How to Use a Micropipet

1. **Pick up a micropipet and find all the parts. Every brand is a little different.**

2. **Find the two stops.**
   - Push down to first stop
   - Continue down to second stop

3. **Identify the size of the micropipet by checking the top of the plunger. Then find the range of that micropipet using your Micropipet Card.**

4. **Identify what each digit represents in the volume window (i.e. tens, ones, tenths). Practice setting the micropipet to the example volumes shown on the Micropipet Card. Never set the micropipet above or below their range; it will damage the pipet.**

5. **Grab a microtube of colored pipetting solution and an empty microtube.**

6. **Set the micropipet to a volume at the middle of its range.**

**Micropipets** are essential to lab work, but they are also **delicate** and **very expensive**. Before picking up any equipment, listen to directions and observe the instructor’s demonstration on the proper use of a micropipet. Be sure to use good technique to make sure that all your measurements are **accurate** and **precise**.

**Tips**
- Sometimes the plunger is also the volume adjustment knob.
- Tip Ejector
- Volume Adjustment Knob
- Volume Window
- Ejector Arm
- Plunger (button)
- Shaft
7. Locate the box of tips that fit your micropipet. Use the Tip Selection Guide on the Micropipet Card for help.

8. Attach a tip onto the micropipet by firmly pushing the end of the micropipet into the open end of a tip in the box.

9. Push down to first stop. Draw up some fluid by pushing the plunger to the 1st stop. Keeping the plunger down, lower the tip into the tube of colored pipetting solution just below the surface.

10. Slowly release the plunger. Pause while keeping the micropipet in a vertical position before removing the tip from the liquid.

11. Check the tip of the micropipet to see how much fluid you have. Make sure there are no air bubbles trapped in the tip. Try again if you think the volume looks incorrect.

12. Take your empty microtube. Lightly touch the inside wall of the tube with the tip of the micropipet.

13. Slowly depress the plunger to the first stop. Pause, then push to the second stop to expel the last bit of fluid. Keep the plunger down as you take the pipet tip out of the tube. Then, slowly release the plunger.

14. Eject the tip into a waste container by pushing the tip ejector.

15. With the members of your group, share the volume of your sample and compare sizes.