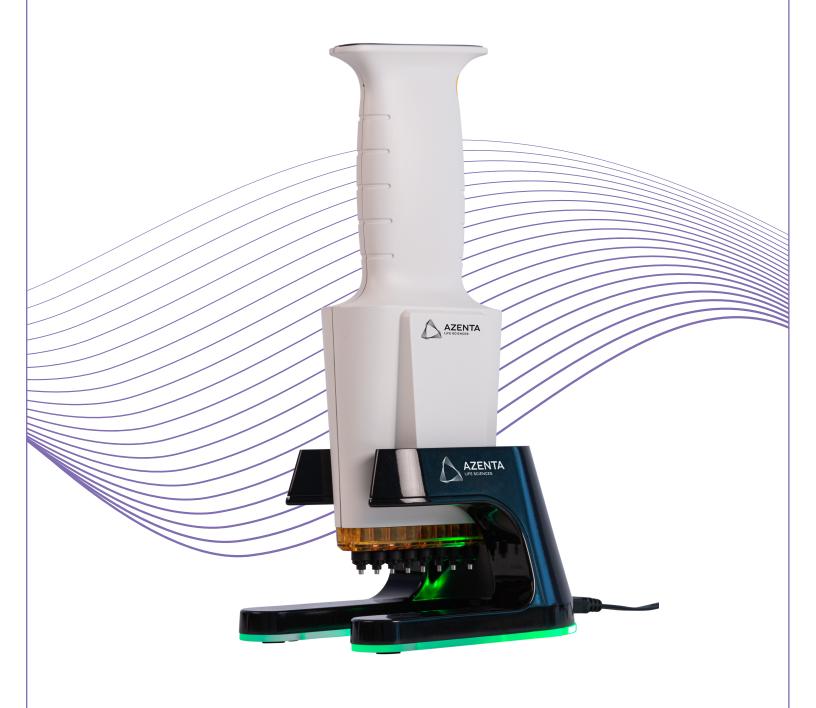
Semi-Automated Handheld Screw Cap Decapper User Manual





Azenta US, Inc.

Information provided within this document is subject to change without notice, and although believed to be accurate, Azenta US, Inc. assumes no responsibility for any errors, omissions, or inaccuracies.

BioStore[™], BioWarehouse[™], SampleStore[™], Strata[™], Tube Auditor[™], Azenta[™], Azenta Life Sciences[™], and the Azenta logo are trademarks of Azenta US, Inc.

CryoExchange®, CryoPod®, FrameStar®, FreezerPro®, and IntelliXcap® are registered U.S. trademarks of Azenta US, Inc.

All other trademarks are properties of their respective owners.

© 2022 Azenta US, Inc. All rights reserved. The information included in this manual is proprietary information of Azenta US, Inc. and is provided for the use of Azenta US, Inc. customers only and cannot be used for distribution, reproduction, or sale without the express written permission of Azenta US, Inc.

This technology is subject to United States export Administration Regulations and authorized to the destination only; diversion contrary to U.S. law is prohibited.

Original manual printed in English.

These are the original instructions for the Semi-Automated Handheld Screw Cap Decapper.



Corporate Headquarters 2910 Fortune Circle West Indianapolis, IN 46241 U.S.A.

European Union Representative Im Leuschnerpark 1B 64347 Griesheim, Germany

For Technical Support:

Location	Contact Number	Website
North America	+1.888.2.AZENTA (+1.888.229.3682)	
Europe	+44.0.161.777.2000	www.azenta.com
Japan	+81.45.4477.5570 (ext. 24)	

Revision History

Part Number: 372265

Semi-Automated Handheld Screw Cap Decapper User Manual

Revision	Date
Revision A	10 AUG 2021
Revision B	10 SEP 2021
Revision C	26 AUG 2021
Revision D	17 AUG 2022

Table of Contents

Revision History 4 1. Safety 7 Intended Use 7 General Safety 8 Transportation and Storage 8 Installation and Operation 8 Battery Safety 9 Cleaning, Decontaminating, and Servicing the Decapper 9 Instructions for Removal from Use, Transportation, or Disposal 10 Chemical Waste Safety 10 Chemical Waste Hazard 10 Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Directly to the Decapper 20 Battery Level Indicator 25 Operation Status Indicators 25	(Cover	
Intended Use			
General Safety 8 Transportation and Storage 8 Installation and Operation 8 Battery Safety 9 Cleaning, Decontaminating, and Servicing the Decapper 9 Instructions for Removal from Use, Transportation, or Disposal 10 Chemical Waste Safety 10 Chemical Waste Hazard 10 Chemical Waste Hazard 10 Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 15 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 18 Recharging the Battery Directly to the Decapper 26 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 26 Standby Mode and Power Saving Mo			
Transportation and Storage 8 Installation and Operation 8 Battery Safety 9 Cleaning, Decontaminating, and Servicing the Decapper 9 Instructions for Removal from Use, Transportation, or Disposal 10 Chemical Waste Safety 10 Chemical Waste Hazard 10 Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicators 25 Operation Status Indicators 25 Operation Status Indicators 26 Standby Mode 26 Power Saving Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Procedure 29 Decapping 31 Recapping 31 Recapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Power 37 Standby Mode 36 Contact Technical Support 37 37 37 37 37 37 37 3			
Installation and Operation 8 Battery Safety 9 Cleaning, Decontaminating, and Servicing the Decapper 9 Instructions for Removal from Use, Transportation, or Disposal 10 Chemical Waste Safety 10 Chemical Waste Hazard 10 Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 25 Standby Mode and Power Saving Mode 26 Power Saving Mode 26 Power Saving Mode 26 Power Saving Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39		•	
Battery Safety 9 Cleaning, Decontaminating, and Servicing the Decapper 9 Instructions for Removal from Use, Transportation, or Disposal 10 Chemical Waste Safety 10 Chemical Waste Hazard 10 Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode and Power Saving Mode 26 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure		·	
Cleaning, Decontaminating, and Servicing the Decapper 9 Instructions for Removal from Use, Transportation, or Disposal 10 Chemical Waste Safety 10 Chemical Waste Hazard 10 Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 26 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29			
Instructions for Removal from Use, Transportation, or Disposal 10 Chemical Waste Safety 10 Chemical Waste Hazard 10 Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode and Power Saving Mode 26 Connecting/ Disconnecting a Cartridge 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 4.			
Chemical Waste Bazerd 10 Chemical Waste Hazard 10 Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode and Power Saving Mode 26 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 31 Recapping the Device 35 <			
Chemical Waste Hazard 10 Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 25 Standby Mode and Power Saving Mode 26 Standby Mode and Power Saving Mode 26 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 Cleaning the Device 35 Cleaning the Pogo Pins and Pads 35 </td <th></th> <td></td> <td></td>			
Regulatory Compliance and Declaration of Conformity 11 2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode and Power Saving Mode 26 Power Saving Mode 26 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping the Powice 35 Cleaning the Powice 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36		•	
2. Overview 12 Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 26 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 31 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support <td< td=""><th></th><td></td><td></td></td<>			
Scope of Use 12 Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 26 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices <th></th> <td></td> <td></td>			
Features 12 Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices	-		
Unpacking 13 Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 31 Recapping the Device 35 Cleaning the PoGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Product Overview 15 Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Technical Specifications 17 3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
3. Getting Started 18 Unlocking the Decapper 18 Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Unlocking the Decapper18Recharging the Battery19Recharging the Battery Directly to the Decapper20Recharging the Battery Through the Docking Station22Indicators25Battery Level Indicator25Operation Status Indicators26Standby Mode and Power Saving Mode26Standby Mode26Power Saving Mode27Connecting/Disconnecting a Cartridge28Cartridge Types28Procedure29Decapping31Recapping31Recapping the Device35Cleaning the Device35Cleaning the POGO Pins and Pads355. Troubleshooting36Contact Technical Support376. Appendices39			
Recharging the Battery 19 Recharging the Battery Directly to the Decapper 20 Recharging the Battery Through the Docking Station 22 Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39	;		
Recharging the Battery Directly to the Decapper20Recharging the Battery Through the Docking Station22Indicators25Battery Level Indicator25Operation Status Indicators26Standby Mode and Power Saving Mode26Power Saving Mode27Connecting/Disconnecting a Cartridge28Cartridge Types28Procedure29Decapping31Recapping31Recapping the Device35Cleaning the Device35Cleaning the POGO Pins and Pads355. Troubleshooting36Contact Technical Support376. Appendices39			
Recharging the Battery Through the Docking Station22Indicators25Battery Level Indicator25Operation Status Indicators26Standby Mode and Power Saving Mode26Standby Mode26Power Saving Mode27Connecting/Disconnecting a Cartridge28Cartridge Types28Procedure29Decapping31Recapping31Recapping334. Preventative Maintenance35Cleaning the Device35Cleaning the POGO Pins and Pads355. Troubleshooting36Contact Technical Support376. Appendices39			
Indicators 25 Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Battery Level Indicator 25 Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Operation Status Indicators 26 Standby Mode and Power Saving Mode 26 Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Standby Mode and Power Saving Mode26Standby Mode26Power Saving Mode27Connecting/Disconnecting a Cartridge28Cartridge Types28Procedure29Decapping31Recapping334. Preventative Maintenance35Cleaning the Device35Cleaning the POGO Pins and Pads355. Troubleshooting36Contact Technical Support376. Appendices39			
Standby Mode 26 Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Power Saving Mode 27 Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Connecting/Disconnecting a Cartridge 28 Cartridge Types 28 Procedure 29 Decapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Cartridge Types 28 Procedure 29 Decapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Procedure 29 Decapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Decapping 31 Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Recapping 33 4. Preventative Maintenance 35 Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
4. Preventative Maintenance35Cleaning the Device35Cleaning the POGO Pins and Pads355. Troubleshooting36Contact Technical Support376. Appendices39			
Cleaning the Device 35 Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Cleaning the POGO Pins and Pads 35 5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39	4		
5. Troubleshooting 36 Contact Technical Support 37 6. Appendices 39			
Contact Technical Support		Cleaning the POGO Pins and Pads	35
Contact Technical Support	ļ	5. Troubleshooting	36
	(6. Appendices	39
		Appendix A: Order Information	

Accessories	40
Compatible Labware	41
Appendix B: WEEE Statement (European Union)	45

1. Safety



DANGER

Read the Safety Chapter

Failure to review the Safety chapter and follow the safety warnings can result in death or serious injury.

- All personnel involved with the operation or maintenance of this product must read and understand the information in this safety chapter.
- Follow all applicable safety codes of the facility as well as national and international safety codes.
- Know the facility safety procedures, safety equipment, and contact information.
- · Read and understand each procedure before performing it.



NOTICE

It is the responsibility of each person working on this product to know the applicable regulatory safety codes as well as the facility safety procedures, safety equipment, and contact information.

Intended Use

Semi-Automated Handheld Screw Cap Decapper is intended to be used by trained personnel. In this manual we assume the user to have knowledge of basic laboratory procedures.

General Safety



CAUTION

Physical Injury

Using the Semi-Automated Handheld Screw Cap Decapper in a manner not specified by Azenta Life Sciences may result in personal injury or damage to the Semi-Automated Handheld Screw Cap Decapper.





CAUTION

Inappropriate Use

Use of this product in a manner or for purposes other than for what it is intended may cause equipment damage or personal injury.



- Only use the product for its intended application.
- Do not modify this product beyond its original design.

Transportation and Storage

The Semi-Automated Handheld Screw Cap Decapper must be transported and stored in an environment with a temperature of -10°C - 60°C, with relative humidity (non-condensing) of 10% - 95%.

Installation and Operation

Do not use the Semi-Automated Handheld Screw Cap Decapper in a potentially explosive environment or with potentially explosive chemicals.

Avoid placing the Semi-Automated Handheld Screw Cap Decapper in direct sunlight.

Install the Semi-Automated Handheld Screw Cap Decapper in a room with an operating temperature of 10 - 35 °C, with relative humidity (non-condensing) of 10 - 95%.

Do not allow liquids or any foreign objects to enter the various openings of the Semi-Automated Handheld Screw Cap Decapper.

Part Number: 372265 Rev. D General Safety

Battery Safety



WARNING

Lithium Battery

The Semi-Automated Handheld Screw Cap Decapper operates on a small but powerful lithium-ion battery. Misuse or abuse of the lithium-ion battery may cause damage or injury through fire, electric shock, or chemical leakage. Please read and understand all warnings before using the battery.

- When storing the battery, do not allow it to come into contact with any metallic surfaces.
- Do not incinerate the lithium battery or expose it to excessive heat.
- Do not short-circuit, puncture, crush, disassemble, damage, deep-cycle, re-vitalize or modify the battery.
- Do not expose the battery to water or moisture.
- Do not drop or subject the battery to strong impacts.
- Only use the battery specified in this manual.
- Only use the specified, original charger unit to charge the battery.
- · Do not use a leaking battery.
- If charging is not completed within the specified time period, unplug the charger and discontinue charging immediately.
- The charger and battery temperature rises with extended periods of use. Care should be taken to avoid burns.
- Burns may result if the battery is removed immediately after extended periods of use.
- If fluid from the battery enters your eye, immediately rinse the eye with plenty of fresh water and contact a doctor. If fluid from the battery makes contact with your skin or clothing, wash the area thoroughly with water.







Cleaning, Decontaminating, and Servicing the Decapper

Before using a cleaning or decontamination methods other than those recommended by the manufacturer in this manual, verify with the manufacturer that the proposed method will not damage the Semi-Automated Handheld Screw Cap Decapper.

Service and repairs should be carried out by authorized service personnel only.



CAUTION

Unauthorized Service

Personal injury or damage to equipment may result if this product is operated or serviced by unauthorized personnel.

- Only qualified personnel are allowed to transport, assemble, operate, or maintain the Product.
- Properly qualified personnel are those who have received certified training and have the proper qualifications for their jobs.



Instructions for Removal from Use, Transportation, or Disposal

NOTICE

Lithium Battery Disposal

A lithium battery is located in the product.

If the product is being removed or replaced, it must be handled following all Federal, State, Local, and Facility procedures for the disposal of hazardous material.



Follow all facility and government regulations regarding recycling and disposal when discarding product components that have been replaced.

Important: Do not dispose of this product as unsorted municipal waste.

Refer to Appendix B: "WEEE Statement (European Union)" on page 45 for more information.

Chemical Waste Safety

Chemical Waste Hazard

NOTICE

Hazardous Waste - Safety Data Sheets

Refer to the Safety Data Sheets (SDS) and local regulations for handling and disposal.

The facility where this product is used is responsible for the maintenance and distribution of each Safety Data Sheet (SDS).



Azenta Life Sciences Safety

Part Number: 372265 Rev. D

Regulatory Compliance and Declaration of Conformity

The Semi-Automated Handheld Screw Cap Decapper meets the requirements of the European Union's Low Voltage Directive 2014/35/EU, Electromagnetic Compatibility Directive 2014/30/EU, and Directive 2011/65/EU on the restriction of certain hazardous substances as a completed machine. In accordance with the Directive, Azenta Life Sciences has issued a Declaration of Conformity and the Semi-Automated Handheld Screw Cap Decapper has a CE mark affixed.

DOCUMENT NUMBER:	TITLE:	
357077	Declaration of Conformity, Low Voltage Directive	AZENTA
REVISION: B	DOCUMENT CLASSIFICATION:	LIFE SCIENCES
ECO# EC132455	04-Form, Template or Other	

DECLARATION OF CONFORMITY

Description: Semi-Automated Handheld Screw Cap Decapper, 8-channel

The Handheld Screw Cap Decapper is designed to remove and replace eight Function:

caps at the time from tubes with screw caps

Product code: 46-9012

Business name and full address of the manufacturer of the machinery:

Azenta Life Sciences, Northbank, Irlam, Manchester M44 5AY, United Kingdom

Name and address of the person, established in the Community, authorized to compile the relevant technical de-Azenta Life Sciences (Germany) GmbH, Im Leuschnerpark 1B, 64347 Griesheim, Germany

That this equipment fulfills all the relevant provisions of Low Voltage Directive 2014/35/EU.

o EN 61010-1:2010+A1:2019. Safety requirements for electrical equipment for measurement, control, and

- laboratory use. General requirements
- That this machinery fulfils all the relevant provisions of Directive 2014/30/EU (EMC Directive)
 - o EN 61326-1:2021 Electrical equipment for measurement, control and laboratory use. EMC requirements. General requirements
- That this machinery is in conformity with Directive 2011/65/EU of the European Parliament and of the Council of 8 June 2011 on the restriction of the use of certain hazardous substances in electrical and electronic equipment and
 - BS EN IEC 63000:2018. Technical documentation for the assessment of electrical and electronic products with respect to the restriction of hazardous substances

Year CE Marking Affixed to Product: 2021

Signed for and on the behalf of Azenta Life Sciences:

Rob Woodward (Oct 25, 2021 05:58 GMT+1)

Print name: Rob Woodward Position: Senior Vice President, Global Quality Executive Management Place: Irlam, Manchester

Confidential: The information is confidential and is to be used only in connection with matters authorized by Azenta and no part of it is to be disclosed to others without prior written permission from Azenta.

Date Printed: Saturday, October 23, 2021 This is uncontrolled when printed

2. Overview

The Semi-Automated Handheld Screw Cap Decapper is an 8-channel handheld decapper for bench top use in low-medium throughput environments. The ergonomic design makes it easy to handle and operate. It also offers an interchangeable cap driver cartridge system to support internal and external thread tubes.

Scope of Use

The unit is intended to be used in low-throughout environments where the user can decap/recap between 1 to 3 96-SBS racks (12 columns per rack).

Estimated throughout for definition of scope of use:

3 racks per day, 22 working days per month (average), 12 months per year.

Features

- · Light-weight and ergonomic design for easier handling.
- Interchangeable cap driver cartridge system can be changed quickly to support different consumables.
- · Effortless cap ejection.
- Powerful and stable lithium-ion polymer battery.
- Reliable USB-C plug for charger adapter.
- Can be operated during the recharging period.
- · Can be charged on the docking station.
- Three-color battery indicator shows the battery status.
- · Standby mode is available for battery saving.

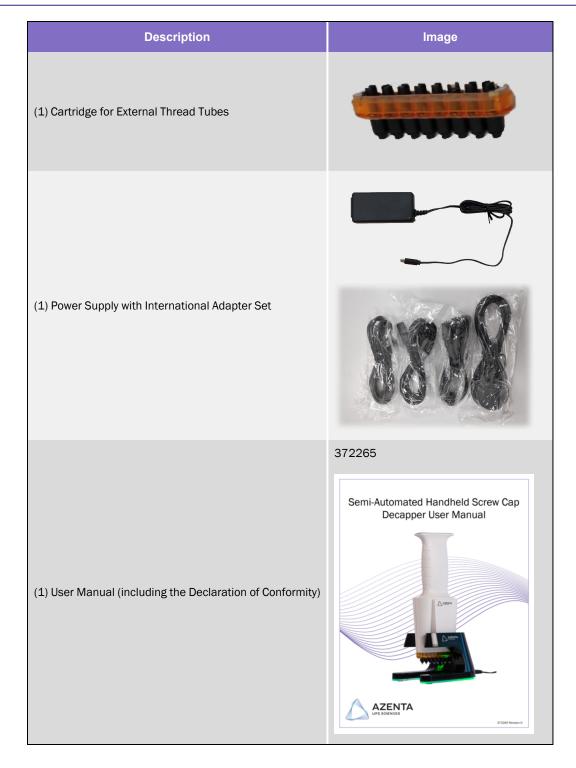
Unpacking

The Semi-Automated Handheld Screw Cap Decapper is delivered in an external carton and an internal color box with protective PE foam cushions. Remove the Semi-Automated Handheld Screw Cap Decapper from each carton. All packaging should be kept.

Open the Semi-Automated Handheld Screw Cap Decapper package and confirm that all items listed below are included:

Description	Image
(1) Semi-Automated Handheld Screw Cap Decapper	AZENTA OTRECOM
(1) Docking Station	AZENTA or reasure
(1) Cartridge for Internal Thread Tubes	

Azenta Life Sciences 2. Overview
Part Number: 372265 Rev. D Unpacking



If there are any items missing, damaged, or not according to your order, please contact your distributor or sales representative immediately.

Please refer to Appendix A: "Order Information" on page 40 to see the order information of the Semi-Automated Handheld Screw Cap Decapper accessories.

Product Overview

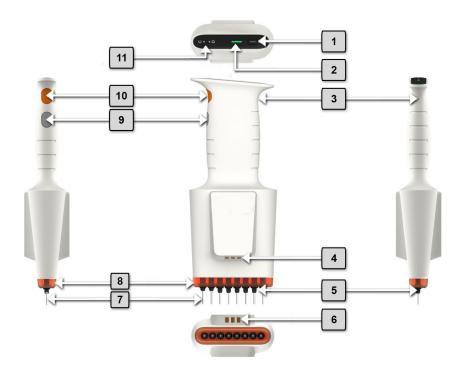


Figure 2-1: Overview of the Semi-Automated Handheld Screw Cap Decapper

Number	Description
1.	USB Socket
2.	Battery Level Indicator
3.	Reset Button
4.	Pad for POGO Pin
5.	Cap Driver
6.	Pad for POGO Pin
7.	Ejector Pin
8.	Cartridge
9.	Eject Button
10.	Action Button
11.	Operation Status Indicator

Azenta Life Sciences 2. Overview

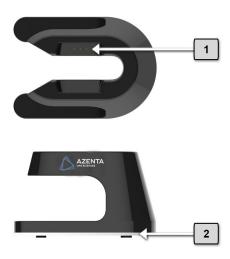


Figure 2-2: Overview of the Docking Station

Number	Description
1.	POGO Pin
2.	Charging Station Indicator

Technical Specifications

Specification	Value
Channel Number	8
Screw Cap Compatibility	Internal and external thread screw caps (96-SBS format)
Speed	Decap <= 4 seconds Recap <= 6 seconds Ejection <= 4 seconds
Dimensions (W x H x L)	95 mm x 50 mm x 250 mm
Number of Decap/Recap Cycles with a Fully Charged Battery	Approximately 13200 cycles/110 racks
Weight	389g (includes a cartridge)
Charging Time	Approximately 90 min
Power Supply	Input: AC 100 - 240V, 50/60Hz 1A-0.45A Output: 9V DC, 4A
Power Jack	USB-C
Battery	Lithium-ion polymer battery 8.4 V/1500 mAh
Operating Temperature	10-35°C
Relative Humidity	10 ~ 95%
Storage Temperature	-10 - 60°C

3. Getting Started

Unlocking the Decapper

Accidentally pressing any button of the decapper during transportation may cause an error and the battery power drainage. To prevent this situation, the decapper is locked by pressing the gray eject button for 5 seconds before shipping. It is essential to unlock the decapper by pressing the gray eject button for 5 seconds when receiving the decapper.



NOTICE

Locking the Product

It is essential that the decapper is locked before shipping.

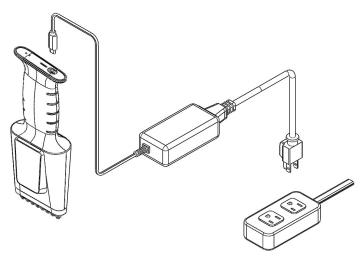
• Press the gray **Eject** button for 5 seconds to lock the device.

Recharging the Battery

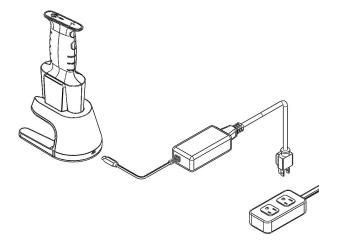
NOTE: Be sure to charge the lithium-ion polymer battery two hours before first time operation.

When the battery level indicator turns red (low battery), you can recharge the battery:

• Directly through the decapper (as described on page 20)



• Indirectly through the docking station (as described on page 22)



Recharging the Battery Directly to the Decapper

Step	Action
1.	Plug the USB jack of the power supply into the USB socket on the top of the decapper.
2.	Plug the proper adapter into the power supply.
3.	Plug the adapter into an external power source.

Step	Action
4.	The battery level indicator blinks green during the charging period.
5.	Confirm the battery is fully charged. The battery level indicator illuminates green continuously when fully charged. The charging period takes approximately 90 minutes.

Important

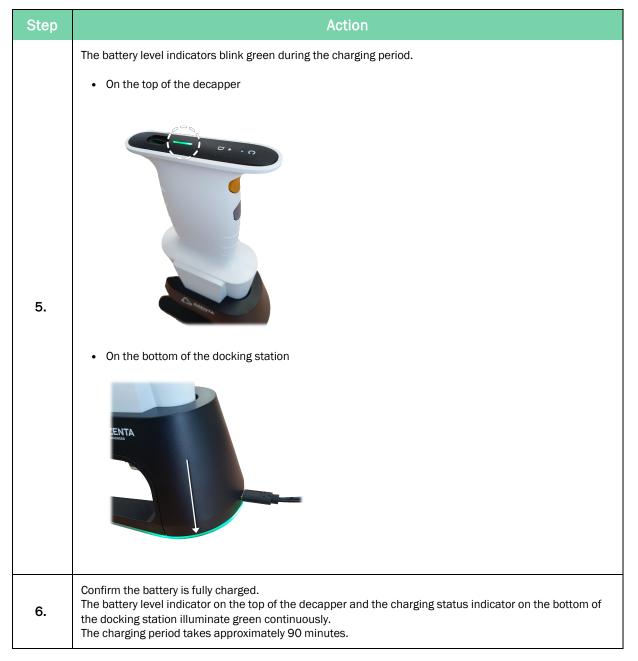
- Charge the battery at least once every 6 months to avoid over-discharge which may damage the internal battery cells. Perform this even if you did not use the decapper during this period.
- The decapper can be operated during the recharging period.
- Only use the appropriate power supply (Output: 9V DC, 4A) for the decapper.
- Only use the original manufacturer's battery and power supply.

Recharging the Battery Through the Docking Station

Step	Action	
1.	Plug the USB jack of the power supply into the USB socket at the rear side of the docking station.	
2.	Plug the proper adapter into the power supply.	
3.	Plug the adapter into an external power source.	

Step	Action
	Place the decapper on the docking station in proper orientation. The pads on the handle should contact the POGO pins on the docking station.
4.	

Part Number: 372265 Rev. D Recharging the Battery



Important

- Charge the battery at least once every 6 months to avoid over-discharge which may damage the internal battery cells. Perform this even if you did not use the decapper during this period.
- Only use the appropriate power supply (Output: 9 V, 4 A) for the decapper.
- Only use the original manufacturer's battery and power supply.

Indicators

Battery Level Indicator

The battery level indicator on the top of the decapper explains the battery status for users as described in the table below.



Use Status	Battery Level Indicator	Battery Level
	Green	100% - 40%
Operating	Amber	39% - 20%
Operating	Red	19% - 10%
	Blinking red	10% - 0%
Charging and Operating During Charging	Blinking green	Partially charged
Charging and Operating During Charging	Continuous green	Fully charged

The operation status indicators on the top of the decapper show the next step for users as described in the table below



Lighted Indicator

C The decapper executes the recap cycle.

D The decapper executes the decap cycle.

NOTE: When an error occurs, the decapper lights up the C indicator, D indicator, and the battery indicator lights in red. Refer to "Troubleshooting" on page 36 for more information about the error.

Standby Mode and Power Saving Mode

To reduce the power consumption and increase the longevity of the battery, the decapper is designed with a standby mode and a power saving mode.

Standby Mode

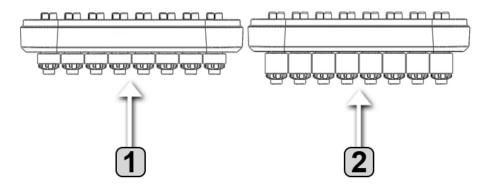
Standby mode is ON when the system idles in operation mode for 10 seconds. In standby mode, the operation status indicator is illuminated, but the battery level indicator is OFF. User can press one of the buttons to execute the next step.

Power Saving Mode

Power saving mode is ON when the system idles in standby mode for 15 minutes. In power saving mode, the operation status indicator and the battery level indicator are OFF. User can press one of the buttons to awake the device, then the device is ready to execute decapping cycle.

The decapper is supplied with two different cartridges, designed for Internal Thread and External Thread tubes in 96-SBS format. Select the appropriate cartridge before operating the device.

Cartridge Types



Number Description	
1	Cartridge for internal thread tubes.
2	Cartridge for external thread tubes.

Procedure

Step	Action		
1.	Use one hand to hold the handle, and use the other hand to hold the selected cartridge.		
2.	Pass the (8) ejector pins through the central holes of (8) cap drivers from the top side. The cartridge connects to the handle by magnetic attraction.		
3.	Ensure that the cartridge is properly aligned with the cap driver. Apply pressure to the handle to attach the cartridge. NOTE: If it does not attach properly, realign the cartridge and press firmly on the handle to ensure the cartridge is secure.		

Step	Action
4.	Press the orange Action button to run a decapping cycle, then press the orange Action button again to run a recapping cycle. This ensures the internal connection between the handle and the cap drivers.
5.	If needed to replace the cartridge, use the dominant hand to hold the center of the cartridge tightly and the other hand to hold the handle in order to take the cartridge and decapper apart.

Decapping

Step	Action
1.	Ensure the D operation status indicator lights up.
2.	Hold the handle and vertically insert the eight cap drivers of the decapper into the inner cavities on the top of corresponding screw caps.

While pressing the orange **Action** button on the decapper, lightly press down on the decapper caps to make the cap drivers engage with the caps. 3. After 1.5 seconds, lift up the decapper with caps on the cap drivers. 4. The decapper with caps on the cap drivers can be seated on the docking station.

NOTE: Refer to Appendix A: "Order Information" on page 40 for compatible labware.

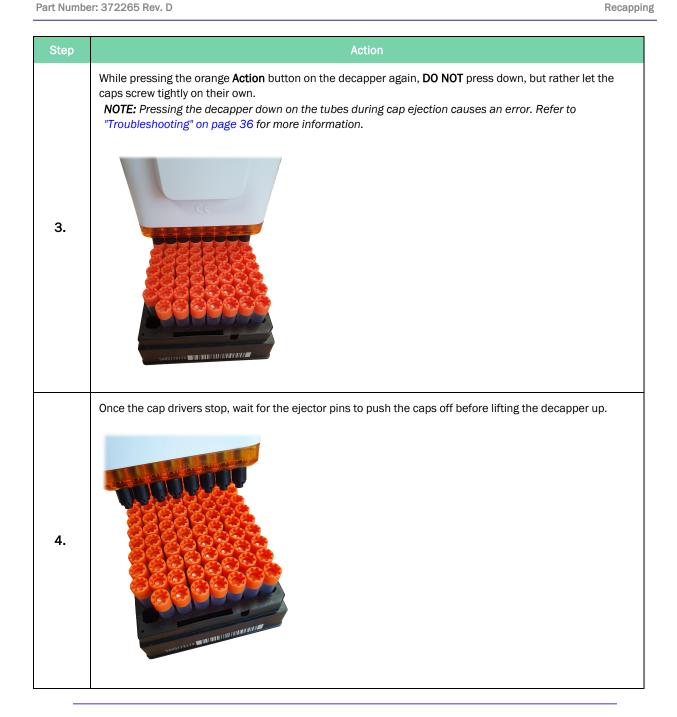
NOTE: Tubes should be seated in the corresponding tube rack.

Recapping

Step	Action
1.	Check the C operation status indicator lights up.
2.	Hold the decapper and gently place the eight cap drivers on the tubes. NOTE: Tubes should be seated in the corresponding tube rack.

Azenta Life Sciences

3. Getting Started



NOTE: Refer to Appendix A: "Order Information" on page 40 for compatible labware.

4. Preventative Maintenance

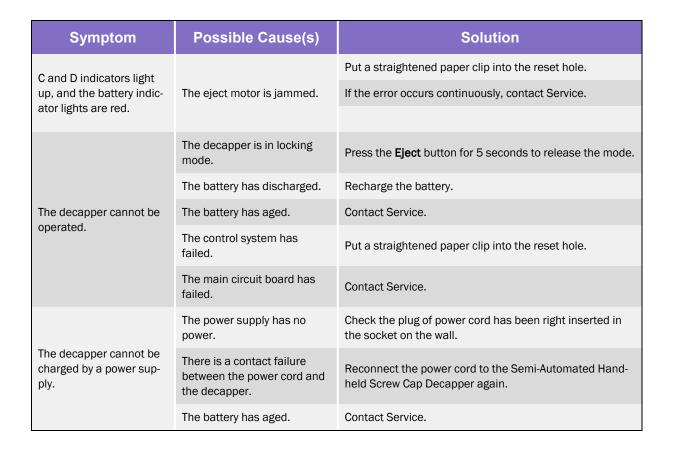
Cleaning the Device

Avoid spilling liquid onto or into the device (includes handle, cartridge and the docking station). Liquid may damage internal components. In addition, periodically wipe it clean of dust and other residue that comes with normal operation of them using a soft, lint-free cloth and 70% alcohol/isopropanol.

Cleaning the POGO Pins and Pads

For any accidental spills or accumulated dirt on the POGO pins of the docking station and on the pads of the handle, use 70% alcohol or isopropanol on a cotton swab to gently clean.

5. Troubleshooting



Symptom	Possible Cause(s)	Solution
	The docking station has no power.	Check the plug of power cord has been right inserted in the socket on the wall.
The decapper cannot be	There is a contact failure between the power cord and the docking station.	Reconnect the power cord to the docking station again.
charged by the docking station.	The decapper is seated on the docking station in the wrong orientation.	Place the decapper on the docking station in the right orientation. The pads on the handle should contact the POGO pins on the docking station.
	Dirt on the POGO pins of the docking station and on the pads of the handle.	Clean the POGO pins and the pads using 70% alcohol or isopropanol.
The decapper cannot eject the caps.	The eject motor has failed.	Contact Service.
Cap driver doesn't work when the action button is pressed.	The cap driver motor has failed.	Contact Service.
	The wrong cap driver cart- ridge is in use.	Replace it by the correct cap driver cartridge.
Cap driver cannot engage onto the caps.	The cap drivers are worn down.	Replace the cap driver cartridge by a new one.
Cartridge drops when ejecting caps.	The fixing magnet has aged.	Contact Service.

Contact Technical Support

Have the following information available when contacting Azenta Life Sciences Technical Support.

- a. Part number and serial number from the product.
- b. Installed location of the product.
- c. Name, e-mail address, and telephone number of the person to contact.
- d. List of error codes received during the failure.
- e. Prepare a detailed description of the events relating to the error.
 - Time that the equipment has been in operation
 - · Work that was done on the equipment prior to the error
 - Functions that the equipment was performing when the error occurred

- Actions taken after the error and the results of those actions
- Other information that may assist the Specialist
- f. Contact Azenta Life Sciences Technical Support at these numbers:

Location Contact Number		Website	
North America +1.800.379.7221			
Europe	+44.161.777.2107	azenta.com	
Japan	+81.45.4477.5570 (ext. 24)		

Technical Support Customer Care: https://www.azenta.com/contact-us

6. Appendices

This chapter contains the appendices for this manual.

Appendix A: Order Information

Accessories

Part Number	Part Name	Description
46-9001	DOCKING STATION,INTELLIXCAP AUTOMATED SEPTUM CAP DECAPPER RE-CAPPER,M-SERIES	Docking station for IntelliXcap Automated Septum Cap Decapper Re-Capper M-series, used to charge and place the decapper when not in use.
48-9013-01	ASSY,CARTRIDGE,SEMI-AUTOMATED HANDHELD SCREW CAP DECAPPER,INT	IntelliXCartridge, 8-format cap driver cartridge with 8 individual cap drivers for Internal Thread tubes Includes 1 cartridge.
48-9013-02	ASSY,CARTRIDGE,SEMI-AUTOMATED HANDHELD SCREW CAP DECAPPER,EXT	IntelliXCartridge, 8-format cap driver cartridge with 8 individual cap drivers for External Thread tubes Includes 1 cartridge.

Compatible Labware

	96-format 1ml External Thread, Next Gen Jacket Tri- coded	96-format 0.9ml Extenal Thread, Next Gen Dual- coded	96-format, 0.9ml Internal Thread, Next-Gen Jacket Tri- coded
Image			
Max Fill Volume 21°C (ml) Screw Cap	1.2	1.0	1.1
Max Working Volume (ml) Screw Cap Frozen	1.0	0.9	0.9
Max Working Volume (µI) Screw Cap	1000	911	916
Max Working Volume (µI) Septum Cap	916	887	999
Tube Height (mm)	46.2	42.3	44.2
Tube Height with Cap (mm)	49.6	45.7	52.5
Tube Height with Septum Cap (mm)	47.4	43.5	45.4
Inner Diameter (mm)	6.5	6.5	6.8
Outer Diameter with Cap (mm)	8.7	8.7	8.6
Center to Center (mm)	9	9	9
Min Temperature °C Screw Cap	-196	-196	-196
Min Temperature °C Septum Cap	-80	-80	-80
2D-coded	Base	Base	Base
Human Readable Number	Side	Base	Side
Linear Code	Side	-	Side
Product Codes			
Bulk, Uncapped	68-1003-00	68-1001-00	67-0757-00
Bulk, Capped	68-1003-10	68-1001-10	67-0757-10
Racked, Uncapped	68-1003-01	68-1001-01	67-0757-01
Racked, Uncapped	68-1003-11	68-1001-11	67-0757-11

NOTE: This list is continued on the following page.

	96-format, 0.9ml Internal Thread, Next-Gen Dual- coded	96-format, 0.8ml External Thread, Next-Gen Jacket Tri- coded	96-Format 0.7ml Internal Thread, Next Gen Dual- coded
Image			
Max Fill Volume 21°C (ml) Screw Cap	1.1	0.96	0.88
Max Working Volume (ml) Screw Cap Frozen	0.9	0.8	0.7
Max Working Volume (μΙ) Screw Cap	929	800	731
Max Working Volume (μΙ) Septum Cap	1018	-	821
Tube Height (mm)	43.5	36.9	36.2
Tube Height with Cap (mm)	51.8	40.3	44.5
Tube Height with Septum Cap (mm)	44.7	-	37.4
Inner Diameter (mm)	6.8	6.5	6.8
Outer Diameter with Cap (mm)	8.6	8.7	8.6
Center to Center (mm)	9	9	9
Min Temperature °C Screw Cap	-196	-196	-196
Min Temperature °C Septum Cap	-80	-	-80
2D-coded	Base	Base	Base
Human Readable Number	Base	Side	Base
Linear Code	-	Side	-
Product Codes			
Bulk, Uncapped	66-62345	68-0801-00	66-62318
Bulk, Capped	66-62345-Y6	68-0801-10	66-62318-Y6
Racked, Uncapped	66-62330	68-0801-01	66-62319
Racked, Uncapped	66-62330-Y6	68-0801-11	66-62319-Y6

NOTE: This list is continued on the following page.

	96-format 0.65ml Internal Thread, Next Gen Jacket Tri- coded	96-format, 0.5ml External Thread, Next Gen Jacket Tri- coded	96-format, 0.5ml External Thread, Next-Gen Dual-coded
Image		Marian Ma	
Max Fill Volume 21°C (ml) Screw Cap	0.80	0.66	0.66
Max Working Volume (ml) Screw Cap Frozen	0.65	0.5	0.5
Max Working Volume (µI) Screw Cap	666	552	550
Max Working Volume (µI) Septum Cap	749	525	525
Tube Height (mm)	36.8	26.4	26.4
Tube Height with Cap (mm)	45.1	29.8	29.8
Tube Height with Septum Cap (mm)	38	27.6	27.6
Inner Diameter (mm)	6.8	6.5	6.5
Outer Diameter with Cap (mm)	8.6	8.7	8.5
Center to Center (mm)	9	9	9
Min Temperature °C Screw Cap	-196	-196	-196
Min Temperature °C Septum Cap	-80	-80	-80
2D-coded	Base	Base	Base
Human Readable Number	Side	Side	Base
Linear Code	Side	Side	-
Product Codes			
Bulk, Uncapped	67-0755-00	68-0703-00	68-0701-00
Bulk, Capped	67-0755-10	68-0703-10	68-0701-10
Racked, Uncapped	67-0755-01	68-0703-02	68-0701-02
Racked, Uncapped	67-0755-11	68-0703-12	68-0701-12

NOTE: This list is continued on the following page.

	96-format, 0.48ml Internal Thread, Next Gen Jacket Tri- coded	96-format, 0.3ml Internal Thread, Next-Gen Dual- coded	96-format, 0.26ml External Thread, Next Gen Jacket Dual-coded
Image			<u> </u>
Max Fill Volume 21°C (ml) Screw Cap	0.58	0.40	0.31
Max Working Volume (ml) Screw Cap Frozen	0.48	0.3	0.26
Max Working Volume (µI) Screw Cap	482	336	261
Max Working Volume (µI) Septum Cap	572	425	238
Tube Height (mm)	26.4	21	15.2
Tube Height with Cap (mm)	34.7	29.3	18.6
Tube Height with Septum Cap (mm)	27.6	22.1	16.4
Inner Diameter (mm)	6.8	6.8	6.5
Outer Diameter with Cap (mm)	8.3	8.7	8.7
Center to Center (mm)	9	9	9
Min Temperature °C Screw Cap	-196	-196	-196
Min Temperature °C Septum Cap	-80	-80	-80
2D-coded	Base	Base	Base & Side
Human Readable Number	Side	Base	Side
Linear Code	Side	-	-
Product Codes			
Bulk, Uncapped	67-0753-00	66-62326	68-0303-00
Bulk, Capped	67-0753-10	66-62326-Y6	68-0303-10
Racked, Uncapped	67-0753-02	66-62325	68-0303-01
Racked, Uncapped	67-0753-12	66-62325-Y6	68-0303-11

Appendix B: WEEE Statement (European Union)



The symbol above indicates that Waste Electrical and Electronic Equipment (WEEE) is not to be disposed of as unsorted municipal waste. Equipment marked with this symbol is to be collected separately.

The objectives of this program are to preserve, protect and improve the quality of the environment, protect human health and utilize natural resources prudently and rationally. Specific treatment of WEEE is indispensable in order to avoid the dispersion of pollutants into the recycled material or waste stream. Such treatment is the most effective means of protecting the customer's environment.

The waste collection, reuse, recycling, and recovery programs available to Azenta Life Sciences-customers, vary by customer location. Please contact the responsible body (e.g., your laboratory manager) for information about local requirements.