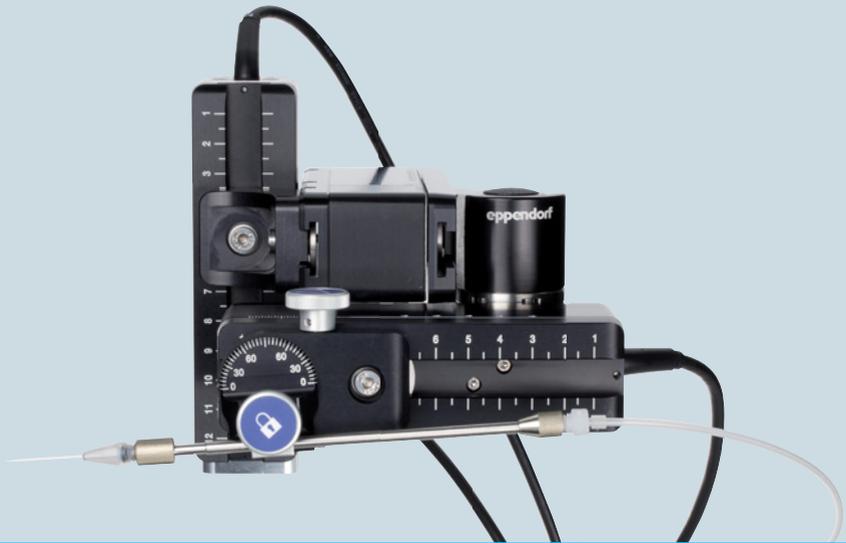


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# TransferMan<sup>®</sup> 4r

Operating manual

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## 1 Operating instructions

### 1.1 Using this manual

- ▶ Read this operating manual thoroughly before using the device for the first time. Also observe the instructions for use of the accessories.
- ▶ This operating manual is part of the product. It must always be kept easily accessible.
- ▶ Enclose this operating manual when transferring the device to third parties.
- ▶ You will find the current version of the operating manual for all available languages on our website at [www.eppendorf.com/manuals](http://www.eppendorf.com/manuals).

### 1.2 Danger symbols and danger levels

#### 1.2.1 Danger symbols

The safety instructions in this manual have the following danger symbols and danger levels:

	<b>Cuts</b>		<b>Electric shock</b>
	<b>Hazard point</b>		<b>Material damage</b>

#### 1.2.2 Danger levels

<b>DANGER</b>	<i>Will</i> lead to severe injuries or death.
<b>WARNING</b>	<i>May</i> lead to severe injuries or death.
<b>CAUTION</b>	May lead to light to moderate injuries.
<b>NOTICE</b>	May lead to material damage.

### 1.3 Symbols used

Depiction	Meaning
1.	Actions in the specified order
2.	
▶	Actions without a specified order
•	List
<i>Text</i>	Display text or software text
	Additional information

**2****Safety****2.1 Intended use**

The TransferMan 4r has been designed and manufactured for use in biological, chemical and physical research. It is used for the precise positioning of microcapillaries and similar tools as well as for the transfer of very small sample volumes.

The TransferMan 4r has been designed and manufactured for research use only.

The TransferMan 4r is intended exclusively for indoor use and for operation by qualified staff.

**2.2 Warnings for intended use**

---

**WARNING! Risk of injury due to flying capillaries and glass splinters.**

If exposed to high pressures, capillaries may detach themselves from the grip heads and become projectiles.

Capillaries can crack as a result of incorrect handling.

- ▶ Wear protective goggles.
  - ▶ Never aim capillaries at people.
  - ▶ Use capillaries with an outer diameter that matches the grip head specifications.
  - ▶ Always mount / dismount capillaries when they are depressurized.
  - ▶ Mount the capillary correctly in the grip head.
  - ▶ Do not touch the capillary with the Petri dish or other objects.
- 

**CAUTION! Risk of cuts from broken capillaries.**

Capillaries are made of glass. They are very sharp and fragile.

- ▶ Wear your personal protective equipment (PPE).
  - ▶ Always mount capillaries depressurized.
  - ▶ Never aim capillaries at people.
  - ▶ Handle the capillaries very carefully.
- 

**NOTICE! Mechanical damage to the motor modules.**

Excessive load leads to increment errors or destruction of the drive.

- ▶ Do not drive the modules against mechanical obstructions.
- ▶ Do not hold any objects near the modules.
- ▶ Load the motor module with a maximum of 200 g.



**NOTICE! Device malfunction**

Do not use mobile phones or other mobile communication equipment during operation.

- ▶ Keep at least a distance of 2 meters.



**WARNING! Damage to health due to infectious liquids and pathogenic germs.**

- ▶ When handling infectious liquids and pathogenic germs, observe the national regulations, the biological security level of your laboratory, the safety data sheets, and the manufacturer's application notes.
- ▶ Wear your personal protective equipment.
- ▶ Consult the "Laboratory Biosafety Manual" (source: World Health Organization, Laboratory Biosafety Manual, in its respective current valid version).

**2.3 Warning signs on the device**

Warning symbol	Meaning
	Warns of the risk of injury caused by capillary tips
	Warns of the danger of crushing on the motor module
	Warns of magnetic fields
	Read the operating manual

## **2.4 User profile**

The device and accessories may only be operated by trained and skilled personnel.

Before using the device, read the operating manual carefully and familiarize yourself with the device's mode of operation.

## **2.5 Information on product liability**

In the following cases, the designated protection of the device may be compromised. Liability for any resulting property damage or personal injury is then transferred to the operator:

- The device is not used in accordance with the operating manual.
- The device is used outside of its intended use.
- The device is used with accessories or consumables which are not recommended by Eppendorf.
- The device is maintained or repaired by individuals not authorized by Eppendorf.
- The user makes unauthorized changes to the device.

### 3 Product description

#### 3.1 Delivery package

Quantity	Description
1	X-module
1	Y-module
1	Z-module
1	YZ connector
1	Swivel joint
1	Angle head
1	Control board
1	Power cable
1	Cable sheathing
1	Operating manual
1	Short instructions
1	Unpacking instructions

#### 3.1.1 Tools

Quantity	Description
7	Allen key, 1.5 mm, 2 mm, 2.5 mm, 3 mm, 4 mm, 5 mm, 6 mm
1	Allen torque screwdriver, 3 mm
1	Allen screwdriver, 1.3 mm
1	Tool bag

#### 3.1.2 Accessories

Quantity	Description
1	Connecting cable for FemtoJet 4i/FemtoJet 4x
2	Positioning aid for capillary holder
1	Spare parts kit
1	Label

### 3.2 Features

The micromanipulator TransferMan 4r has been especially developed for work processes that require intuitive movement of the capillary.

The TransferMan 4r combines the classical benefits of a mechanical system with the benefits of an accurate electrically driven system.

The capillary is controlled by a joystick. The joystick has an inner (proportional) and an outer (dynamic) movement range. In the inner range, the joystick movement is transferred directly to the capillary. In the outer range, a greater forwards or backwards movement of the joystick results in an acceleration of the capillary movement. The movement ranges enable moving to any position in the working range of the micromanipulator.

Proportional movement is suitable for all working techniques that require intuitive, sensitive handling, e.g., intracytoplasmic sperm injection (ICSI) and the transfer of stem cells into blastocysts.

The software control provides predefined applications, freely programmable softkey functions, a freely programmable application and the storage of different positions in all space coordinates.

### 3.3 Product overview

The motor module is mounted on a special microscope adapter or on a free-standing tripod (magnetic). The control board is mechanically separated from the motor module.

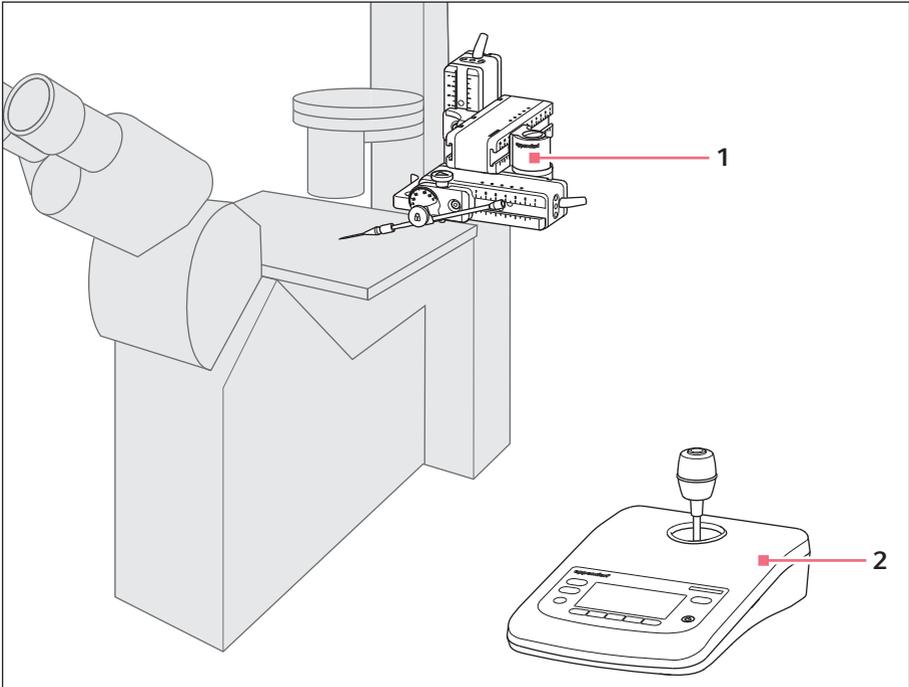


Fig. 3-1: TransferMan 4r – right side mounting

**1 Motor module**

**2 Control board**

**Product description**

TransferMan® 4r

English (EN)

**3.3.1 Motor module**

The motor module is made up of three modules. The capillary can be moved in all three spatial axes due to the layout of the modules. The X-module with the capillary can be swung out of the working range using the swivel joint. The injection angle of the capillary can be set to any angle on the angle head.

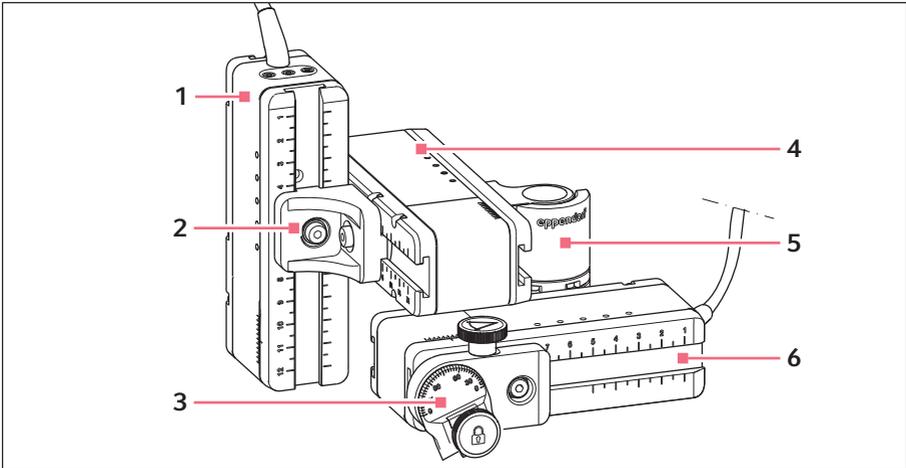


Fig. 3-2: Motor module – right side mounting

1 Z-module

2 YZ connector

3 Angle head

4 Y-module

5 Swivel joint

6 X-module

### 3.3.2 Microscope adapter

The motor module is mounted to a microscope adapter. A special microscope adapter is available for each microscope type. The microscope adapters are either mounted horizontally or vertically.

**i** The microscope adapter is not included in the delivery package.

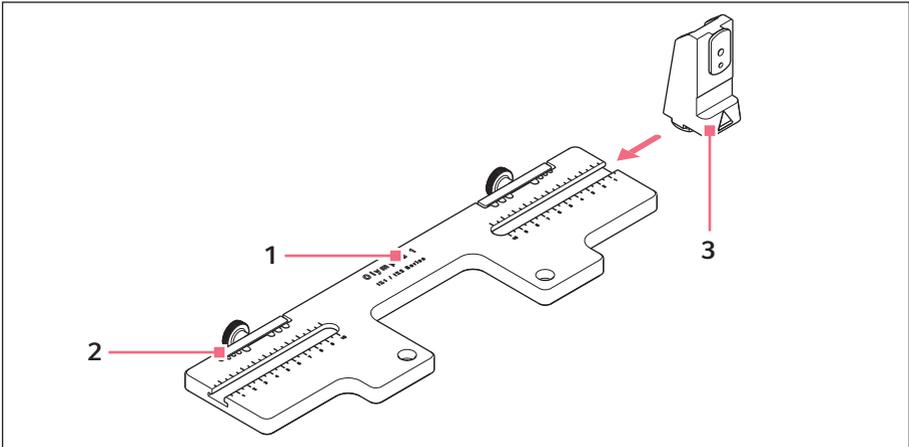


Fig. 3-3: Microscope adapter for horizontal mounting – example: Olympus 1

- |          |   |          |  |
|----------|---|----------|--|
| <b>1</b> | <b>Designation with identification of the microscope type</b> | <b>3</b> | <b>Z-module holder</b>                       |
| <b>2</b> | <b>Cable conduit</b>  |          | For horizontally mounted microscope adapters |

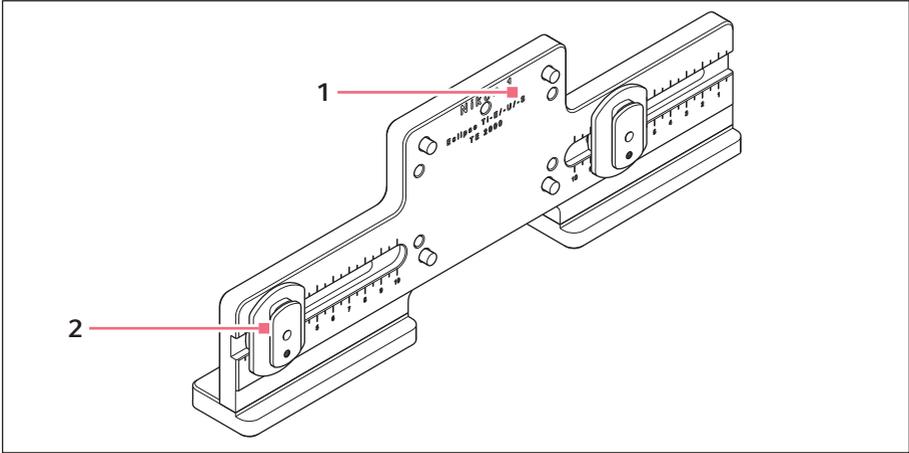


Fig. 3-4: Microscope adapter for vertical mounting – example: Nikon 1

- 1 Designation with identification of the microscope type**
- 2 Z-slider**  
For vertically mounted microscope adapters

### 3.3.3 Control board

The control board contains the key pad, the display and the joystick, and, to the side, the selection dial. The direction of movement and the speed of the joystick are transferred to the capillary. The responsivity of the movement and the size of the working range are predefined in the software setting. On the control panel, the working range can be selected and individually changed using the selection dial.

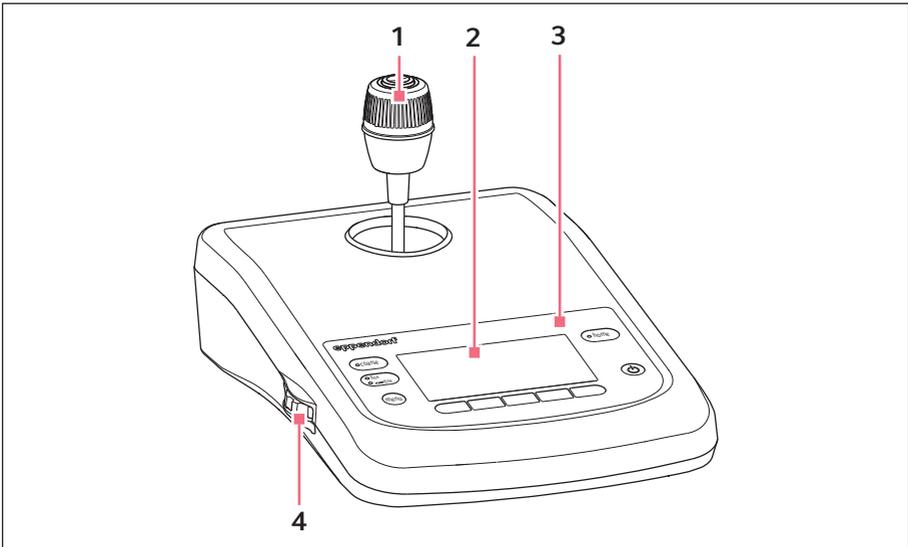


Fig. 3-5: Control board – front

- |  |   |
|--|---|
| <b>1 Joystick</b><br>Proportional and dynamic movement | <b>3 Control panel</b>  |
| <b>2 Display</b>                                       | <b>4 Selection dial</b><br>For increasing or reducing the working range |

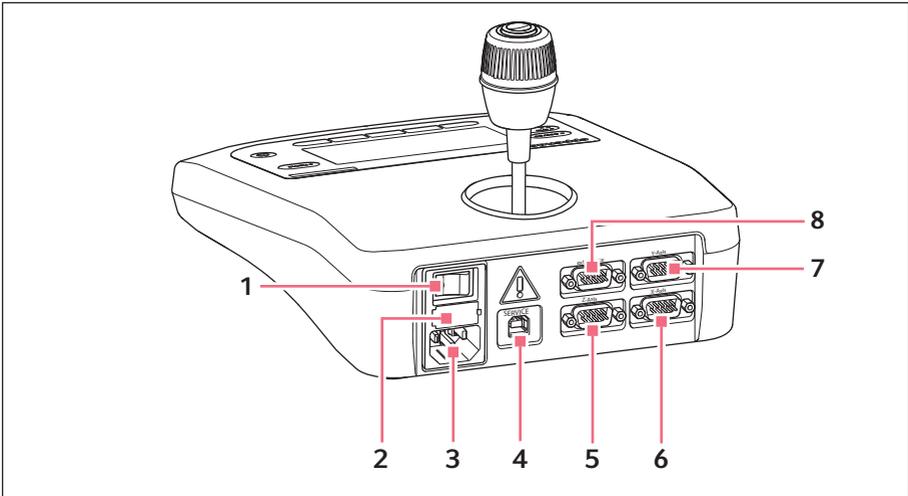


Fig. 3-6: Control board – rear

- |  |   |
|--|---|
| <p><b>1 Mains/power switch On/Off</b></p> <p><b>2 Micro fuse</b></p> <p><b>3 Mains/power connection</b></p> <p><b>4 Service connection</b></p> | <p><b>5 Connection for a Z-module</b></p> <p><b>6 Connection for an X-module</b></p> <p><b>7 Connection for a Y-module</b></p> <p><b>8 Connection for an external device</b><br/>Foot control, FemtoJet, FemtoJet<br/>express or PiezoXpert</p> |
|--|---|

### 3.3.4 Tools

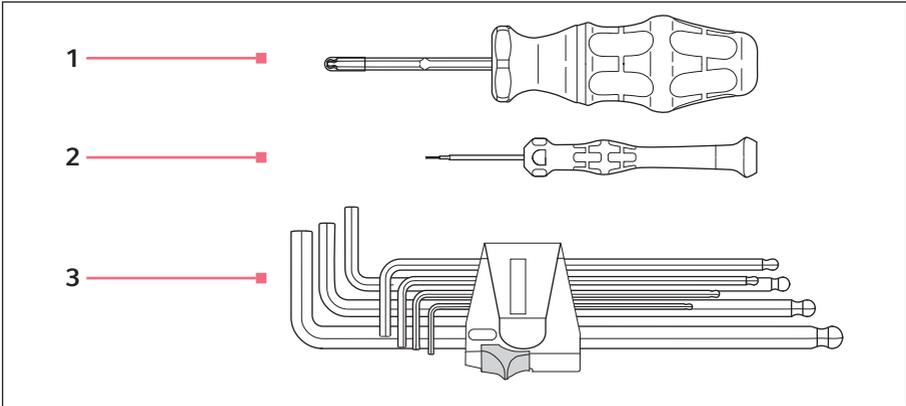


Fig. 3-7: Tools

**1 Allen torque screwdriver**

3 mm

**2 Allen screwdriver**

1.3 mm

**3 Allen key**

1.5 mm, 2 mm, 2.5 mm, 3 mm, 4 mm,  
5 mm, 6 mm

### 3.4 Control panel

With the keys on the control panel you can switch on the control board and select the size of the working range. The softkeys are used to open applications, execute functions, navigate the menu and set parameters.

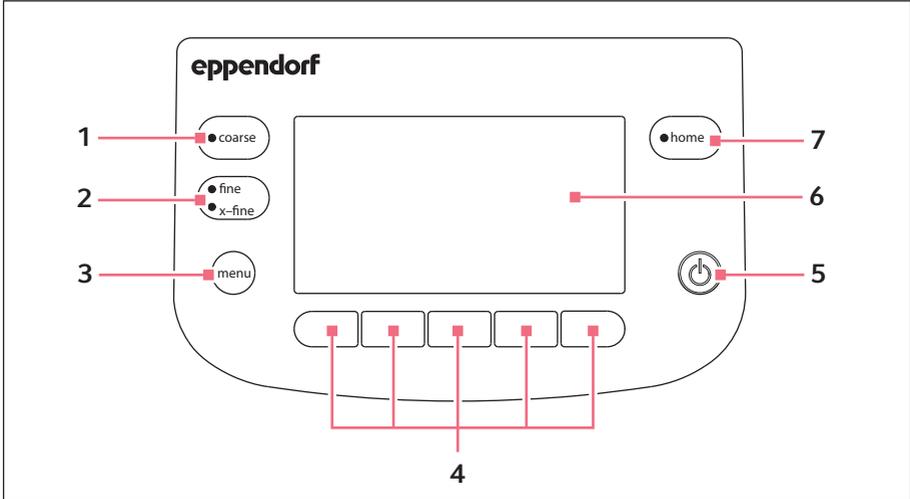


Fig. 3-8: Control panel

- |   |   |
|---|---|
| <p><b>1 coarse key</b><br/>Sets the large working range</p> <p><b>2 fine/x-fine key</b><br/>Sets the medium or small working range</p> <p><b>3 menu key</b><br/>Opens the menu</p> <p><b>4 Softkeys 1 – 5</b><br/>Select an application, trigger a function, navigate or set parameter values</p> | <p><b>5 standby key</b><br/>Switches the control board on or off or cancels automatic movements</p> <p><b>6 Display</b><br/>Displays the software</p> <p><b>7 home key</b><br/>Moves the capillary out of the working range to a defined position</p> |
|---|---|

### 3.5 Joystick

The joystick moves the capillary in all three spatial axes. The joystick movement is transferred directly to the capillary in the proportional range. In the dynamic range, the movement of the capillary is accelerated the further the joystick is moved forwards and backwards.

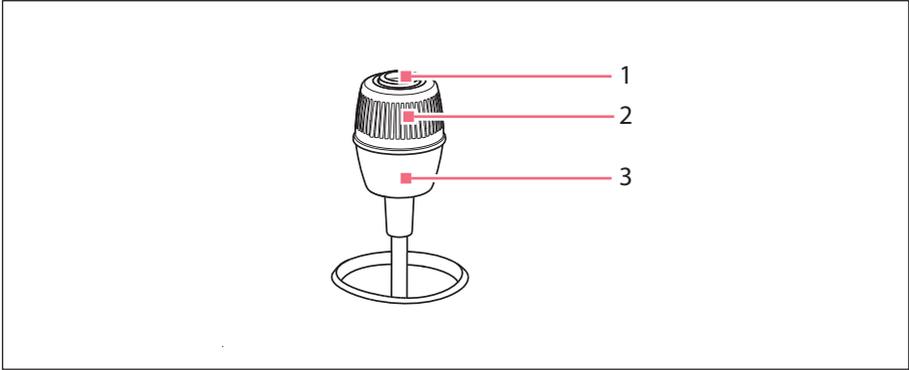


Fig. 3-9: Joystick

**1 Joystick key**

**2 Swivel**

Controls movements in the Z-axis

**3 Lower part**

Controls movements in the X and Y-axis

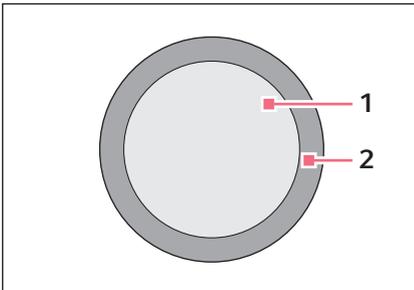


Fig. 3-10: Movement ranges of the joystick

**1 Proportional range**

**2 Dynamic range**

### 3.5.1 Proportional range

In the proportional range, the capillary will move as quickly or slowly as the joystick is moved. The travel of the capillary is also proportional to the distance that the joystick has been moved forwards and backwards. The movement of the capillary will stop as soon as the joystick is no longer moved or when the position is reached at which the joystick was stopped. There is a noticeable stop on the outer limit of the proportional range. This stop is in a narrow zone in which moving the joystick sideways does not result in any further movement of the capillary.

The size of the proportional range depends on the working range selected.

### 3.5.2 Dynamic range

After the stop, the dynamic range of the joystick begins: When the joystick is moved against the spring-loaded stop, the capillary starts moving in the direction of the joystick movement. The movement stops when the joystick is released and it drops back into the zone due to the spring force of the stop. The speed of the capillary in the dynamic range is increased dynamically by a stronger pressure against the stop.

The size of the dynamic range is limited by the movement range of the modules (X and Y).

### 3.5.3 Direction of movement of the joystick

The joystick can be moved along the horizontal plane. This controls the motors of the X-module and the Y-module. The joystick can be moved in one axis at a time or in a combination of axes.

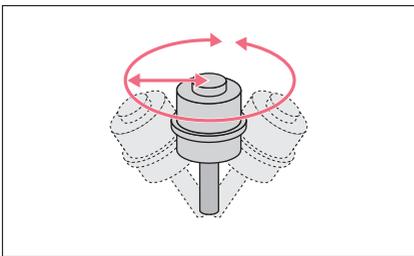


Fig. 3-11: Movement in the X and Y-axis

- Move the capillary in the horizontal direction (X and Y-axis).

### 3.5.4 Direction of movement of the rotating wheel

The rotating wheel on the joystick moves the motor module in the vertical axis. This activates the motor of the Z-module.

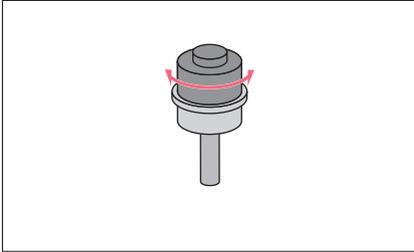


Fig. 3-12: Movement in the Z-axis

- ▶ Move the capillary in the vertical direction (Z-axis).

### 3.5.5 Joystick key functions

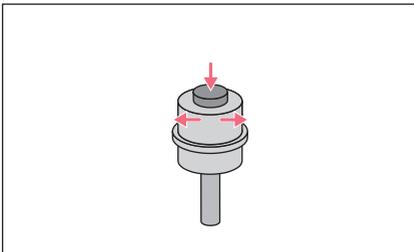


Fig. 3-13: No movement of the capillary

- ▶ Uncouple the joystick from the motor module.
- ▶ Trigger functions (e.g., switch between saved positions).

### 3.6 Working range

There are three working ranges within the movement range of the joystick. For each working range, a radius with a resulting speed ratio is preset. The radius can be set using the selection dial on the control board and in the *Speed* menu.

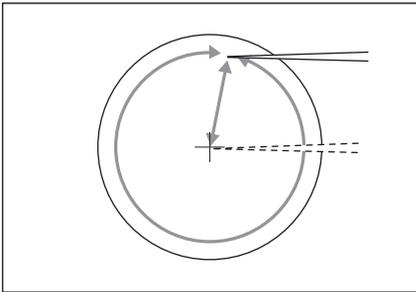
#### Working ranges:

- *coarse* – for a large working range
- *fine* – for a medium working range
- *x-fine* – for a small working range

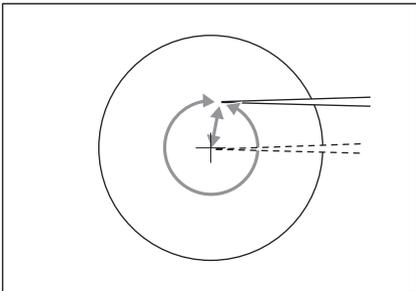
**Product description**

TransferMan® 4r

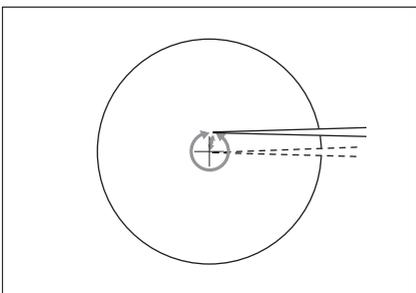
English (EN)

Fig. 3-14: Large working range – *coarse*

- ▶ Move capillary over a large distance.
- ▶ Position capillary roughly and quickly.

Fig. 3-15: Medium working range – *fine*

- ▶ Move capillary over a medium distance.
- ▶ Position capillary precisely.

Fig. 3-16: Small working range – *x-fine*

- ▶ Move capillary over a very short distance.
- ▶ Position capillary very precisely and slowly.
- ▶ Active for *x-fine* working range larger than 0.

### 3.7 Resulting speed

In the inner (proportional) range, the speed of the capillary is dependent on the speed at which the joystick is moved forwards and backwards and the size of the set working range. If the joystick is moved forwards and backwards at the same speed with, e.g., the setting *fine* or *coarse*, the resulting speed with the smaller *fine* working range is less than with the larger *coarse* range.

The speed of the outer (dynamic) range is coupled to the selected working range. The coupling factor (*Dyn-factor*) can be changed and adjusted in the *Installation* menu. Since the speed results from the working range, the settings for Coarse fine and x-fine can be adjusted in the *Speed* menu.

## 4 Installation

### 4.1 Preparing installation

---



#### **NOTICE! Damage to the control board as a result of incorrect handling.**

- ▶ Grasp the control board on the housing.
  - ▶ Do not lift the control board using the joystick.
  - ▶ Never place the control board on the joystick.
- 



Keep the packaging and the transport securing devices for later transport or storage.



Do not operate the device if there is visible damage to the device itself and/or to its packaging.

1. Check the packaging for damage.
2. Carefully remove the motor module and the control board from the packaging.
3. Check that everything is included in the delivery.
4. Check the modules, the control board and the accessories for damage.

#### **4.1.1 If there is any damage, make a claim**

- ▶ Contact customer service.

#### **4.1.2 Delivery incomplete**

- ▶ Contact customer service.

#### **4.1.3 Microscope adapter assembly**

The microscope adapter is not included in the scope of delivery and must be ordered separately.

- ▶ Assemble the microscope adapter in accordance with the assembly instructions for the microscope adapter.

## 4.2 Selecting the location

Select the device location according to the following criteria:

- Suitable mains/power connection in accordance with the name plate.
- A bench with a horizontal and even work surface which is designed to support the weight of the devices.
- A mat or table that is cushioned against vibrations.
- The location is protected from direct sunlight and drafts.



The mains/power switch and cutting unit of the mains/power line must be easily accessible during operation (e.g., residual current circuit breaker).

### 4.3 Mounting overview

#### 4.3.1 Mounting with horizontal microscope adapter

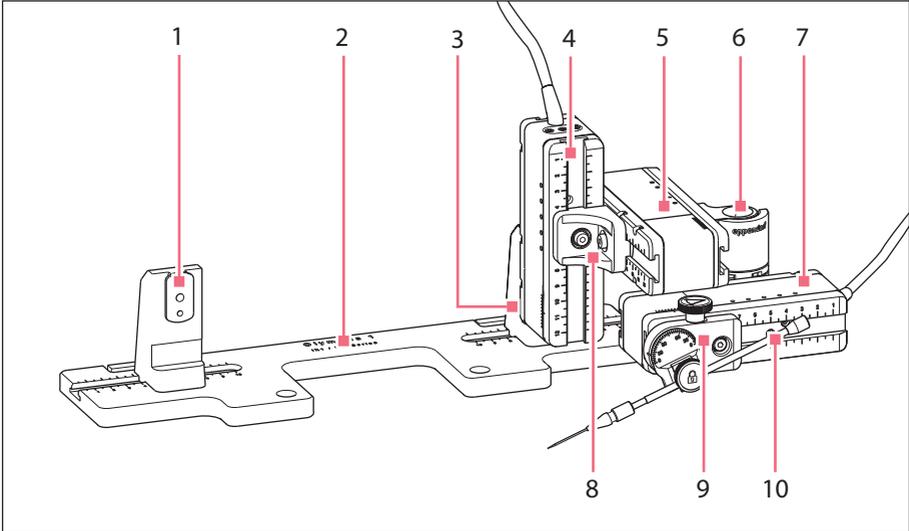


Fig. 4-1: Overview for right side mounting

- |  |  |
|--|--|
| <p><b>1 Z-module holder</b><br/>Position for left side mounting</p> <p><b>2 Designation of the microscope adapter</b></p> <p><b>3 Z-module holder</b><br/>Position for right side mounting</p> <p><b>4 Z-module</b></p> <p><b>5 Y-module</b></p> | <p><b>6 Swivel joint</b></p> <p><b>7 X-module</b></p> <p><b>8 YZ connector</b></p> <p><b>9 Angle head</b></p> <p><b>10 Capillary holder 4</b><br/>(not included in the delivery package)</p> |
|--|--|

### 4.3.2 Mounting with vertical microscope adapter

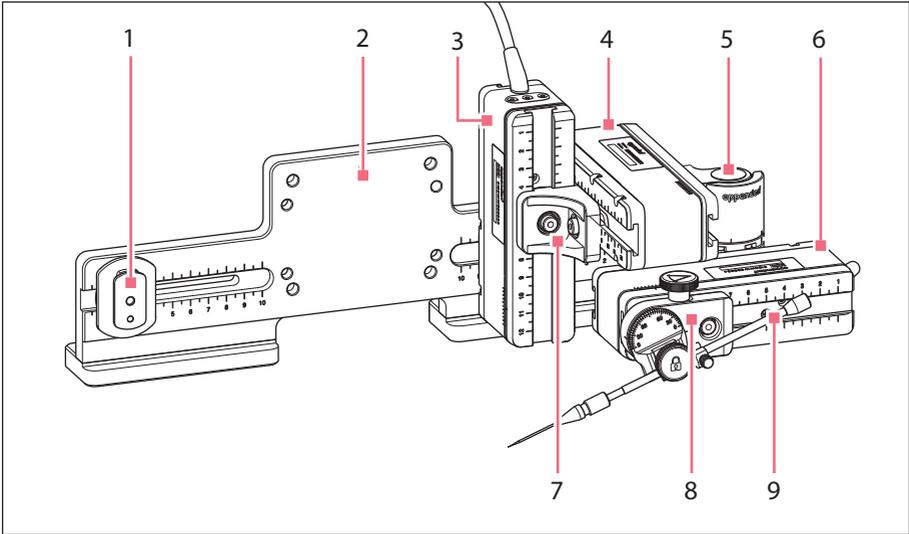


Fig. 4-2: Overview for right side mounting

- |  |   |
|--|---|
| <b>1 Z-slider</b>                              | <b>6 X-module</b>   |
| <b>2 Designation of the microscope adapter</b> | <b>7 YZ connector</b>   |
| <b>3 Z-module</b>                              | <b>8 Angle head</b>   |
| <b>4 Y-module</b>                              | <b>9 Capillary holder 4</b><br>(not included in the delivery package) |
| <b>5 Swivel joint</b>                          |   |

### 4.3.3 Module (X, Y, Z)

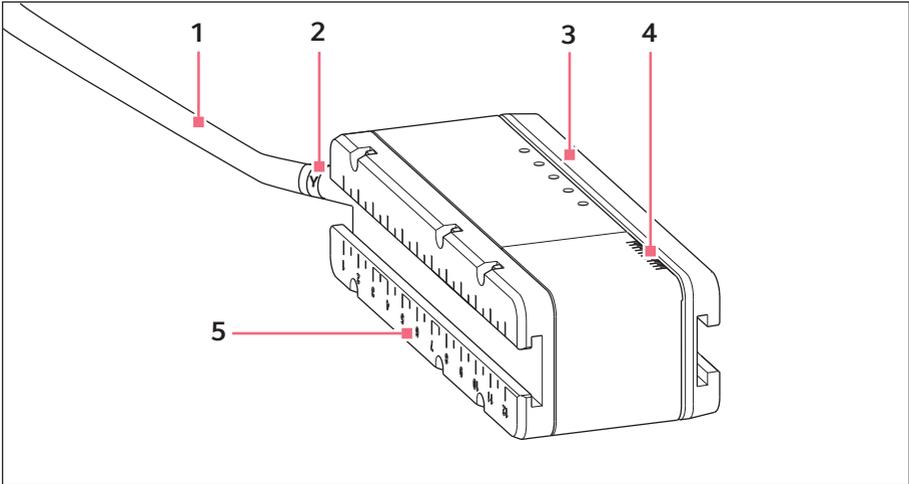


Fig. 4-3: Y-module (example)

- |                                |  |
|--------------------------------|--|
| <b>1 Cable</b>                 | <b>4 Scale</b><br>Movement range of the rail |
| <b>2 Module identification</b> | <b>5 Fixed rail</b>                          |
| <b>3 Movable rail</b>          |  |

#### 4.3.4 Z-module holder – horizontal microscope adapter

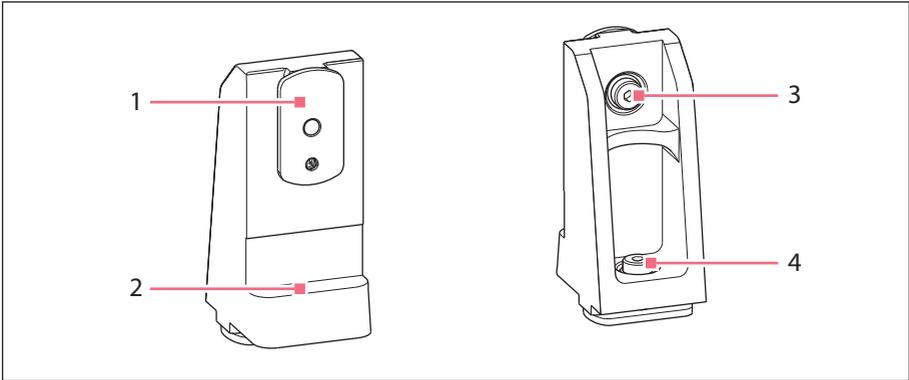


Fig. 4-4: Z-module holder, front and back

- |   |   |
|---|---|
| <p><b>1 Slider</b></p> <p><b>2 Stop angle</b></p> | <p><b>3 Screw</b><br/>Attach Z-module</p> <p><b>4 Screw</b><br/>Attach Z-module holder to the adapter</p> |
|---|---|

#### 4.3.5 Slider

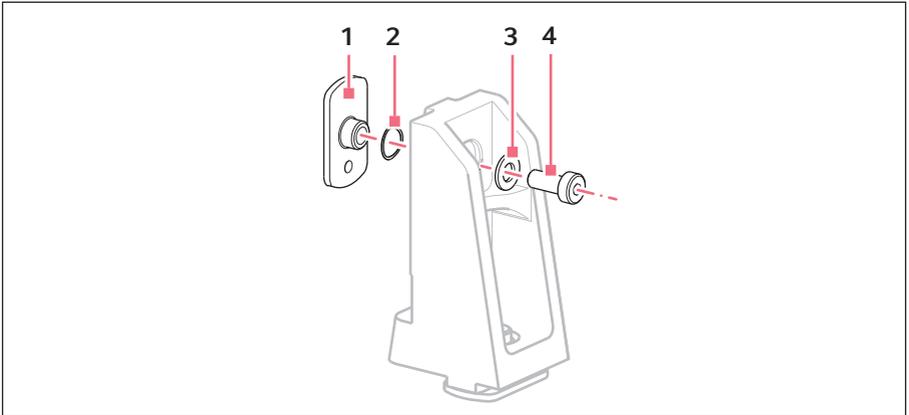


Fig. 4-5: Slider – position of the washers on the Z-module holder as an example

- |  |   |
|--|---|
| <p><b>1 Slider</b></p> <p><b>2 Lock washer</b></p> | <p><b>3 Flat washer</b></p> <p><b>4 Screw</b></p> |
|--|---|

### 4.3.6 Z-slider – vertical microscope adapter

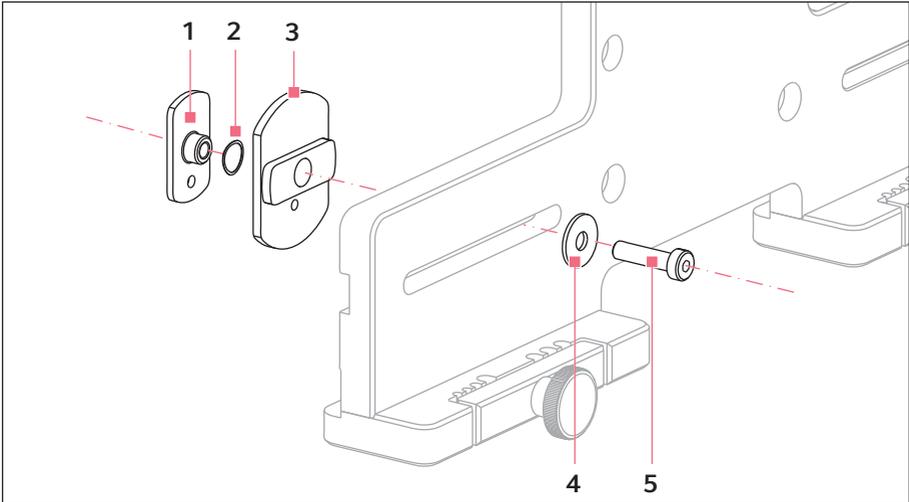


Fig. 4-6: Z-slider – position of the washers on the vertical adapter as an example

- |               |               |
|---------------|---------------|
| 1 Slider      | 4 Flat washer |
| 2 Lock washer | 5 Screw       |
| 3 Z-slider    |               |

### 4.3.7 Angle head

The angle head is supplied ready for right side mounting. For left side mounting, the position of the knurled screw has to be changed and the holder for the capillary holder has to be turned accordingly.

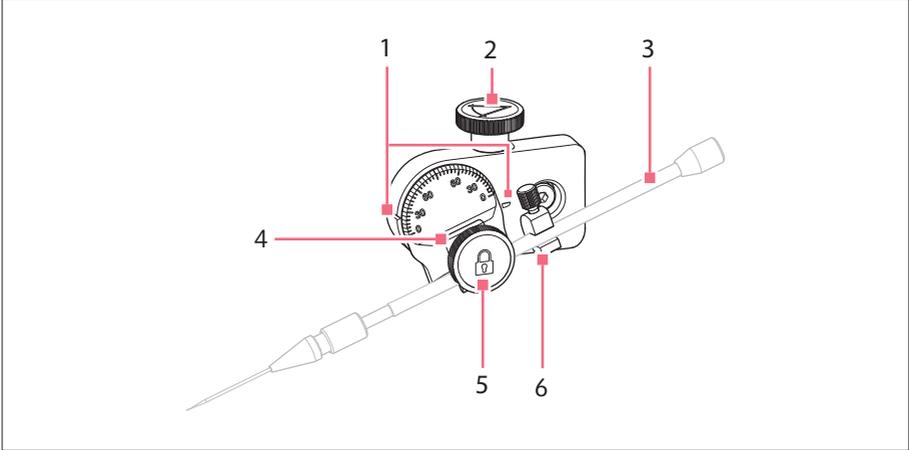


Fig. 4-7: Angle head with inserted capillary holder 4

- |   |   |
|---|---|
| <b>1 Identification</b><br>For setting the angle                      | <b>4 Holder for capillary holder</b>                        |
| <b>2 Knurled screw</b><br>For setting the injection angle             | <b>5 Knurled screw</b><br>For securing the capillary holder |
| <b>3 Capillary holder 4</b><br>(not included in the delivery package) | <b>6 Positioning aid</b>                                    |

### 4.3.8 Swivel joint

The swivel is supplied ready for right side mounting. For mounting on the left-hand side, the swivel joint must be modified.

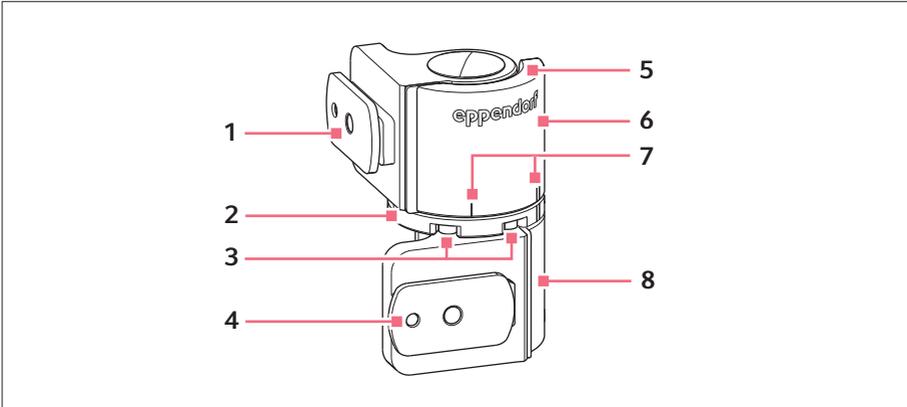


Fig. 4-8: Swivel joint for right side mounting of the motor module

- |                             |  |
|-----------------------------|--|
| <b>1 Slider</b><br>Y-module | <b>5 Stop plate</b>  |
| <b>2 Turntable</b>          | <b>6 Upper joint</b>   |
| <b>3 Allen screws</b>       | <b>7 Mounting mark</b><br>  stands for left side mounting<br>   stands for right side mounting |
| <b>4 Slider</b><br>X-module | <b>8 Lower joint</b>   |

### 4.4 Mounting the motor module

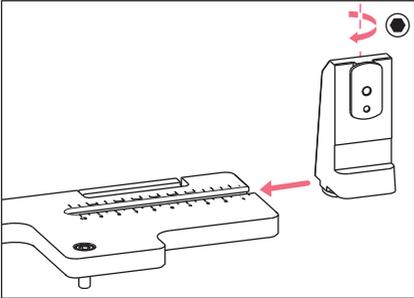
The motor module can be mounted on the right-hand or left-hand side of the microscope adapter. The following describes mounting on the right-hand side. For mounting on the left-hand side, the swivel joint and the angle head must be modified.

- i** The motor module is mounted as standard on an inverse microscope. It can also be mounted on a universal stand. Mounting on a universal stand is described in the corresponding manual.

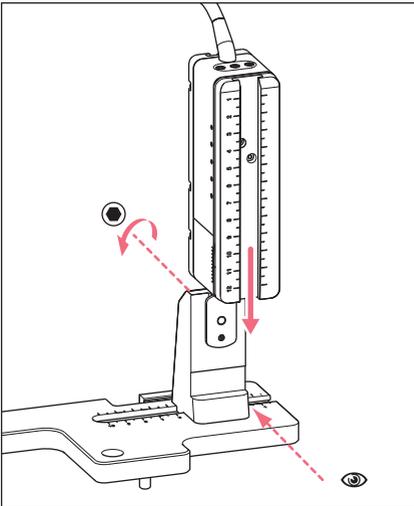
#### 4.4.1 Mounting the Z-module – horizontal microscope adapter

##### Prerequisites

- Horizontally mounted microscope adapter
- Installation manual for the microscope adapter
- Allen torque screwdriver, 3 mm



1. Slide the Z-module holder onto the microscope adapter.

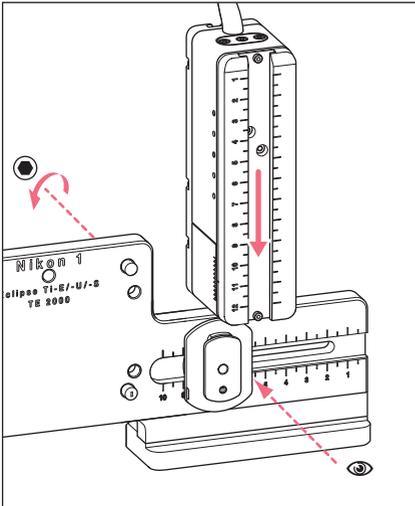


2. Push the fixed rail onto the Z-module holder until it reaches the stop angle and tighten the screw.  
The connecting cable must point to the rear.
3. Take the setting position for the Z-module holder from table column **1** (installation manual for the microscope adapter).
4. Slide the Z-module holder with the Z-module into its setting position and tighten the screw.

#### 4.4.2 Mounting the Z-module – vertical microscope adapter

##### Prerequisites

- Vertically mounted microscope adapter
- Installation manual for the microscope adapter
- Allen torque screwdriver, 3 mm

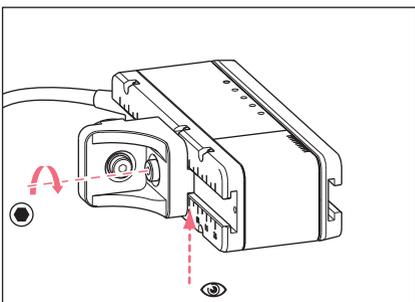


1. Slide the Z-module onto the Z-slider and tighten the screw slightly.
2. Take the setting position for the Z-module from table column 1 (installation manual for the microscope adapter).
3. Slide the Z-module into its setting position and tighten the screw.

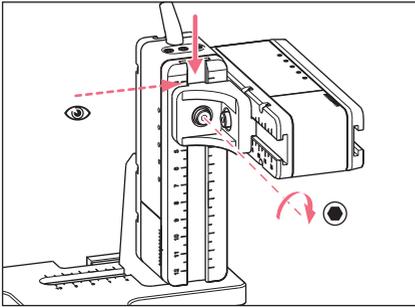
#### 4.4.3 Mounting the Y-module

##### Prerequisites

- Installation manual for the microscope adapter
- Allen torque screwdriver, 3 mm



1. Undo the screw on the YZ connector.
2. Take the setting position from table column 3 (installation manual for the microscope adapter).
3. Set the position on the front edge of the YZ connector.
4. Tighten the screw on the YZ connector.



5. Take the setting position from table column **4** (installation manual for the microscope adapter).
6. Push the YZ connector with the Y-module onto the Z-module and hold it in position.
7. Set the position on the upper edge of the YZ connector.
8. Tighten the screw on the YZ connector.

#### 4.4.4 Mounting the X-module

##### Prerequisites

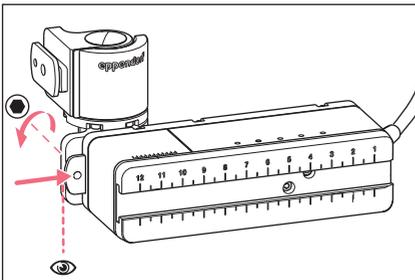
- Installation manual for the microscope adapter
- Allen torque screwdriver, 3 mm



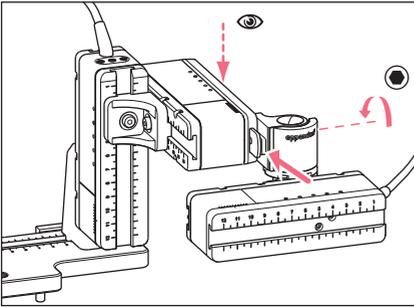
#### **WARNING! Danger due to strong magnetic field**

Magnetic fields may affect pacemakers and defibrillators. Pacemakers may be reset.

- ▶ Keep a distance of at least 10 cm from the magnet.
- ▶ In particular, be sure to keep the safety distance during installation.



1. Push the swivel joint onto the fixed rail of the X-module.  
 The **ependorf** labeling must be readable.
2. Take the setting position from table column **6** (installation manual for the microscope adapter).
3. Set the position on the left edge of the swivel joint.
4. Tighten the screw on the swivel joint.

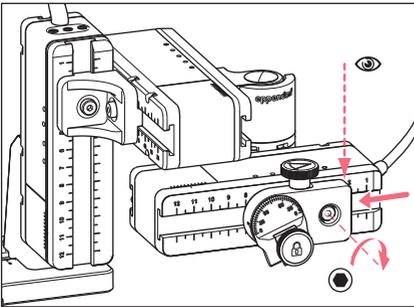


5. Take the setting position from table column **5** (installation manual for the microscope adapter).
6. Push the swivel joint with the X-module onto the Y-module.
7. Set the position on the rear edge of the swivel joint.
8. Tighten the screw on the swivel joint.

#### 4.4.5 Mounting the angle head

##### Prerequisites

- Installation manual for the microscope adapter
- Allen torque screwdriver, 3 mm



1. Push the angle head onto the X-module.
2. Take the setting position from table column **7** (installation manual for the microscope adapter).
3. Set the position on the right edge of the angle head.
4. Tighten the screw on the angle head.

#### 4.5 Inserting o-rings in the grip head

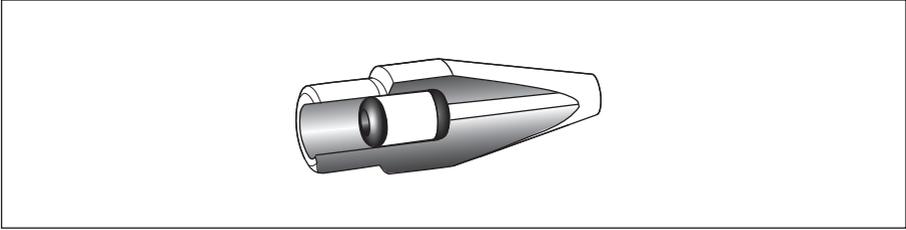
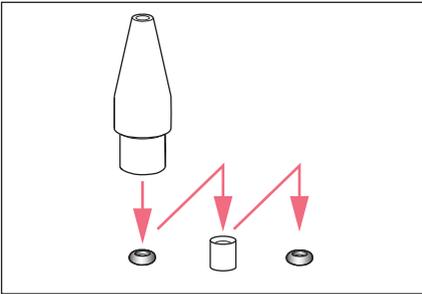


Fig. 4-9: Cross-section of the grip head with correctly inserted o-rings and distancing sleeve

##### Prerequisites

- The o-rings and the distancing sleeve are clean and free of damage.
- The grip head is clean and free of damage.
- A flat and clean surface is available.

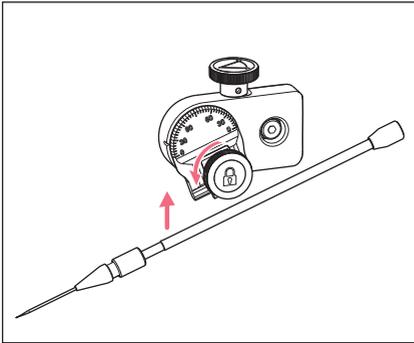


1. Place the o-rings and the distancing sleeve on a flat surface.
2. Press the grip head vertically onto the first o-ring and push it into the grip head with the capillary holder.
3. Press the grip head vertically onto the distancing sleeve and push it into the grip head with the capillary holder.
4. Press the grip head vertically onto the second o-ring and push it into the grip head with the capillary holder.

#### 4.6 Inserting the capillary holder into the angle head

##### Prerequisites

- Capillary holder 4 from Eppendorf is prepared.
- Capillary holder (diameter: 4 mm) from another manufacturer is prepared.
- The O-rings are inserted in the grip head.



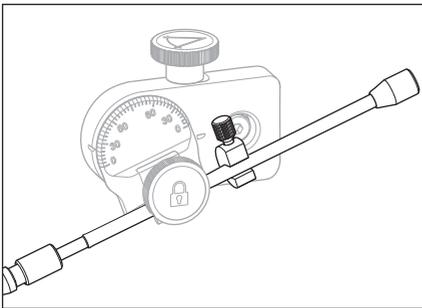
1. Loosen the knurled screw on the angle head.
2. Insert the capillary holder into the clamp.
3. Align the capillary holder in such a way that the capillary tip is located approx. 20 mm above and approx. 20 mm from the outside of the operating point.

#### 4.6.1 Attaching the positioning aid

Prerequisites

- The positioning aid is prepared.
- The capillary holder is inserted in the angle head.

The positioning aid can be attached to the capillary holder to quickly clamp it in the same position.



1. Place the positioning aid on the capillary holder and tighten.
2. Tighten the knurled screw.

## 4.7 Inserting the capillary

---



**WARNING! Risk of injury due to flying capillaries and glass splinters.**

If exposed to high pressures, capillaries may detach themselves from the grip heads and become projectiles.

Capillaries can crack as a result of incorrect handling.

- ▶ Wear protective goggles.
  - ▶ Never aim capillaries at people.
  - ▶ Use capillaries with an outer diameter that matches the grip head specifications.
  - ▶ Always mount / dismount capillaries when they are depressurized.
  - ▶ Mount the capillary correctly in the grip head.
  - ▶ Do not touch the capillary with the Petri dish or other objects.
- 



**NOTICE! Mechanical damage to the motor modules.**

Excessive load leads to increment errors or destruction of the drive.

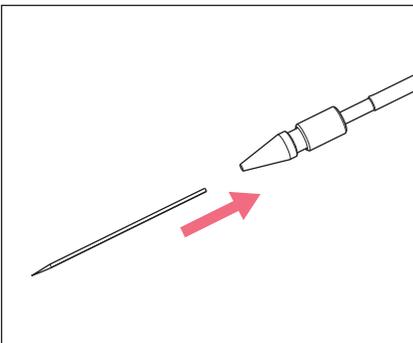
- ▶ Do not drive the modules against mechanical obstructions.
  - ▶ Do not hold any objects near the modules.
  - ▶ Load the motor module with a maximum of 200 g.
- 



**Standard capillary:** Only use the grip head 4, size 0, with capillaries with an outer diameter of 1.0 mm to 1.1 mm. If you would like to use other capillaries, order the matching gear head.

### Prerequisites

- The O-rings are inserted in the grip head.



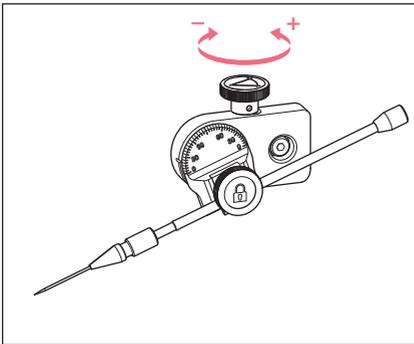
1. Push the capillary into the grip head until it reaches the stop and tighten the grip head.

#### 4.8 Inserting Femtotips

Prerequisites

- Capillary holder 4 is prepared.
  - Adapter for Femtotips is prepared.
1. Remove the grip head.
  2. Screw the adapter for Femtotips into the capillary holder.
  3. Screw the Femtotip into the adapter and tighten.

#### 4.9 Setting the injection angle



1. Turn the knurled screw to set the injection angle.

#### 4.10 Aligning the motor module

To be able to use the full movement range of the modules, the modules should be aligned centrally.

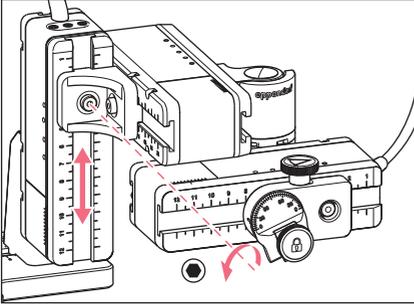


The exact position values to adjust the modules to the microscope can be found in the installation instructions of the respective adapter for microscope.

Position holder	Angle	1 [cm]	2 [cm]	3 [cm]	4 [cm]	5 [cm]	6 [cm]	7 [cm]
Down	10°	6.5	7.0	4.2	9.2	6.0	6.8	9.0
Top	25°	6.5	7.0	5.2	9.2	6.0	6.8	9.0
Top	35°	6.5	7.0	4.1	9.2	6.0	6.3	9.0
Top	45°	6.5	7.0	2.4	9.2	6.0	5.5	9.0

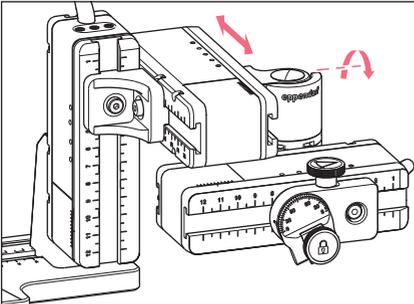
Fig. 4-10: Sample table from the installation manual for the Olympus 1 microscope adapter

#### 4.10.1 Aligning the height



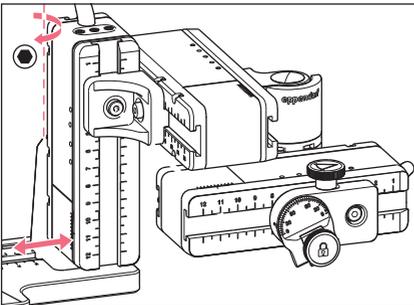
1. Undo the screw on the Z connector.
2. Align the Y-module on the scale of the Z-module.
3. Tighten the screw to the set torque.

#### 4.10.2 Aligning the depth



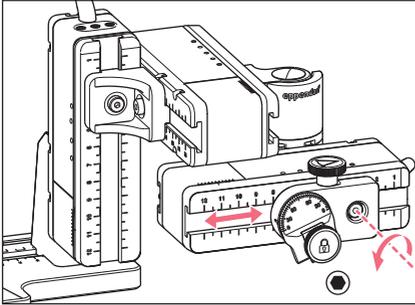
1. Undo the screw on the swivel joint.
2. Align the X-module on the scale of the Y-module.
3. Tighten the screw to the set torque.

#### 4.10.3 Aligning the width



1. Undo the screw on the Z-module holder.
2. Align the Z-module on the scale of the microscope adapter.
3. Tighten the screw to the set torque.

#### 4.10.4 Aligning the angle head



1. Undo the screw on the angle head.
2. Align the angle head on the scale of the X-module.
3. Tighten the screw to the set torque.

#### 4.11 Entering mounting parameters

To facilitate easy remounting, the mounting parameters can be recorded.

- ▶ Enter the mounting parameters in the tables.

##### 4.11.1 Microscope and adapter

Name	Type
Microscope	
Adapter	
Attachment side of the motor module	

### 4.11.2 Motor module – horizontal microscope adapter

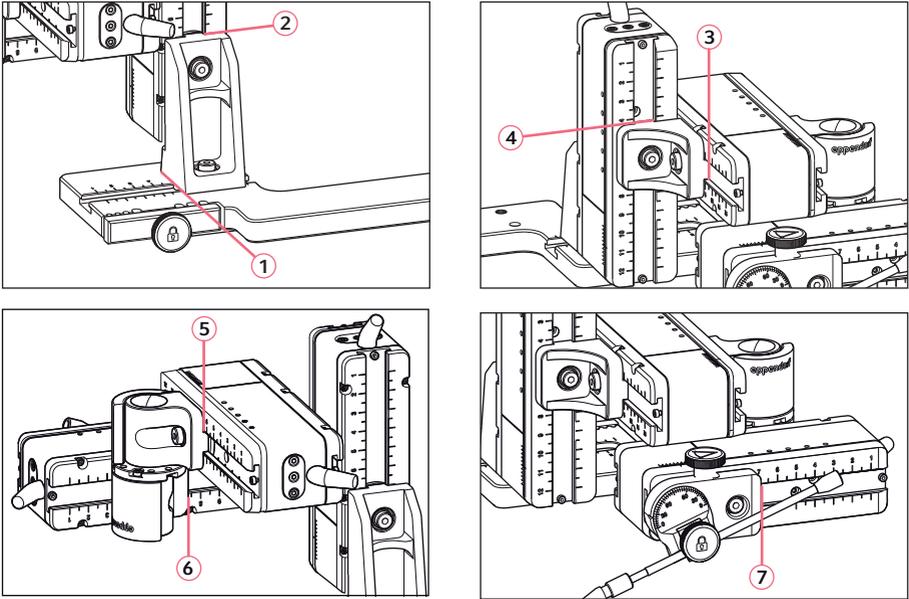


Fig. 4-11: Reading positions of the mounting parameters

### 4.11.3 Motor module – vertical microscope adapter

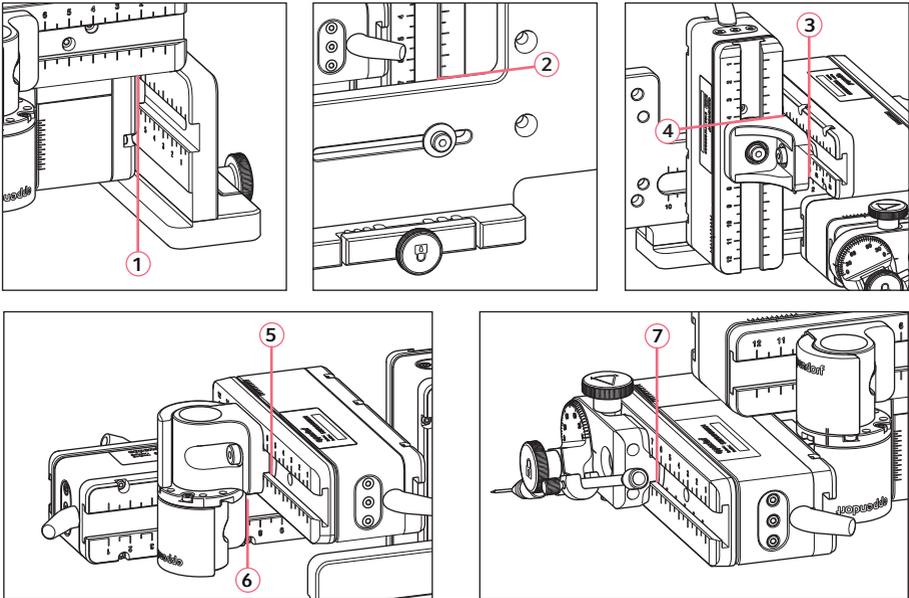


Fig. 4-12: Reading positions of the mounting parameters

Reading position	Position [cm]
1	
2	
3	
4	
5	
6	
7	

### 4.11.4 Angle head

Name	Position [cm]	Degrees
Capillary holder		
Injection angle		

## 4.12 Converting the swivel joint for left side mounting

### Prerequisites

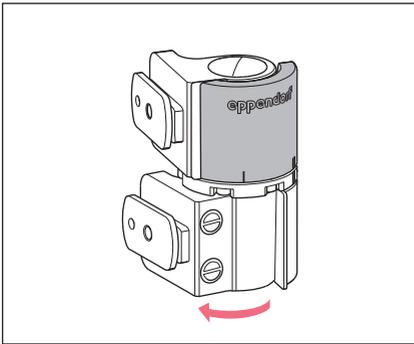
- 2 mm Allen key
- Right side mounting marks (II) are aligned above each other



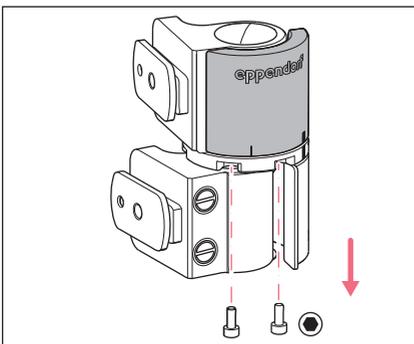
### **WARNING! Danger due to strong magnetic field**

Magnetic fields may affect pacemakers and defibrillators. Pacemakers may be reset.

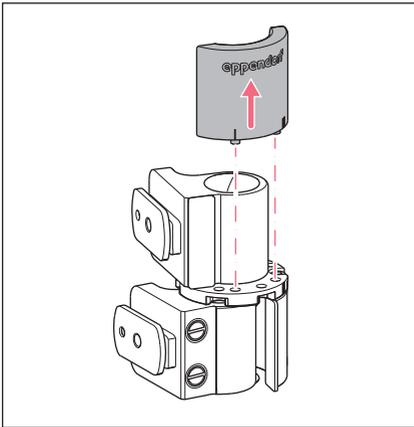
- ▶ Keep a distance of at least 10 cm from the magnet.
- ▶ In particular, be sure to keep the safety distance during installation.



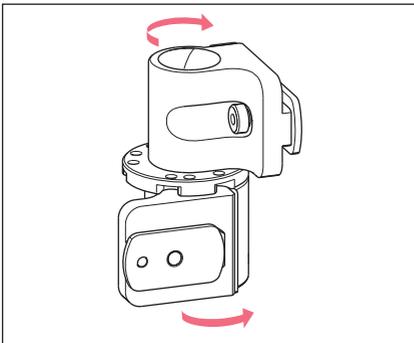
1. Rotate the lower joint until both Allen screws are accessible.



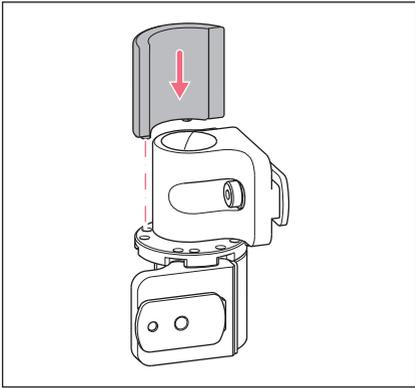
2. Unscrew the Allen screws.



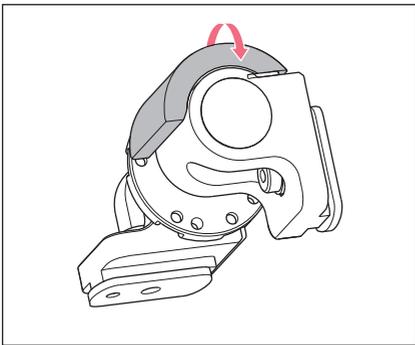
3. Open the upper joint a little bit.  
The magnets are not in contact with the stop plate.  
The stop plate can be removed more easily.
4. Remove the stop plate.



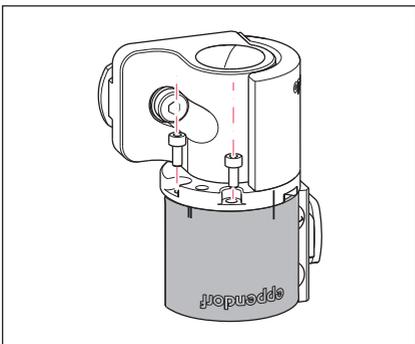
5. Rotate the lower joint back.
6. Rotate the upper joint by 180°.  
The sliders must be at a 90° angle to each other.



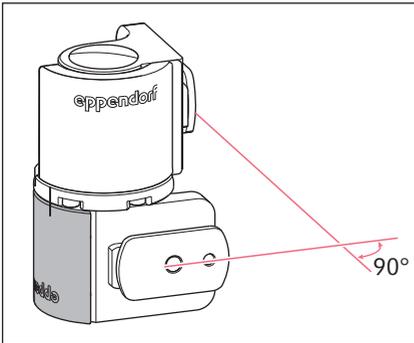
7. Align the left side mounting marks (I).
8. Fit the stop plate in such a way that the pins sit in the holes of the turntable.



9. Rotate the swivel joint by 180°.



10. Insert the Allen screws and tighten the stop plate.  
Left side mounting marks (I) are aligned above each other.

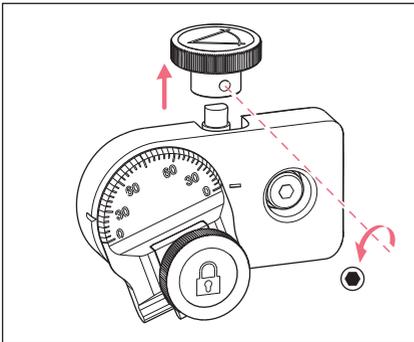


11. Check the position of the joints.  
The sliders must be at a 90° angle to each other.  
The eppendorf labeling must be readable.

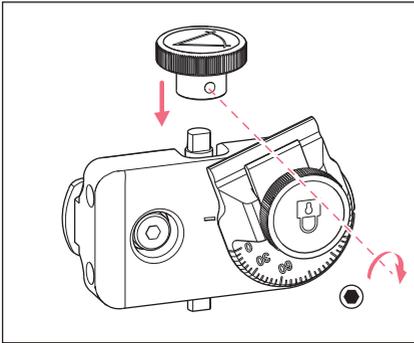
#### 4.13 Converting the angle head for left side mounting

Prerequisites

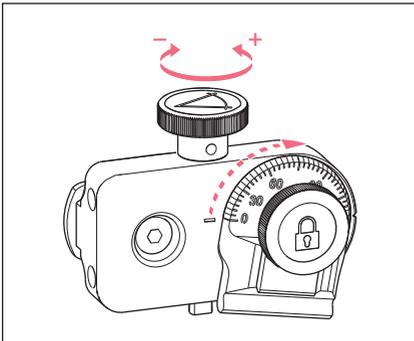
- 1.3 mm Allen key.



1. Undo the set screw and pull the knurled screw off the spindle.



2. Rotate the angle head by 180°.
3. Push the knurled screw onto the spindle end and fasten it with the set screw.



4. Turn the knurled screw until the desired angle is set.

#### 4.14 Connect the motor module to the control board



##### **WARNING! Risk from incorrect voltage supply.**

- ▶ Only connect the device to voltage sources which correspond with the electrical requirements on the name plate.
- ▶ Only use sockets with protective earth conductor.
- ▶ Only use the mains/power cord supplied.



##### **NOTICE! Damage to the control board as a result of incorrect handling.**

- ▶ Grasp the control board on the housing.
- ▶ Do not lift the control board using the joystick.
- ▶ Never place the control board on the joystick.



**NOTICE! Material damage from incorrect connections.**

- ▶ Only electrical connections may be made to devices described in the operating manual.
- ▶ Other connections are permitted only with the agreement of Eppendorf AG.
- ▶ Only connect devices that meet the safety requirements defined in IEC 60950-1.



**NOTICE! Short circuit caused by incorrect installation.**

- ▶ Failure to observe the order of steps may result in a short circuit.

---

Prerequisites

- TransferMan 4r is switched off.
  - The power cable is disconnected.
1. Connect the module (X,Y,Z) plug with the ports on the control board.
  2. Tighten the fixing screws on the plug manually.
  3. Connect the mains/power cord.
  4. Switch on the mains switch.
  5. Set the installation parameters. You can use the software wizard *First set-up* or the *Installation* menu to set the *Side* and *Angle* parameters.

#### 4.15 Setting installation parameters

Installation parameters must be set:

- During first set-up
- After a reset

The following settings are defined:

- Mounting side of the motor module
- Center motors
- Adjust motors
- Set date
- Dynamic movement range of the joystick

### 4.15.1 First set-up wizard

#### Prerequisites

- The micromanipulator is switched on.
- The capillary holder is **not** installed.

<b>Choose Your Application</b>				
For permanent storage, press the soft key for 3 seconds (Changeable in Menu)				
Cell transf.	ICSI	DNA inject.	Basic	First set-up

1. Select the *First set-up* application.

<b>First set-up</b>				
Installation side: left / right				
<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Left.	Right			Next

2. Select the mounting side.
3. Select *Next*.

<b>First set-up</b>				
Set installation angle				
45°				
▲	▼		Back	Next

4. Select *Next*.

<b>First set-up</b>				
Execute function Center motors to move the motors to the middle position. Caution: Avoid collision				
		Execute	Back	Next

5. Select *Execute*.  
The X-motor and the Y-motor are moved to the middle position.  
The Z-motor is set to a 20/80 position.
6. Select *Next*.

<b>First set-up</b>				
Mount capillary holder at the choosen angle.				
			Back	Next

7. Insert the capillary holder into the angle head.
8. Select *Next*.

<b>First set-up</b>				
Slide motors to an optimized position using allen key.				
			Back	Next

9. Align the modules manually with an Allen key.
10. Select *Next*.

<b>First set-up</b>				
Mount capillary and adjust position of capillary holder if necessary.				
			Back	Next

11. Remove the capillary holder.
12. Insert the capillary into the capillary holder.
13. Insert the capillary holder with the capillary into the angle head.
14. Finely adjust the position of the capillary holder and the modules.  
Align the capillary tip so that it is approximately in the focus of the microscope.
15. Select *Next*.

<b>First set-up</b>				
Set time /date				
▲	▼	▶	Back	Next

16. Set the time and the date.

17. Select *Next*.

<b>First set-up</b>				
Dyn.-mode ON / OFF				
<input checked="" type="checkbox"/>	<input type="checkbox"/>			
ON	OFF		Back	Next

18. Switch the dynamic movement range of the joystick on or off.

19. Select *Next*.

<b>First set-up</b>				
Installation is done, press ENTER				
		Enter	Back	

20. Select *Enter*.

The installation is complete and the modules are adjusted.

The application screen shows *My application*.

You can select an application or define it as the start screen.

## 4.16 Connecting an external device

The following devices can be connected to the control board:

- Eppendorf FemtoJet 4i
- Eppendorf PiezoXpert
- Computer

### 4.16.1 Connecting the FemtoJet 4i

Prerequisites

- Devices are switched off.

 The operation is described in the manual for the FemtoJet 4i.

1. Connect the FemtoJet 4i to the port for external devices.
2. Switch on the FemtoJet 4i.  
The initialization phase starts.
3. Switch on the control board.  
After completion of the initialization phase, the status message *Injector ready* appears on the application screen.

### 4.16.2 Connecting the PiezoXpert

Prerequisites

- Devices are switched off.

 The operation is described in the manual for the PiezoXpert.

1. Connect the PiezoXpert to the port for external devices.
2. Switch on the PiezoXpert.  
The initialization phase starts.
3. Switch on the control board.  
After completion of the initialization phase, the status message *PiezoXpert ready* appears on the application screen.

### 4.16.3 Connecting the Computer

#### Prerequisites

- A data cable is available.
- Devices are switched off.



Control with a computer is described in the **Cell Technology · PC Control** manual.

1. Connect the data cable to the port for external devices.
2. Connect the computer to the data cable.
3. Switch on the control board.

### 4.16.4 Connecting two devices

#### Prerequisites

- Y-connector is available.
- Devices are switched off.

Two devices can be connected with a Y-connector.

The following combinations are possible:

- Computer and FemtoJet 4i
- FemtoJet 4i and PiezoXpert

1. Connect the Y-connector to the port for external devices.
2. Connect the device combination.
3. Connect the devices.

After initialization, status messages appear on the application screen.

**5 Software**  
**5.1 Display**

The display shows current settings, e.g., the selected working range, the position of the motors and the defined limits.

**5.1.1 Application display**

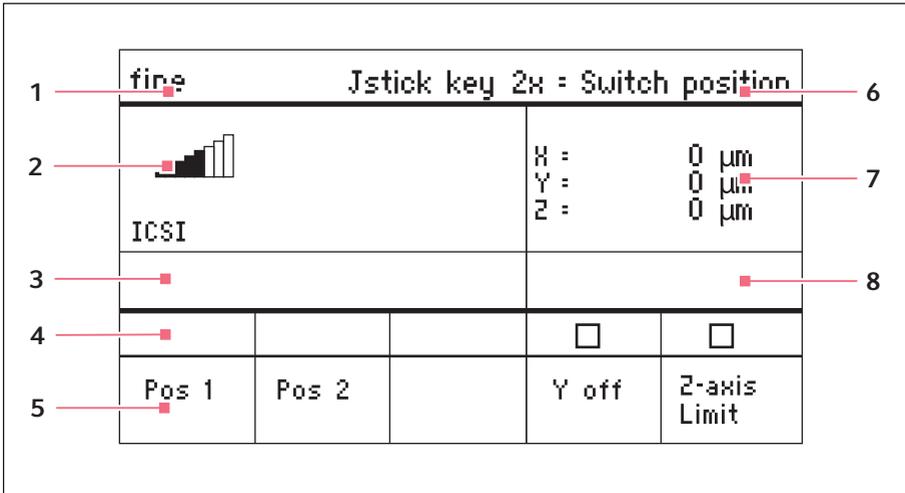


Fig. 5-1: Display layout - ICSI application example

- |  |  |
|--|--|
| <p>1 Status line with working range</p> <p>2 Active application with speed bars</p> <p>3 Connected device</p> <p>4 Softkey status fields</p> | <p>5 Softkeys</p> <p>6 Function of the joystick key</p> <p>7 Display of coordinates</p> <p>8 Display of defined limits</p> |
|--|--|

### 5.1.2 Display of coordinates

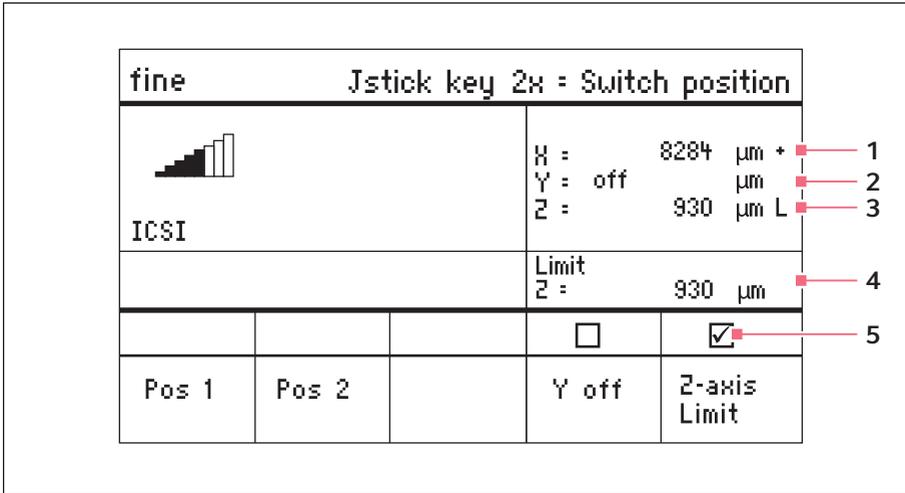


Fig. 5-2: Display of coordinates

- 1 **Motor limit stop**  
 + = positive, - = negative
- 2 **Axis is switched off**
- 3 **Lower limit (Z-axis Limit) reached**
- 4 **Display of lower limit**
- 5 **Downward limit is switched on**

### 5.1.3 Menu display

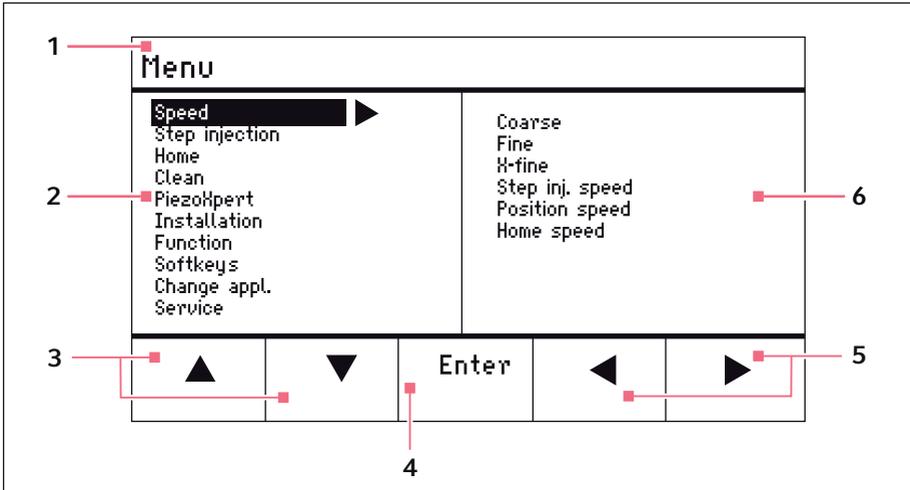


Fig. 5-3: Menu and parameter display

- |   |   |
|---|---|
| <p><b>1 Navigation path</b></p> <p><b>2 Menu</b></p> <p><b>3 Arrow up/down softkey</b><br/>       Navigation and changing parameters.</p> | <p><b>4 Enter softkey</b><br/>       For confirming input, executing the function, saving parameters</p> <p><b>5 Arrow left/right softkey</b><br/>       Navigation</p> <p><b>6 Parameter</b></p> |
|---|---|

## 5.2 Applications



Fig. 5-4: Application screen

### Application selection

- Select an application
- Store the main application

#### 5.2.1 Application parameters

Predefined softkeys of the different applications.

Application parameter	Description
<i>Pos 1</i>	Save the X, Y and Z values of the capillary position. Switch the position using the joystick key.
<i>Pos 2</i>	Save the X, Y and Z values of the capillary position. Switch the position using the joystick key.
<i>Pos 3</i>	Save the X, Y and Z values of the capillary position. Switch the position using the joystick key.
<i>Y off</i>	Switch off the movement of the capillary in the Y-axis. Prevents moving sideways during injection.
<i>Z-axis Limit</i>	Set the lower limit for vertical capillary movement.
<i>Axial</i>	Switch on the capillary movement along the mounting bracket.

### 5.2.2 Application – Cell transfer

This application is suitable for, e.g., stem cell transfer, polar body biopsy and similar applications.

fine      Jstick key 2x = Switch position				
 Cell transfer			H : _____ μm H Y : _____ μm H Z : _____ μm H	
<input type="checkbox"/>				
Pos 1	Pos 2	Pos 3	Z-axis Limit	

Fig. 5-5: Application 1 *Cell transfer*

#### Parameter selection

- Double-click on joystick key – switch position
- Save positions 1, 2 and 3
- Freely program the softkey
- Set the lower limit (*Z-axis Limit*)

### 5.2.3 Application – ICSI

This application is suitable for intracytoplasmic sperm injection.

fine      Jstick key 2x = Switch position				
 ICSI			H : _____ μm H Y : _____ μm H Z : _____ μm H	
			<input type="checkbox"/>	<input type="checkbox"/>
Pos 1	Pos 2		Y off	Z-axis Limit

Fig. 5-6: Application 2 *ICSI*

#### Parameter selection

- Double-click on joystick key – switch position
- Save positions 1 and 2
- Freely program the softkey
- Switch off control of movement axis (Y-axis)
- Set the lower limit (*Z-axis Limit*)

### 5.2.4 Application – DNA injection

This application is suitable for injection movements along the horizontal plane (e.g., pronucleus injection).

fine		Jstick key 2x = Switch position		
		H : ----- µm H Y : ----- µm H Z : ----- µm H		
DNA injection				
			<input type="checkbox"/>	<input type="checkbox"/>
Pos 1	Pos 2		Y off	Z-axis Limit

Fig. 5-7: Application 3 DNA injection

#### Parameter selection

- Double-click on joystick key – switch position
- Save positions 1 and 2
- Freely program the softkey
- Switch off control of movement axis (Y-axis)
- Set the lower limit (Z-axis Limit)

### 5.2.5 Application – Basic

This application is suitable for injection movements into larger organisms (e.g., Drosophila embryos).

fine		Jstick key 2x = Switch position		
		H : ----- µm H Y : ----- µm H Z : ----- µm H		
Basic				
		<input type="checkbox"/>		<input type="checkbox"/>
Pos 1		Axial		Z-axis Limit

Fig. 5-8: Application 4 Basic

#### Parameter selection

- Double-click on joystick key – switch position
- Save position 1
- Freely program the softkey
- Switch on the axial movement of the Z-axis
- Freely program the softkey
- Set the lower limit (Z-axis Limit)

### 5.2.6 Application – My application

For this application no softkeys are preprogrammed. This application can be individually programmed.

fine		Jstick key 2x = No function	
		H :	0 µm
		V :	0 µm
		Z :	0 µm
My application			

Fig. 5-9: Application 5 My application

#### Parameter selection

- Freely program the joystick key
- Freely program all softkeys

### 5.3 Main menu

Menu	
Speed	Coarse
Step injection	Fine
Home	R-fine
Clean	Step inj. speed
PiezoXpert	Position speed
Installation	Home speed
Function	
Softkeys	
Change appl.	
Service	
▲	▼
Enter	◀ ▶

Fig. 5-10: Main menu

Menu	Parameter
<i>Speed</i>	Set the working range and the speed parameters
<i>Step injection</i>	Set the injection parameters
<i>Home</i>	Set the parameters for the Home movement
<i>Clean</i>	Set the parameters for the Clean movement
<i>PiezoXpert</i>	Set the parameters for an optional device
<i>Installation</i>	Set the device parameters
<i>Function</i>	Execute the device function
<i>Softkeys</i>	Program the softkeys
<i>Change appl</i>	Change the selected application or activate the application screen
<i>Service</i>	Execute the service function on a user basis

## 5.4 Navigating the menu

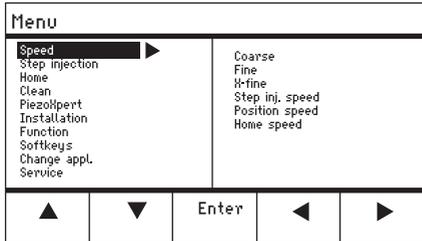


Fig. 5-11: Software navigation

Navigate the menu using the arrow keys. Pressing *Enter* will confirm the selection. You can switch between menus and submenus with the arrow keys to the left and to the right.

### 5.4.1 Entering or changing parameters

Parameters can be changed in the menu using the arrow keys, the selection dial or the rotating wheel on the joystick.

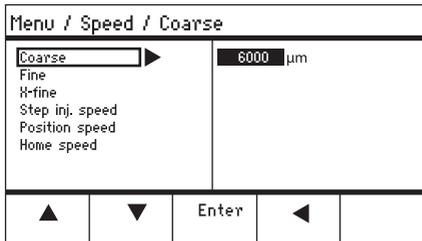


Fig. 5-12: Changing the parameters

- ▶ Change values with the upwards or downwards arrow keys.
- ▶ Change values using the selection dial.
- ▶ Change values using the upper part of the joystick.
- ▶ Save with *Enter*.

## 6 Operation



### **WARNING! Electric shock due to damage to device or mains/power cord.**

- ▶ Only switch on the device if the device and the mains/power cord are undamaged.
- ▶ Only use devices that have been properly installed or repaired.
- ▶ In case of danger, disconnect the device from the mains supply. Disconnect the mains/power plug from the device or the earth/grounded socket. Use the isolating device intended for this purpose (e.g., the emergency switch in the laboratory).



Do not move the joystick immediately after power-on. Wait until the initialization is completed. The completion of initialization is indicated by the display switching to the operating state.

### 6.1 Switching the device on or off

#### 6.1.1 Switching the device on

1. Switch on the device at the mains/power switch.  
The motor module and the control board are switched on.  
The device runs through an initialization phase.  
The application screen appears.

#### 6.1.2 Switching off the device

1. Switch off the device at the mains/power switch.  
The motor module and the control board are deenergized.

### 6.2 Activating or deactivating the control board

#### 6.2.1 Activating the control board

Prerequisites

- The display shows *STANDBY*.
1. Press the *standby* key.  
The keys, joystick, selection dial, and softkeys are activated.  
The display shows the application screen.

#### 6.2.2 Deactivating the control board

The step motors slowly move to the next parking position. This prevents the motors falling back to the parking position and the capillary jumping.

1. Press the *standby* key.  
The keys, joystick, and selection dial are deactivated.  
The display shows *STANDBY*.  
Current movements are stopped.  
The motor module remains switched on so that the step motors keep their current position.

### 6.3 Defining the start screen

An application can be selected as the default application. The micromanipulator then starts with the defined application. The application screen with all the applications can be redefined in the *Start display* menu.

#### 6.3.1 Defining the application

1. Press and hold the softkey of the desired application for 3 seconds.  
The micromanipulator always starts with the defined application.

#### 6.3.2 Defining the selected application

1. In the *Change appl* menu, select the *Start display* submenu.
2. Select *Execute*.
3. Confirm with *Enter*.  
The micromanipulator starts with the selected application.

### 6.4 Replacing the capillary

Prerequisites

- The capillary is depressurized.



#### **WARNING! Risk of injury due to flying capillaries and glass splinters.**

If exposed to high pressures, capillaries may detach themselves from the grip heads and become projectiles. Capillaries can crack as a result of incorrect handling.

- ▶ Wear protective goggles.
- ▶ Never aim capillaries at people.
- ▶ Use capillaries with an outer diameter that matches the grip head specifications.
- ▶ Always mount / dismount capillaries when they are depressurized.
- ▶ Mount the capillary correctly in the grip head.
- ▶ Do not touch the capillary with the Petri dish or other objects.



#### **CAUTION! Risk of injury from capillaries**

Capillaries can easily penetrate your skin.

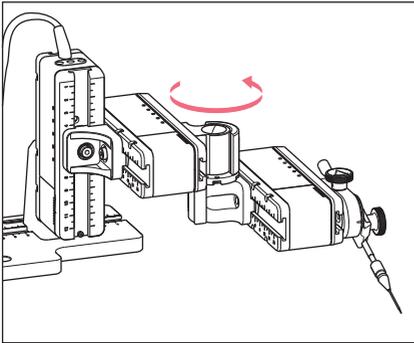
- ▶ After changing a capillary, swivel it immediately back to the working range.



#### **CAUTION! Risk of crushing between the modules**

The modules automatically move in all spatial axes.

- ▶ Do not reach into the movement range of the modules.
-



1. Move the capillary out of the working range using the *home* key.
2. Swing the X-module forwards.
3. Undo the grip head on the capillary holder.
4. Carefully pull the capillary out of the grip head.
5. Push the new capillary into the grip head until it reaches the stop and tighten the grip head.
6. Swing the X-module back.

#### 6.4.1 Manually positioning the capillary

**i** Suitable when using capillaries of different lengths (e.g., self-pulled capillary).

1. Press the *Back manual* key.
2. Manually position the capillary in the working range.

#### 6.4.2 Automatically positioning the capillary

**i** Suitable for industrial capillaries of exactly the same length.

1. Press the *home* key.  
The capillary automatically moves back into the working range.

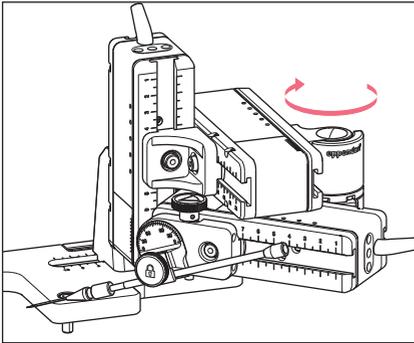
#### 6.5 Changing the sample



#### **CAUTION! Risk of crushing between the modules**

The modules automatically move in all spatial axes.

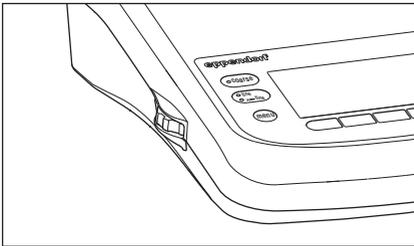
- ▶ Do not reach into the movement range of the modules.



1. Press the *home* key to move the capillary out of the working range.
2. Swing the X-module backwards.
3. Change the sample.
4. Swing the X-module back.
5. Press the *home* key to move the capillary back into the working range.

## 6.6 Changing the size of the working range

### 6.6.1 Change parameters using the selection dial



1. Press the key for the required working range on the control panel.
2. Turn the selection dial to change the value of the working range.

### 6.6.2 Changing parameters in the menu

#### Prerequisites

- An application has been selected.

Menu / Speed	
Coarse	6000 μm
Fine	250 μm
X-fine	0 μm
Step inj. speed	300 μm/s
Position speed	1500 μm/s
Home speed	7500 μm/s

▲ ▼ Enter ◀ ▶

1. Press the *menu* key.
2. Select the *Speed* menu.
3. Select the desired parameter.
4. Change the value.

## 6.7 Shifting the movement range of the capillary

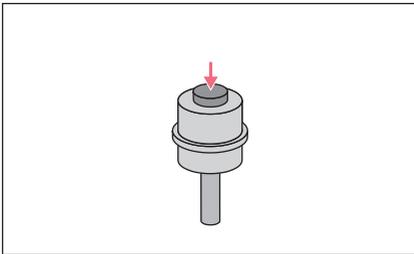
### 6.7.1 Extending the movement range into the dynamic range

When the movement range of the capillary is not sufficient, the joystick can be moved into the dynamic range. By doing that you can move the capillary further into the required direction.

1. Move the joystick into the dynamic range.
2. Keep the joystick in the dynamic range until the capillary has reached the desired position.  
 The further you move the joystick forwards or backwards, the faster the capillary will move.

### 6.7.2 Uncoupling and resetting the joystick

When the current movement range of the capillary is not in the correct position, the joystick movement can be uncoupled from the capillary movement. By doing that you can reset the joystick and move the capillary further into the required direction.



1. Hold the joystick button.
2. Move the joystick in the opposite direction.
3. Release the joystick.  
 The capillary can now be moved further into the required direction.

## 6.8 Capillary positions

To secure the capillary when moving a slide and to move it back to the same work position you can store the coordinates. Actually, not the position of the capillary tip, but the coordinates of the motor module are stored. The default function stores the coordinates for the duration of the work session. If the micromanipulator is switched off, the stored data, positions, and coordinates will be deleted. To keep the stored data after the work session has ended, you can use the advanced storage function.

Storage functions:

- Default storage function – coordinates will be deleted after switching off the device.
- Advanced storage function – coordinates will be kept after switching off the device.

### 6.8.1 Saving a position

#### Prerequisites

- An application has been selected.

Depending on the application, a maximum of five positions can be stored.

fine		Jstick key 2x = Switch position		
		X : -229 µm Y : 44 µm Z : -985 µm		
ICSI				
<input checked="" type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>
Pos 1	Pos 2		Y off	Z-axis Limit

1. Move the capillary to the desired position.
2. Hold the *Pos 1* softkey for approx. one second to store the working position of the capillary.  
An acoustic signal sounds.  
*Pos 1* is marked.  
The coordinates are displayed.  
The stored position is displayed in the status field.

fine		Jstick key 2x = Switch position		
		X : 1405 µm Y : -125 µm Z : 601 µm		
ICSI				
<input type="radio"/>	<input checked="" type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>
Pos 1	Pos 2		Y off	Z-axis Limit

3. Move the capillary to the desired position (e.g., parking position).
4. Press and hold the *Pos 2* softkey for approx. one second to store the parking position of the capillary.  
An acoustic signal sounds.  
*Pos 2* is marked.  
The stored position is displayed in the status field.



As soon as the capillary leaves a stored position, the filled circle is displayed as an empty circle to show that this position has been stored. If no positions are stored, the status field will be empty.

### 6.8.2 Moving to the position using the softkey

#### Prerequisites

- At least one position is stored.

1. Press a softkey with a stored position.  
You will move to the selected position.  
The joystick is deactivated until the position has been reached.  
The LEDs flash.  
In the softkey status field a filled circle is displayed.



If a stored position is lower than the lower limit (*Z-axis Limit*), the position on the Z-axis will only be approached up to the defined limit.

### 6.8.3 Moving to the position using the joystick key

#### Prerequisites

- At least one position is stored.
  - The *Joystick key* parameter must be set to the *Switch position* value.
- ▶ Press the joystick key twice.  
You will move to the first position.
  - ▶ Press the joystick key twice.  
You will move to the next position.

### 6.8.4 Overwriting a stored position

#### Prerequisites

- A position is stored.
1. Press the softkey for a different position.  
You will move to the position.
  2. When the position has been reached, press and hold the softkey for the position to be overwritten.  
The old position is overwritten with the current coordinates.
  3. Press the softkey.  
An acoustic signal sounds.  
In the softkey status field a filled circle is displayed.  
The stored position is displayed in the coordinate field.

### 6.8.5 Deleting a stored position

#### Prerequisites

- A position is stored.
1. When the position has been reached, hold the softkey.  
An acoustic signal sounds.  
The position has been deleted.  
The status field is empty.

## 6.9 Using the advanced storage function

The following data is stored:

- the current coordinates of the motor module.
- the data of the *Pos 1* to *Pos 5* softkeys.
- the defined vertical (*Z-axis Limit* and *Upper limit*) or horizontal (*X-axis Limit*) limits.

Prerequisites

- An application has been defined as the default application.
- At least one position or limit has been defined.

1. Press the *standby* key.

The specified data of the work session will be stored.

The current coordinates of the motor module will be stored.

For technical reasons, the motors will still move a few micrometers after this to get into a defined end position.

The micromanipulator can be switched off at the mains/power switch.

The data will be available when the micromanipulator is started the next time.

## 6.10 Vertical limits

For the Z-axis, a lower and upper limit can be defined. This prevents the capillary coming into contact with the bottom of the Petri dish or moving against the condenser of the microscope adapter.

- Lower limit – *Z-axis Limit*
- Upper limit – *Upper limit*

### 6.10.1 Defining the lower limit

Prerequisites

- An application has been selected.

fine		Jstick key 2x = Switch position	
		X :	0 µm
ICSI		Y :	0 µm
		Z :	930 µm L
		Limit Z :	930 µm
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pos 1	Pos 2	Y off	Z-axis Limit

1. Position the capillary a little way above the slide.

2. Press *Z-axis Limit*.

The Z-coordinate is marked with L. The value for the limit (*Limit Z*) is displayed.

*Z-axis Limit* is selected.

The capillary cannot be moved any lower.

### 6.10.2 Deleting the lower limit

1. Press *Z-axis Limit*.

The limit is deleted.

### 6.10.3 Defining the upper limit

Menu / Installation / Upper Limit				
<b>Upper Limit</b>		X =	0	µm
		Y =	0	µm
		Z =	2671	µm U
		Lim	2671	µm
Clear	Set	Back		

1. In the *Installation* menu, select the *Upper limit* submenu.  
The *Upper Limit* window appears.
2. Move the capillary to the top position.
3. Save the position with *Set*.  
The Z-coordinate is marked with *U*.  
The value for the limit (*Lim*) is displayed.  
The capillary cannot be moved any higher.

### 6.10.4 Deleting the upper limit

1. In the *Installation* menu, select the *Upper limit* submenu.  
The *Upper Limit* window appears.
2. Save the position with *Clear*.  
The limit is deleted.

## 6.11 Horizontal limit

For the X-axis, a limit can be defined for a horizontal injection. This prevents the capillary from moving through the sample.

fine Jstick key 2x = Switch position				
 ICSI		X =	-96	µm L
		Y =	0	µm
		Z =	0	µm
		Limit	X =	-96 µm
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pos 1	Pos 2		Y off	X-axis Limit

### 6.11.1 Defining the horizontal limit

1. In the *Installation* menu, select the *Angle* submenu.
2. Set the injection angle to 0° and save with *Enter*.
3. Close the menu.  
The application screen now displays *X-axis Limit*.
4. Move the capillary to the desired final position for the X-axis.
5. Save the lateral limit with *X-axis Limit*.  
The X-coordinate is marked with *L*.  
The value for the limit (*Limit X*) is displayed.  
*X-axis Limit* is selected.  
The capillary cannot be moved any further to the side.

### 6.11.2 Deleting the horizontal limit

1. Press *X-axis Limit*.  
The limit is deactivated.
2. In the *Installation* menu, select the *Angle* submenu.
3. Reset the injection angle to the operating angle and save with *Enter*.  
The lateral limit is deleted.  
The application screen displays *Back* again.

## 6.12 Speed function

In the *Speed* menu you can set the size of the working range and the speed at which certain positions are approached or movements executed.

### 6.12.1 Speed menu and parameters

Menu / Speed	
Coarse	6000 μm
Fine	250 μm
X-fine	0 μm
Step inj. speed	300 μm/s
Position speed	1500 μm/s
Home speed	7500 μm/s

▲ ▼ Enter ◀ ▶

Fig. 6-1: Menu – Speed

Parameter	Value	Range of values	Increment	Standard
<i>Coarse</i>	Set size in μm	5 – 12500	5	6000
<i>Fine</i>	Set size in μm	5 – 2000	5	250
<i>X-fine</i>	Set size in μm	0 – 600	1	80
<i>Step inj. speed</i>	Set speed in μm per second	5 – 10000	5	300
<i>Position speed</i>	Set speed in μm per second	5 – 10000	5	1500
<i>Home speed</i>	Set speed in μm per second	5 – 10000	5	7500

### 6.12.2 Setting the parameter for Speed



If a value of 0 is set for the parameter *X-fine*, then the option of changing between the *Fine* and *X-fine* working ranges is deactivated.

1. Select the desired parameter.
2. Set the value for the parameter.
3. Close the menu.

## 6.13 Step injection function

With this function you can execute a straight injection over a defined distance. *Step injection* can be executed with the foot control or with a connected FemtoJet 4i.

### 6.13.1 Step injection menu and parameters

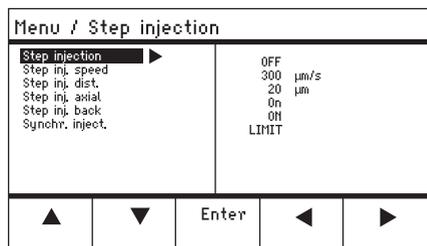


Fig. 6-2: Menu – Step injection

Parameter	Value	Range of values	Increment	Standard
<i>Step injection</i>	Switch the function on or off	OFF/ON	–	OFF
<i>Step inj. speed</i>	Set the injection speed in $\mu\text{m}$ per second	5 – 10000	5	300
<i>Step inj. dist</i>	Set the injection path in $\mu\text{m}$	1 – 2000	1	20
<i>Step inj. axial</i>	Switch the axial movement of the capillary on or off	OFF/ON	–	On
<i>Step inj. back</i>	Switch the backward movement of the capillary on or off	OFF/ON	–	On
<i>Synchr. inject</i>	Set the time of injection	MOVE IMMEDIATE LIMIT PRESSURE	–	LIMIT

Parameter	Range of values	Function
<i>Synchr. inject</i>	MOVE	Injection movement without injection pressure
	IMMEDIATE	Injection pressure starts with the injection movement
	LIMIT	Injection pressure at the end of the injection distance ( <i>Step inj. dist</i> )
	PRESSURE	Injection pressure without injection movement

### 6.13.2 Executing the *Step injection* function

#### Prerequisites

- A FemtoJet 4i is connected.
  - *Step injection* is assigned to a free softkey.
1. Activate *Step injection*.
  2. Set *Step inj. dist.*
  3. Set the injection time on the FemtoJet 4i.
  4. Select *Step inj. dist.*
  5. Close the menu.  
The application screen displays *Step injection*.
  6. Trigger the injection by selecting *Inject* on the FemtoJet 4i.  
The function is executed.

### 6.14 Home function

The *Home* function quickly moves the capillary out of the work area and is suitable for a quick change of capillary.

#### 6.14.1 Home menu and parameters

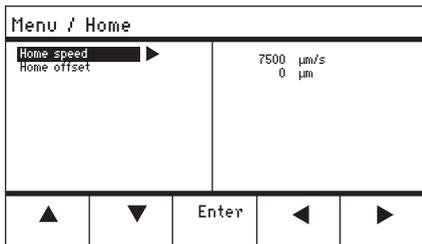


Fig. 6-3: Menu – Home

Parameter	Value	Range of values	Increment	Standard
<i>Home speed</i>	Set the speed of the Home function in µm/s	5 – 10000	5	7500
<i>Home offset</i>	Set vertical offset in µm	5 – 20000	5	0

#### 6.14.2 Setting the parameter for *Home*

1. Set the speed.
2. Set the offset.
3. Close the menu.

### 6.14.3 Move the capillary out with the *home* key

Prerequisites

- The parameters in the *Home* menu have been defined.



#### CAUTION! Risk of crushing between the modules

The modules automatically move in all spatial axes.

- ▶ Do not reach into the movement range of the modules.

coarse			
<b>HOME</b> To move back use HOME optional press Back manual		H : 0 μm Y : 0 μm Z : 0 μm	
Offset : 0 μm			
▲	▼	Back manual	

1. Press the *home* key.  
The *home* key flashes.  
The capillary is moved out of the work area.  
The *home* key lights up.

### 6.14.4 Move the capillary back with the *home* key



#### CAUTION! Risk of crushing between the modules

The modules automatically move in all spatial axes.

- ▶ Do not reach into the movement range of the modules.

1. Press the *home* key.  
The *home* function is terminated.  
The capillary is moved back into the work area.

### 6.14.5 Setting the offset.

For capillaries of different lengths, an offset can be set. This defines a limit for the *home* function.

coarse			
<b>HOME</b> To move back use HOME optional press Back manual		H : 0 μm Y : 0 μm Z : 0 μm	
Offset : 0 μm			
▲	▼	Back manual	

1. Change the offset using the arrow keys.  
The value for the offset is displayed in the status field.

### 6.14.6 Terminate the *home* function.

COARSE				
<b>HOME</b> To move back use HOME optional press Back manual		X :	0	µm
		Y :	0	µm
		Z :	0	µm
Offset = 0 µm				
▲	▼	Back manual		

1. Press *Back manual*.  
The *home* function is terminated.
2. Move the capillary manually using the joystick.

### 6.15 Clean function

With this function you can move the capillary over a defined distance out of the medium. In the process, outside contamination is removed from the capillary at the medium boundary.

#### 6.15.1 Clean menu and parameters

Menu / Clean				
Home speed ▶		7500 µm/s		
Clean distance		10000 µm		
▲	▼	Enter	◀	▶

Fig. 6-4: Menu – Clean

Parameter	Value	Range of values	Increment	Standard
<i>Home speed</i>	Set the speed of the Clean function in µm/s	5 – 10000	5	7500
<i>Clean distance</i>	Set distance in µm	0 – 20000	5	10000

### 6.15.2 Setting the parameter for *Clean*

**i** Set the *Clean distance* above the medium boundary

1. Set *Home speed*.
2. Set *Clean distance*.
3. Close the menu.

### 6.15.3 Execute the *Clean* function

Prerequisites

- Parameters are set for *Clean*.
- *Clean* is assigned to a softkey.

COARSE			
<b>CLEAN</b> To move back use CLEAN optional press Back manual		H : -3923 μm Y : 2135 μm Z : 4527 μm	
		Back manual	Clean

1. Press *Clean*.  
The screen for *Clean* appears.
2. Execute the function with *Clean*.  
The capillary is moved out of the medium with the set parameters.

### 6.15.4 Terminate the *Clean* function.

COARSE			
<b>CLEAN</b> To move back use CLEAN optional press Back manual		H : -3923 μm Y : 2135 μm Z : 4527 μm	
		Back manual	Clean

1. Press *Back manual*.  
The function is terminated.  
The application screen appears.

**6.16 PiezoXpert function**  
**6.16.1 PiezoXpert menu and parameters**

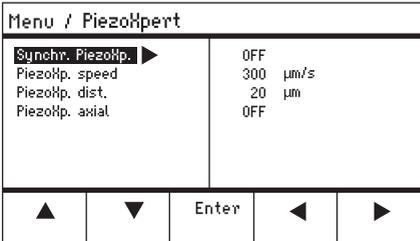


Fig. 6-5: Menu – PiezoXpert

Parameter	Value	Range of values	Increment	Standard
<i>Synchr. PiezoXp</i>	Switch synchronization between TransferMan 4r and PiezoXpert on or off	OFF/ON	–	–
<i>PiezoXp. speed</i>	Set the advance rate of the manipulator in μm/s while the PiezoXpert triggers a pulse.	5 – 10000	5	300
<i>PiezoXp. dist</i>	Set the length of the movement step of the manipulator in μm while the PiezoXpert triggers a pulse.	1 – 2000	1	20
<i>PiezoXp. axial</i>	Axial movement on or off (corresponds to the set injection angle) On = movement in the X and Y-axis. Off = movement in the X-axis	ON/OFF	–	OFF

## 6.16.2 Execute the *PiezoXpert* function

Prerequisites

- A PiezoXpert is connected.
1. Activate *Synchr. PiezoXp.*
  2. *PiezoXp. speedarrow* keys.
  3. Set *PiezoXp. dist.*
  4. Select *PiezoXp. axial.*
  5. Close the menu.
  6. Trigger the function with *Channel A* on the PiezoXpert.  
The function is executed.

## 6.17 Installation function

This function provides settings for the fine adjustment of the motor module and the control board. Parameters in the *Installation* menu override identical softkey functions.

### 6.17.1 Installation menu and parameters

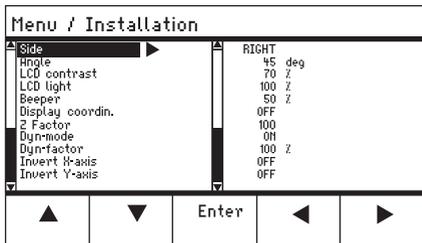


Fig. 6-6: *Installation* menu

### 6.17.2 Installation parameters

Parameter	Value	Range of values	Increment	Standard
<i>Side</i>	Set the mounting side	LEFT/RIGHT	–	RIGHT
<i>Angle</i>	Set the capillary angle in degrees	0° – 90°	1	–

### 6.17.3 Control board parameters

Parameter	Value	Range of values	Increment	Standard
<i>LCD contrast</i>	Set the display contrast	65 % – 75 %	1	70 %
<i>LCD light</i>	Set the brightness level of the display	0 % – 100 %	1	100 %
<i>Beeper</i>	Setting the volume	0 – 100 %	1	50 %
<i>Display coordin</i>	Set the coordinate display	OFF/ON	–	ON

### 6.17.4 Joystick parameters

Parameter	Value	Range of values	Increment	Standard
<i>Z Factor</i>	Acceleration factor for the Z-axis relative to the X and Y-axis	5 % – 400 %	5	100
<i>Dyn-mode</i>	Switch the dynamic movement range on or off	OFF/ON	–	ON
<i>Dyn-factor</i>	Set the dynamic factor	0 % – 1000 %	1	100 %

### 6.17.5 Module parameters

Parameter	Value	Range of values	Increment	Standard
<i>Invert X-axis</i>	Reverse the direction of movement of the motor	OFF/ON	–	OFF
<i>Invert Y-axis</i>	Reverse the direction of movement of the motor	OFF/ON	–	OFF
<i>Invert Z-axis</i>	Reverse the direction of movement of the motor	OFF/ON	–	OFF
<i>X-axis off</i>	Switch the motor of the movement axis on or off	OFF/ON	–	OFF
<i>Y-axis off</i>	Switch the motor of the movement axis on or off	OFF/ON	–	OFF
<i>Z-axis off</i>	Switch the motor of the movement axis on or off	OFF/ON	–	OFF
<i>Upper limit</i>	Define the upper limit	Execute	–	–

## 6.18 Function function

*Function* allows you to reset the parameters and coordinates and to move the modules to the middle position.

### 6.18.1 Function menu and parameters

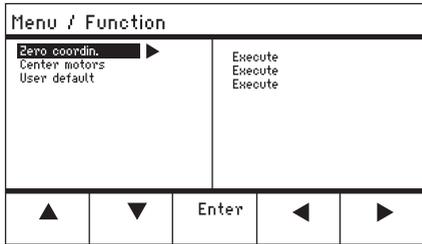


Fig. 6-7: Menu – *Function*

Parameter	Value	Range of values
<i>Zero coordin</i>	Reset all coordinates to zero	Execute
<i>Center motors</i>	Move step motors of the motor module to the middle position	Execute
<i>User default</i>	Reset the settings to the delivery status	Execute

#### 6.18.2 Executing *Zero coordin*

1. Select the parameters and confirm with *Enter*.
2. Confirm *Execute* with *Enter*.  
All coordinates are reset to zero.  
Saved positions are deleted.  
Set limits are deleted.

#### 6.18.3 Executing *Center motors*

Prerequisites

- No capillary holder is clamped.



#### **CAUTION! Risk of crushing between the modules**

The modules automatically move in all spatial axes.

- ▶ Do not reach into the movement range of the modules.

1. Select the parameters and confirm with *Enter*.
2. Confirm *Execute* with *Enter*.  
X-motor and Y-motor are moved to the middle position.  
Z-motor is moved to a 20/80 position.  
All coordinates are reset to zero.  
Saved positions are deleted.  
Set limits are deleted.

#### 6.18.4 Executing *User default*

1. Select the parameters and confirm with *Enter*.
2. Confirm *Execute* with *Enter*.  
All parameters are reset to the factory settings.  
The application screen appears.

### 6.19 Softkeys function

With this function you can assign programs to free softkeys. Assigned softkeys are indicated with a lock symbol.

#### 6.19.1 Softkeys menu and parameters

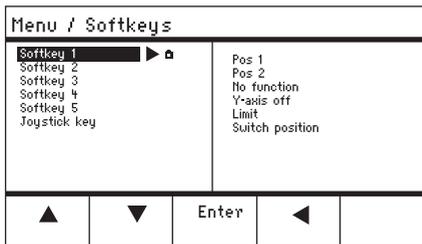


Fig. 6-8: Menu – *Softkeys*

Parameter	Value	Range of values
<i>Softkey 1</i>	Set the function	
<i>Softkey 2</i>	Set the function	
<i>Softkey 3</i>	Set the function	
<i>Softkey 4</i>	Set the function	
<i>Softkey 5</i>	Set the function	
<i>Joystick key</i>	Set the function for the joystick key	<i>No function</i> <i>Switch position</i> <i>Switch fine</i>

<b>Parameter</b>	<b>Function</b>
<i>No function</i>	Softkey has no function
<i>Pos 1</i>	Save, overwrite or delete a position
<i>Pos 2</i>	Save, overwrite or delete a position
<i>Pos 3</i>	Save, overwrite or delete a position
<i>Pos 4</i>	Save, overwrite or delete a position
<i>Pos 5</i>	Save, overwrite or delete a position
<i>Y-axis off</i>	Switch the control of the movement axis on or off
<i>Axial</i>	Change vertical movement to axial movement
<i>Limit</i>	Activate or deactivate the vertical or horizontal (X-axis) limit
<i>Step injection</i>	Activate the <i>Step injection</i> function
<i>Limit up</i>	Amend value for <i>Z-axis Limit</i> upwards
<i>Limit down</i>	Amend value for <i>Z-axis Limit</i> downwards
<i>Clean</i>	Axial movement out of the working range
<i>Z-axis only</i>	Only control of movements in the Z-axis. The control of movements in the X and Y-axis is disabled
<i>LCD light</i>	Set the brightness level of the display
<i>Beeper</i>	Set the volume
<i>Joystick off</i>	Deactivates all joystick movements
<i>X-axis off</i>	Switch the control of the movement axis on or off
<i>Z-axis off</i>	Switch the control of the movement axis on or off
<i>X-axis only</i>	Only control of movements in the X-axis. The control of movements in the Y and Z-axis is deactivated
<i>Y-axis only</i>	Only control of movements in the Y-axis. The control of movements in the X and Z-axis is deactivated
<i>Dyn-mode</i>	Activate or deactivate dynamic movement range

<b>Parameter</b>	<b>Range of values</b>	<b>Function</b>
<i>Joystick key</i>	<i>No function</i>	Deactivate the function of the joystick key
	<i>Switch position</i>	Double-click to go to the next saved position
	<i>Switch fine</i>	Double-click to go to the <i>fine</i> or <i>x-fine</i> working range

### 6.19.2 Execute Softkeys

1. Select the free softkey and confirm with *Enter*.
2. Select the desired parameter and confirm with *Enter*.
3. Close the menu.  
 The selected parameter is assigned to the free softkey.  
 The parameter appears on the application screen.

### 6.19.3 Execute Joystick key

#### Prerequisites

- The *My application* application has been selected.
1. Select *Joystick key* and confirm with *Enter*.
  2. Select the desired function and confirm with *Enter*.
  3. Close the menu.  
 The function is assigned to the joystick key.  
 The selected function appears on the application screen.

## 6.20 Change appl function

With this function you can define each application as the start screen or reactivate the default screen.

### 6.20.1 Change appl menu and parameters

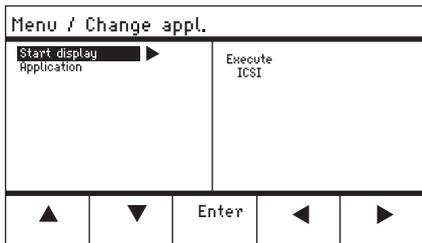


Fig. 6-9: Menu – *Change appl*

Parameter	Value	Range of values
<i>Start display</i>	Reactivate start screen to select an application	Execute
<i>Application</i>	Define the selected application as the start screen	<i>Cell transfer</i> <i>JCSI</i> <i>DNA injection</i> <i>Basic</i> <i>My application</i>

## 6.20.2 Defining the application selection as the start screen

1. Select *Start display*.
2. Confirm with *Execute*.
3. Close the menu.  
The micromanipulator starts with the selected application.

## 6.20.3 Defining an application as the start screen

1. Select an application.
2. Confirm with *Enter*.
3. Close the menu.  
The micromanipulator always starts with the defined application.

## 6.21 Service function

### 6.21.1 Service menu and parameters

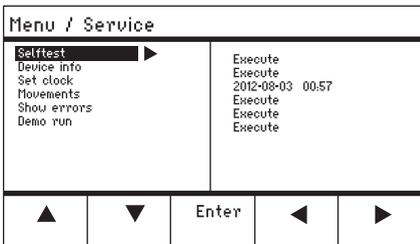


Fig. 6-10: Service menu

Parameter	Value	Range of values
<i>Selftest</i>	Move the motor module in all three axes and output error message	EXECUTE
<i>Device info</i>	Display the software version	EXECUTE
<i>Set clock</i>	Set date and time	YYYY-MM-DD 00:00
<i>Movements</i>	Show movement routes of the modules (X, Y, Z)	EXECUTE
<i>Show errors</i>	Display the last 10 error messages	EXECUTE
<i>Demo run</i>	Save the position and move to it	EXECUTE

## 6.21.2 Executing the *Selftest* function

---



### **CAUTION! Risk of crushing between the modules**

The modules automatically move in all spatial axes.

- ▶ Do not reach into the movement range of the modules.
- 

1. Select *Selftest* and confirm with *Enter*.
2. Confirm *Execute* with *Enter*.  
The screen for the *Selftest* function appears.
3. Execute *Selftest* with *Start*.  
The motors move up to the limit stops.
4. Terminate *Selftest* with *Stop*.

## 6.22 Resetting parameters to the factory settings

### 6.22.1 Perform reset

Reset all parameters to the factory settings.

1. Keep the *home* key pressed.
2. Switch on the device at the mains power switch.  
The screen for *GENERAL RESET* appears.
3. Execute the function with *Yes*.  
All parameters are now reset to the factory settings.

### 6.22.2 Carrying out a reset in the menu

Prerequisites

- An application has been selected.
1. Press the *menu* key.
  2. Select the *Function* menu.
  3. Press *Enter*.
  4. Select *User default* and confirm with *Execute*.  
All parameters are now reset to the factory settings.

## 6.23 Remote computer control of the TransferMan 4r

You can control the TransferMan 4r by means of a terminal program remotely via computer. Computer control by means of a terminal program is only recommended for certain applications and is not described in this operating manual. A special operating manual for this functionality is available at the following Internet address:

[www.eppendorf.com](http://www.eppendorf.com).



Eppendorf does not provide any support for controlling the TransferMan 4r by means of a terminal program.

7 Troubleshooting  
7.1 General errors  
7.1.1 Motor module

Problem	Cause	Solution
Motor axes move in the wrong direction or do not match joystick movement.	<ul style="list-style-type: none"> <li>• Motor module mounted incorrectly.</li> <li>• Incorrect installation parameters entered.</li> <li>• Direction of movement of axis inverted.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Compare the installation parameters with the structure of the motor module.</li> <li>▶ Check the orientation and structure of the modules.</li> <li>▶ Check the connections of the modules at the control board.</li> <li>▶ Cancel the inversion of the axis.</li> </ul>

7.1.2 Capillary

Problem	Cause	Solution
Capillary moves too fast or too slow.	• Radius of working range incorrectly set.	▶ Set the radius with the selection dial or in the <i>Speed</i> menu.
	• Incorrect acceleration factor.	▶ In the <i>Installation</i> menu, set the value for the <i>Dyn-factor</i> parameter.
Capillary only moves to the side or vertically.	• Y-axis is disabled.	▶ The <i>Y off</i> function disabled.
Capillary does not move down far enough.	<ul style="list-style-type: none"> <li>• The <i>Z-axis Limit</i> function is active.</li> <li>• Capillary is incorrectly adjusted.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Deactivate the <i>Z-axis Limit</i> function.</li> <li>▶ Readjust the capillary.</li> </ul>

### 7.1.3 Control board and display

Problem	Cause	Solution
Device does not respond to keystroke when <i>Home</i> function is active.	<ul style="list-style-type: none"> <li>function is active.</li> </ul>	<ul style="list-style-type: none"> <li>Press the <i>home</i> key again. The capillary moves down.</li> <li>Press the <i>Back manual</i> softkey.</li> <li>Move the joystick.</li> </ul>
The display does not show anything or the device cannot be activated although the device is connected.	<ul style="list-style-type: none"> <li>The power cable or power plug is loose.</li> <li>The device is switched off.</li> </ul>	<ul style="list-style-type: none"> <li>Check the power cable or the power plug.</li> <li>Switch on the device.</li> </ul>

### 7.1.4 Joystick

Problem	Cause	Solution
Outer movement range of the joystick does not work.	<ul style="list-style-type: none"> <li>Outer movement range is deactivated.</li> </ul>	<ul style="list-style-type: none"> <li>In the <i>Installation</i> menu, set the value for <i>Dyn-mode</i> to <i>ON</i>.</li> </ul>

### 7.1.5 Software and parameters

Problem	Cause	Solution
Parameters are not accessible for certain operations.	–	<ul style="list-style-type: none"> <li>Enter parameters again.</li> <li>Carry out a reset and reset all parameters to the works settings.</li> <li>Readjust device.</li> </ul>

## 7.2 Error messages

### 7.2.1 Warnings

Problem	Cause	Solution
<i>WARNING 1</i>	<ul style="list-style-type: none"> <li>FemtoJet is not connected.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Disconnect the data cable to the FemtoJet and connect it again.</li> <li>▶ Switch on the FemtoJet.</li> </ul>
<i>WARNING 3</i>	<ul style="list-style-type: none"> <li>X-module is not connected.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Switch off the device.</li> <li>▶ Connect the plug of the X-module to the control board and tighten.</li> <li>▶ Switch on the device.</li> </ul>
<i>WARNING 4</i>	<ul style="list-style-type: none"> <li>Y-module is not connected.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Switch off the device.</li> <li>▶ Connect the plug of the Y-module to the control board and tighten.</li> <li>▶ Switch on the device.</li> </ul>
<i>WARNING 5</i>	<ul style="list-style-type: none"> <li>Z-module is not connected.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Switch off the device.</li> <li>▶ Connect the plug of the Z-module to the control board and tighten.</li> <li>▶ Switch on the device.</li> </ul>
<i>WARNING 6</i>	<ul style="list-style-type: none"> <li>Synchronization error with FemtoJet during an injection.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Set another synchronization for <i>Synchr. inject.</i></li> <li>▶ Set the synchronization <i>IMMEDIATE, LIMIT</i> or <i>PRESSURE</i>.</li> </ul>

### 7.2.2 Error

Problem	Cause	Solution
<i>ERROR 10 – ERROR 99</i>	<ul style="list-style-type: none"> <li>Technical error.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Switch the device off and back on.</li> <li>▶ Reset the parameters to the factory settings.</li> <li>▶ Contact Eppendorf Service.</li> </ul>

## 8 Maintenance

### 8.1 Replacing fuses

---



#### **DANGER! Electric shock.**

- ▶ Switch off the device and disconnect the mains/power plug before starting maintenance or cleaning work.
- 

The fuse holder is located between the mains connection socket and the mains power switch. The fuses may only be replaced with the same type of fuse.

1. Disconnect the mains plug.
2. Pull the fuse holder out completely.
3. Replace the defective fuse.
4. Insert the fuse holder.

### 8.2 Cleaning

---



#### **DANGER! Electric shock as a result of penetration of liquid.**

- ▶ Switch off the device and disconnect the power plug before starting cleaning or disinfection work.
  - ▶ Do not allow any liquids to penetrate the inside of the housing.
  - ▶ Do not spray clean/spray disinfect the housing.
  - ▶ Only plug the device back in if it is completely dry, both inside and outside.
- 



#### **NOTICE! Damage from the use of aggressive chemicals.**

- ▶ Do not use any aggressive chemicals on the device or its accessories, such as strong and weak bases, strong acids, acetone, formaldehyde, halogenated hydrocarbons or phenol.
  - ▶ If the device has been contaminated by aggressive chemicals, immediately clean it by means of a mild cleaning agent.
- 



Clean the device at least every 4 weeks.

1. Wipe the painted parts and the aluminum surfaces with a cloth and mild detergent.
2. Polish with a dry cloth.

### 8.3 Disinfection/decontamination

- ▶  Select disinfection methods that comply with the legal regulations and guidelines for your area of application.
- ▶ If you have any questions regarding cleaning, disinfection and decontamination, please contact Eppendorf AG.

#### Prerequisites

- All device parts are cleaned.
- A disinfectant containing alcohol (such as isopropanol or spirit) is available.
- ▶ Wipe all parts of the device with a cloth and the disinfectant.

### 8.4 Service and maintenance

Application-specific service and safety inspections are not required.

- ▶  Software updates may only be performed by authorized service personnel.

The Eppendorf AG service team is available to service and certify your device.

#### Service provisions:

- Service
- Operational qualification (OQ) according to manufacturer's specifications
- Electrical safety testing according to country-specific regulations
- Software update

Information on the services offered can be found on our webpage:

[www.eppendorf.com/epservices](http://www.eppendorf.com/epservices).

## 9 Technical data

<b>Motor module</b>	
Travel, maximum	20 mm
Step motors	X-module, Y-module, Z-module
Weight	2150 g

<b>Module (X, Y, Z)</b>	
Type	Step motors
Step size (calculated resolution)	< 20 nm
Speed, maximum	10000 µm/s
Width	129 mm
Depth	51 mm
Height	36 mm
Weight	570 g

<b>Swivel joint</b>	
Direction of rotation	-45° – +90°
Capillary change	Direction of rotation forwards
Sample change	Direction of rotation backwards

<b>Angle head</b>	
Operating angle	0° – 90°
Weight load, maximum	200 g

<b>Control board</b>	
Control	Joystick
Working range	<i>coarse, fine, x-fine</i>
Width	205 mm
Depth	288 mm
Height	152 mm
Weight	1800 g

### 9.1 Power supply

Voltage	100 V – 240 V, AC, ±10 %
Frequency	50 Hz – 60 Hz
Power consumption	30 W
Protection class	I
Overvoltage category	II (IEC 61010-1)
Micro fuse	250 V, 1.6 A, T

### 9.2 Interfaces

Module (X, Y, Z)	SubD9, female
PC/external device	Serial interface SubD9, male
Service connection	USB

### 9.3 Ambient conditions

Ambience	Only for use indoors.
Ambient temperature	15 °C – 35 °C
Relative humidity	30 % – 65 %, non-condensing.
Atmospheric pressure	79.5 kPa – 106 kPa Use up to a height of 2000 m above sea level.
Degree of pollution	2 (IEC 664)

## 10 Transport, storage and disposal

### 10.1 Disassembling and packing the micromanipulator

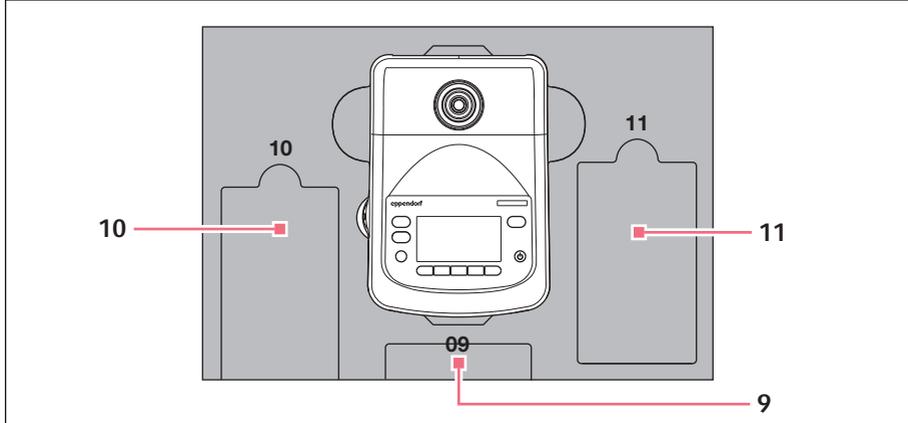


Fig. 10-1: Base padding

9 Control panel

11 Connecting cable

10 Power cable

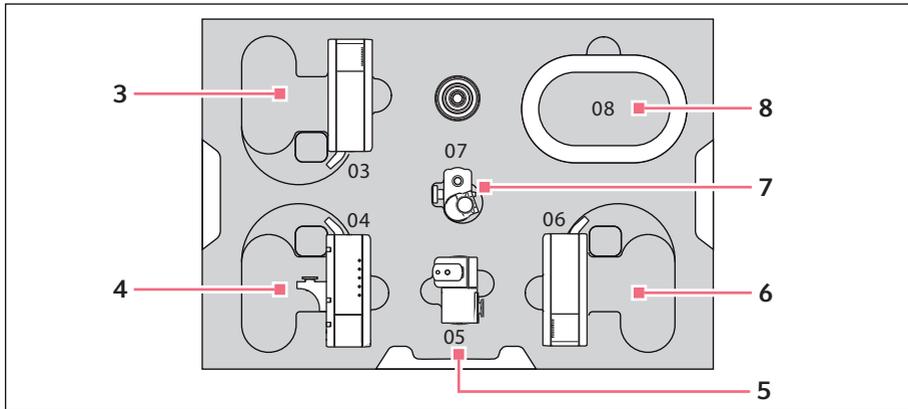


Fig. 10-2: Middle padding

3 Z-module

6 X-module

4 Y-module with YZ connector

7 Angle head

5 Swivel joint

8 Cable sheathing

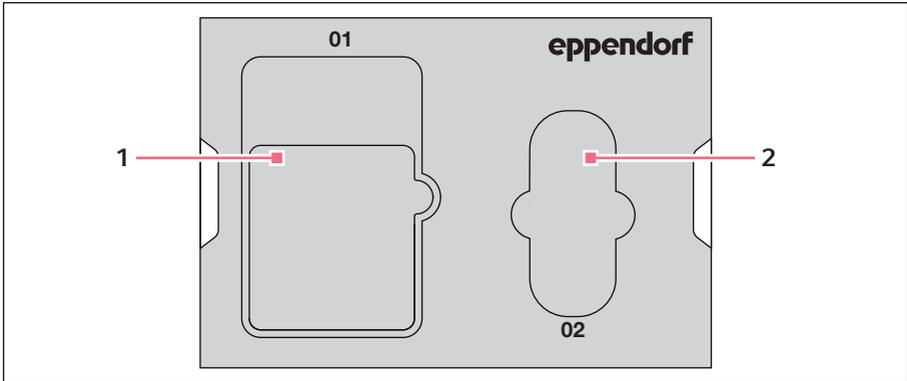


Fig. 10-3: Lid padding

## 1 Operating manual

## 2 Tool bag

### Prerequisites

- The original box with foam padding is available.

1. Center the Z-module, X-module and Y-module manually with the joystick. The module housing and the movable rail must be flush.
2. Switch off the micromanipulator at the mains/power switch.
3. Pull the power cable and place it in recess **10**.
4. Unscrew the module plug connections from the control board.
5. Unscrew the connection to the external device and place it in recess **11**.
6. Place the control board in recess **09**.
7. Align the joystick so that it is straight and position the middle padding with the recess above the joystick.
8. Remove the cable sheathing and place it in recess **08**.
9. Remove the capillary holder.
10. Loosen and pull off the angle head.
11. Re-tighten the screws at the angle head and place them in recess **07**.
12. Undo the screw on the swivel joint.
13. Pull off the X-module with swivel joint.
14. Loosen the second screw at the swivel joint and pull the swivel joint from the X-module.
15. Tighten both screws at the swivel joint and place the swivel joint in recess **05**.
16. Place the X-module in recess **06**.
17. Loosen the screw connecting the YZ connector to the Z-module.

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18. Pull off the YZ connector with Y-module.  
The YZ connector remains at the Y-module.
19. Tighten the screws at the YZ connector.
20. Place the Y-module with YZ connector in recess **04**.
21. Loosen the screw connecting the Z-module holder to the Z-module and pull off the Z-module.
22. Tighten the screw of the Z-module holder.
23. Place the Z-module in recess **03**.
24. Insert the lid padding.
25. Place the tool bag in recess **02**.
26. Close the box and send it to the authorized service.

**10.2 Storage**

	<b>Air temperature</b>	<b>Relative humidity</b>	<b>Atmospheric pressure</b>
In transport packaging	-25 °C – 55 °C	10 % – 95 %	70 kPa – 106 kPa
Without transport packaging	-5 °C – 45 °C	10 % – 95 %	70 kPa – 106 kPa

**10.3 Decontamination before shipment**

If you are shipping the device to the authorized Technical Service for repairs or to your authorized dealer for disposal please note the following:

**WARNING! Risk to health from contaminated device.**

1. Observe the information on the decontamination certificate. You can find it as a PDF document on our webpage ([www.eppendorf.com/decontamination](http://www.eppendorf.com/decontamination)).
2. Decontaminate all the parts you would like to dispatch.
3. Include the fully completed decontamination certificate in the package.

## 10.4 Transport



**NOTICE! Damage to the control board as a result of incorrect handling.**

- ▶ Grasp the control board on the housing.
- ▶ Do not lift the control board using the joystick.
- ▶ Never place the control board on the joystick.

	Air temperature	Relative humidity	Atmospheric pressure
General transport	-25 °C – 60 °C	10 % – 95 %	30 kPa – 106 kPa
Air freight	-40 °C – 55 °C	10 % – 95 %	30 kPa – 106 kPa

Carry out the following steps before transport:

1. Move modules into center position.  
The movable rail must not protrude over the module.
2. Dismantle the module unit before transport.
3. Only use original packaging for transport.

## 10.5 Disposal

If the product needs to be disposed of, the relevant legal regulations must be observed.

### Information on the disposal of electrical and electronic devices in the European Community:

Within the European Community, the disposal of electrical devices is regulated by national regulations based on EU Directive 2012/19/EU pertaining to waste electrical and electronic equipment (WEEE).

According to these regulations, any devices supplied after August 13, 2005, in the business-to-business sphere, to which this product is assigned, may no longer be disposed of in municipal or domestic waste. To document this, they have been marked with the following marking:



Because disposal regulations may differ from one country to another within the EU, please contact your supplier if necessary.

**Ordering information**

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**11 Ordering information****11.1 TransferMan 4r**

<b>Order no. (International)</b>	<b>Order no. (North America)</b>	<b>Description</b>
		<b>TransferMan 4r</b>
5193 000.012	5193000012	Mains/Power plug Europe
5193 000.020	5193000020	Mains/Power plug USA/Japan
5193 000.039	5193000039	Mains/Power plug UK/Hong Kong
5193 000.047	5193000047	Mains/Power plug Australia
5193 000.055	5193000055	Mains/Power plug China
5193 000.063	5193000063	Mains/Power plug Argentina

**11.2 Accessories for TransferMan 4r**

<b>Order no. (International)</b>	<b>Order no. (North America)</b>	<b>Description</b>
5192 082.007	5192082007	<b>Connecting cable</b> TransferMan 4r/InjectMan 4 - FemtoJet 4i/4x
5181 070.015	920005845	<b>Data cable</b> Connect FemtoJet/FemtoJet express to micromanipulator
5252 070.020	5252070020	<b>Foot control</b> for FemtoJet 4i/4x
5181 301.009	920007945	<b>Antivibration Pad</b> XS S M L XL
5181 303.001	920007953	
5181 305.004	920007961	
5181 307.007	920007970	
5181 309.000	920007988	
5192 071.005	5192071005	<b>Spare parts kit</b> 1 slider (complete), 2 machine screws M2.5×6 (swivel joint), 2 set screws (angle head), 2 compression springs (knurled screw angle head)
5192 072.001	5192072001	<b>Positioning aid</b> 2 pieces for universal capillary holder, capillary holder 4
5192 081.000	5192081000	

### 11.3 Tools for TransferMan 4r

Order no. (International)	Order no. (North America)	Description
5192 074.004	5192074004	<b>Allen torque screwdriver</b> 3 mm
5192 075.000	5192075000	<b>Allen screwdriver</b> 1.3 mm
5192 076.007	5192076007	<b>Allen key</b> 7 pieces 1.5 mm, 2 mm, 2.5 mm, 3 mm, 4 mm, 5 mm, 6mm
5192 077.003	5192077003	<b>Toolbag</b>

### 11.4 Microscope adapter

Order no. (International)	Order no. (North America)	Description
5192 301.000	5192301000	<b>Adapter for microscope</b> Leica 1 DMi8, DMI3000 B, 3000 M, 4000 B, 5000 B, 5000 M, 6000 B, DM IRB E, DM IRE 2
5192 302.007	5192302007	<b>Adapter for microscope</b> Leica 2 DM IL LED, HC
5192 306.002	5192306002	<b>Adapter for microscope</b> Olympus 1 IX50, IX51, IX70, IX80, IX81
5192 307.009	5192307009	<b>Adapter for microscope</b> Olympus 2 IX53 IX3-ILL, IX73 IX3-ILL, IX83 IX3-ILL
5192 308.005	5192308005	<b>Adapter for microscope</b> Olympus 3 IX53 IX2-ILL30
5192 316.008	5192316008	<b>Adapter for microscope</b> Nikon 1 Eclipse Diaphot 200, 300, Eclipse Ti-E, Ti-U, Ti-S, TE200, TE300, TE2000
5192 317.004	5192317004	<b>Adapter for microscope</b> Nikon 2 Eclipse Ts2R
5192 318.000	5192318000	<b>Adapter for microscope</b> Nikon 3 Eclipse Ti2-U, Ti2-A, Ti2-E
		<b>Adapter for microscope</b> Zeiss 1

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Order no. (International)	Order no. (North America)	Description
5192 311.006	5192311006	AxioObserver 3, 5, 7, AxioObserver A1, D1, Z1, Axiovert 200
5192 312.002	5192312002	<b>Adapter for microscope</b> Zeiss 2 Axio Vert.A1

**11.5 Accessories for adapters for microscope**

Order no. (International)	Order no. (North America)	Description
5192 325.007	5192325007	<b>Universal stand</b> for micromanipulators TransferMan 4m/4r, InjectMan 4
5192 321.001	5192321001	<b>Adapter bridge</b> for micromanipulators TransferMan 4m/4r, InjectMan 4

**11.6 Capillaries**

Order no. (International)	Order no. (North America)	Description
5195 000.052	5195000052	<b>Biopsy Tip I</b> 25 pieces
5195 000.060	5195000060	<b>Biopsy Tip II</b> 25 pieces
5195 000.087	5195000087	<b>Piezo Drill Tip</b> for mouse ICSI 25 pieces
5195 000.095	5195000095	<b>Piezo Drill Tip ES</b> 25 pieces
5195 000.001	5195000001	<b>TransferTip F (ICSI)</b> 25 pieces, sterile
5195 000.010	5195000010	<b>TransferTip RP (ICSI)</b> 25 pieces, sterile
5195 000.028	5195000028	<b>TransferTip R (ICSI)</b> 25 pieces, sterile
5195 000.079	5195000079	<b>TransferTip ES</b> 25 pieces, sterile
5195 000.036	5195000036	<b>VacuTip I</b> 25 pieces, sterile
5195 000.044	5195000044	<b>VacuTip II</b> 25 pieces

### 11.7 Femtotips

Order no. (International)	Order no. (North America)	Description
5242 952.008	930000035	<b>Femtotips</b> 20 pieces
5242 957.000	930000043	<b>Femtotip II</b> 20 pieces
5242 956.003	930001007	<b>Microloader</b> Eppendorf Quality, 2 racks of 96 tips 0.5 - 20 µL, light gray, length: 100 mm

### 11.8 Capillary holder 4 and accessories

Order no. (International)	Order no. (North America)	Description
5196 081.005	5196081005	<b>Capillary holder 4</b> for mounting microcapillaries, Femtotips, Femtotip II or grip head 4 (incl. Grip head 4 size 0 and adapter for Femtotips)
5196 082.001	5196082001	<b>Grip head set 4</b> for capillary holder 4 and universal capillary holder Size 0, capillary diameters from 1.0 mm to 1.1 mm (O.D.)
5196 083.008	5196083008	Size 1, capillary diameters from 1.2 mm to 1.3 mm (O.D.)
5196 084.004	5196084004	Size 2, capillary diameters from 1.4 mm to 1.5 mm (O.D.)
5196 085.000	5196085000	Size 3, capillary diameters from 0.7 mm to 0.9 mm (O.D.)
5196 086.007	5196086007	<b>O-ring set 4</b> incl. 10 o-rings large, 10 o-rings small, 2 distance sleeves, o-ring removal tool for grip head set 4

**Ordering information**

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**11.9 CellTram 4r and accessories**

<b>Order no. (International)</b>	<b>Order no. (North America)</b>	<b>Description</b>
5196 000.013	5196000013	<b>CellTram 4r Air</b>
5196 000.030	5196000030	<b>CellTram 4r Oil</b>
5196 061.004	5196061004	<b>Injection tube Air</b> White ring mark, I.D. 0.5 mm, length 1.3 m
5196 089.006	5196089006	<b>Injection tube Oil</b> Blue ring mark, I.D. 1.0 mm, length 1.3 m
5176 220.009	5176220009	<b>Tube coupling</b> for extending or connecting pressure tubes
5196 088.000	5196088000	<b>Filling and Cleaning set</b> incl. filling tube, Luer lock adapter, 2 syringes for CellTram 4
5176 859.018	5176859018	<b>Mineral Oil</b>

**11.10 FemtoJet 4i**

<b>Order no. (International)</b>	<b>Order no. (North America)</b>	<b>Description</b>
5252 000.013	5252000013	<b>FemtoJet 4i microinjector</b>

**11.11 FemtoJet 4x**

<b>Order no. (International)</b>	<b>Order no. (North America)</b>	<b>Description</b>
5253 000.017	5253000017	<b>FemtoJet 4x Microinjector</b>

### 11.12 Accessories for FemtoJet 4i/FemtoJet 4x

Order no. (International)	Order no. (North America)	Description
5252 070.011	5252070011	<b>Hand control</b> for remote-controlling for FemtoJet 4i/4x
5252 070.020	5252070020	<b>Foot control</b> for FemtoJet 4i/4x
5192 080.004	5192080004	<b>Y-cable FJ4</b>
5252 070.054	5252070054	<b>Injection tube</b> 2 m, for universal capillary holder and capillary holder 4
5248 200.008	920011993	<b>pressure tube</b> for connecting the FemtoJet express/4x to an external pressure supply Length 2.5 m, incl. 2 couplings G 1/4 inch and 1/ 4 inch 18 NPT
5248 202.000	920011985	<b>Adapter for nitrogen pressure reducer</b> Coupling G 1/4 inch 18 NPT

### 11.13 PiezoXpert

Order no. (International)	Order no. (North America)	Description
5194 000.016	–	<b>Eppendorf PiezoXpert</b> for piezo-assisted micromanipulation with mains/power plug EU
5194 000.024	5194000024	with mains/power plug USA/Japan
5194 000.032	5194000032	with mains/power plug UK/Hong Kong
5194 000.059	5194000059	with mains/power plug Australia
5194 000.067	5194000067	with mains/power plug China
5194 000.075	5194000075	with mains/power plug Argentina

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# Declaration of Conformity

The product named below fulfills the requirements of directives and standards listed. In the case of unauthorized modifications to the product or an unintended use this declaration becomes invalid. This declaration of conformity is issued under the sole responsibility of the manufacturer.

**Product name:**

Eppendorf TransferMan® 4r

**Product type:**

Electric motor driven micromanipulator

**Relevant directives / standards:**

2014/35/EU: EN 61010-1, EN 61010-2-081

UL 61010-1, UL 61010-2-081

CAN/CSA C22.2 No. 61010-1, CAN/CSA C22.2 No. 61010-2-081

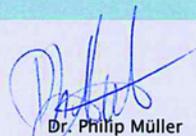
2014/30/EU: EN 61326-1, EN 55011

2011/65/EU: EN 50581

Hamburg, November 06, 2018



Dr. Wilhelm Plüster  
Management Board



Dr. Philip Müller  
Head of Business Unit  
Instrumentation & Systems

Your local distributor: [www.eppendorf.com/contact](http://www.eppendorf.com/contact)  
Eppendorf AG · Barkhausenweg 1 · 22339 Hamburg · Germany  
[eppendorf@eppendorf.com](mailto:eppendorf@eppendorf.com)

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