PIPETMAN *Concept*®

PC Connection Kit

User's Guide



Utility Software V1.0x

GILSON®

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1 Introduction

Description of Manual

This manual describes the recommended hardware configuration, how to connect your pipette to a Personal Computer (PC), and how to install and use the Pipetman Concept Utility Software.

We recommended that this manual be kept in a secure place in case you reinstall the software at a later date (for example, if you change your PC).

Description of Software

The software described in the manual enables you to:

- Construct modes from tasks.
- Upload and download a mode to and from your pipette.
- Read and write maintenance parameters.
- Readjust Pipetman Concept.
- Perform support tasks (e.g. communication check).

Glossary

The terms used in this manual are as follows:

Actions such as 'select', 'double-click' or 'click' appear as normal text.

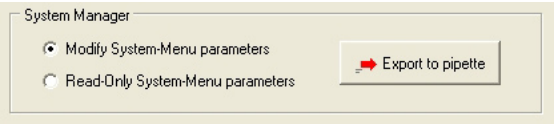
Editor names and **dialog box names** begin with uppercase bold for the key word. For example: "The **Configuration** editor opens".

Keyboard shortcuts are in bold, for example **Ctrl+S**.

Menu names and **options** are presented in bold type. For example: Click **Save**.

Mode is used to describe a saved protocol made up from user-defined tasks.

Optional menu: Point and click to select the required option.



Right-click opens menus or dialogs for quick access.

Left-click validates your choice.

Toolbar buttons are indicated in bold and are often followed by an image of the button symbol, e.g. Click on the **Save** mode button.

Customer Service

Gilson and its worldwide network of authorized distributors provide customers with four types of assistance: sales, technical, applications and service.

Customer Service personnel are able to serve you more efficiently if you provide the following information:

1. The model, serial number of the pipette and version of the firmware contained in your Pipetman Concept in "Pipette Info" menu. Refer to the Pipetman Concept User's Guide for more information.
2. Version of the Utility software found in the software menu "**Help"** by clicking on "**About..."** .
3. Computer model, available memory, microprocessor and operating system version.
4. A concise list of the symptoms and problems.
5. A copy of the mode you are creating if the problem concerns a programmed mode.

1 Introduction

Warranty

If it is not possible to install the software, check that your PC meets the system requirements for the software.

If you still have a problem to install, please return the original CD-ROM to your authorized distributor for a free replacement. Include your name, return address, telephone number and the information listed above.

Update program

We recommend you to continuously upgrade your copy of the Pipetman Concept Utility Software in order to have a full compatibility with the different firmwares of the Pipetman Concept pipettes.

To find out if a free version update is available, please consult the dedicated software section on the Gilson website, www.gilson.com

2 Parts Check List

Please check that you have the following items. Any missing items should be reported to your Gilson distributor.

- Pipetman Concept Utility Software: CD-Rom,
- Pipetman Concept Utility Software: User's Guide,
- Cable Connector: Pipette to Serial Port (RS232),
- USB-Serial converter, driver software on CD-Rom and User Manual UC-232A.



3 Installation

PC Requirements

PC:	IBM-compatible computer with CD-ROM drive,
Processor:	600 MHz Pentium III® Processor
RAM:	256 MB
Hard drive space:	50 MB to install
Display:	Color monitor SVGA, Minimum 800 x 600 resolution Recommended 1024 x 768
Operating System:	Windows® 2000 with Service pack 3 (or later) or Windows® XP all versions,
Software:	Internet Explorer 5 or later, Adobe® Acrobat® Reader 7.0, Microsoft Excel 95 (or later) for presenting maintenance file information.

Installing the Cable

This cable is composed of two parts:

- 1 cable to connect your Pipetman Concept to a serial port on your PC,
- 1 USB-Serial converter if you do not have a serial port available.

You should use a port on your PC for RS-232 communication, selected from the list of available COM Ports (usually COM1 and COM2). *If you cannot directly use a COM port, connect the USB-serial converter to an USB socket on your PC and plug it through the converter to the serial port. Install the USB-serial converter driver as described in the User Manual of the USB-serial converter.*

1) Boot up your PC and check that your Pipetman Concept is functioning (i.e. the battery is fully charged and inserted).
2) Plug the RS-232 connector into a serial port (COM port) on your PC or into the RS-232 connector on your USB-serial converter, if you do not have any serial port available.
3) Plug the other connector into the communications socket on your Pipetman Concept.
4) If you are using the USB-serial converter: install the driver for this cable as detailed in the User Manual of the USB-serial converter.
5) Install the Pipetman Concept Utility software.
6) After installing the Utility software and optionally the USB-serial converter driver, you must use the Utility Software (**Tools** Menu) to identify the COM port number to which your pipette is connected and select "**Connect**" (refer to the "Support Functions" Chapter).

Installing the Utility Software

1) Close any applications that are running.
2) Uninstall any previous version of this software by using the control panel of your computer (Add/Delete Programs).
3) Insert the Utility software CD-ROM in the CD-ROM drive of your PC.
4) Windows will start the auto-run function (.msi), from the CD-ROM. The InstallShield Wizard performs the installation routine. You are advised to accept the default settings and folder structures that are proposed. If the auto-run function does not work automatically, double-click on the .msi file in the CD-ROM to run the installation.
5) Software is installed in the following location: C:\Program Files\Gilson\PIPETMAN Concept Utility. You can customized this location by selecting "custom" during the installation step.

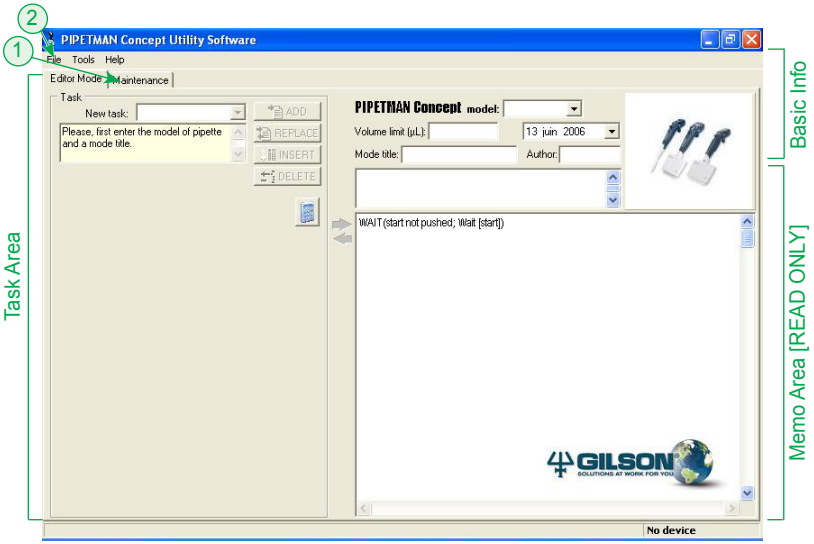
3 Installation

You can work ‘off-line’ (e.g. pipette unplugged). However, when you are ready to communicate with the pipette you must have selected the COM port to which the pipette is connected (**Tools** Menu, see Chapter 6).

4 Editor Mode

Presentation of User Interface

Click on the icon or shortcut to start the software, which will open the **editor mode**.



1. To access the maintenance functions click on the **Maintenance Tab** (for more information see Chapter 5). To return to the editor mode click on the **Editor Mode Tab**.

2. Click on the Menu Tabs to access the support functions: **File**>**Tools**>**Help**. Also visible on the screen above:
   a) Basic information area.
   b) Memo area: list of tasks and parameters programmed appears here.
   c) Task area: fill out all required parameters for a task.
   d) Calculator.

e) Status bar (bottom of the screen): inform you about some important information. When creating a mode the size of your mode is calculated according to the memory capacity of your Pipetman Concept. If your mode takes too many memory space you should simplify your mode before exporting it.

Creating Modes from tasks

You can create any number of modes on your PC, but only one of them can be exported to the pipette.

Three simple steps are required to create a mode:

1) Enter the basic information relating to you and your Pipetman Concept:
   • Pipetman Concept Model (e.g. C300),
   • Mode Title,
   • Author name (optional).

   By default, the volume limit is the nominal volume of the selected model.

2) Build the mode by listing a series of tasks.

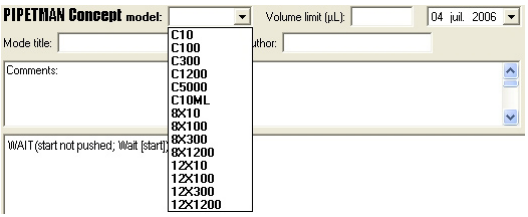
3) Save the mode as a file on your computer's hard drive.

To check that a created mode will function correctly, coherence tests run automatically.

How to Create a Mode

Getting Started

1) You must select the Pipetman Concept model from the scroll menu.



2) You can enter a volume limit for the chosen model. (Otherwise, the volume limit automatically defaults to the nominal volume.)



3) You must enter an author name and a mode title. The software uses the mode title to name the mode file that you save on your PC.

4) Optional: select an alternative date and add notes to the comment box.

☞ *Only after completing Steps 1, 2, and 3 you can select and enter tasks and their parameters.*

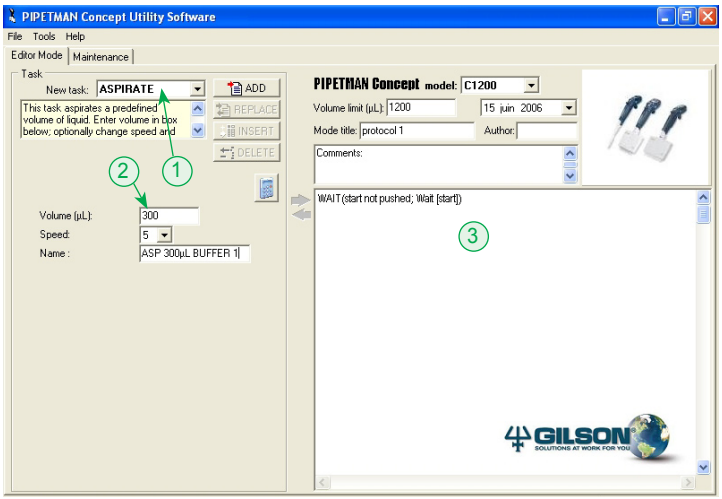
Building a Mode

"Wait" is the first task in any mode (see page 21). A "Wait" must be inserted before most tasks, especially "Aspirate", "Dispense", etc... (i.e. before any movement of the piston).

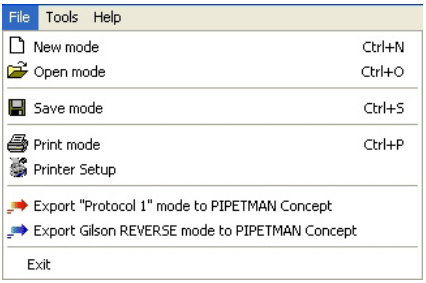
① Select the first task to enter from the **New Task** list.

② Enter the parameters required by the task.

③ Click on **ADD**. Your task is now listed in the memo area. Repeat these three steps for each task.



Saving a Mode



Go to the **File** menu to name and save your mode (e.g. Dilution. GIL). Alternatively, you can simply press **Ctrl+S** to save your file.

When finished, you can export the mode to your pipette by clicking on "**Export *'your file name'* mode to Pipetman Concept**" in the **File** menu.

☞ *This new, customized mode will replace (erase) the fifth standard mode of the firmware (REVERSE mode) or the last customized mode exported to the pipette.*

Printing a Mode

Click on **Print mode** or press **Ctrl+P** to print your mode.

Creating a New Mode

You can create a new mode by selecting "**New mode**" in the file menu or simply by pressing **Ctrl+N**.

☞ *When you select "**New mode**", the previous tasks in the mode area are erased. Before creating a new mode, we recommend saving the previous mode to prevent any loss of information.*

Editing a Mode

If you wish to modify a previously saved mode, go to the **File** menu to select and open the required file or simply press **Ctrl+O** (e.g. Dilution.GIL). At first, identify the task to be carried out and fill out the parameters on the left part of the screen. Then move the cursor to the beginning of the line where you wish to see the changes appear. Once the cursor is in place, the line becomes blue and the actions "ADD", "REPLACE", "INSERT" and "DELETE" become active.

☞ *The memo area is in a "read only" status – you cannot edit a mode directly by writing in the memo area.*

For each task you can:

ADD: Select the required task and enter the parameters as described in "Creating a Mode". When you click on **ADD** the new task is added after the last line of the existing mode.

REPLACE: Select the required task and enter the parameters as described in "Creating a Mode". When you click on **REPLACE**, you replace the task on the selected line.

INSERT: Select the required task and enter the parameters as described in "Creating a Mode". Select a line and click on **INSERT**. The new task is added before the selected line.

DELETE: Select the line to be deleted and click on **DELETE** to remove it.

Exporting a Mode to Pipetman Concept

☞ *You can create any number of modes on your PC (.GIL files), but only one of them can be exported to the pipette. The mode that you create and export to the pipette overwrites the fifth mode: initially this is the REVERSE mode but subsequently it is the last user mode exported to the pipette.*

Plug the pipette to the PC using the connecting cable (see Chapter 3). Only a mode compatible for a specific Pipetman Concept model (volume range) can be uploaded; otherwise you will receive an error message.

When you want to upload a previously saved mode, go to the **File** menu and select "**Export *'your file name'* to Pipetman Concept**". To reinstall the REVERSE mode, go to the File menu and select "**Export Gilson *'REVERSE'* mode to Pipetman Concept**".



During export of the mode, if you choose to interrupt the transfer or if the connection between the pipette and the PC becomes disabled, you will receive an error message and must start over.

List of Tasks

To build a mode you need to list a series of tasks and enter the required parameters for each task. Then you save your mode as a file on your computer's hard drive.

☞ *1) Only the Gilson tasks listed below are allowed to be used to build a mode. You cannot add your own 'custom made' tasks, which are not supported by the software.*

2) The volumes specified here cannot be modified after the mode is transferred to the pipette. To do this you would have to change your mode to replace the old one.

3) You will find several examples installed with the software into the mode directory.

You will find some symbols in front of each task description in this user's guide. They will help you to understand all functions of each task. The meaning of the symbols appear below:



The arrow indicates the piston direction.
The piston will go directly to the specified volume.



The arrow indicates the piston direction.
The piston will not move unless you release your thumb from the start button.

To trigger the next action you must press the START button.



The two lines indicate you that you can repeat the previous action in this task.

AIR GAP



This task aspirates a predefined volume of air to avoid contact between two liquids aspirated in the same tip. It permits aspiration of an air bubble at the end of the tip.

In the parameter windows, key in a volume in (µL), an aspiration speed (1 to 5), and a name of up to 14 characters (AIR GAP by default).

☞ *The air gap default volume is automatically calculated according to the tip size and the selected volume.*

ALARM



This task emits either of two beeps: short = 100 ms or long 600 ms. You can choose single or double beeps and the interval between short beeps (100 ms) and long beeps (200 ms). After the program is uploaded to the pipette, the alarm sounds even if it is disabled in the pipette firmware.

☞ *The alarm will sound only when the piston is at the "Stop" position.*

ASPIRATE

This task aspirates a predefined volume of liquid. In the parameter window, key in a volume (µL), an aspiration speed (1 to 5, default = 5), and a name of up to 14 characters (ASPIRATE by default).



DISPENSE

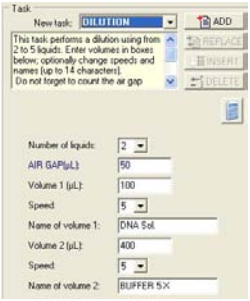


This task dispenses a predefined volume of liquid. In the parameter window, key in a volume (µL), a dispense speed (1 to 5, default =5), and a name of up to 14 characters (DISPENSE by default).

DILUTION



This task performs a dilution using from 2 to 5 liquids. At the end of the task, you have to press the **START** button to dispense the whole volume of liquid and to purge.



In the parameter window, you key in an air gap (or accept the default) and for each liquid, enter a volume (µL), aspiration speed (1 to 5), and a name of up to 14 characters (DILUTION by default).

☞ *By default, there is an air gap between each liquid sample, calculated according to the tip size and the selected volume.*

MANUAL



This mode simulates the way in which a manual pipette is operated. The user can stop and start the aspirate and dispense phases at will by pressing the **START** button. This enables you to load a gel or measure a sample volume. If required, you can also set a volume limit (e.g. before aspirating a liquid phase). This task can be used in three ways depending on the option selected.

Please refer to the Pipetman Concept User's Guide for a detailed explanation of this task.

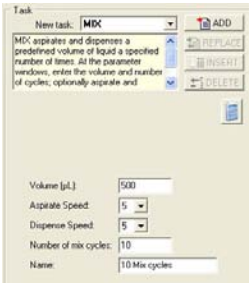
1) **Manual with "Aspirate" and "Dispense"**:
Aspirate and dispense a predefined volume of liquid. In the parameter window, key in a volume (µL), an aspiration speed (1 to 5, default=5), a dispense speed, and a name of up to 14 characters (MANUAL by default).
The direction button allows you to change the direction of the piston motion (i.e. from aspirate to dispense). The task ends when the piston returns to the zero position.

2) **Manual with only "Aspirate"**:
Aspirate a predefined volume of liquid. In the parameter window, key in a volume (µL), an aspiration speed (1 to 5, default=5), and a name of up to 14 characters. The task is terminated by clicking the direction change button and/or when the aspirated volume is reached.

3) **Manual with only "Dispense"**:
Dispense a predefined volume of liquid. In the parameter window, key in a volume (µL), a dispense speed (1 to 5, default=5), and a name of up to 14 characters. The task is terminated by clicking the direction change button and/or when the dispensed volume is reached.

MIX

This task is for mixing liquids. It aspirates and dispenses a predefined volume of liquid a specified number of times. In the parameter window, key in a volume (µL), an aspiration speed (1 to 5, default=5), a dispense speed, number of mix cycles (n, 1 to 99), and a name of up to 14 characters (MIX by default).



☞ *Normally, you define the number of cycles (n = 1 to 99). If n = 0, the pipette will continue to mix until the START button is released.*

PAUSE

This task interrupts a mode for a set time (delay). In the parameter window, key a time in seconds from 0 to 999.9, (increment of 0.1 second) and a name of up to 14 characters (PAUSE by default).

PURGE

Select one of three types of purge:



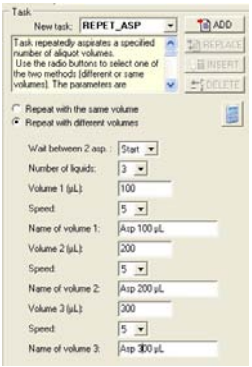
1) AUTO as in the standard AUTO pipetting mode with an optional stop at the bottom position if you keep the **START** button pressed.

2) STOP with a mandatory stop at the lower position. Press **START** to continue.

3) Purge without **STOP** purges without stopping, even if you hold down the **START** button.

REPET_ASP

Use this task to repeatedly aspirate "n" aliquot volumes. Select one of the two methods described below (different or same aliquot volumes). The parameters displayed will vary depending on the method chosen.



1) **Repeat with same volume**: you define a time to "wait"after each aspirated volume; either until the **START** button is pressed or as a time.

Use the "**Wait**" pull-down menu to select "**Start**" or "**Time**" followed by keying in a time in seconds. In the other parameter window, key in a volume (µL), an aspiration speed (1 to 5, default=5), the number of aliquots to aspirate, and a name of up to 14 characters (REPEAT_ASP by default).

2) **Repeat with different volume**: you define a time to "wait" after each aspirated volume; either until the **START** button is pressed or as a time. Use the "**Wait**" pull-down menu to select "**Start**" or "**Time**" followed by keying in a time in seconds. Then you select the number of liquids (2 to 5) from the pull-down menu and at each set of parameter windows, enter a volume (µL), aspiration speed (1 to 5, default is 5), and a name of up to 14 characters (REPEAT_ASP by default).

REPET_DISP



Use this task to repeatedly dispense "n" aliquot volumes. Select one of the two methods (different or same volumes) described below. The parameters displayed will vary depending on the method chosen.



1) **Repeat with same volume**: you define a time to "**Wait**" after each dispensed volume; either until the **START** button is pressed or as a time. Use the "**Wait**" pull-down menu to select "**Start**" or "**Time**" followed by keying in a time in seconds. In the other parameters of the window, key in a volume (µL), the dispense speed (1 to 5, default=5), the number of aliquots to dispense, and a name of up to 14 characters (REPEAT_DISP by default).

2) **Repeat with different volume**: you define a time to "**wait**" after each dispensed volume; either until the **START** button is pressed or as a time. Use the "**Wait**" pull-down menu in the

parameters to select "**Start**" or "**Time**" followed by keying in a time in seconds. Then you select the number of liquids (2 to 5) from the pull-down menu and at each set of parameter windows, enter a volume (µL), the dispense speed (1 to 5, default is 5), and a name of up to 14 characters (REPEAT_DISP by default).

REVERSE



Use this task to place the piston in the start position used for reverse mode pipetting.

After using this task do not forget to use the NORMAL task in your programmed mode in order to bring the piston back to the start position.

NORMAL



Use this task to set the piston to its zero position; it is necessary after using **REVERSE** in order to come back to the start position for forward pipetting.

WAIT



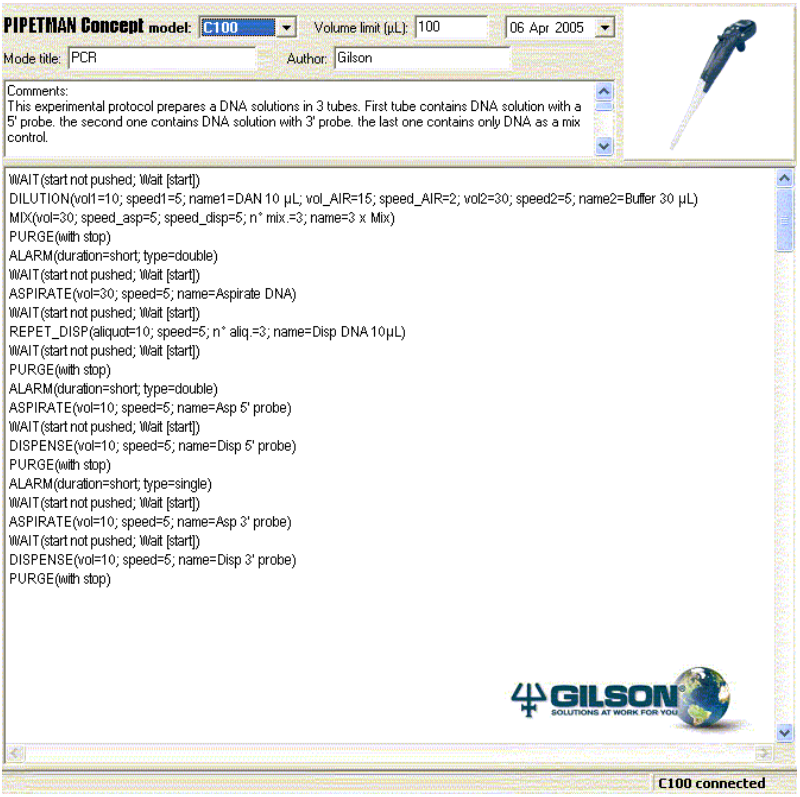
Use this task to delay the execution of the current mode. A 14-character name is allowed (WAIT by default). You can select either:

1) Pause as long as **START** is not pushed.
2) Pause as long as **START** is not held down.

A "Wait" must be inserted before most tasks, especially "Aspirate", "Dispense", etc... (i.e. before any movement of the piston).

Example of Building a Mode

You will find several examples of modes in the installation folder of the software for each Pipetman Concept model. Hereafter is an example of an experimental protocol to prepare a DNA solution, using Pipetman Concept C100.



Step

- ☑ WAIT(start not pushed; Wait [start]) → *Wait for pushing start button.*
- ☑ DILUTION(vol1=10; speed1=5; name1=DNA 10 µL; vol_AIR=15; speed_AIR=2; vol2=30; speed2=5; name2=Buffer 30 µL) → *Dilution of DNA with a buffer solution.*
- ☑ MIX(vol=30; speed_asp=5; speed_disp=5; n° mix.=3; name=3 x Mix) → *Mixing of the dilution.*
- ☑ PURGE(with stop) → *Purge with a stop at the lower position to avoid re-aspirating the dispensed liquid.*
- ☑ ALARM(duration=short; type=double) → *Beep to indicate the end of the dilution and mixing steps.*
- ☑ WAIT(start not pushed; Wait [start])
- ☑ ASPIRATE(vol=30; speed=5; name=Aspirate DNA)
- ☑ WAIT(start not pushed; Wait [start])
- ☑ REPET_DISP(aliquot=10; speed=5; n° aliq.=3; name=Disp DNA 10µL) → *Repetitive dispensing of 10 µL DNA into the 3 tubes.*
- ☑ WAIT(start not pushed; Wait [start])
- ☑ PURGE(with stop)
- ☑ ALARM(duration=short; type=double) → *Beep to indicate the end of the DNA dispense into 3 tubes.*
- ☑ ASPIRATE(vol=10; speed=5; name=Asp 5' probe) → *Aspirate the 5' probe.*
- ☑ WAIT(start not pushed; Wait [start])
- ☑ DISPENSE(vol=10; speed=5; name=Disp 5' probe) → *Dispense the 5' probe to the first tube.*
- ☑ PURGE(with stop)
- ☑ ALARM(duration=short; type=single) → *Beep to indicate the end of the 5' dispense.*
- ☑ WAIT(start not pushed; Wait [start])
- ☑ ASPIRATE(vol=10; speed=5; name=Asp 3' probe) → *Aspirate the 3' probe.*
- ☑ WAIT(start not pushed; Wait [start])
- ☑ DISPENSE(vol=10; speed=5; name=Disp 3' probe) → *Dispense the 3' probe to the second tube.*
- ☑ PURGE(with stop)

Coherence Tests and Error Messages

Coherence tests run before saving a new mode, changing a task or before exporting the mode. If there is a problem, an error message will appear. The list of all error messages can be viewed in the help window (or press **F1**).



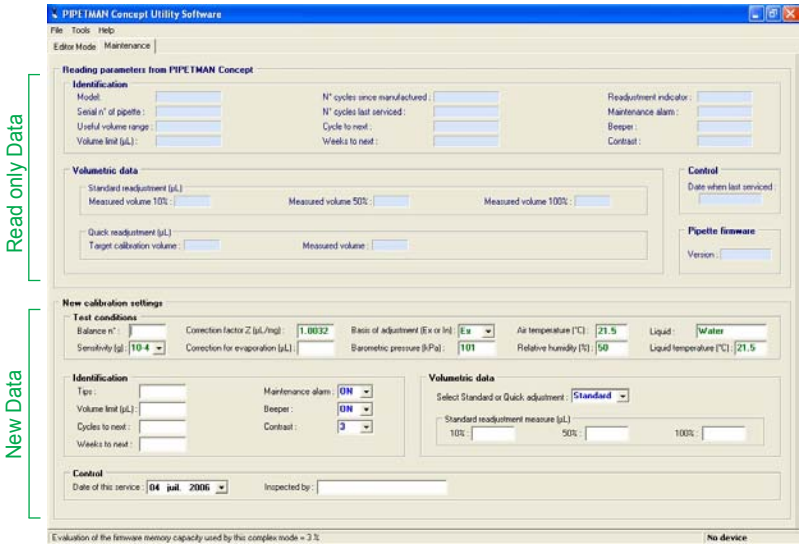
If an error is detected by the coherence test, you need to correct the error before transferring a mode or adding / modifying / deleting a task. In case of several errors, the software will indicate the first error to correct.

5 Maintenance Functions

Presentation of User Interface

Click on the icon or shortcut to start the software, which will open in the **Editor Mode**.

1) To access the maintenance functions click on the **Maintenance** tab. If you want to return to the editor mode, click on the **Editor Mode** tab.



2) Selecting this above tab enables you to read a pipette's maintenance parameters and to export (upload) new values to the pipette. You can change these default values here or in the **Options** tab in the **Tools** menu.

☞ *The identification fields in the new calibration settings are not exported to the pipette. They are only used to complete your maintenance report (Excel file).*

Reading Data from Pipetman Concept

Just connect your pipette to your computer and any maintenance data present in the pipette's firmware are read directly by the software and displayed in the upper part of the screen.

The fields are refreshed each time :

- you connect the pipette to the PC,
- or when you select **New maintenance**,
- or after transferring a mode.

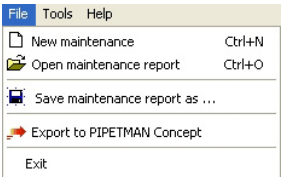
New Reports

With reference to the Maintenance screen (above), selecting **New maintenance** in the **File** menu will clear the "**new data**" fields, ready for the next set of maintenance data to be entered prior to saving and/or exporting a new report.

Exporting Maintenance Data to Pipetman Concept

With reference to the **Maintenance** screen (above):

1) Fill in the empty fields.
2) Click on **File** menu to access the file support functions.
3) Click on **Export to Pipetman Concept**.



Saving and Opening Reports

1) Reports are saved and stored on your computer's hard drive as Excel files (.xls) using the **Maintenance report template**. You can customize this template from the standard (Refer to "Report Template"). But, you must save the file as Maintenance report template.xls – subsequently, each time you create a maintenance report this template is used by the software.

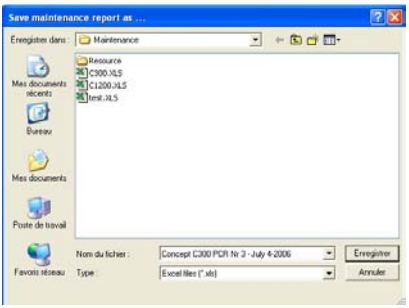
☞ *Transferred data erases the new data. If you wish to record the previous values, we recommend saving the report file with another name (e.g. by adding the date).*

2) With the maintenance tab selected, click on **File** to access the file support functions.

3) Click on **Save maintenance report as….**

4) Enter file name (serial number by default) and click on **Save**.

5) To open: Click on **Open maintenance report**. Then point to the required report (file) and click **Open**.



Report Template

The report template is accessed from the Options tab or from the Windows Program Menu by clicking on the appropriate shortcut.

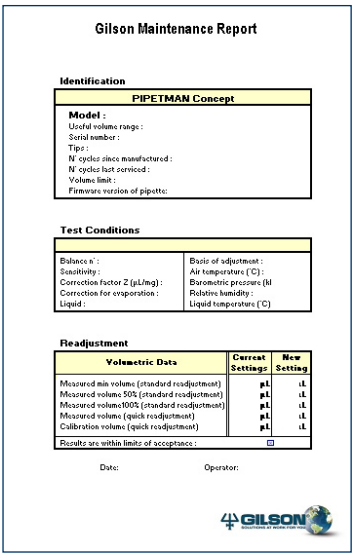
To customize the template:

1) Open the Maintenance Report.xls file using Excel.

2) Modify the wording of the template.

Do not add or delete lines from the template, otherwise the information added to your reports will not appear in the correct place.

3) Save the Excel file with the same name.


Gilson Maintenance Report

Identification

PIPETMAN Concept
Model : Useful volume range : Serial number : Tips : N° cycles since manufactured : N° cycles last serviced : Volume limit : Firmware version of pipette:

Test Conditions

Balance n° : Sensitivity : Correction factor Z (µL/mg) : Correction for evaporation : Liquid :	Basis of adjustment : Air temperature (°C) : Barometric pressure (hl Relative humidity : Liquid temperature (°C)

Readjustment

Volumetric Data	Current Settings	New Setting
Measured min volume (standard readjustment)	µL	µL
Measured volume 50% (standard readjustment)	µL	µL
Measured volume100% (standard readjustment)	µL	µL
Measured volume (quick readjustment)	µL	µL
Calibration volume (quick readjustment)	µL	µL
Results are within limits of acceptance :		

Date: Operator:

GILSON

Configuration Functions

Three functions can be configured via the **Maintenance** tab: Maintenance alarm, beeper, and contrast.

1) Click on the **Maintenanc**e tab.
2) Go to the bottom center of the screen.
3) Select the pull-down menu for the required function.



a) **Maintenance alarm**: select **ON** or **OFF**; a warning message will appear in the center of the pipette screen indicating that the pipette is due for servicing in accordance with the parameters configured in the pipette (Refer to the Pipetman Concept User's Guide).
b) **Beeper**: select ON or OFF; see table below.
c) **Contrast**: select the contrast level of the display (1 to 5).

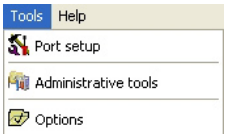
Beeper will Sound…	Beep Type	Beeper state if configured as OFF	Beeper state if configured as ON
When the pipette is connected to charger	Short double beep	Active	Active
When CONFIRM appears on the screen	Short double beep	Inactive	Active
When CONFIRM FACTORY SETTINGS appears on screen	Short double beep	Inactive	Active
When an error message appears	Long double beep	Inactive	Active
When a warning message appears	Long double beep	Inactive	Active
When "Battery low" appears	Long double beep	Inactive	Active
When the cycle counter limit is passed	Long double beep	Inactive	Active
When the week counter limit is passed.	Long double beep	Inactive	Active
For Purge task with "wait until start" a beep will sound before the start or for MANUAL when the piston is returned to zero.	Short single beep	Inactive	Active
For an Alarm defined as a task in a programmed mode	User defined	Active	Active

6 Support Functions

Tools Menu

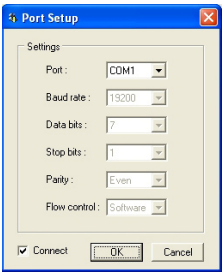
This menu enables you to:

- Select the port on your computer to which Pipetman Concept is connected.
- To have access to the administration tools.
- To select some of the software options.



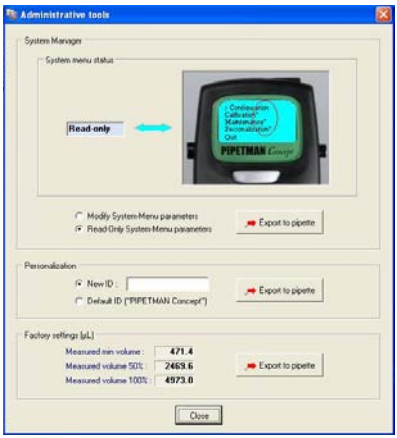
Port Set-up

1) Click on **Port Set-up**.
2) Select a serial port from the **Port** pull-down menu.
3) Check the **Connect** box.
4) Click on **OK**.



Administrative Tools

1) Connect the PC and Pipetman Concept using the cable(s) provided.
2) Click on **Administrative tools**. The first memo indicates the status of the connected pipette (Modify or Read only). You can use these tools for three things:
   - enabling modification of the system manager parameters,
   - personalization of the name,
   - exporting factory calibration settings.



a) System Manager:
Select either **Modify** or **Read only** and click on "**Export …**".
b) Personalization:
Select either **New ID** or **Default ID** and click on "**Export …**". For New ID you enter a name (14 characters max.) before clicking on "**Export …**".
c) Factory Settings:
To restore the calibration factory settings stored in memory click on "**Export...**".

3) Click on "**Close**", when done.

Options

The **Display** tab enables you to change the appearance of the text in the **memo area** of the screen. The **Location** tab enables you to change the folders in which you store your maintenance reports and template.

The **Test Conditions** tab enables you to set the defaults.

- **Display**
  1) Click on the **Display** tab.
  2) Click on the pull down windows to select font size, style and color. You can also select and deselect 'hints' from appearing in the **Editor Mode** window by clicking in the **Hints** box.

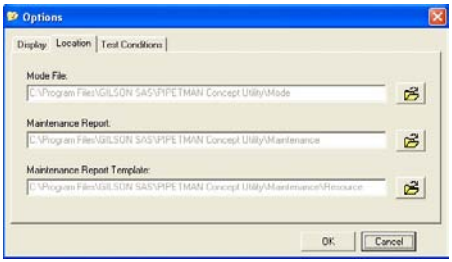


  3) Click **OK** to confirm your selection.

- **Location**

  1) Click on the **Location** tab. This tab allows you to indicate where the various reports will be saved.

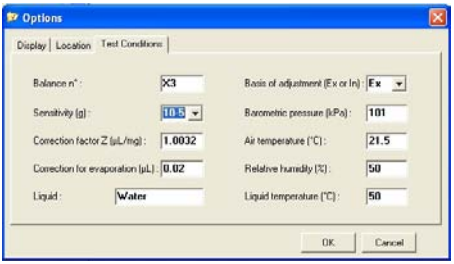
  2) Click on either the mode file, Maintenance Report or Maintenance Report Template **folder** icon.



  3) Click on **OK** to confirm your selection.

- **Test Conditions**

  Click on the **Test Conditions** tab. This enables you to save time when entering data into the maintenance report screen. The data entered here are automatically picked up in the report screen.



Help Menu

Select **Pipetman Concept Utility "Help" menu** or press key **F1** to open the Adobe Acrobat help file.

Other Help Functions

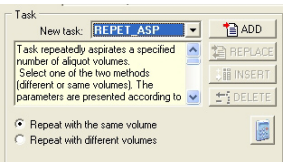
Hints

When you point to a function (tab, menu, etc) a 'hint' in the form of line of text appears (hints can be switched off, refer to "**Options**" in the "**Tools Menu**" chapter).



Help Windows

Each time you select a task, the help window presents basic information relating to the task ahead of adding it to the memo area.



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Recommended configuration:
IBM or Compatible computer with CD-ROM drive
600 MHz Pentium III® processor,
256 MB RAM, 50MB hard drive space.

Color monitor SVGA, minimum 800 x 600 resolution (recommended 1024 x 768).
Microsoft® Windows® 2000 with Service pack 3 (or later) or Windows XP all versions.

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