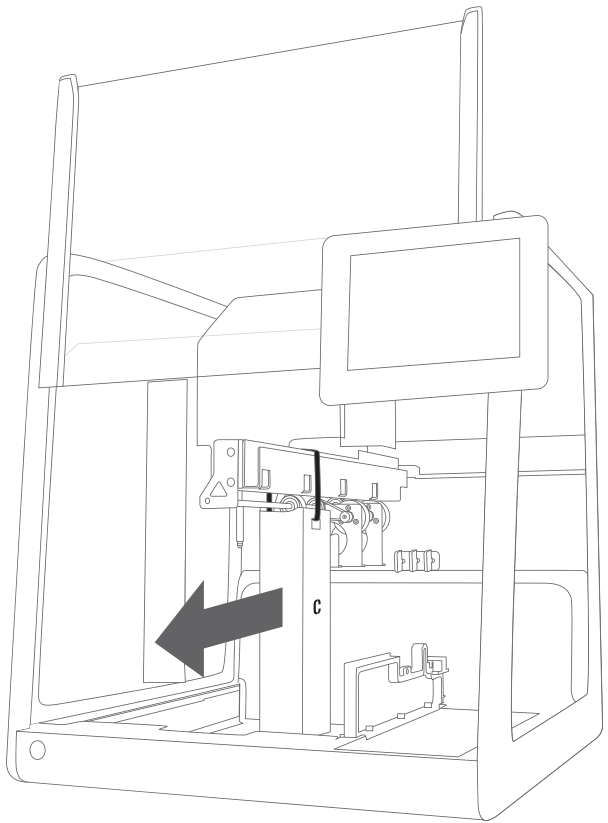
Remove the plastic wrap and make sure the following are present:

- Hex Wrench Set P/N 6603180-01
- Liquid Waste Bottle P/N 6600264-01
- CO-RE Paddles P/N 186105
  (if the Prep has 2 Independent Channels)
- 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



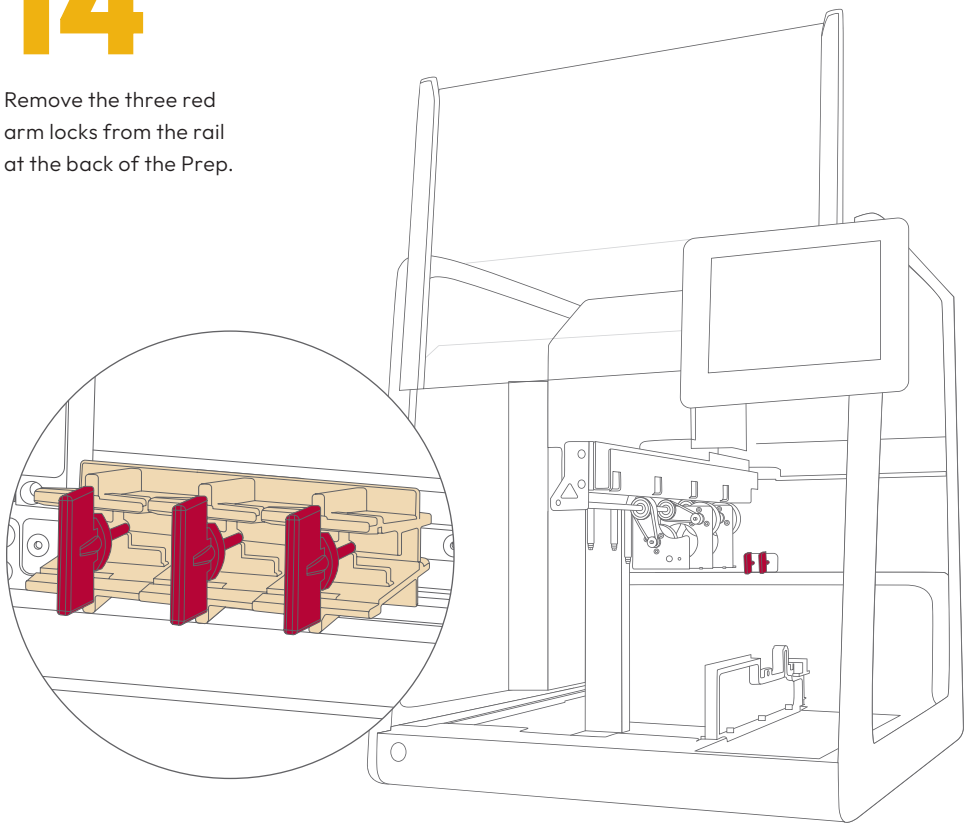
13

Remove the Velcro securing the support foam labeled "C," then remove the support foam.

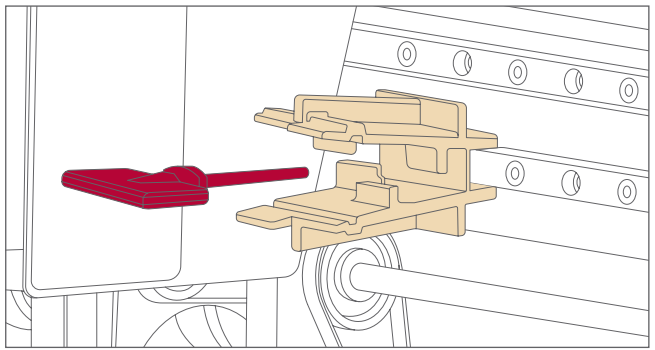


14

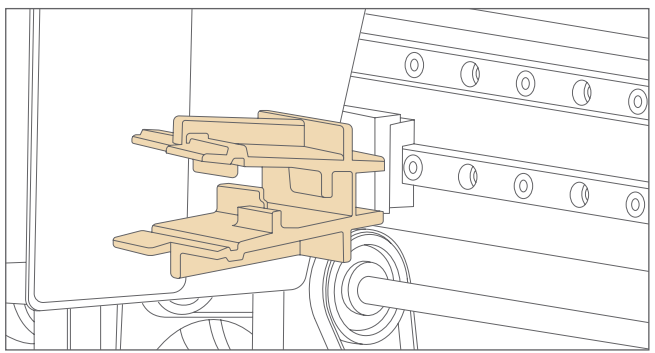
Remove the three red arm locks from the rail at the back of the Prep.



A. Rotate key counter clockwise and remove it.

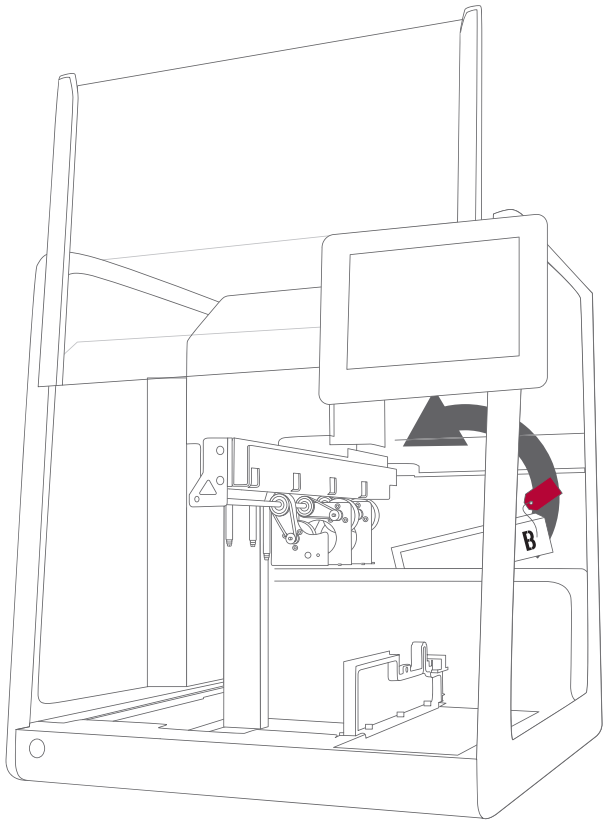


B. Pinch the clamp and remove it.



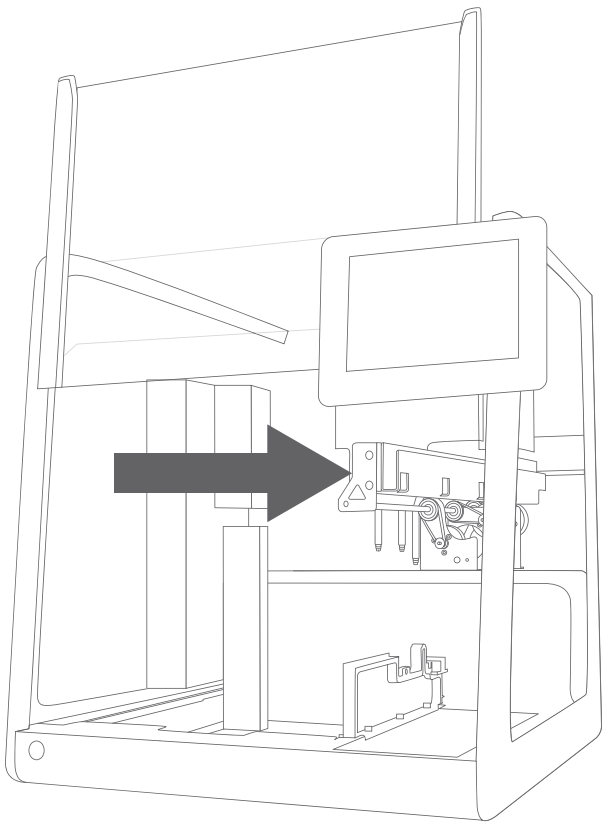
15

Remove the thin foam strip labeled “B” at the back of the Prep. Pull the red tag up and to the right to remove it.



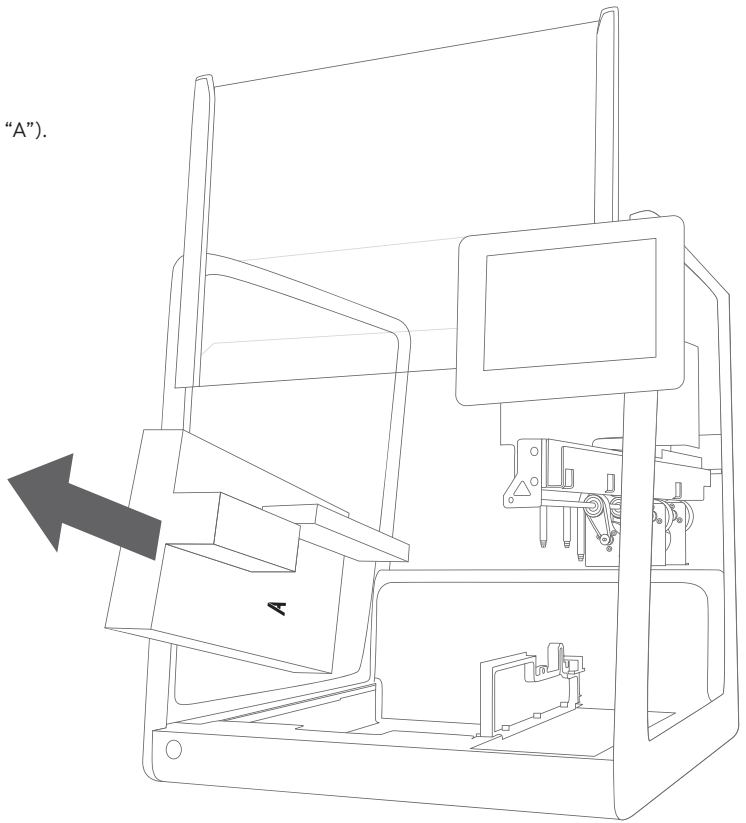
16

Move the pipetting arm to the right. Push gently on the front end of the arm to move it.



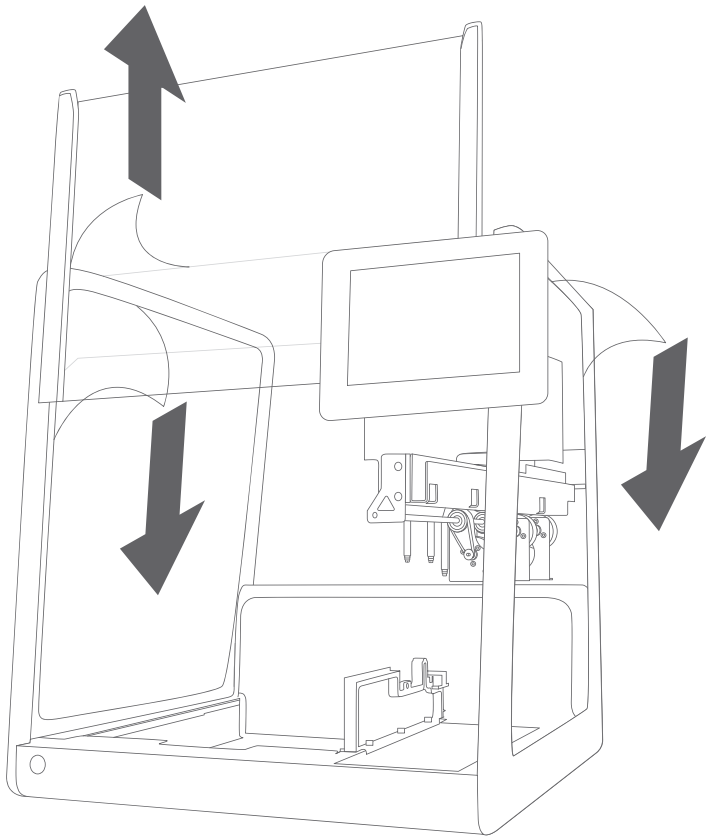
17

Remove the channel support foam (labeled “A”).



18

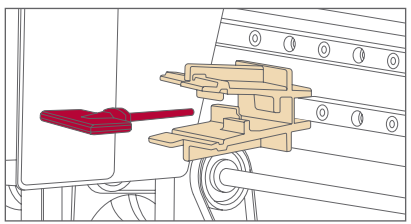
Peel the plastic wrap off of both outside panels and inside of the left side panel.



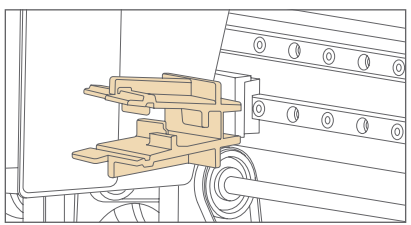
19

Remove the red channel locks from the pipetting arm, from front to back:

A. Rotate key counter clockwise and remove it.



B. Pinch the clamp and remove it.

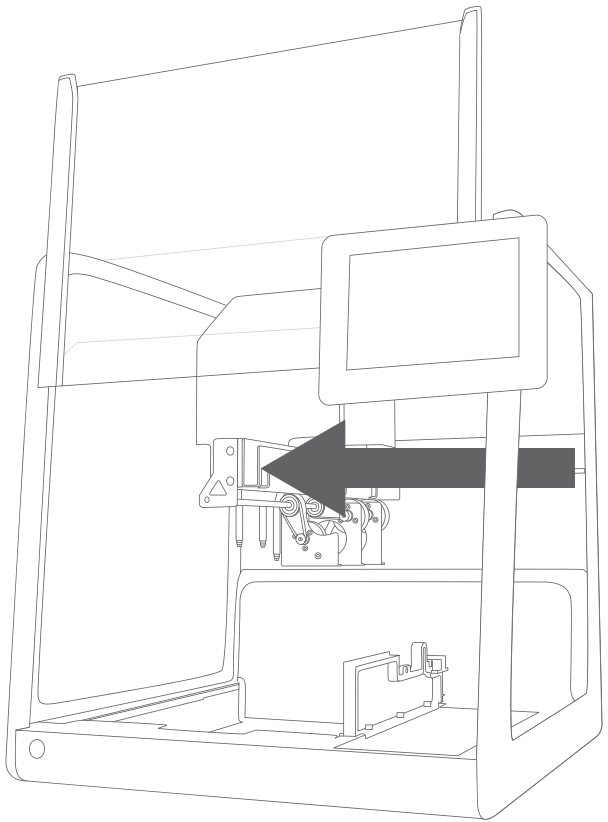


C. Pull the channel to the front of the arm and repeat as necessary for each channel lock.

- 2 Independent Channels: **3 locks**
- 8-Probe Head: **2 locks**
- 2 Independent Channels + 8-Probe Head: **4 locks**

20

Move the pipetting arm back to the center. Push gently on the front end of the arm to move it.

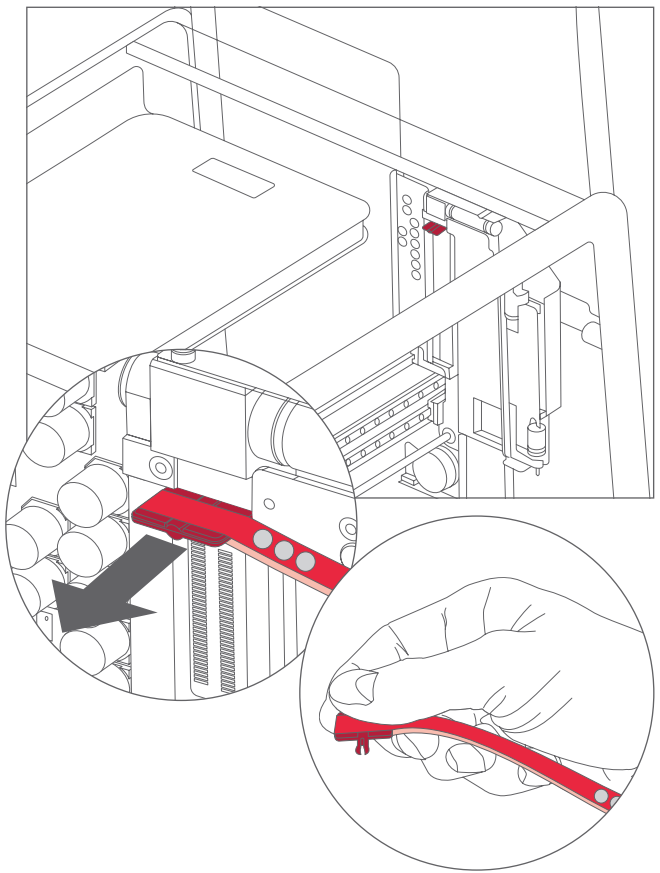


21

Z-lock Removal instructions

A. Locate Red channel locks. They are in back of each independent channel near the top of the instrument.

B. While holding the front of the channel with one hand, Pull the lock toward the back of the instrument until it is removed. Repeat for both channels' locks.

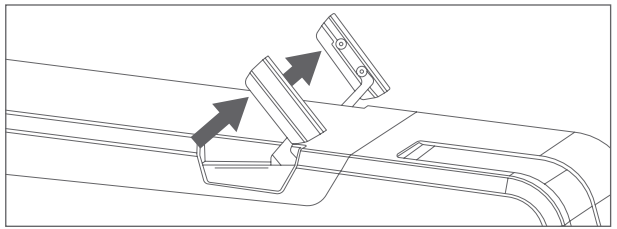


22

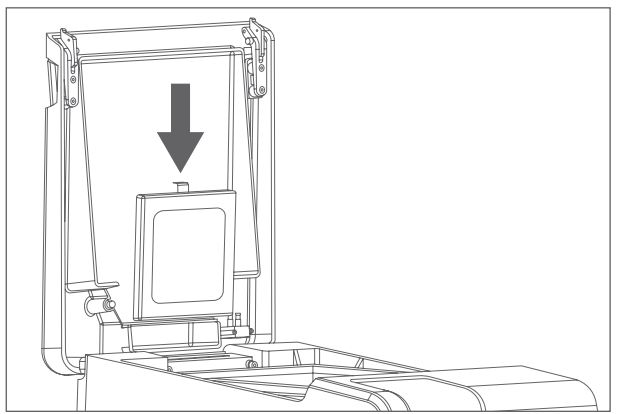
Install any devices you are integrating. Refer to the instructions included with your device. Continue to the next step if not applicable.

23

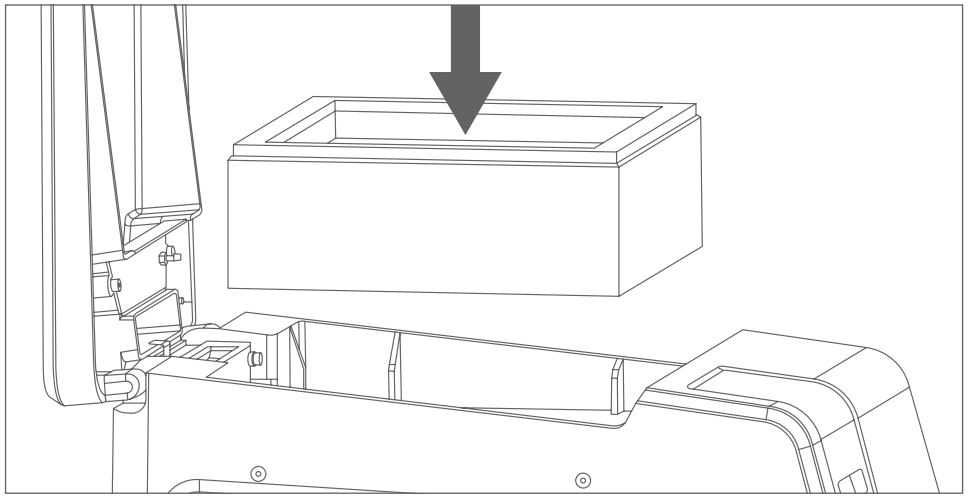
If installing a Prep CAP, install the filters. Continue to the next step if not applicable.



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.

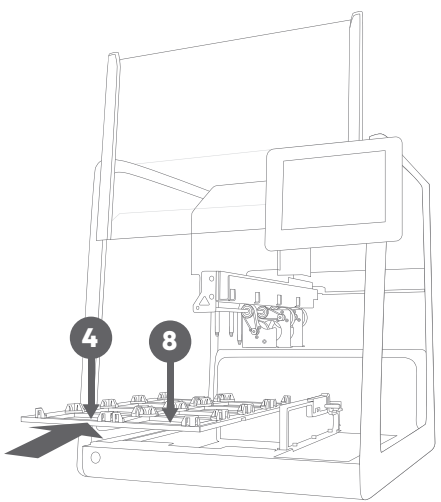
D. Close the filter cover and lower the latch tabs.

24

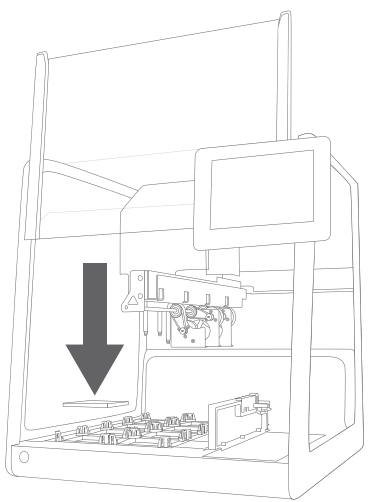
Install the deck:

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.



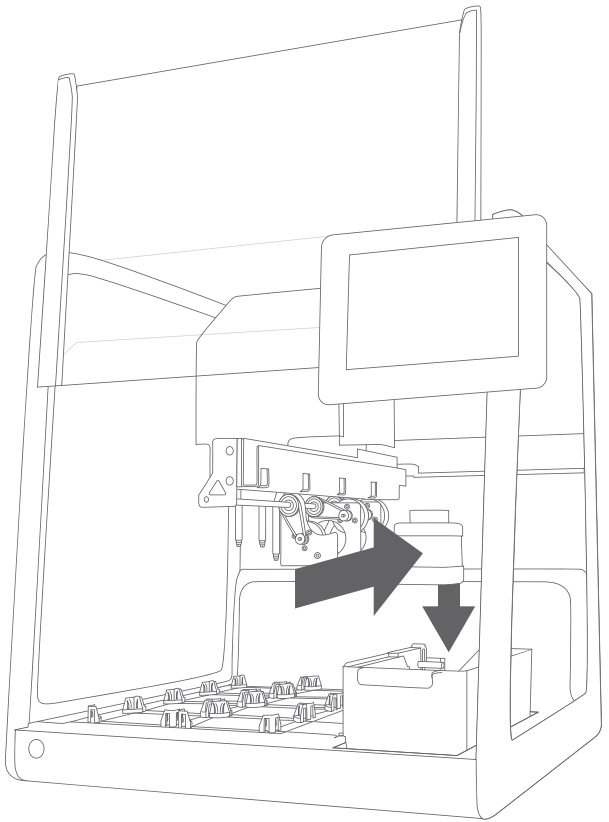
25

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



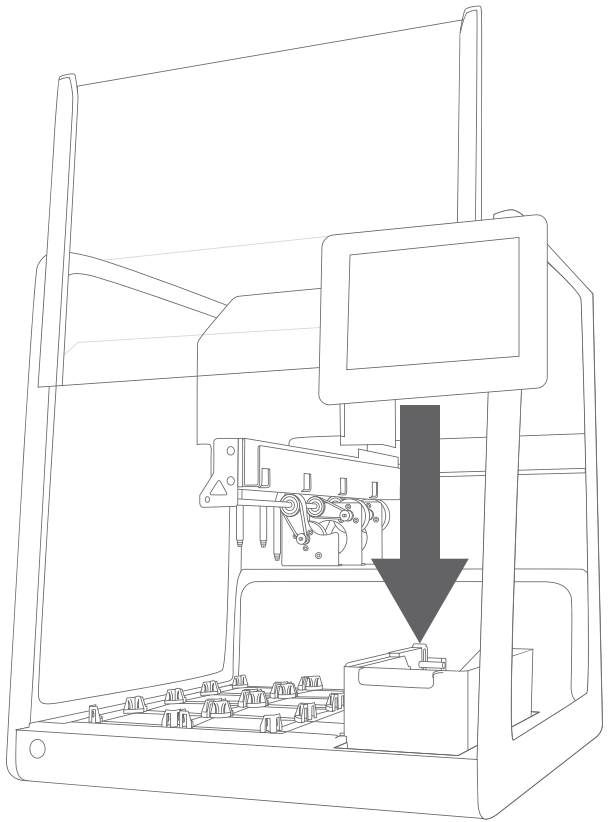
26

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



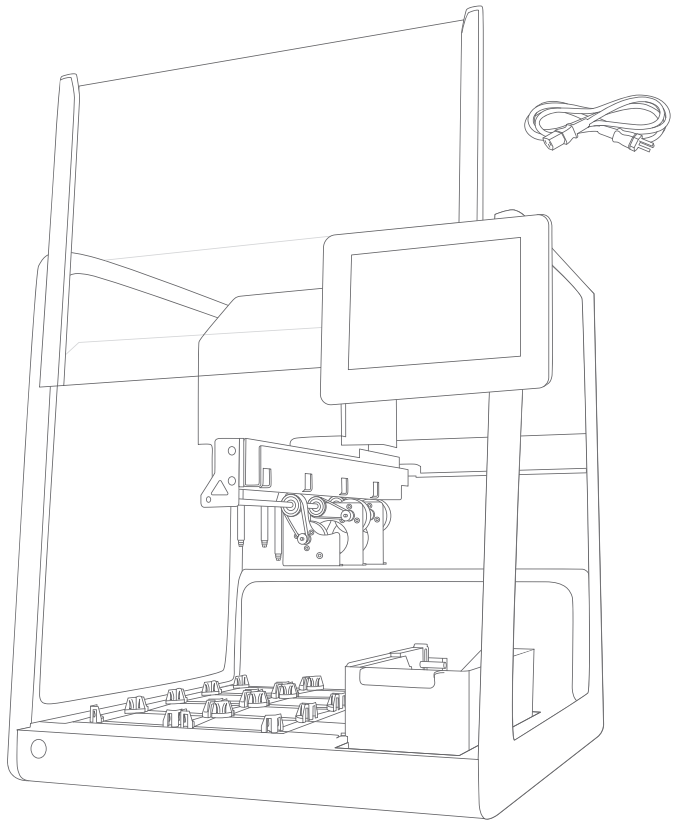
27

Place the steel teaching needle in its slot on the waste block. If your accessory kit has CO-RE paddles, place them on their magnetic bracket on the back of the waste block.



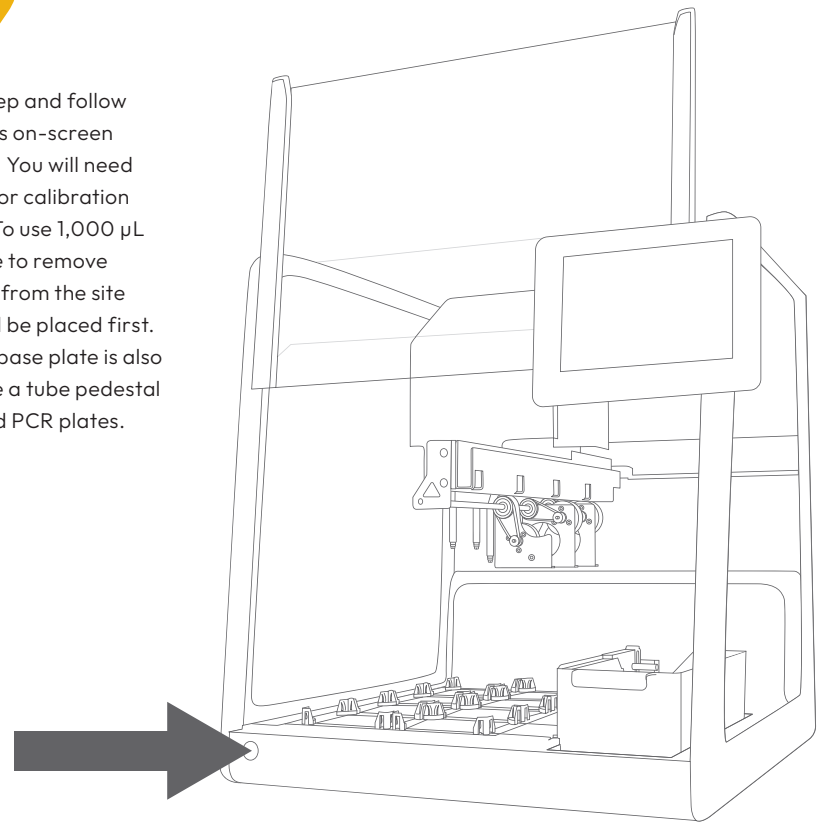
28

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



29

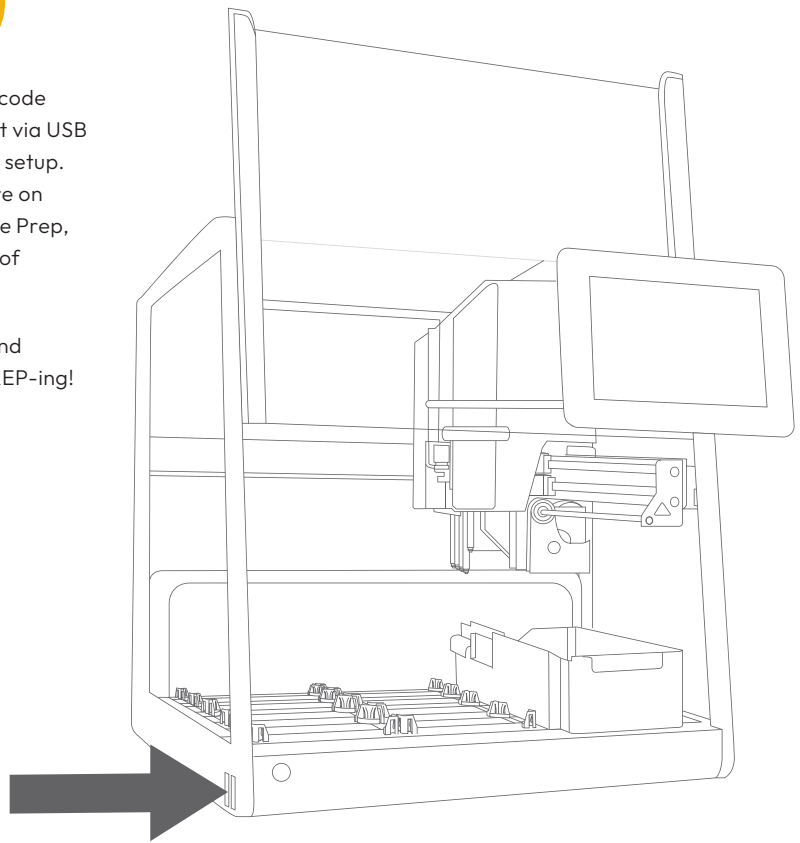
Turn on the Prep and follow the instructions on-screen to begin setup. You will need a rack of tips for calibration during setup. To use 1,000 µL tips, make sure to remove the base plate from the site where they will be placed first. Removing the base plate is also required to use a tube pedestal or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



30

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)

TIPS

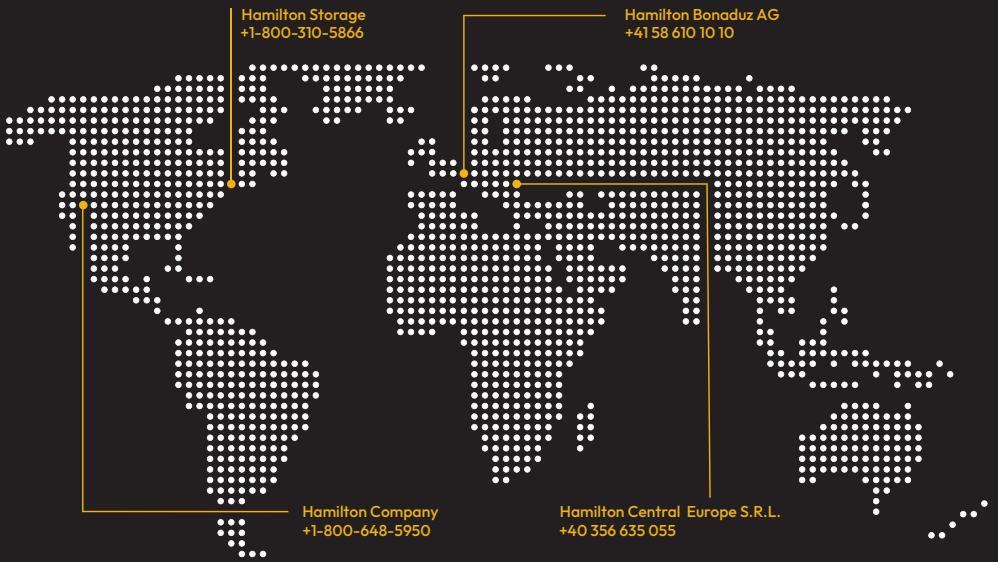
Hamilton offers a wide range of consumables that work with the Microlab Prep depending on the needs for your workflow.

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**

HAMILTON



To find a representative in your area, please visit: www.hamiltoncompany.com/contacts

Web: www.hamiltoncompany.com
USA: 800-648-5950
Europe: +40-356-635-055

Hamilton Americas & Pacific Rim
Hamilton Company Inc.
4970 Energy Way
Reno, Nevada 89502 USA
Tel: +1-775-858-3000
Fax: +1-775-856-7259
sales@hamiltoncompany.com

Hamilton Europe, Asia & Africa
Hamilton Central Europe S.R.L.
str. Hamilton no. 2-4
307210 Giarmata, Romania
Tel: +40-356-635-055
contact.hce.ro@hamilton-ce.com

© 2026 Hamilton Company. All rights reserved. All trademarks are owned and/or registered by Hamilton Company in the U.S. and/or other countries. Lit. No. B_261027V1 – 10/2026