

Quick Reference Guide

Cubis[®] Pipette Calibration System

Electronic Pipette Calibration System
Model MPS



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This **Quick Reference Guide** will help familiarize you with the operation of the pipette calibration system, introduce you to the Q-Guide operating design and offer you examples of how to perform simple tasks.

The **user manual** for the Cubis® MCM model also contains the following:

- A "safety instructions" chapter
- A description of all operating processes
- A description of all applications
- Cleaning and care instructions
- Maintenance and repair instructions
- Information on disposal
- Technical data

1 User Information

- ▶ Please read these instructions carefully and completely before using the device.
- ▶ Read the safety precautions carefully.

1.1 Warning/Danger Symbols

Warning and Danger Symbols used in These Instructions:



This symbol denotes hazards which are highly likely to cause death or serious injury unless avoided.



This symbol denotes hazards which may lead to moderate or minor injury unless avoided.



These notes identify hazards associated with the risk of property damage.

1.2 Symbols and Signs

The following symbols and signs are used in this manual:



This symbol

- is an indication of a function or setting on the device.
- is an indication that care should be taken during work.
- identifies useful information.



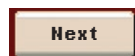
The hand symbol indicates operating steps that involve touch screen controls.



This symbol means that the USER key should be pressed.



This symbol means that the TASK key should be pressed.



When individual buttons are displayed, they should be pressed.

Symbols and Signs

The following symbols are used in these instructions:

- ▶ Indicates a required action
- ▷ Describes the result of an action
- 1. If a procedure has multiple steps, ...
- 2. ... the steps are numbered consecutively.
- Indicates an item in a list

2 Safety Instructions

Guidelines and General Information

The pipette calibration system complies with EU directives and standards for electrical safety and electromagnetic compatibility.

Nevertheless, improper use or handling can result in damage and/or injury.

Any improper use or operation of the pipette calibration system that is not consistent with the instructions will result in forfeiture of all claims under the manufacturer's warranty.

Personnel need to have read and understood these installation instructions, including the safety instructions.

If the pipette calibration system is used in systems and under ambient conditions with higher safety requirements, you must observe the requirements and provisions applicable in your country.

Always keep the equipment and pipette calibration system freely accessible.



Danger of fire or explosion!

Operating the pipette calibration system in potentially explosive environments and working with explosive substances can lead to serious injury and damage to the equipment.

- ▶ Do not use the pipette calibration system in potentially explosive environments.
- ▶ Do not work with explosive substances, or materials that can create an explosive atmosphere, with the pipette calibration system.



Risk of electric shock due to incorrect handling of power cables!

The use of damaged or non-standard power cables as well as the mishandling of power cords can cause electric shock or equipment damage.

- ▶ Only connect the pipette calibration system (protection class 1) to properly installed power sockets with protective grounding conductors (PE) with a fuse of a maximum of 16 A.
- ▶ Only use standard-compliant extension cords with protective grounding conductors.
- ▶ Never disconnect the pipette calibration system from the protective grounding conductor. Grounding (10 kilohms) is used when connecting the pipette calibration system to the power supply.
- ▶ Connect to the power supply according to the regulations of your specific country.
- ▶ Never plug the power cable into the mains wall outlet when it is disconnected from the pipette calibration system.
- ▶ Make sure that the power plug or another suitable disconnecting device for the power can be easily reached in case of danger.



Risk of injury when using hazardous or poisonous substances!

Failure to follow correct handling procedures with hazardous or poisonous substances can result in breakage of parts and spillage of liquids or other substances.

- ▶ Wear personal protective equipment, such as protective gloves and eyewear.
- ▶ Observe the safety instructions and regulations for disposal when using hazardous or poisonous substances.



Risk of injury from sharp glass or metal edges!

There is a risk of being cut by glass or metal edges when removing or positioning glass covers or cleaning the container.

- ▶ Therefore, particular caution should be exercised when removing or positioning glass covers, cleaning the container, or modifying the pipette calibration system.



Risk of finger injury!

Your fingers can become trapped when opening and closing the sliding upper draft shield panel.

- ▶ Ensure that neither your fingers nor any inappropriate objects are located in the area around the sliding upper draft shield panel when operating the pipette calibration system.

IMPORTANT**Risk of damage to equipment due to voltage discrepancies!**

If the voltage rating printed on the AC adapter does not match the local grid voltage, this can lead to damage to equipment.

- ▶ Note the voltage rating specified on the AC adapter.
- ▶ Ensure that the voltage of the AC adapter and the local grid voltage match.

IMPORTANT**Equipment damage due to condensation!**

If the device is moved from a cool environment to a warm environment, electronic components may be damaged by condensation.

- ▶ Allow the pipette calibration system to acclimatize for approx. 2 hours before it is connected to the power supply and operated.

IMPORTANT**Equipment damage due to penetration by liquids!**

Liquid penetration can damage the electrical components.

- ▶ Make sure that no liquid gets into the housing.
- ▶ Do not leave the device in humid areas.

IMPORTANT**Equipment damage through opening the housing or AC adapter!**

Opening the housing of the pipette calibration system or AC adapter can cause damage to the components, and the verification seal is broken. This invalidates the warranty.

- ▶ Do not open the pipette calibration system.
- ▶ Do not open the AC adapter.
- ▶ The pipette calibration system and AC adapter may only be opened by specialized personnel trained by Sartorius.

IMPORTANT**Equipment damage due to electrostatic charge!**

Electrostatic charge may compromise the function of the pipette calibration system.

- ▶ Keep the pipette calibration system away from objects that generate an electrostatic charge.

- ▶ Observe the additional safety precautions and hazard warnings in subsequent chapters.

3 Operating the Pipette Calibration System




Equipment damage due to being improperly secured during transportation!

Transporting the pipette calibration system when it is switched on can damage the sensors.

- ▶ The pipette calibration system should be switched to the standby mode each time before being transported.

3.1 Turning the Pipette Calibration System On and Off




- ▶ Make sure the pipette calibration system has been installed and put into operation in accordance with the installation instructions.
- ▶ Press the on/off key () on the control unit.
- ▷ The start screen appears briefly on the screen and then the user interface appears.
The user interface initially appears in English. It is however possible to change the language setting (see Chapter "Setting the Language," page 11).



On subsequent starts, the most recent active user profile and task are opened (if user profile and tasks have been set up).



- ▶ Level the pipette calibration system if you are prompted to do so (see Chapter "Leveling the Pipette Calibration System (Q-Level)," page 15).
- ▶ To put the pipette calibration system in standby mode or switch it off, press the () key.
- ▶ Close the upper draft shield panel.

3.2 Weighing Chamber Lighting

The weighing chamber lighting uses colors to indicate the operating status of the pipette calibration system:

| Lighting color | Operating status |
|----------------|---|
| White | The device is ready to use for any selected application. |
| Red | A process error has occurred. |
| | Configure any limits for the new climate control application (see page 47). |
| | The device is now in standby mode. |

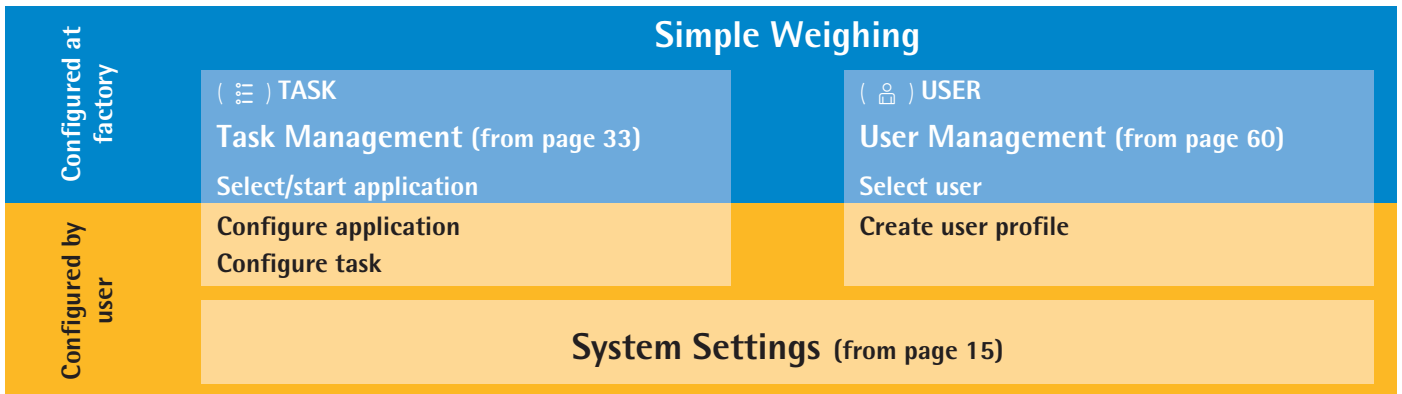
3.3 Operating Design: Q-Guide

The Cubis® pipette calibration system is equipped with an application software with interactive operator guidance. Once you open a menu or select an application, brief instructions appear on the display to guide you through the menu or application step-by-step. At each step along the way, the display shows only those options that are relevant to your process; this helps prevent unnecessary "detours" and enables you to reach your goal more quickly.

This type of user guidance is highly intuitive. Nonetheless, this quick reference guide includes a section with very detailed, step-by-step instructions where you can learn about all of the operating options (see Section "Creating User Profile" in Chapter "User Management").

3.3.1 Operating Structure

The most basic functions, weighing and taring, can be carried out as soon as the system is switched on. The application software is divided into three general areas, in which individual settings can be configured:



Task Management

In Task Management (from page 33), task profiles with specific applications, device settings and printout settings can be configured:

| Task Management TASK (TASK icon) | Configuration | See |
|----------------------------------|-----------------------|---------|
| Select/start application | Configured at factory | page 41 |
| Configure task | Configurable by user | page 36 |

User Management

In User Management (from page 60), user profiles with specific configuration settings and user rights can be set up. You can also set up password protection to meet your security requirements. The pipette calibration system can also be used without user management.

| User Management USER (USER icon) | Configuration | See |
|----------------------------------|-----------------------|---------|
| Select user | Configured at factory | page 14 |
| Create user profile | Configurable by user | page 60 |

System Settings (Menu)

The system settings (menu) contain all basic settings and parameters which are used to operate the pipette calibration system, have an effect on its entire operation, and can also be used as a template for creating new tasks.

| System settings | Configuration | See |
|-----------------|---|--------------|
| System settings | User-configurable, in some cases only with administrator rights | from page 15 |

3.3.2 Using the "Wizard"

You can choose between two display types in some menus:

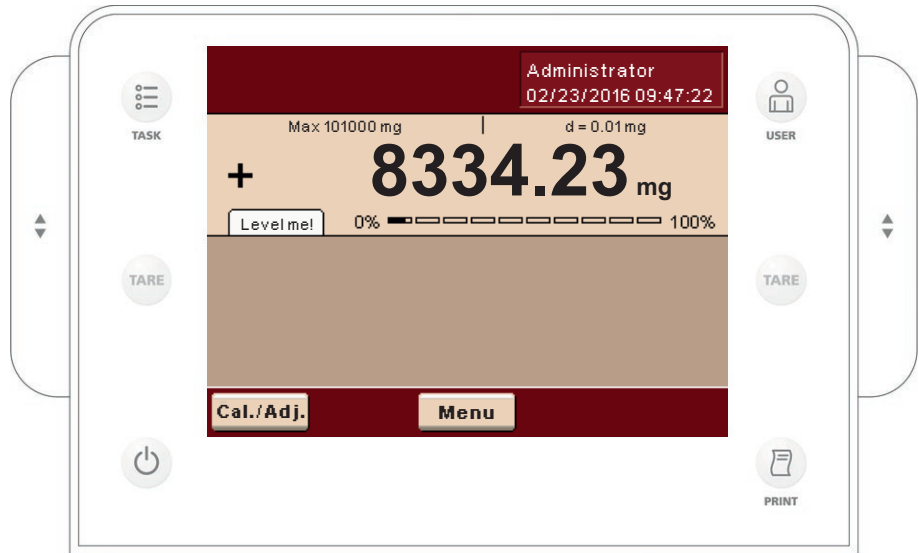


The overview lists all parameters with their set options. You can select each individual option to change its setting.








When you activate the wizard in the same menu, the program guides you **step by step**. The individual parameters with their options are displayed in succession.

3.4 Using the Display and Control Unit



3.4.1 Control Keys

| | |
|---|---|
| () | TASK key: Opens Task Management, in which tasks can be selected and defined. While working in this menu, you can also use the TASK key to cancel at any time and return to task overview. |
| () | USER key: Opens User Management, in which user profiles can be selected and user settings defined. While working in this menu, you can also use the USER key to cancel at any time and return to user overview. |
| (TARE) | TARE keys – left and right: Zeroing and taring. |
| () | PRINT key: Used to print the currently displayed measurement results or a user-specific printout. |
| () | On/Off key: Used to turn on/off and switch to standby. |
| () | UP/DOWN keys: Move the upper draft shield panel of the weighing chamber. |

3.4.2 Setting Up the Display and Control Unit

The tilt angle of the display and control unit can be set as desired to enable optimal readability for changing working conditions. The color and brightness of the display can also be changed to match the illumination in the room (see Chapter "User Management," page 60 and Chapter "System Settings (Menu)," page 15).

3.4.3 Inserting Memory Cards into the Display and Control Unit

The slot for the SD card is located at the back of the display and control unit.

3.4.4 Setting the Language

▶ The default language for the display is English.



▶ To change the language, select **Menu** and then **Lang.**

▶ Use the cursor softkeys to select the desired language.

▶ The display changes directly to the selected language.

▶ If you would like to select a language that is not included with the equipment supplied but was later downloaded from the Cubis website, you must first import the language files (see Chapter "Importing/Exporting Data," page 29).

▶ To display the downloaded language, select the option "Reloadable language" in the language list.

3.5 Quick Guide: First Weighing



- ▶ To turn the pipette calibration system on, press the on/off key (⏻).
- ▶ Close the weighing chamber.
- ▶ Level the pipette calibration system before first weighing if necessary (see Chapter "Leveling the Pipette Calibration System (Q-Level)," page 15).

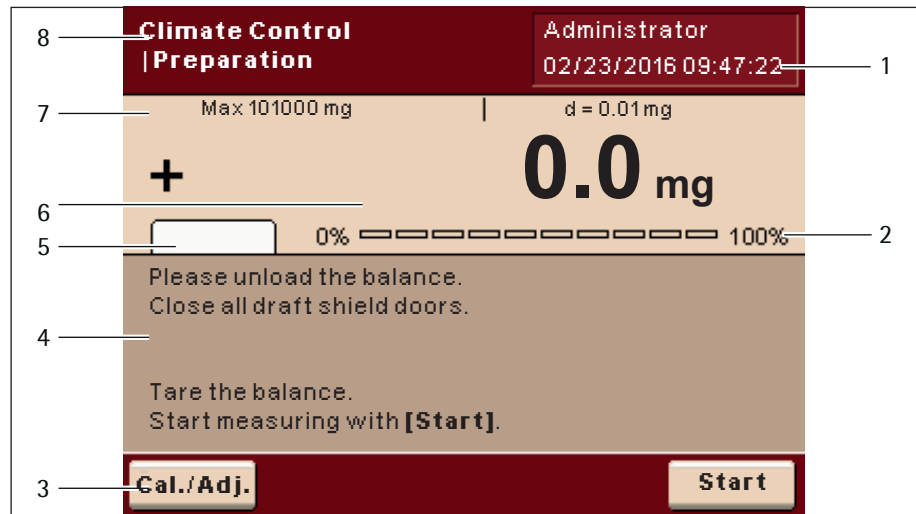


- ▶ To tare the pipette calibration system, press the tare key (**TARE**).
- ▶ The pipette calibration system is tared and the value displayed is zero.
- ▶ Open the weighing chamber if necessary and carefully place the calibration medium in the pipetting vessel.
- ▶ Close the weighing chamber.
- ▶ As soon as the measured results display has reached stability, you can read off the result.

3.6 User Interface (Touch Screen)

Many operating steps are carried out via the display using the touch screen. The display varies depending on whether the application software is in operating mode or a menu is currently open (setup mode).

3.6.1 Display in Operating Mode



- 1 User field displays the current user, date and time – Touching this area displays the user description
- 2 Scaled measurement value display (percentage of weighing capacity utilization)
- 3 Toolbar with currently available buttons
- 4 Task area with instructions on how to proceed
- 5 Field for status and warning messages (see below)
- 6 Value range with current measurement value (the numeric value is displayed in black numbers once the weighing system reaches stability; beforehand it is displayed in gray)
- 7 Metrology line left of the weighing capacity ("Max"), to the right "d" readability (resolution) of the pipette calibration system
- 8 Function display of current task (here: preparation of pipette calibration system) – Touching this area displays the description of the application

3.6.2 Status and Warning Messages

Tabs with the following messages may be displayed here:



isoCAL is displayed: isoCAL is active.
isoCAL flashes: Adjustment required.
 Touch the tab to activate the function.



Level me! flashes: The pipette calibration system is not level; leveling required.
 Touch the tab to activate the function.

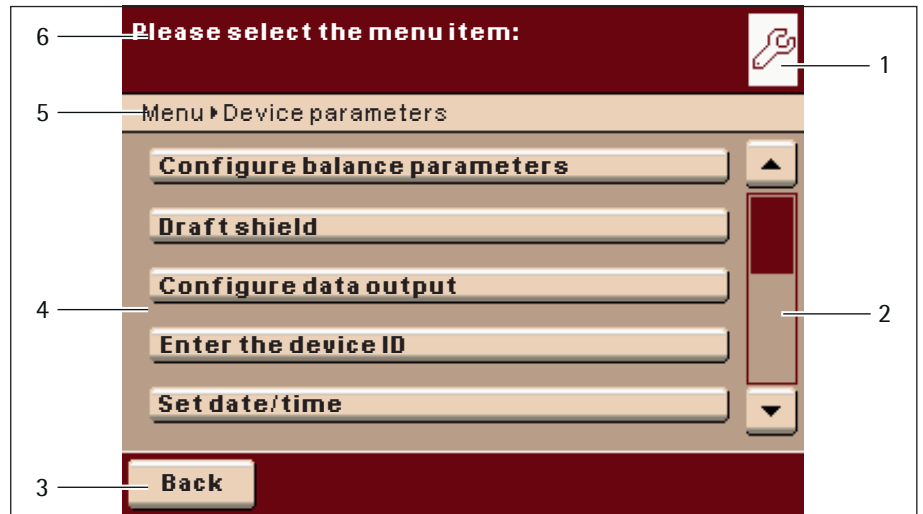


Maintenance: The next scheduled maintenance date has been reached. Touch the tab to view details of your contact person at Sartorius.



GLP: GLP print is active; the header will be printed. Touch the tab to print the footer.

3.6.3 Display in Setup Mode



- 1 Symbol indicating which menu (TASK, USER, or MENU) is currently open
- 2 Scroll bar to view the entire selection area
- 3 Toolbar with currently available buttons
- 4 Selection area with selectable options
- 5 Orientation line shows the current menu level
- 6 Interaction area with instructions on how to proceed

3.7 Using the Touch Screen



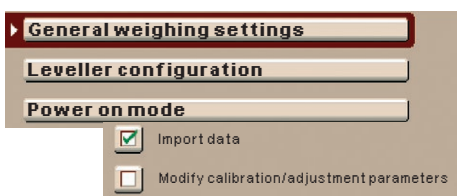
Sharp or pointed instruments (such as ballpoint pens) can damage the device!

When using objects to operate the touch screen, the touch screen can easily be damaged.

- ▶ The touch screen should only be operated by lightly pressing it using the tips of your fingers.
- ▶ You can also operate the touch screen when wearing lab gloves.



All operating buttons on the touch screen are depicted in a light plastic surface. They are activated with a light touch.



Alternative selection: When only one of several options is available, always touch the desired option and the program will automatically switch to the next view.

Multiple selection: When several options are available for selection, each option will have a checkbox. You can select or deselect the desired option by touching the checkbox (adding or removing the checkmark).

Touch **Next** to go to the next query.



For some displays, you will need to use the scroll bar to view all options. You can either slide the bar (touch it and pull in the desired direction) or touch the up or down arrow keys.

3.7.1 Entering Text and Numbers

A keypad will appear whenever you have to enter text and numbers. A cursor appears in the entry line above the keypad.

- ▶ Select the desired characters with a light touch.
- ▷ The text entered will appear in the entry line.



Press the "Shift" button to change the input mode between uppercase letters, lowercase letters, numbers, and the complete character set with special characters.

The "backspace" key is used to delete the character to the left of the cursor.

Touching the entry line toggles the input mode.

Overwrite mode: The cursor now marks a character or the entire entry. The marked text will be overwritten by the new entry.

Input mode: The cursor is positioned in the blank space between characters so that you can enter more characters.

Use either of the arrow keys to move the cursor one space to the left or to the right.



3.7.2 Opening and Closing the Upper Draft Shield Panel

- ▶ Control elements for the upper draft shield panel

The control elements are located to the left and right sides of the control and display unit, see figure on page 10.

You can open and close the upper draft shield panel with the UP/DOWN keys on the display and control unit.

3.8 Activating/Switching Users

In the operating mode, the active user is displayed in the user field in the upper right-hand corner of the display. To activate another user profile, open the User Management menu.



- ▶ Press the USER key ().

▷ The user selection is displayed. The current, active user can be recognized by the small arrow and the dark background.

▶ Touch the user you want to activate.

▷ The program switches back to operating mode with the selected user logged in with the appropriate access rights.

▶ When you touch **Start**, the user who is currently selected will be activated.



4 System Settings (Menu)



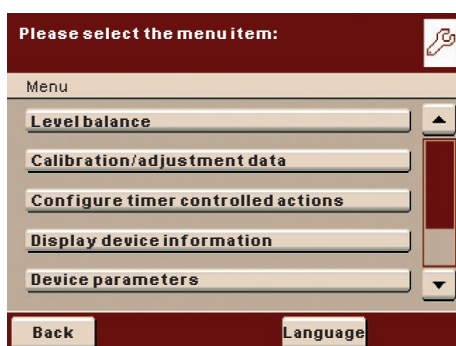
This menu contains all settings relevant to the device. Basic settings can be made here that immediately affect the device. Changed settings do not affect previously defined tasks and user profiles.



All system settings are user-independent; in other words, they are applied to all users.



As long as a task is active and/or a user has been selected, several basic settings cannot be changed. In order to enable all settings to be changed, "Weighing" has to be selected in the operating mode and no user profile may be selected.



- ▶ In order to open the system settings, touch **Menu** in the operating mode.
- ▷ The selection of the system settings is displayed.
- ▶ To view all menu items, use the right scroll bar.
- ▶ Touch the menu item whose settings you want to change.

System settings are divided into the following menus:

- Leveling the pipette calibration system (see next section, page 15)
- Configuring calibration/adjustment (see page 17)
- Setting up timer-controlled actions (see page 18)
- Displaying device information (see page 21)
- Configuring the device (see page 22)
- Importing/exporting data (see page 29)
- Activating the service mode (see page 32)

You have already learned how to use the menus. In the following, only configuration options are described and explained.

4.1 Leveling the Pipette Calibration System (Q-Level)

The pipette calibration system must be leveled in order to enable it to provide accurate weighing results. During the leveling process, the tilt of a weighing plate is eliminated by adjusting the leveling feet of the pipette calibration system. Leveling is always required if the pipette calibration system is set up at a different location or is moved at its original location.

The pipette calibration system has leveling feet that have to be manually adjusted. An integrated sensor detects the alignment of the pipette calibration system and triggers a warning message when leveling is required. You can configure the leveling notice and leveling (see page 23).



The pipette calibration system needs to be re-leveled and then adjusted each time its setup location is changed.

As soon as the display shows the message **Level me!**, you must perform the leveling process. The process is quick and easy.



- ▶ Touch the **Level me!** tab,

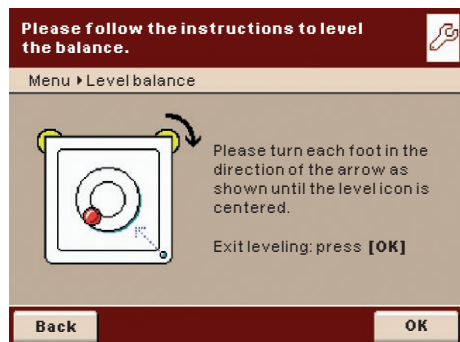
or:



- ▶ In the menu, select the option **Level balance**.



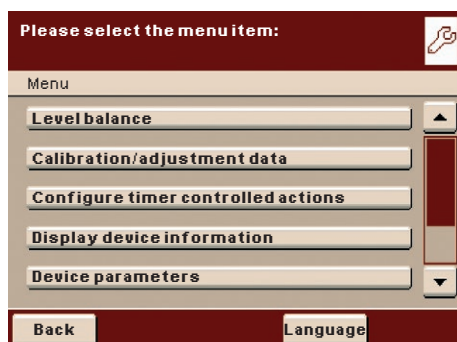
- ▶ Make sure that the weighing plate is unloaded.
- ▶ Turn the two rear leveling feet fully according to the direction of rotation shown on the display.
- ▶ The display indicates, by means of arrows, which of the rear feet needs to be turned in which direction.
- ▶ Follow the instructions on the display.



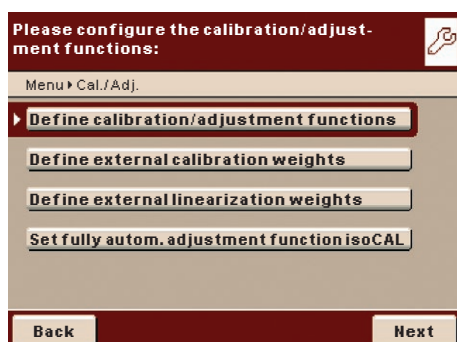
- ▶ After the correct setting of the leveling feet, a message is displayed.
- ▶ End the leveling process by touching **OK**.



4.2 Configuring Calibration/Adjustment



- ▶ In the operating mode, touch **Menu**.
- ▶ The selection of the system settings is displayed.
- ▶ Touch **Calibration/adjustment data**.



- ▶ The selection of the settings options is displayed (the settings options will be described in the following chapters).
 - Define calibration/adjustment functions
 - Define external calibration weights
 - Define external linearization weights
 - Set fully autom. adjustment function isoCAL
- ▶ Select the section in which you want to make settings.
- ▶ Configure the desired settings for all sub-menus.
- ▶ To save the settings, touch **Save**.



In the following text, factory settings are identified with an asterisk (*).



4.2.1 Defining Calibration and Adjustment Functions

- ▶ In the menu, touch **Calibration/adjustment data** to access the selection of the settings options.
- ▶ In the selection section of the settings options, touch **Define calibration/adjustment functions**:
 - Cal./Adj. key**: Functions of the key: Block key/*Configure key selection menu/Select fixed 1-key function

Cal./Adj. Selection menu: Select which calibration/adjustment functions are listed when the Cal./Adj. key is touched.

Cal./Adj. Sequence: Options: *Calibrate, then adjust automatically/calibrate, then adjust manually

Cal./Adj. Unit: Options: *Gram/Kilogram/Defined via data record

4.2.2 Defining External Calibration Weights



- ▶ In the menu, touch **Calibration/adjustment data** to access the selection of the settings options.
- ▶ In the selection of the settings options, touch **Define external calibration weights**:
 - No. of ext. cal. weights**: Enter the number
 - Ext. cal. weight n**: Enter the data for each calibration weight: Weight value (in grams), ID, certificate, validation

4.2.3 Defining External Linearization Weights

- ▶ In the menu, touch **Calibration/adjustment data** to access the selection of the settings options.
- ▶ In the selection of the settings options, touch **Define external linearization weights**:
Ext. lin. weights: Enter the values of the weights needed for external linearization:
 Weight value (in grams), ID, certificate, validation

4.2.4 Setting Fully Automatic Adjustment Function isoCAL

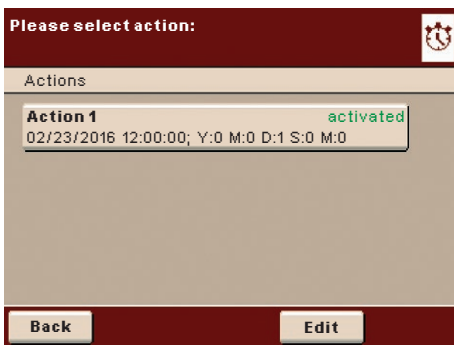
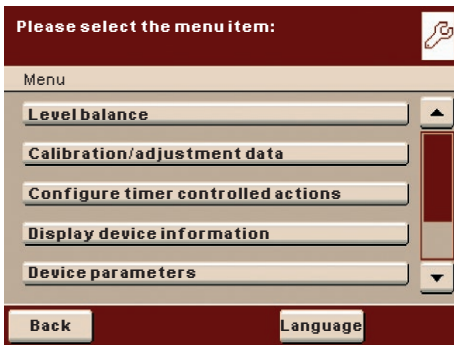
- ▶ In the menu, touch **Calibration/adjustment data** to access the selection of the settings options.
- ▶ In the selection of the settings options, touch **Set fully autom. adjustment function isoCAL**:
isoCAL: Define the function setting: Off/only alert levels, manual start/*On, automatic execution
isoCAL alert levels: *isoCAL status field only ("Tab")/Alert message, repeating/Alarm message, adjustment urgently required
isoCAL temperature: Enter temperature difference (in Kelvin).
isoCAL interval time: Enter interval time in hours.

4.3 Setting Up Timer-Controlled Actions

You can program the following actions so that they run automatically at preset times:

- Display message and execute a command (see example below)
- Execute a command
- Show a message (e.g. a prompt as a reminder)
- ▶ In the operating mode, touch **Menu**.
- ▷ The selection of the system settings is displayed.
- ▶ Touch **Configure timer controlled actions**.

- ▷ The available actions are displayed. When you open this menu for the first time, the list will be empty.
- ▶ Touch **Edit**.





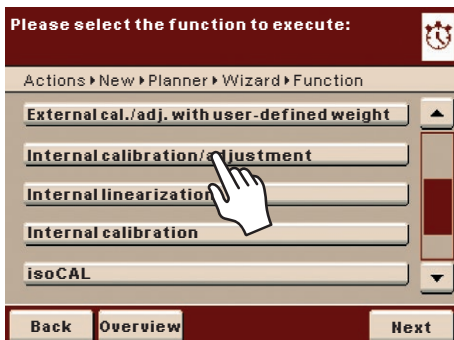
- ▶ The editing options available are displayed.
- ▶ If you want to set up a new timer controlled action, touch **Create**. Later you can also modify, copy, or delete each action here.

Example

You want the function "**Internal calibration/adjustment**" to run every morning at 7:00 a.m. In addition, you want a message to be displayed.



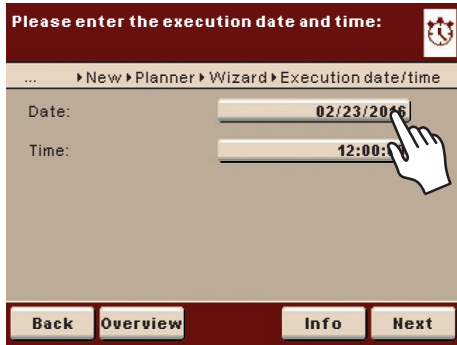
- ▶ Select the action which you want to set up, e.g., "Display message and execute command."



- ▶ Select the action which you want to set up, e.g., "Internal calibration and adjustment."



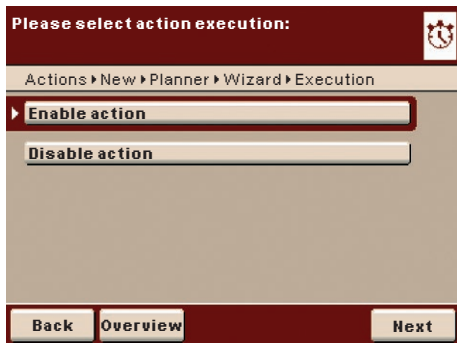
- ▶ Enter the text which should be displayed during the execution of the action, e.g., "Timer controlled adjustment."



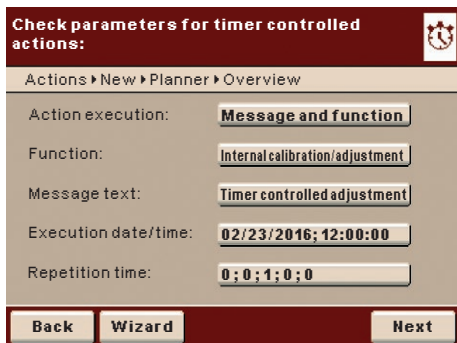
- ▶ Enter the date and time at which the action should be executed for the first time.



- ▶ Define the time interval at which you want the action to be repeated (e.g., 1 day for daily occurrence).
- ▶ Touch **Next**.



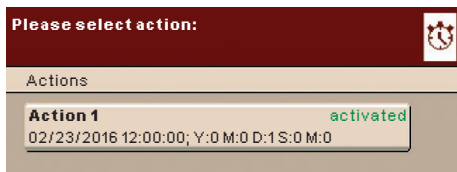
- ▶ Select **Enable action**.
- ▷ The programmed action will start at the specified time. You can at any time enable or disable the window "Enable/Disable Action" in order to disable the programmed action or to enable it once again with a new start time.



- ▷ The overview of all settings for the action is displayed.
- ▶ Check and correct all settings as required.
- ▶ Touch **Next**.
- ▶ Enter a name and a description for the action.
- ▶ Touch **Save**.
- ▶ Touch **Back**.



- ▷ In the operating mode, a tab "Timer" is displayed. If you touch the tab, you can access a list of the actions.



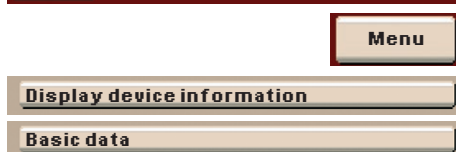
- ▷ The programmed action is displayed in the list of actions. You can edit them again at any time here.

4.4 Displaying Device Information

- ▶ In the operating mode, touch **Menu** and then **Display device information**.



- ▶ You can view various information here.
- ▶ Select the information that you want to view.



4.4.1 Basic Data

Here you can find all information about the manufacturer, model, serial number, host name, and IP address used.

- ▶ Touch **Version** if you want to have the version number of the pipette calibration system, the display and control unit and the application software displayed.
- ▶ Touch **Ranges**, if you want to have the weighing ranges and digits (resolution) displayed.



4.4.2 Service Information and Hotline

Service contact information is displayed here along with the hotline number, internet address, and maintenance contract and interval information.



4.4.3 Calibration/Adjustment Log File

The log file is displayed here with the results of all calibration and adjustment routines.




4.4.4 Audit Trail

All changes to the menu, user profiles, and task profiles are logged in the audit trail. This function logs the following: user, profile, parameter ID, parameter, old and new setting.



4.4.5 Alibi Memory

The alibi memory contains (stores) weighing results with date, time, and process number. This takes place every time a print job is requested [e.g., by pressing **PRINT** ()].

The alibi memory is required if you wish to further process your weighing data on a computer. The data memory has a ring buffer. The oldest data records can thus be overwritten by new ones. The user can set up overwrite protection so that data that has not been stored for longer than a preset time period (also configured by the user) is not overwritten. The default retention period is 90 days. The alibi memory can contain up to 450,000 data records. The exact number depends on the size of each data record.



4.5 Device Parameters

► In the operating mode, touch **Menu** and then **Device parameters**.

Here you can update the software and change the following device settings. Settings are applied to all user profiles.

- Set the properties of the pipette calibration system
- Configure data output
- Enter the device ID
- Set date/time
- Configure display and control unit properties
- Adjust touch screen
- Configure the interfaces
- Configure the alibi memory
- Update software
- Software activation codes
- Restore factory settings

4.5.1 Setting the Properties in the Operating Mode "Weighing"



In the following text, factory settings are identified with an asterisk (*).

4.5.1.1 General Weighing Settings

Here you can define the default settings for the general functions of the pipette calibration system. These settings can be changed for a specific task whenever a new task is created.




These settings can only be changed if the pipette calibration system is set to "Weighing" in the operating mode. If **General weighing settings** cannot be selected, use **TASK** (☰) to switch over to Task Management and select **Weighing**.



In order to obtain detailed information about the individual setting options of the sub-menu, touch **Info**.



Please check the standard weighing parameters: 

Menu ▶ Weighing ▶ Overview

Adapt filter:

Application filter:

Stability:

Stability delay:

Zero/tare function:

Adapt filter: The effects of unfavorable weighing conditions such as drafts or vibration can be filtered out by adapting the balance filter (and thus its measuring time) to suit ambient conditions. Options: **Very stable conditions**/**Stable conditions**/**Unstable conditions**/**Very unstable conditions**

Application filter: Equalizes the load deviations on the display. Options: ***Final readout**/**Filling mode**/**Low filtering**/**Without filtering**

Stability: The stability indicator lights up when the weighing results are constant within a set range. Options: **Maximum accuracy**/**Very high accuracy**/***Medium accuracy**/**Fast**/**Very Fast**/**Maximum speed**

Stability delay: This setting lets you compensate for slowly abating disturbances, such as turbulence in the weighing chamber. Options: **Very short delay**/**Short delay**/**Medium delay**/**Long delay**

Zero/tare function: Conditions for performing the tare function; options: **Without stability**/***After stability**/**During stability**


Automatic zeroing: If this option is enabled, changes of a fixed, configured fraction of scale intervals per second starting from the display zero point are automatically tared. Options: **Switching on**/***Switching off**

Basic unit: Weight unit to be used for this task; options: **Any available weight unit**/***milligrams**

Display accuracy: A low display accuracy gives a faster display. Options: ***All dig. on**/**Reduced by one decimal place in case of load change**/**Last decimal place of the 1st Division**/**Last decimal place of**

Zero/Tare at Power On: The pipette calibration system is automatically tared when switched on. Options: ***Switching on**/**switching off**

▶ Touch **Save** to save your settings.

Please check the standard weighing parameters: 

Menu ▶ Weighing ▶ Overview

Zero/tare function:

Automatic zeroing:

Basic unit:

Display accuracy:

Zero/tare at power on:

Please check the leveling parameters: 

Menu ▶ Leveling ▶ Overview

Leveling notice:

4.5.1.2 Setting up Q-Level Leveling Function

You can configure the leveling function here.

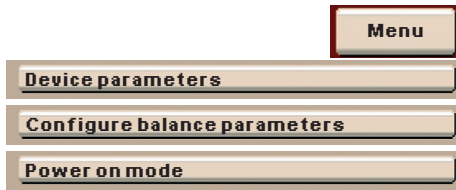
Leveling notice

Switched off/Switching off, no indication: Leveling prompt is disabled.


Display/Status Display: As soon as leveling is required the **Level me!** tab appears and flashes.

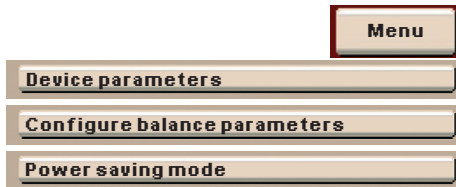
Alert/Alarm message, Leveling mandatory: As soon as leveling is required the **Level me!** tab appears and flashes. If this notice is ignored, an alarm message appears after 5 minutes. If this occurs, work can only be resumed after leveling has been performed.

Touch **Save** to save your settings.



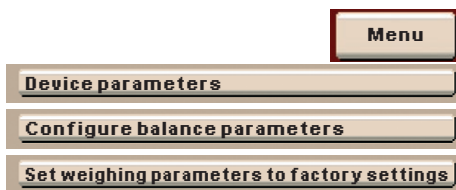
4.5.1.3 Defining the Startup Mode of the Pipette Calibration System

- ▶ Select the mode that is used when the pipette calibration system is turned on and when the on/off key () is pressed repeatedly (**startup behavior**).
Options: **On/standby** or **Always on**
- ▶ Touch **Save** to save your settings.



4.5.1.4 Defining the Energy Saving Mode of the Pipette Calibration System

- ▶ Switch the power saving mode of the device on or off.
Switched off/Switch off, No function: Power saving mode is not in use.
Automatic shutoff after 2 minutes: The backlight on the display and control unit switches off if the device is idle for 2 minutes.
- ▶ Touch **Save** to save your settings.



4.5.1.5 Restoring Factory Settings

You can reset all settings of the pipette calibration system to factory condition (after the prompt "Do you want to restore factory settings?").

- ▶ Touch **Yes** or **No**.

4.5.2 Configuring Data Output (Print Parameters)



Note: In the following text, factory settings are identified with an asterisk (*).



Here you can configure all settings for printing and data output.

Some of these settings depend on the interface configuration:

- ▶ In this regard, please read Chapter "Interfaces" in the user manual for the Cubis® MCM model.



To obtain detailed information about the individual setting options, first touch **Wizard** and then **Info**.

Printout interface: Options: **COM port peripherals, Port A PC (USB), Port B, Optional, Port C, Network, Port D, Print to file**

Log: Options: **Print/SBI/XBPI/Web Service/SICS/Secondary display**
This setting cannot be changed here. It is defined when configuring the interfaces. The display of the parameters and settings depends on the protocol selected.

GLP standard print: When should the ISO/GLP printing be possible?
Options: ***Off/Turned on for Cal.-Adjust./Always on**

Tare after printing: Automatic tare after printing?
Options: ***Off/On**

Print event: What event should trigger printing?

Options: ***PRINT key/Start of task/Initialization of application/Result of application/Printing component/Evaluation of application/Exit task/Calibration - adjustment**

Print key elements: Which elements should be printed?



For more information, please read Chapter "Interfaces" in the user manual for the Cubis® MCM model.

4.5.3 Entering the Device ID

With these two IDs, you can expand the printer protocol.

- ▶ Select the input for both the IDs.
- ▶ Enter the desired value (text) for each identifier.
- ▶ Touch **Save** to save your settings.



For associated input and output commands for data output, please see the user manual for the Cubis® MCM model, Chapter "Interfaces," Section "SBI Commands."

4.5.4 Setting the Date and Time

The date, time, and display format can be set here.

Under **Date format:**

- ▶ Select how the date is displayed and printed out.
 - **Standard:** Language-dependent display format
 - **DD/MM/YYYY** or **DD.MM.YYYY:** The date is displayed in the order of day, month, and then year.
 - **MM/DD/YYYY:** The date is displayed in the order of month, day, and then year.
 - **YYYY-MM-DD:** The date is displayed in the order of year, month, then day.

Under **Time format:**

- ▶ Select how the time is displayed and printed out.
 - **Standard:** Language-dependent display format.
 - **HH.MM.SS** or **HH:MM:SS:** The time is displayed in 24-hour format.
 - **HH.MM.SS on:** The time is displayed in 12-hour format. The hours before noon are displayed with **AM** and the hours after noon are displayed with **PM**.

4.5.5 Configuring Display and Control Unit Properties

The following properties of the display and control unit can be changed as necessary:

Language, Background colors, User field colors, Brightness, and Acoustic signals

These general properties are applied to all user profiles, are also used when no user is logged in, and serve as a template when a new user profile is created.

4.5.6 Adjusting the Touch Screen

Here you can customize the marker button on the touch screen (finger pressure, angle of touch, etc.).

► Follow the instructions on the display.

4.5.7 Configuring Interfaces and Network Settings

Here you can configure serial interfaces and make settings for the network.

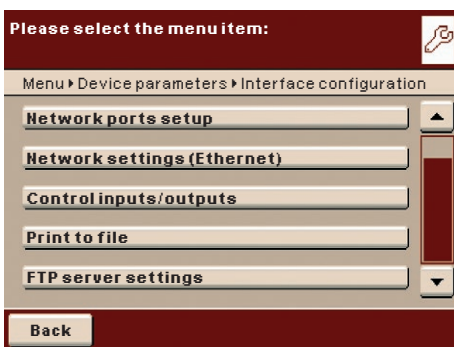
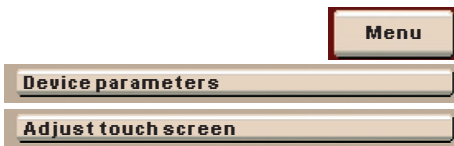
Besides this, you can make settings for:

- Control inputs/outputs
- Print to file
- FTP server settings

A detailed description of the connection options and data interface ports can be found in the user manual for the Cubis® MCM model in Chapter "Interfaces."

A detailed description of all the sub-menus, can be found in the user manual for the Cubis® MCM model in Chapter "Configuring Interfaces and Network Settings."

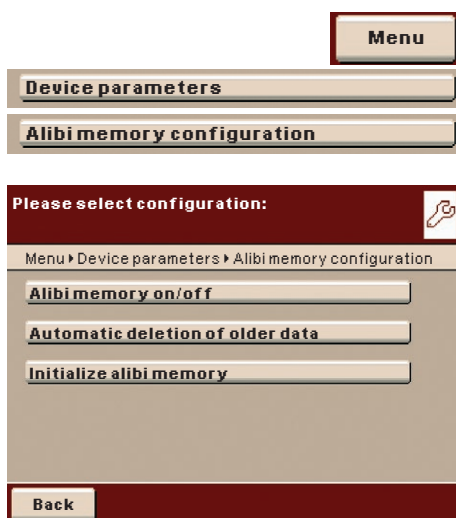
► Touch **Save** to save your settings.



4.5.8 Configuring the Alibi Memory

Here you can switch on the alibi memory, delete the recorded data, and set the interval for automatic deletion.

- ▶ Slide the right scroll bar in the submenu **Device parameters** downward to the menu item **Alibi config**.



Turning the Alibi Memory On/Off

- ▶ Select whether you want to have the alibi memory switched on or off.

Automatic Deletion of Older Data

- ▶ Define whether the data stored in the alibi memory should be deleted automatically at regular intervals after a pre-specified time.
- ▶ If data should be regularly deleted, enter the desired interval (deletion cycle) in days.

Reset and Initialize Alibi Memory

You can delete all data from the alibi memory immediately. The settings for the alibi memory (on/off, deletion cycle) will remain stored.

- ▶ To delete data in the alibi memory, confirm the security prompt.

4.5.9 Updating Software

- ▶ Follow the instructions on the display.
- ▶ After the software has been updated, the pipette calibration system will restart.

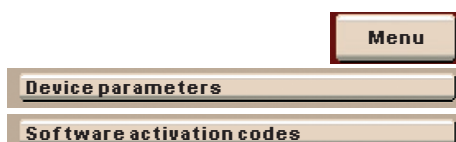


The Cubis® software is regularly updated. A detailed description of how you can perform a software update on your pipette calibration system can be found in the user manual for the Cubis® MCM model in Chapter "Updating your Software."

4.5.10 Software Activation Codes

Here you will find the activation code administration.

- ▶ Touch **WebService** or **ClimaCon** in order to view the codes.



4.5.11 Restoring Factory Settings

You can reset all settings individually to the factory settings at any time.

- ▶ Slide the scroll bar in the sub-menu **Device parameters** downwards and to the right to access the menu item **Restore factory settings**.

▶

- ▶ Highlight all settings which you want to reset and touch **Next**.

- ▶ Confirm the security prompt.



4.5.12 Settings for the Upper Draft Shield Panel ("Draft Shield" in the Menu)

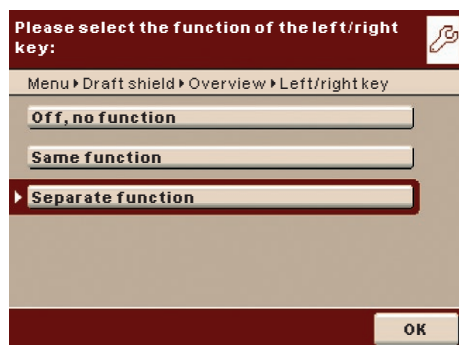
The functions of the keys can be set here. The following settings are defined manually on the upper draft shield panel.

- ▶ In the **Device parameters** menu, touch **Draft shield**.

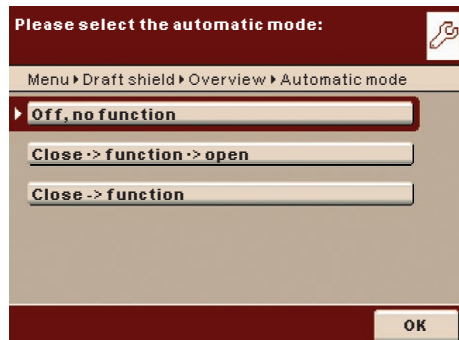


Here you can define settings for:

- Left/right key
- Automatic mode
- End of beep



- ▶ Define the functions for the left and right keys.
 - **Off, no function:** The keys have no function.
 - **Same function:** Both keys have identical functions.
 - **Separate function:** This setting does not work.



- ▶ Define the automatic mode for the upper draft shield panel.
 - **Off, no function:** The automatic function is switched off.
 - **Close -> function -> open:** The upper draft shield panel is closed in automatic mode while the function is executed, and then re-opened.
 - **Close -> Perform function:** The sliding upper draft shield panel is closed in automatic mode while the function is executed.



If the automatic mode is switched on, the sliding upper draft shield panel automatically closes when the pipette calibration system is switched to standby.



- ▶ Define the acoustic signal for the upper draft shield panel.
 - **Beep, off**: The acoustic signal is switched off.
 - **Beep, on**: An acoustic signal sounds after the upper draft shield panel has been opened/closed.

- ▶ To confirm the settings, touch **Save**.

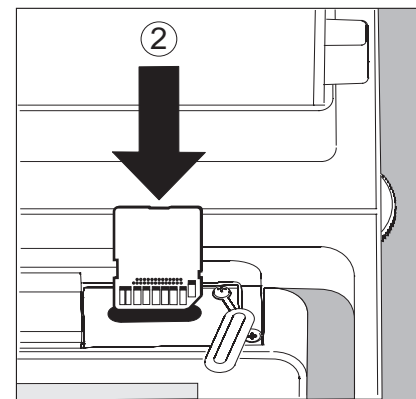
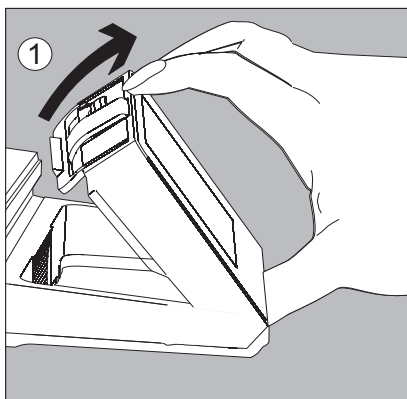
4.6 Importing/Exporting Data

You can use an SD memory card to move and exchange data (import/export). This card is required when you want to save data externally or when you want to exchange data with other balances.

You can easily copy menu settings, tasks and user profiles to several balances.

4.6.1 Inserting Memory Cards into the Display and Control Unit

The slot for the SD card is located at the back of the display and control unit.



1. Tilt the control unit until it is nearly vertical.
2. Swivel the cover of the card slot to the front. Align the SD card so that the contacts are facing down.
3. Insert the card into the slot as far as it will go.
 - ▶ To remove the card, press it down gently into the slot and release so that the card springs out.
4. Press against the position retainer and swivel the display and operating unit back into the desired position.

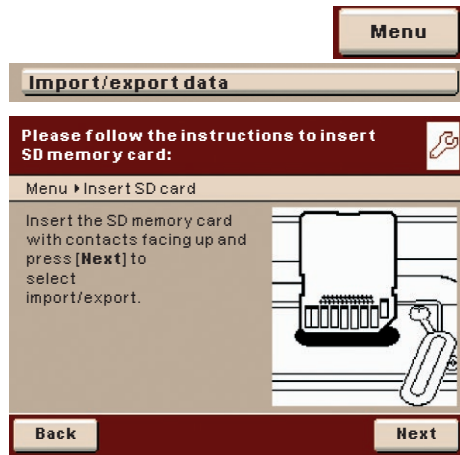
4.6.2 Importing/Exporting Data

The following data can be imported or exported via the SD card:

- Global tasks and separate tasks
- User profiles with their separate tasks
- Menu parameters
- Log files
- Alibi memory
- Audit trail
- Calibration and adjustment data
- Individual, customer-specific applications "Q-Apps" #
- Service data

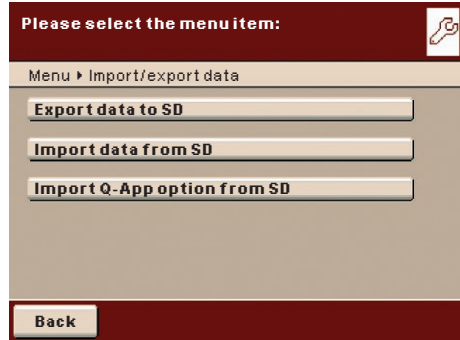


You can view the data from the alibi memory with any web browser and also import it into Microsoft Excel.



▶ Select the menu item **Import/export data**.

▶ Insert the SD card into the slot as shown in the picture.



▶ Select either export or import.



4.6.2.1 Export

▶ Highlight the data that you want to export and touch **Next**.



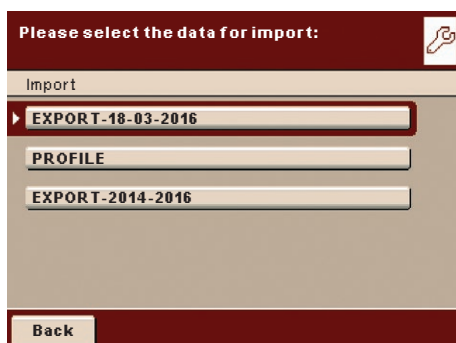
▶ If required, change the name of the export folder and touch **Next**.
 ▷ The data is copied to the SD memory card.

▷ An icon is shown on the display during the data transfer.
 The device cannot be operated during this time.

4.6.2.2 Import

In order for the data to be detected by the balance when importing them, always copy the entire subdirectory rather than individual files.

- data
- all
- EXPORT-dd-mm-yyyy
- task - ...



- ▶ Select the folder on the SD card from which you want to import data.



- ▶ Highlight the data that you want to import and touch **Next**.
- ▷ The data will be imported from the SD card.
- ▷ An icon is shown on the display during the data transfer. The device cannot be operated during this time.

If the following error message "**Wrong XML version. Please check the data.**" appears:

- ▶ Touch **Next**.
- ▷ All previous data will be saved in the new format.
- ▶ Check your settings after importing the data (Menu, TASK, and USER).
- ▶ If the XML files continue to cause problems, contact your local Sartorius Service Center.

4.7 Activating the Service Mode

The service mode gives you the option to make basic settings centrally from this menu. Depending upon the configuration of the pipette calibration system when delivered, and on user access rights, some menu items can be operated only to a limited extent. You will find a detailed description of the settings in the user manual for the Cubis® MCM model.

▶ In the operating mode, touch **Menu** and then **Service**.

▶ Select the sub-menu in which you want to view the status information or change the settings.

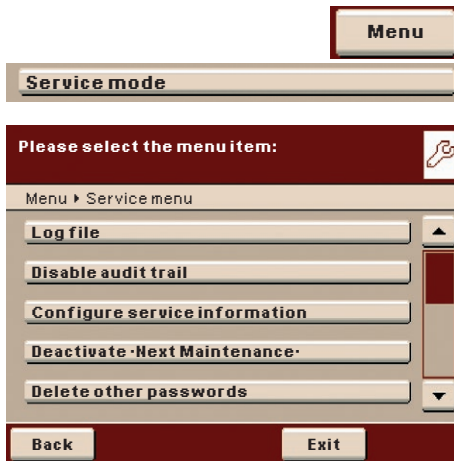
▶ Confirm queries with **Yes** or **No** and touch **Exit**, if you have completed the configuration.

▷ Changes become effective immediately.

▶ To quit the menu, touch **Back**.

You can access the following views or make settings:

- View the log file
- Disable the audit trail
- Configure the service information
- Disable the action "Next Maintenance"
- Delete passwords
- Start the boot menu
- Delete all profiles (task, user, and menu profiles)
- Restore factory settings (detailed selection)
- Set the menu of the weighing settings (properties in the operating mode "Weighing") to standard or to calibration mode



5 Task Management



In the Task Management menu (TASK), you can:

- start a task,
- configure a new task and,
- edit an existing task (modify, copy, delete).

Some applications like weighing, density determination, statistics, etc. are available to you for a task; see User Manual. Each task contains at least one of these applications. However, it can also have a combination of several applications. Each application can be used either with its factory settings or you can modify it as desired. The weighing application is available as a basic function for every task. Each task also contains the individual settings and the individually configured printout.

Which options are available to a given user in the task management depend on the user's rights: An administrator can use all options, while a user can possibly only use limited options (see Chapter "User Management"). If no users have been defined, all options can be accessed; there are no limitations. A maximum of 15 tasks can be created.

The administrator can create tasks with restricted use, i.e., tasks that can only be used by certain users or only by the administrator himself.

Global tasks can be used by all users.

Some tasks are only accessible to the user who created them. Exception: A user can copy global tasks to use them afterwards as a local task.

| Option | Administrator | User |
|--|-------------------------------------|-------------------------------------|
| Configure, modify, delete separate tasks | | <input checked="" type="checkbox"/> |
| Configure, modify, delete global tasks | <input checked="" type="checkbox"/> | |
| Execute, copy local tasks | | <input checked="" type="checkbox"/> |
| Execute, copy global tasks | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



▶ To switch to task management, press the **TASK key** ().

▷ The two pre-configured tasks (**Climate control**, **Weighing**) are displayed. You can change the names of the tasks according to your own preferences and add additional tasks.

▶ When you touch **Start**, the task currently selected will be started (indicated by the dark background).

▷ The text entered will appear in the entry line.



5.1 Importing Tasks

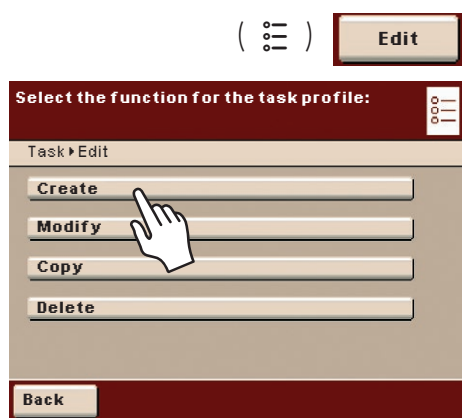
You can also load pre-configured tasks on the pipette calibration system:

1. Unpack the desired ZIP archive file to the root directory (Root Dir) of an SD card after download from the Sartorius homepage or from the enclosed CD.
2. In the pipette calibration system menu, access the sub-menu "Import/Export Data: Import files from the SD card."
3. Plug the SD card into the pipette calibration system.
4. Select the appropriate import data (if applicable, navigate to the subdirectory **QAPP**) and touch **Next** to activate the loading of this task. Then exit the menu.
5. Start the loaded task via the selection list.

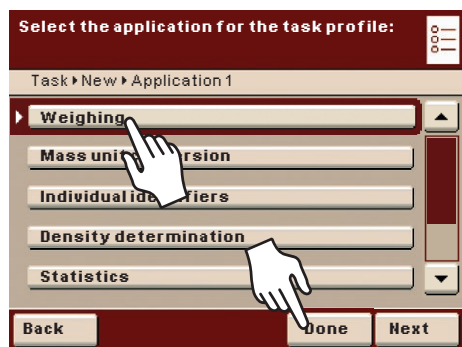
5.2 Using Applications with the Factory Settings

Each application comes with specific factory settings. If you wish to use the factory settings, you can use the quick method for configuring a task:

- ▶ Open Task Management and touch **Edit**.
- ▶ Select **Create**.



- ▷ An application list is displayed.
- ▶ Select the application you want to assign to the new task.
- ▶ Touch **Done**.
- ▶ Enter a name and description for the task and then touch **Save**.
- ▷ The new task is saved with the factory settings and displayed in the task list.



5.2.1 Sorting the Task List

New tasks are always added to the end of the task list. After you have already configured several tasks, it may be helpful to sort the selection list.



- ▷ The task selection is displayed.
- ▶ Touch **Sort**.
- ▷ The list is sorted alphabetically (A - Z).
- ▶ To reverse the sorting, touch **Sort** again.
- ▶ To sort tasks by the date of last use, touch **Sort**.

5.2.2 Combining Applications into One Task

You can combine applications that are saved in the pipette calibration system into one task. The following rules need to be followed (see table below):

- An application can only be combined with applications **from different groups**.
- You can only combine the applications of the first three groups in the **order** given below.
- The applications of the **Additional Functions** group can be combined freely; the order is not relevant in this case.

When you combine applications, the Cubis software automatically suggests only those applications that are following the corresponding rules.

| Application group | Application | Weighing | Mass unit conversion ¹⁾ | Individual identifiers ¹⁾ | Density determination ¹⁾ | Statistics ¹⁾ | Draft shield (optional) | Q-App climate control |
|--------------------------|--------------------------------------|----------|------------------------------------|--------------------------------------|-------------------------------------|--------------------------|-------------------------|-----------------------|
| Calculating applications | Weighing | ◐ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| | Density determination ¹⁾ | ◆ | ● | ● | ○ | ● | ● | ○ |
| Logging application | Statistics ¹⁾ | ◆ | ● | ● | ● | ○ | ● | ○ |
| Additional functions | Mass unit conversion ¹⁾ | ◆ | ○ | ● | ● | ● | ● | ○ |
| | Individual identifiers ¹⁾ | ◆ | ● | ○ | ● | ● | ● | ○ |
| | Draft shield (optional) | ◆ | ● | ● | ● | ● | ○ | ● |
| Individual processes | Q-App climate control | ◆ | ○ | ○ | ○ | ○ | ● | ○ |

- ◆ Weighing is always available
- Combination possible
- ⊗ Combination possible but only activated as long as no calculating application is active
- No combination with identical application possible
- ◐ No combination with an application of the same group possible
- ◑ No meaningful combination possible

¹⁾ Detailed information about this application can be found in the user manual for the Cubis® MCM model. The user manual can be downloaded from the following website: <http://www.sartorius.com>.

5.3 Creating New Tasks (Configuration)

The following applications are included in the Cubis® pipette calibration system software. You can configure them as tasks according to your requirements and preferences:

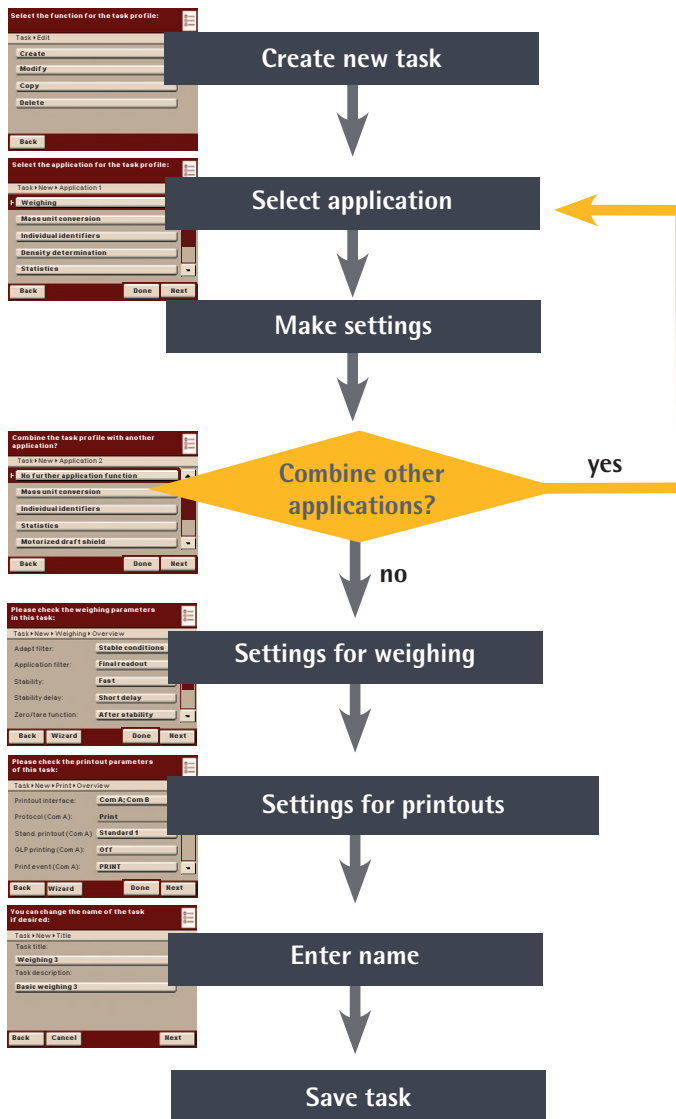
- Weighing
- Mass unit conversion
- Individual identifiers
- Density determination
- Draft shield (optional)
- Individual Q-App Workflow

The basic process for task configuration is as follows:

1. Create a new task.
2. Select application.
3. Complete all following prompts and if applicable make own entries for the required parameters.
4. If applicable, perform steps 2 and 3 for additional applications if you would like to combine multiple applications.
5. Check settings for the weighing and for the printouts, and modify as required.
6. If you are an administrator, define whether the new task can be used by all or only by certain users.
7. Enter a name and description for the new task.
8. Save task.

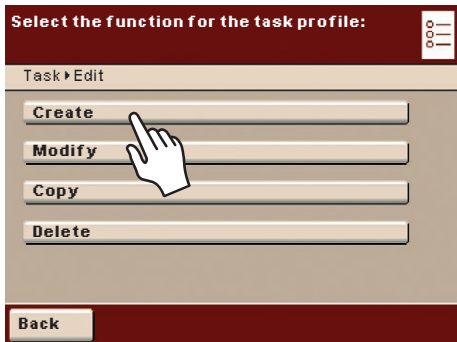
5.3.1 Flow Chart "Configuring a Task"

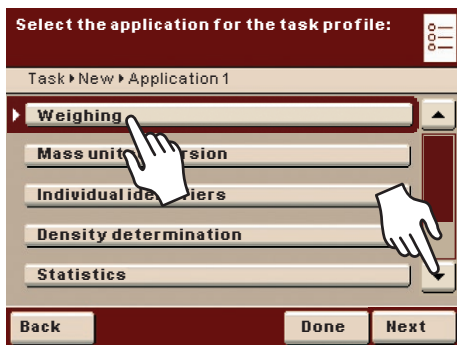
If the **Back** button is visible on the display, you can navigate backwards.



Example: Creating a Task

- ▶ Open Task Management and touch **Edit**.
- ▶ To define a new task, select **Create**.





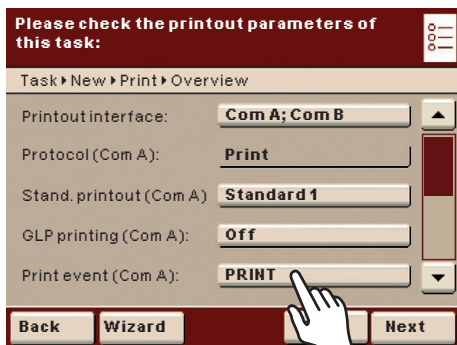
- ▶ An application list is displayed.
 - ▶ To view all applications, use the scroll bar on the right.
 - ▶ Select the application you want to assign to the new task.
 - ▶ Configure this application as required. The program guides you through the configuration menu.
 - ▶ If you want to assign more additional applications to the task, these applications should also be configured (see "Combining applications into one task").
- ▶ After all applications for the new task have been configured, the following two parameters have to be set: Configure the settings for weighing and printouts. All settings configured here will only affect **the new task**.

5.3.2 Settings for Weighing



- ▶ Check the settings and change them as required. To find explanations for each of the options, first touch **Wizard** and then **Info**.
- ▶ Touch **Next**.

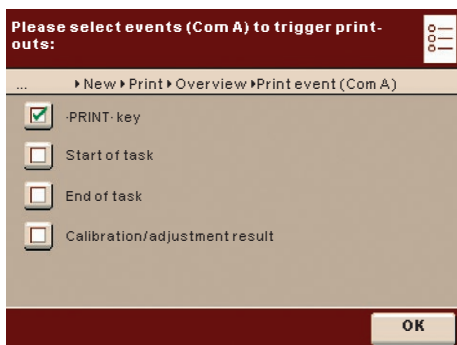
5.3.3 Settings for Printouts



- ▶ Check the settings and change them as required.
- ▶ To find explanations for each of the options, first touch **Wizard** and then **Info**.

To define which event should trigger a print job:

- ▶ Touch **PRINT**.

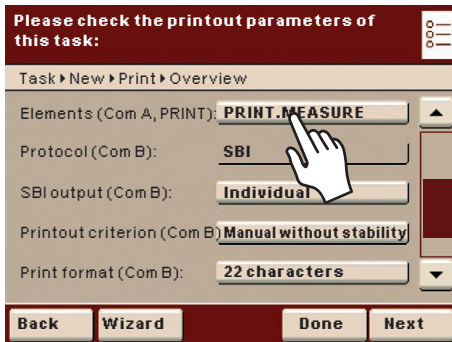


- ▶ Select the desired print events. The print events which can be selected depend on the selected application. You can start printing by pressing the **PRINT-key** or trigger printing automatically at the **start of the task**, after the **end of the task**, or when the **calibration/adjustment result** is displayed.
- ▶ Touch **OK**.

- ▷ The settings for the printouts are displayed. You can now define individual print elements for the selected print events.
- ▶ Touch the scroll bar and scroll downwards to view additional settings.

To select the elements to be printed for the "PRINT" event:

- ▶ Touch **PRINT.MEASURE**.



- ▷ The list of possible print elements is displayed. The print elements which are displayed depend on the selected task.
- ▶ To view a list of all possible print elements for the device, touch **Extend**.
- ▶ To return to a reduced list of print elements, touch **Reduce**.
- ▶ Select the desired print elements. You can choose print elements in the following areas:
 - **Print**: Provides information about the printout itself, e.g., date and time of printing.
 - **Weighing**: Provides information about the "Weighing" task, e.g., net weight.
 - **Draft shield**: Provides information about the draft shield, e.g., version.
 - **Config.:** Provides configuration data for the device, e.g., service contact person or technical hotline.
 - **Leveling**: Provides the current leveling status.
 - **User profile**: Provides information about the current user, e.g., user name.
 - **Device**: Provides device information and all available climate data, e.g., the device version, calibration data, or relative humidity and water temperature. The selection of print elements is assigned to the individual climate modules in this case:
 - C1**: internal climate module; **C2**: external climate module (climate tower);
 - C3**: external water container for the calibration medium.
- ▶ Touch **OK**.
- ▷ The settings for the printouts are displayed.
- ▶ Touch **Next**.
- ▶ Enter a short name and a description for the new task.
- ▶ Touch **Save**.
- ▷ The task selection with the new task is displayed.

5.3.3.1 Configuring Printouts


In the System Settings (Menu)

Creating Tasks

You can configure the printout at two places; for example, you can have the printout for basic weighing differ from all the other applications.

You define the basic settings in the menu. Previously created tasks will not be affected by modifications to the basic settings.

This is where you can specifically modify the user-defined settings for any task. You will be routinely prompted for the printer settings with every new task you create and can then modify them.

| Printout (Example): | Print events | Printout content (record) | Print elements |
|---------------------|---|---|-------------------------------------|
| | Start task | ----- 02/21/2016 09:17 SARTORIUS Mod. MPS 105S Ser. no. 33712345 ----- | GLP header |
| | Start task e.g. here: | Laboratory technician | Operator name |
| | Start task | Product..... | ID1, identification: fixed/variable |
| | () key | 100.9 g | Measured values |
| | End task | ----- 02/21/2016 09:20 Name : ----- | GLP footer |

Setting Options for Printouts



The options for printouts depend on the how the ports and their operating modes are configured. If not all options are available, check the port configuration.

Printout interface
Protocol (Operating Mode)

The configuration of standard printout parameters defines the following:
Peripheral ports (ComA), USB/PC (ComB), optional interface (ComC), Ethernet (ComD)
Depends on the interface: print, SBI, xBPI, SICS


Output

Depending on the operating mode: single printout or automatic (not with printer), with/without stability

Printout Criterion
Autom. Print Format
Standard Data Output

Manual without stability, manual with stability
22 characters for applications, 16 characters for raw data
Standard 1 (measured value only), Standard 2 (measured value and date/time), Standard 3 [date/time, weight block (N,T,G), and dotted line]

GLP Printout
Print Event

Off / On for calibration/adjustment / Always on
Defines which event should trigger a print job.
The selectable print events depend on the selected application.
For basic weighing: () key, start or end of task, calibration/adjustment result.
For calculating applications: additional initialization and result
For logging applications: additional component and evaluation

Print Elements

The elements to be printed also depend on the selected application. Define the print elements for each event, e.g., date and time, dotted line, measured value, and the sequence in which they should be printed, etc.

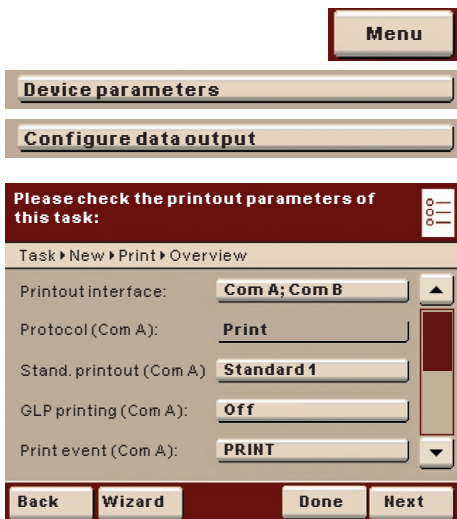
Tare after Printing

Turn off, on (auto tare after print request)



5.3.3.2 Configuring Printouts in the System Settings (Menu).

The settings can only be modified as long as no task has been activated (ready to start) in the operating mode. Make sure that basic weighing is active in the operating mode.



- ▶ Toggle to the system settings menu.
- ▶ Open the **Configure data output** submenu.

If the submenu is not selectable, check the operating mode and select basic weighing.

- ▶ The setting menu will open. Several options are not modifiable because they are preset by the interface configuration.

The initial default setting and several examples of settings are described in the following.

5.4 Executing Tasks

After all required settings have been configured, you can now start and execute a task.



- ▶ If you haven't already done so, go to Task Management.



- ▶ The task selection is displayed.
- ▶ Touch the task of your choice

or:



- ▶ If the desired task has already been selected, (dark background and arrow on left), touch **Start**.
- ▶ The program switches to the operating mode and the selected task is activated.
- ▶ Follow the instructions on the display.



In this Quick Reference Guide, we only describe the applications "Weighing" and "Climate Control." Complete information on all applications can be found in the user manual for the Cubis® MCM model. The user manual can be downloaded from the following website: <http://www.sartorius.com>.

6 Weighing

Purpose

Weight determination within the scope of the device-specific weighing capacity (see "Technical Data")

Combination Options

"Mass Unit Conversion" and "Individual Identification"

6.1 Configuring a Task: My Weighing

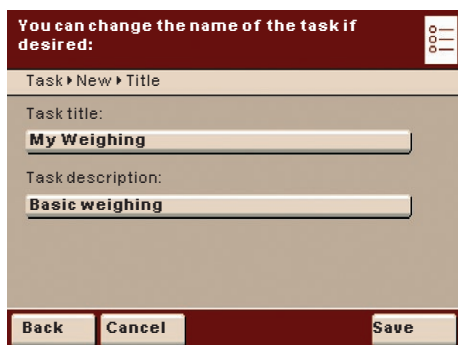
- ▶ If you have not already done so, switch over to Task Management and touch **Edit**.
- ▷ You can create, modify, copy, and delete a task profile.

- ▶ Touch **Create**.

- ▶ Select the application for the task profile, in this case **Weighing**.

If you want to set up the weighing function without combining it with another application:

- ▷ The settings for **Weighing** are displayed.
- ▶ Check all settings and change them as required.
- ▶ Touch **Next**.
- ▷ The settings for the **Printouts** are displayed.
- ▶ Check all settings and change as required.
- ▶ Touch **Next**.
- ▶ If you are an administrator: Define whether all or only certain users may use this task.
- ▶ Touch **Next**.
- ▶ Enter a short name and a description for the new task (e.g., "Pipette calibration").
- ▶ To save the new task, touch **Save**.



6.2 Executing a Task: My Weighing



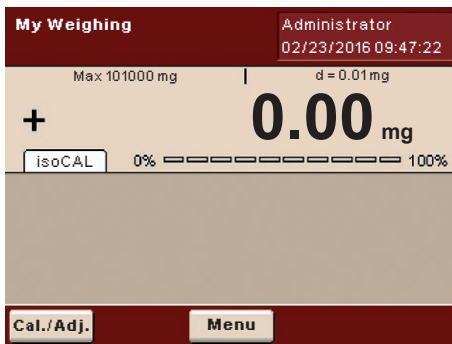
- ▶ If you haven't already done so, go to Task Management.
- ▶ The task selection is displayed.
- ▶ Select the **Weighing** task.



or:



- ▶ If the desired task is already selected, touch **Start**.



- ▶ The program switches to the operating mode and the selected task is activated.

7 "Climate Control" Application

Purpose

The "Climate Control" application has been especially developed for use in pipette and calibration laboratories in order to provide users with a simple, fast, and comprehensive mass pipette calibration process. This application is referred to as climate control in this manual. The Cubis® MPS models are used as pipette calibration systems with this application.

A precisely guided process following internationally applicable standards is used to check and calculate correct climate data in terms of temperature, humidity, and air pressure within the weighing chamber and in the ambient environment.

Configuration Options

In the ex-factory state, the Cubis® MPS models have a pre-defined climate control task which you can use immediately or customize to your requirements.

The "Climate Control" application offers a vast scope for configuration. You can monitor climatic conditions in the weighing chamber and the ambient environment using the internal climate module as well as a connected external climate module (climate tower). The limits for the climatic conditions can be defined individually for the internal and external climate modules. Limits can also be defined for the water temperature of the calibration medium if you wish to monitor this parameter using an external temperature sensor (container for calibration medium).

You can also switch the automatic function of the upper draft shield panel on and off and regulate the sensitivity of the motion sensor. The lighting in the weighing chamber can be adjusted in three brightness levels.

Prerequisites

To perform a pipette calibration, the appropriate calibration medium is needed. If you wish to perform a pipette calibration in accordance with the internationally applicable standards, you also need the following:

- External climate module for ambient conditions (climate tower)
- Container with temperature sensor (container for calibration medium)

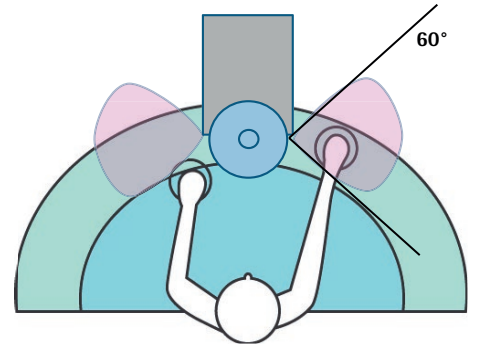
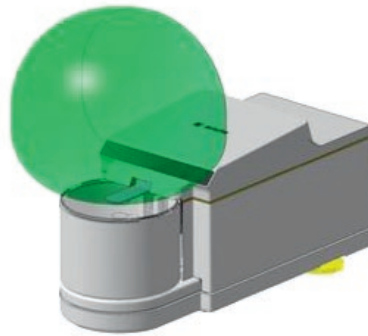
The "Climate Control" task is already pre-configured at the factory. You can use this task immediately and modify the configuration even while it is being performed. If you want to create additional tasks for pipette calibration, please read Chapter "Creating a Task: Climate Control" on page 45.

7.1 Sliding Upper Draft Shield Panel

7.1.1 Sensor Range

The pipette calibration system has a motion sensor that automatically opens the upper draft shield panel as soon as movement occurs within the range of the sensor. The upper draft shield panel is then closed again automatically. Operation is optimized by the motion sensor for use by both right-handed and left-handed individuals.

The sensitivity of the sensor is adjustable in three levels (see Chapter "Defining General Settings for the "Climate Control" Application" on page 49).



7.1.2 Control Elements for the Upper Draft Shield Panel



The display and control unit has keys on the right and left sides, which can be used to open and close the upper draft shield panel. Pressing these keys opens and closes the upper draft shield panel and activates and deactivates the motion sensor.

7.2 Creating a Task: Climate Control

- ▶ Open Task Management and touch **Edit**.
- ▶ To create a new task, touch **Create**.
- ▶ Select **Individual Q-App Workflow**.
- ▶ Select the **Climate Control** application.



- ▶ Check the settings for the weighing and change them as required.
- ▶ Touch **Wizard** if you would like explanations or help with the individual settings.
- ▶ Touch **Done** if you want to skip the next step and switch directly over to user authorization.
- ▶ Touch **Next** if you want to check or modify the settings for the printout.

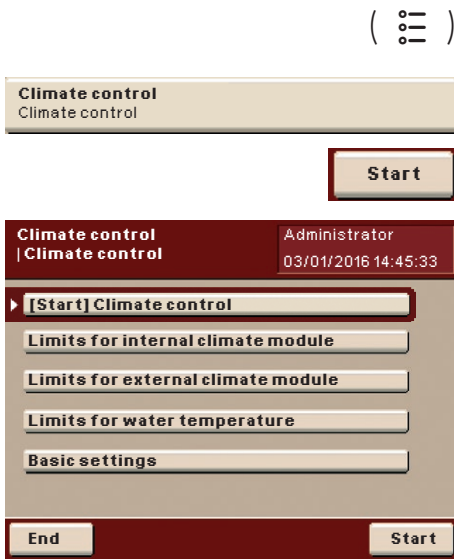
- ▶ Check the settings for the printout and change them as required.
- ▶ Touch **Wizard** if you would like explanations or help with the individual settings.
- ▶ Touch **Done** or **Next**.

If you are logged on as an administrator:

- ▶ Select which users may use the task.
- ▶ Touch **Next**.

- ▶ Enter a short name, and if desired, a description for the new task.
- ▶ Touch **Save** to save the new task.

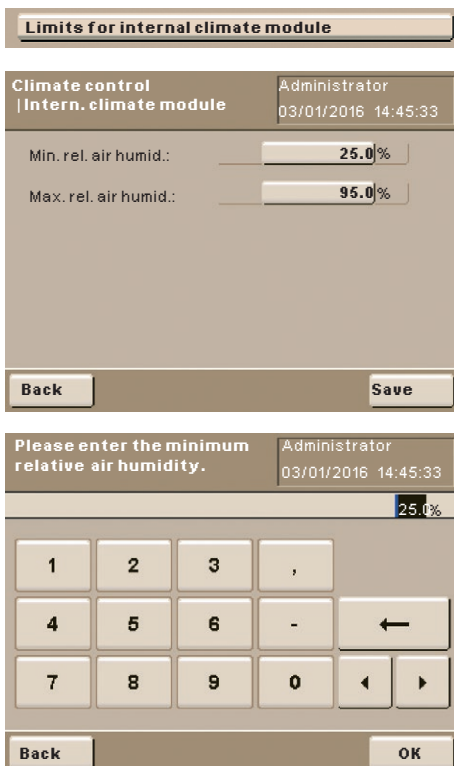
7.3 Configuring a Task: Climate Control



- ▶ If you haven't already done so, go to Task Management.
- ▶ The task selection is displayed.
- ▶ Touch the task of your choice or:
 - ▶ If the desired task is already selected, touch **Start**.
- ▶ The main menu for pipette calibration is displayed after a few seconds. If you are logged on as an administrator, you can see the following menu items:
 - **[Start] Climate control**: Start task
 - **Limits for internal climate module**: Display and enter limits for climatic conditions (min./max. humidity) within the weighing chamber (see page 47)
 - **Limits for external climate module**: Display and enter limits for climatic conditions (min./max. air temperature, air pressure, relative humidity) for the ambient environment (see page 48) if an external climate module (climate tower) is connected
 - **Limits for water temperature**: Display and enter limits for water temperature (min./max.) within the container for the calibration medium (see page 48) if an external climate module (container for the calibration medium) is connected
 - **Basic settings**: Define general settings for the "Climate Control" application (see page 49)
 - **Import/export data**: Access data from an SD card and save data to an SD card
- ▶ If you are logged on as a user without rights (e.g., "assistant"), the buttons for functions which you do not have rights to use are grayed out and inactive.

7.3.1 Creating New Limits for the Internal Climate Module

You can define the values for the minimum and maximum air humidity within the weighing chamber for the internal climate module.



- ▶ In the menu for the "Climate Control" application, select **Limits for internal climate module**.
- ▶ The entered limits for the internal climate module are displayed.
- ▶ Enter the desired limits for the minimum and maximum air humidity as a percentage.
- ▶ Touch **OK**.

- ▶ Touch **Save**.
- ▷ The new limits for the minimum and maximum air humidity within the weighing chamber are used in the "Climate Control" application.

7.3.2 Creating New Limits for the External Climate Module

You can define the values for the minimum and maximum air temperature, humidity, and pressure in the ambient environment for an external climate module (climate tower).

- ▶ In the menu for the "Climate Control" application, select **Limits for external climate module**.
- ▷ The entered limits for the external climate module are displayed.
- ▶ Enter the desired limits:
 - Min. air temperature (specified in Celsius or Fahrenheit)
 - Max. air temperature
 - Min. relative humidity (specified as a percentage)
 - Max. relative humidity
 - Min. air pressure (specified in hectopascals)
 - Max. air pressure

- ▶ Touch **OK**.

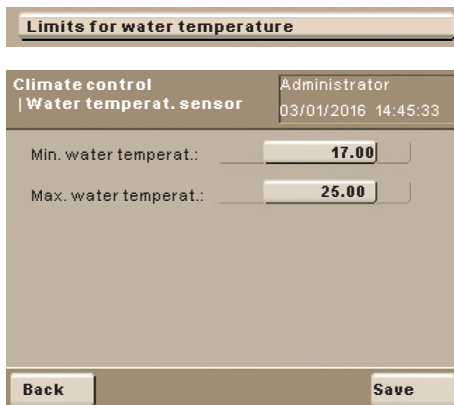
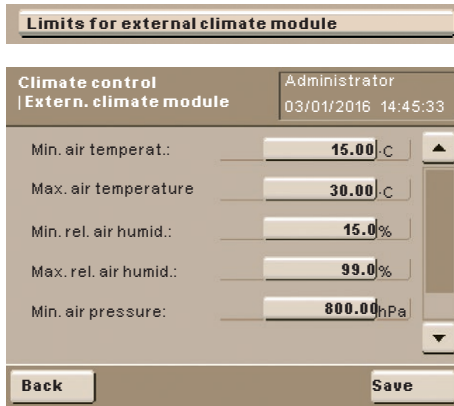
- ▶ Touch **Save**.
- ▷ The new limits for the minimum and maximum air temperature, humidity, and air pressure in the ambient environment are used in the "Climate Control" application.

7.3.3 Creating New Limits for Water Temperature

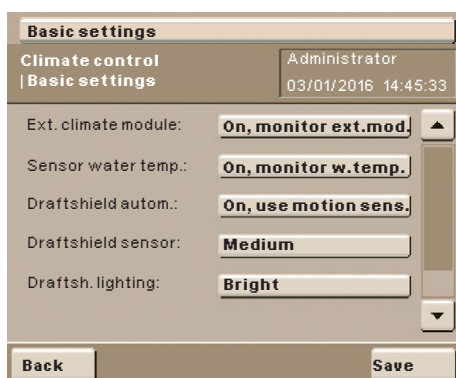
If a container for the calibration medium is connected to the device, you can define the values for the minimum and maximum water temperature of the calibration medium.

- ▶ In the menu for the "Climate Control" application, select **Limits for water temperature**.
- ▷ The entered limits for the water temperature of the calibration medium are displayed.
- ▶ Enter the desired limits for the minimum and maximum water temperature. The temperature is expressed in Celsius or Fahrenheit.
- ▶ Touch **OK**.

- ▶ Touch **Save**.
- ▷ The new limits for the minimum and maximum water temperature within the container for the calibration medium are used in the "Climate Control" application.



7.3.4 Defining General Settings for the "Climate Control" Application



- ▶ In the menu for the "Climate Control" application, select **Basic settings**.
- ▶ The overview of all settings for the "Climate Control" application is displayed.
- ▶ Select the settings for the application:
 - **Ext. climate module:** You can switch the monitoring function for the external climate module (climate tower) on or off.
 - Off, no monitoring:** The climatic conditions (min./max. air temperature, air pressure, air humidity) for the ambient environment are not monitored. The **Limits for external climate module** menu item is grayed out.
 - On, monitor ext.mod.:** The climatic conditions (min./max. air temperature, air pressure, air humidity) for the ambient environment are monitored if the external climate module (climate tower) is connected to the device.
 - **Sensor water temp.:** You can switch the monitoring function for the water temperature sensor (container for the calibration medium) on or off.
 - Off, no monitoring:** The water temperature within the container for the calibration medium is not monitored. The **Limits for water temperature** menu item is grayed out.
 - On, monitor w.temp.:** The water temperature within the container for the calibration medium is monitored if the container for the calibration medium is connected to the device.
 - **Draftshield autom.:** The automatic function of the upper draft shield panel is activated or deactivated.
 - Off, use draftsh. keys:** The upper draft shield panel must always be opened and closed manually using the keys on the right and left of the display and control unit. The **Draftshield sensor** menu item is grayed out.
 - On, use motion sens.:** The upper draft shield panel opens automatically via the motion sensor.
 - **Draftshield sensor:** You can define the sensitivity of the motion sensor for the upper draft shield panel. You can choose between **Low, Medium, and High**.
 - **Draftsh. lighting:** The lighting within the weighing chamber can be defined. You can choose between **Bright, Medium, and Dark**.
 - **Unit of temperature:** You can define the unit of temperature. You can choose between **Celsius** and **Fahrenheit**.
- ▶ Touch **Save**.
- ▶ In order to switch from the general settings to the menu for the "Climate Control" application, touch **Back**.

7.3.5 Importing/Exporting Data

You can export and import data from the "Climate Control" application.

- ▶ In the menu for the "Climate Control" application, select **Import/export data**.
- ▷ Here you can export the settings for the "Climate Control" application to an SD memory card, or import it from an SD memory card.
- ▶ Please ensure that the correct SD memory card has been inserted into the pipette calibration system (see page 29). If the SD memory card is faulty or not properly inserted, an error message is displayed.
- ▶ In order to export the data, touch **Export all data to SD card**.
- ▶ In order to import the data, touch **Import all data from SD card**.

You can save your data by exporting it or easily copy your settings to other pipette calibration systems. This eliminates the need to update your data multiple times.

- ▶ In order to switch from the general settings to the menu for the "Climate Control" application, touch **End**.

7.4 Executing Task: Climate Control

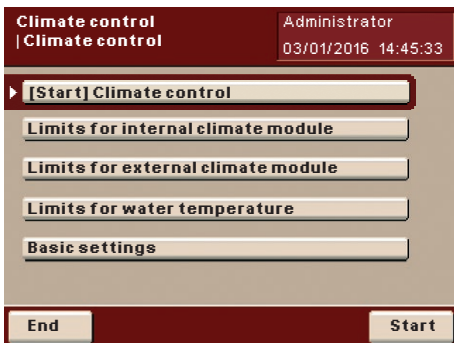
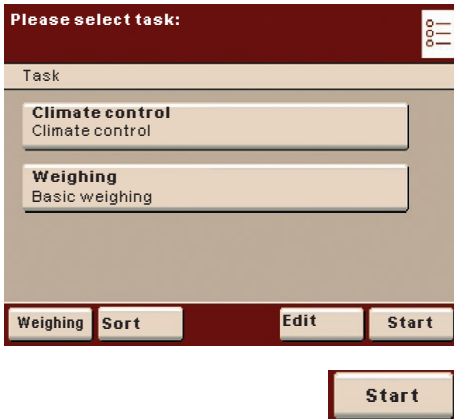
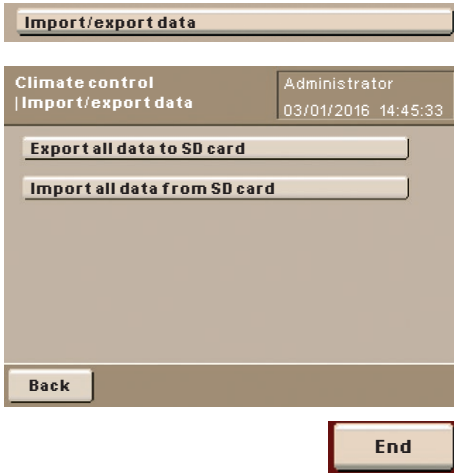
- ▶ If you haven't already done so, go to Task Management.
- ▷ The task selection is displayed.
- ▶ Select the **Climate Control** task.

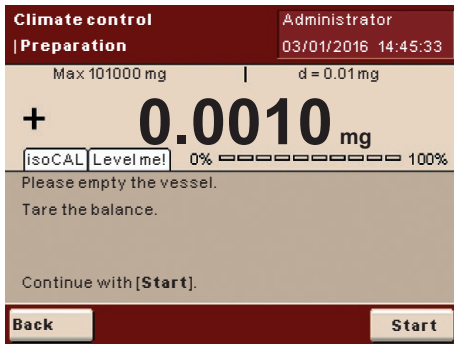
or:

- ▶ If the desired task is already selected, touch **Start**.

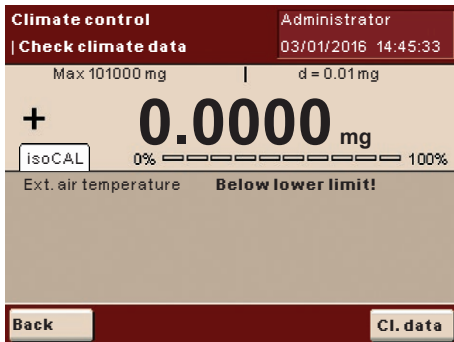
- ▷ The menu for the Climate Control application is displayed after a few seconds. In this menu, you must now configure the limits for the internal climate module, the limits for the external climate module, the limits for the water temperature, and the basic settings using the relevant menu items (see page 47). You will need the appropriate user access rights for these tasks. If these menu items are inactive (grayed out), you do not have user access rights for these tasks and must either change the user (see page 63) or have the required user access rights set up for you (see page 64).

- ▶ To start the Climate Control application, touch **[Start] Climate control** or **Start**.

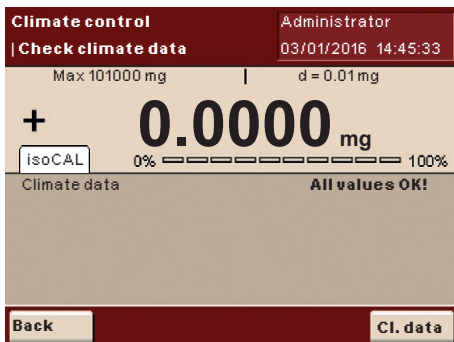




- ▶ The display goes to prepare for the Climate Control application.
- ▶ If the display shows the message **Level me!**, you must level the device (see page 15).
- ▶ Carry out all required preparations indicated on the display:
 - Empty the weighing chamber
 - Close the upper draft shield panel
- ▶ To tare the pipette calibration system, touch **Start**.
- ▶ Wait for stability and automatic taring of the pipette calibration system.



- ▶ The display goes to check the climate data for the Climate Control application.
 - ▶ Touch **Start**.
 - ▶ The current climate data is checked.
 - ▶ If the current climate data transgresses the defined climatic limits, a message appears:
 - **Below lower limit!**: The displayed climate data is below the specified limit.
 - **Above upper limit!**: The displayed climate data is above the specified limit.
 - ▶ The lighting in the weighing chamber turns red.
 - ▶ Stop the pipette calibration if necessary and ensure that the climatic conditions in the weighing chamber and ambient environment are within the specified limits on a continuous basis.
- If necessary, reconfigure the limits for the Climate Control application to suit the climatic conditions (see page 47).



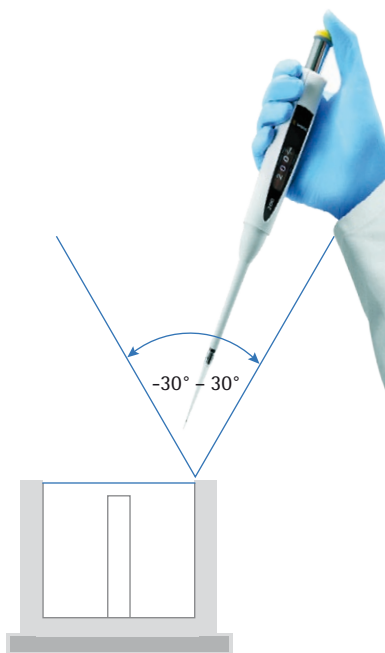
- ▶ If the current climate data is within the defined climatic limits, the message **All values OK!** appears and the lighting in the weighing chamber turns white.

(**TARE**)

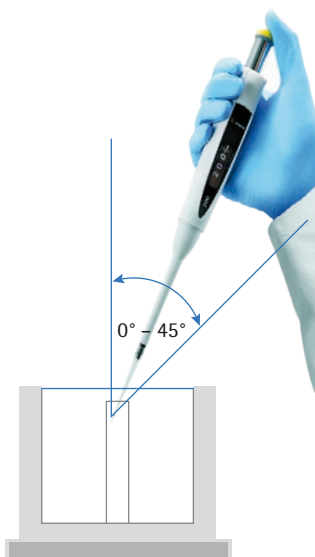
- ▶ To tare the pipette calibration system, touch (**TARE**).
- ▶ If you use pipettes with variable volumes, set the volume for the first measurement process on the pipette, e.g., 10% of the nominal volume.
- ▶ Use the pipette to draw the set volume from the container for the calibration medium.



- ▶ Open the upper draft shield panel using the keys.




- ▶ Move the tip of the pipette into the range of the sensor.



- ▶ Empty the pipette into the pipetting vessel. Observe all regulations for correct pipetting, e.g., ISO 8655.

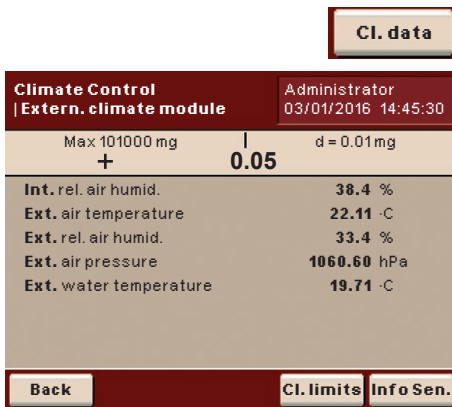


(TARE)

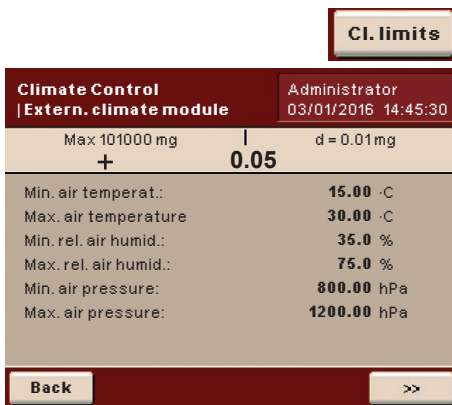
- ▶ Remove the pipette from the range of the sensor.
- ▶ Close the upper draft shield panel using the  keys.
- ▷ As soon as the measured results display has reached stability, you can read off the result.
- ▶ Tare the pipette calibration system again before repeating the process.

Viewing Climate Data

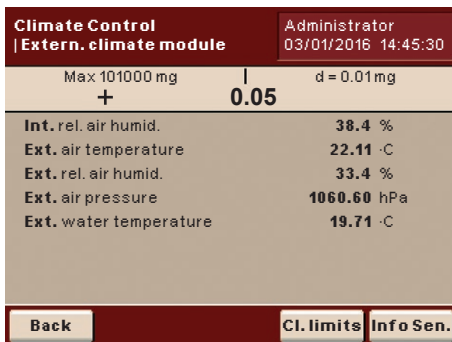
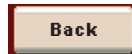
- ▶ To view the current climate data, touch **Cl. data**.
- ▶ The displayed climate data is updated every 5 seconds.



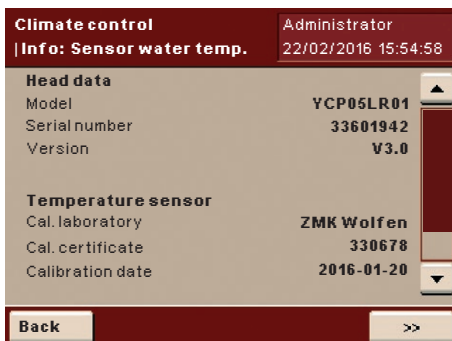
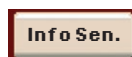
- ▶ To view the set climatic limits, touch **Cl. limits**.



- ▶ To toggle between the set limits for the internal and external climate modules, touch >>.
- ▶ To return to the display of the current data, touch **Back**.



- ▶ To view sensor data, touch **Info Sen..**




- ▶ To toggle between the sensor data for the internal and external climate modules, touch >>.
- ▶ To return to the display of the current data, touch **Back**.



Printout/Sample Log

You can define the printout details in the general settings for tasks (see page 38). Here you can define:

- which events initiate printing [e.g., pressing the **PRINT** () key] and
- which print elements are printed out (e.g., climate data from the internal and external climate module, data for printout).

Example of a Printout:

```
04/22/2016  12:31:20
N          + 100.1879g
Air temperature C1
                26.53 °C
Rel. humidity C1
                19.8%
Air pressure C1
                998.27 hPa
```

Interface Function

Detailed information about this application can be found in the user manual for the Cubis® MCM model. The user manual can be downloaded from the following website: <http://www.sartorius.com>.

8 Pipette Calibration System Calibration, Adjustment, and Linearization

Background

During calibration, a calibration weight is used to determine how much the displayed value deviates from the actual measurement value. This deviation is compared with an entered target value and is then eliminated by subsequent adjustment. During linearization, the deviation of the values from the ideal characteristic curve is cleared.

When and How Often

Calibration/adjustment should be carried out on a regular basis, e.g., daily after the pipette calibration system is switched on. In addition, it should be done after each leveling and always when the ambient conditions have changed (temperature, humidity, or air pressure), and when the pipette calibration system has been set up at a different location.

isoCAL

All Cubis® pipette calibration systems are equipped with the automatic calibration/adjustment function isoCAL (timer and temperature-controlled). You can adapt this function according to your requirements. You also have the option of setting up a reminder function that prompts for calibration/adjustment at user-definable intervals.



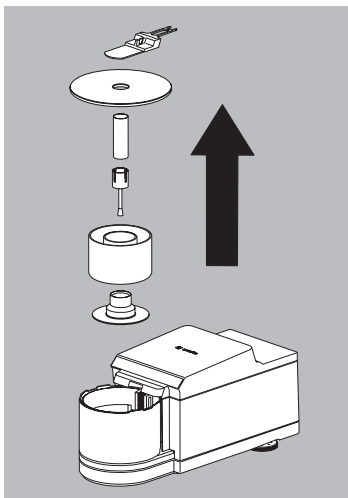
The process sequence may differ depending on the presets which have been defined for the calibration/adjustment function. The factory settings have not been changed for the procedure described here.

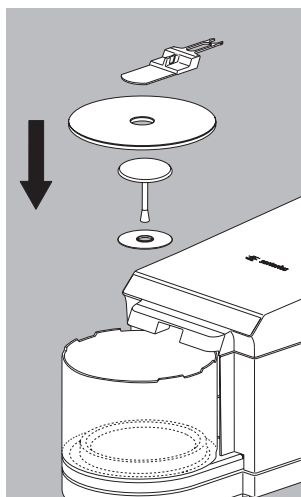
8.1 Calibration/Adjustment Using Internal Calibration Weight

MPS 6.6S model

► Remove the following parts in sequence:

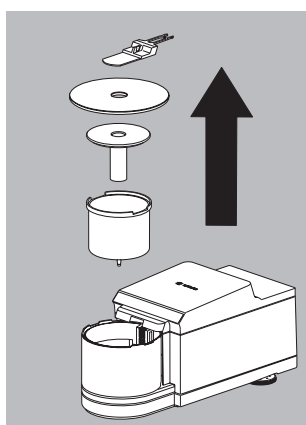
1. Closing slider
2. Glass lid
3. Pipetting vessel
4. Holder for pipetting vessel
5. Moisture trap
6. Stop for sample vessel



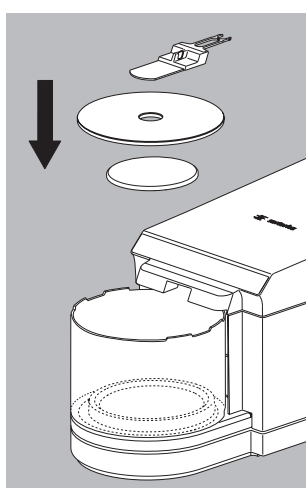


- ▶ Insert the supplied shield disk and weighing pan.
- ▶ Put on the glass lid and slide the closing slider into the weigh cell.

MPS 105S model



- ▶ Remove the following parts in sequence:
 1. Closing slider
 2. Glass lid
 3. Cover
 4. Pipetting vessel

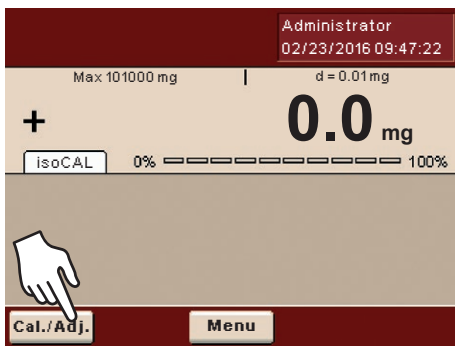


- ▶ Insert the supplied weighing pan.
- ▶ Put on the glass lid and slide the closing slider into the weigh cell.

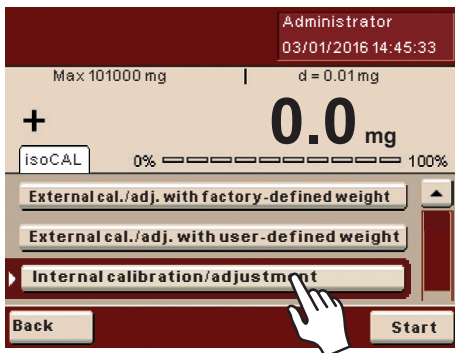


- ▶ Press the **TASK** (☰) key.
- ▷ A list of available tasks is displayed.
- ▶ Touch **Weighing**.
- ▷ You are in the operating mode.

(TARE)



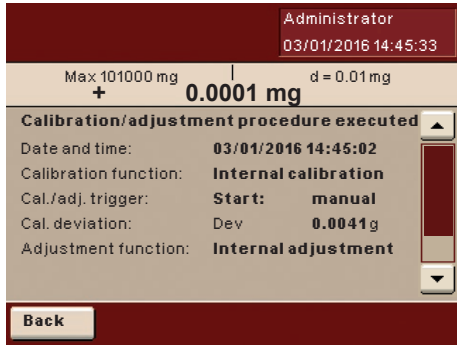
- ▶ Make sure that the weighing plate is unloaded.
- ▶ Press **TARE** to tare the pipette calibration system.
- ▶ Touch **Cal./Adj.**



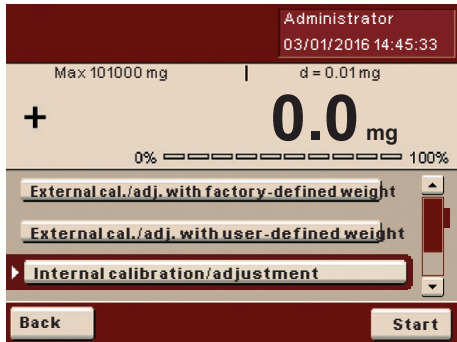
- ▶ Touch **Internal calibration/adjustment** and then **Start**.



- ▷ While the function is active, **Cal.Int.** will be displayed.
- ▶ Wait until the process is completed and **Cal.Int.** is no longer displayed.



- ▷ The internal calibration has been completed, the results are displayed.
- ▶ Touch **Back** to switch from the results display back to the operating mode or wait until the calibration/adjustment selection appears again.



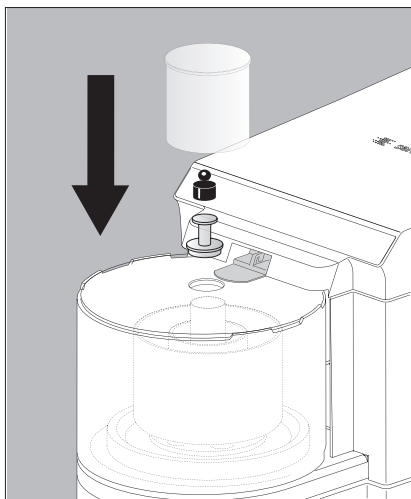
- ▷ The calibration/adjustment selection appears.
- ▶ Touch **Back** to switch from the selection back to the operating mode or select a different calibration function.

8.2 Calibration Using External Calibration Weight

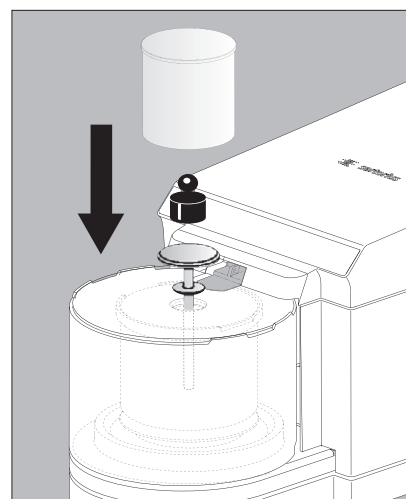
During operation, you can use a calibration weight to check whether the device is correctly adjusted.



An external calibration weight is required for this function. Please note the tolerance of the calibration weight being used.



Model MPS 6.6S



Model MPS 105S

- ▲
▼
(TARE)
- ▶ Open the closing slider using the up/down keys on the display and control unit.
 - ▶ Insert the supplied adapter into the pipetting vessel.
 - ▶ Make sure that the weighing plate is unloaded.
 - ▶ Press **TARE**, in order to tare the pipetting calibration system.
 - ▶ Place your calibration weight on the adapter.
 - ▶ Cover the calibration weight and adapter with device with the draft shield.
 - ▶ Once the measurement results display has stabilized, the results can be read.

9 User Management



You can configure the following settings in this menu:

- Creating new user profiles (only possible as administrator)
- Editing user profiles (modify, copy, delete, change, and delete passwords, depending on user rights)
- Activating users

User management includes users with different rights: the administrator and regular users.

The administrator can use all functions (except those in Service) and has all user rights. Only the administrator can create new user profiles and assign individual rights. There is only one administrator.

A user, on the other hand, cannot use all functions. Regular users have limited rights, which are defined in the user profile.

When the pipette calibration system is first delivered, there are no user profiles; all settings can be carried out. The first user profile that is created is automatically an administrator. This user can then create additional user profiles.



▶ Press the USER key ().

▶ The User Management menu opens and the selection of user profiles is displayed.



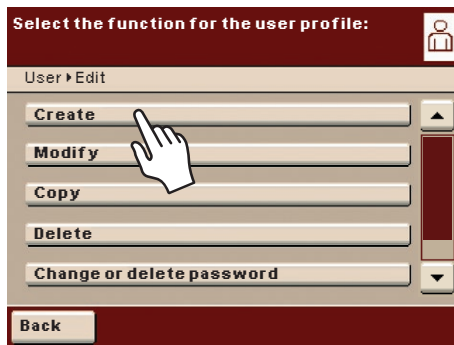
9.1 Creating User Profiles



This function can only be performed by the administrator.

The following settings can be made in the user profile and are only valid for that user:

- Language
- Display settings (colors, brightness)
- Volume and acoustic signal on/off
- User rights
- Password protection
- User name and description



- ▶ To create a new user profile, touch **Edit**.
- ▶ Touch **Create**.

The program now automatically guides you through the menu. Make your selections by touching the desired option, the program then takes you to the next prompt.

Or:

If the desired option is already selected (dark background), touch **Next** to go to the next prompt.

Even if more than one option can be selected, after making your selection touch **Next** to go to the next prompt.

Step 1: Setting the Language

Touch the desired language.



Steps 2 to 4: Setting the Color and Brightness of the Display

- ▶ To select the background color, touch the desired color. The standard Sartorius background color is **Black Berry** which is configured at the factory.
- ▶ The display changes to the color selection for the user field (see "Display in Operating Mode").
- ▶ Touch the desired color for the user field. The standard Sartorius user field color is **Black Berry**, which is already set as a default when the pipette calibration system is delivered.
- ▶ The display changes according to the brightness setting.
- ▶ To change the brightness of the display, touch the desired setting.



Step 5: Setting Acoustic Signals

If the signal is on, a short beep-tone is emitted each time a control element on the display is used.

- ▶ Select the desired volume.

Or:

- ▶ Touch **Off** to disable the acoustic signal.



Step 6: Assigning User Rights

► Define the user rights.
There is one administrator with all rights, users with modification rights for tasks, and users without modification rights for tasks. Besides this you can grant access rights for:

- Creating, copying, modifying, and deleting tasks
- Import data
- Modify calibration/adjustment parameters
- Modifying the weighing parameters of the pipette calibration system
- Creating, modifying, or deleting timer controlled actions
- Exporting data
- Displaying device information

The following modification rights derive from the respective setting for the application "Climate control:"

| Rights in the user profile | Effect on the application "Climate control" |
|-----------------------------|---|
| All rights (Administrator) | Perform general settings |
| No rights ("Standard User") | Can only use the Climate control application as configured. |

► To move to the next menu item, touch **Next**.

Step 7: Configuring Password Protection

If you protect a user profile by assigning it a password, this profile can be used only after the password has been activated.

- Select the corresponding option to define whether the user profile is password-protected or not.
- ▷ The password will be defined in the step after next.

Only the administrator can open the user profile without the password (for example, if the user forgets the password) and assign a different password. The administrator can remove the password protection so that a new password can be set, if desired.

If the administrator forgets the password:

- Please contact your Sartorius Service Center.

Step 8: Checking All Settings

- Use the scroll bar or press the down arrow to view all settings.
- To modify a setting, press the corresponding button. This opens a screen showing the options for that setting.
- If the settings are correct, touch **Next**.



Step 9: Defining the Password (If Password Protection Is Enabled)

- ▶ If you selected the option for password protection, you are now prompted to enter the desired password twice.
- ▶ Press the top button.
- ▶ Enter the desired password (min. 4 characters, max. 8 characters, only capital letters and numerals).
- ▶ Press the bottom button, and enter the password again.
- ▶ Touch **Next**.

Step 10: Entering User Name and Description

- ▶ To enter a name for the user profile, touch the button **User Profile Name**.
- ▶ The user name is shown on the top right of the display during operation as long as the respective user profile is active.
- ▶ Enter the user name (max. 40 characters) and touch **OK**.
- ▶ To enter a description of the user profile, touch the button **User Description**.
- ▶ The user description can be viewed at any time during operation by pressing the user info area on the display (see "User Interface").
- ▶ Enter the description and touch **OK**.
- ▶ To complete the process, touch **Save**.

- ▶ The program switches to user selection. The newly created user profile is placed at the end of the list.
- ▶ When you want to activate a new user, just touch the button with that user's name.
- ▶ The program switches to the operating mode and the selected user is activated.

Or:

- ▶ If you want to set up additional user profiles, touch **Edit** and repeat the steps described.

Or:

- ▶ When you want to switch to the operating mode without switching the user, touch **Start**.

9.2 Activating Users

Administrator
03/01/2016 14:45:33

()

In the operating mode, the active user is displayed in the user field in the upper right-hand corner of the display. To activate another user profile, you must open the User Management menu.

- ▶ Press the USER key ().

- ▶ The user selection is displayed. The current, active user can be recognized by the small arrow and the dark background.
- ▶ Touch the user you want to activate.

If a password has been set for this user:

- ▶ Enter the password and confirm the entry.
- ▶ The program switches back to operating mode with the selected user activated and displayed at the top right of the user field.


9.3 Editing User Profiles

The options which are available for editing user profiles depend on whether or not you have administrator rights. The following table shows who can carry out which changes to user profiles.

Accordingly, the displays shown in this section may differ from your screen because in this chapter, the administrator view is always shown here.

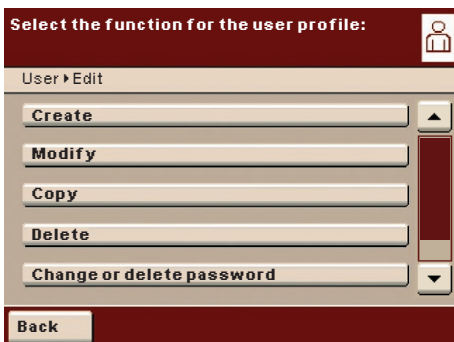
| Option | Administrator | User |
|---|-------------------------------------|-------------------------------------|
| Modifying your own profile | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Modifying other profiles | <input checked="" type="checkbox"/> | |
| Copying profiles | <input checked="" type="checkbox"/> | |
| Deleting profiles | <input checked="" type="checkbox"/> | |
| Changing or deleting your own password | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Changing or deleting other user passwords | <input checked="" type="checkbox"/> | |



- ▶ If you have not already done so, open the User Management menu by touching the USER () key.
- ▷ The user selection is displayed.
- ▶ In the user selection, touch **Edit**.



- ▷ The function selection is displayed.

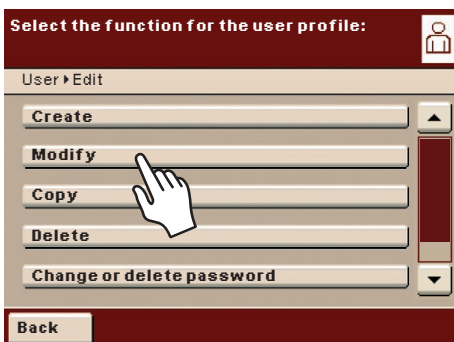


9.3.1 Modifying User Profiles

- ▶ Touch **Modify**.
- ▶ If you are an administrator, you must now select the profile that you want to change and touch **Next**.
- ▷ The overview of all settings for this profile is displayed. You can now select and change the parameters one by one.

Or:

- ▶ If you want to use the automatic user guide (step-by-step), touch **Wizard**. Now all setting options will be displayed one by one to be changed.
- ▶ Touch **Next**.
- ▶ If required, change the user name and description.
- ▶ Touch **Save**.
- ▷ The user profile has been changed. The display changes to the user selection.



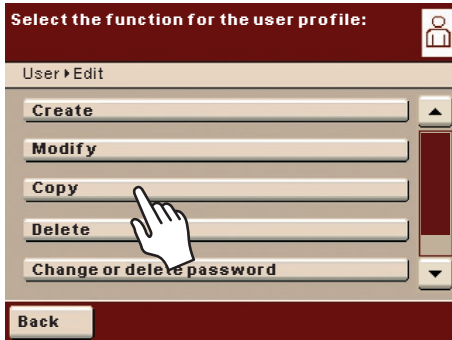
9.3.2 Copying User Profiles



This function can only be performed by the administrator.



When you copy a user profile with password protection, the password is not transferred to the copy, but is deleted instead!

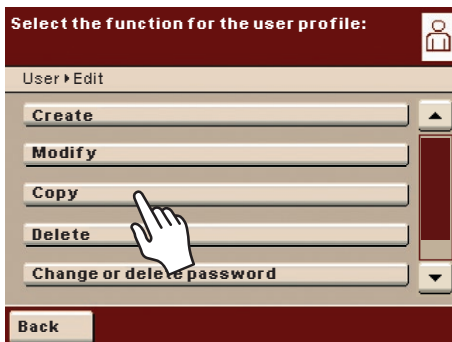


- ▶ Touch **Copy**.
- ▷ All available user profiles are displayed.
- ▶ Select the profile that you want to copy.
- ▶ Touch **Next**.
- ▶ Enter a new name and description for the copied user profile.
- ▶ Touch **Save**.
- ▷ The display switches over to the user selection, which now includes the new profile.

9.3.3 Deleting User Profiles



This function can only be performed by the administrator.



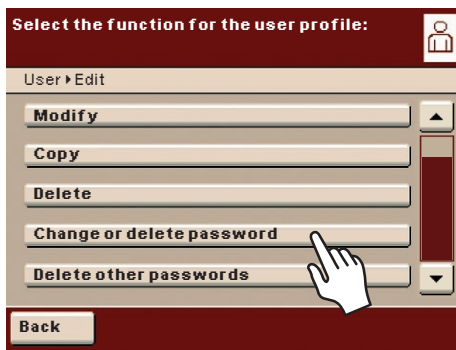
- ▶ Touch **Delete**.
- ▷ All available user profiles are displayed.
- ▶ Select the profiles that you want to delete and touch **Next**.

Or:

- ▶ If you want to delete all the user profiles, touch **All**.
- ▷ All profiles selected for deletion are displayed in a security prompt.
- ▶ If you still want to change the selection, touch **No** or confirm the deletion with **Yes**.

9.3.4 Changing or Deleting Your Own Password

- ▶ If you haven't already done so, activate your own user profile.
- ▶ In the user selection, touch **Edit**.
- ▶ Select **Change or delete own password**.
- ▶ If you want to change the password, touch **Yes**.
- ▶ Select both buttons in order and enter the new password twice.
- ▶ Touch **Next**.
- ▷ This takes you back to the user selection.

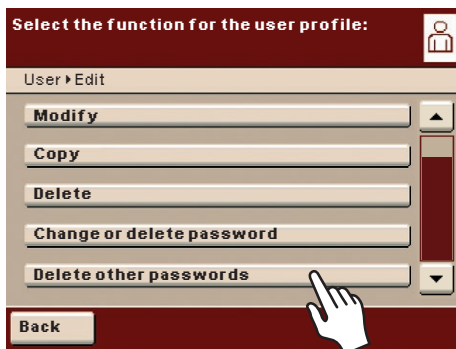


9.3.5 Deleting Other User Passwords



This function can only be performed by the administrator.

- ▶ Activate your own profile.
- ▶ In the user selection, touch **Edit**.
- ▶ Select **Delete other passwords**.
- ▷ An overview of all users with passwords is displayed.
- ▶ Select all users whose passwords you want to delete and then touch **Next**.
- Or:
- ▶ If you want to delete all the passwords, touch **All**.
- ▷ All users whose passwords you selected for deletion are displayed in a security prompt.
- ▶ If you still want to change the selection, touch **No**.
- Or:
- ▶ Confirm the deletion with **Yes**.
- ▷ This takes you back to the user selection.



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Sartorius reserves the right to make changes to the technology, features, specifications and design of the equipment without notice.

Masculine or feminine forms are used to facilitate legibility in these instructions and always simultaneously denote the other gender as well.

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07 | 2018