

How to Disassemble and Reassemble a Pin Tool/Replicator

1. Set Pin Tool on VP 550A series Docking Station that came with the Pin Tool or on a tip lid box. Remove top plate by removing 8 screws on top.



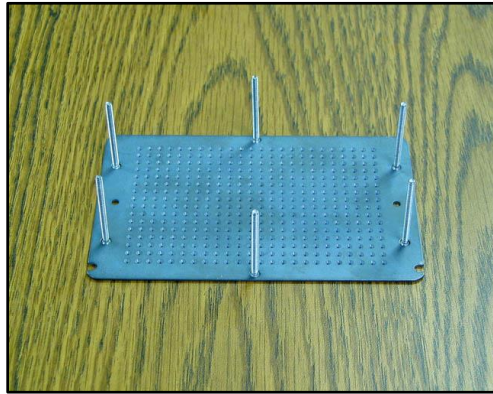
2. Remove pins to vials. Be careful not to bend the pins.



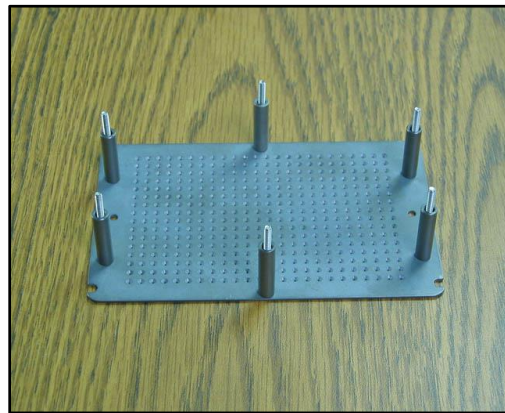
3. Unscrew hex nuts while ensuring that screw heads on bottom do not turn. Remove screws and spacers from replicator and you will have only the bottom float plate remaining.



4. To reassemble the Pin Tool, insert screws into bottom float plate with screw holes counter-sunk down and pin holes counter-sunk up.



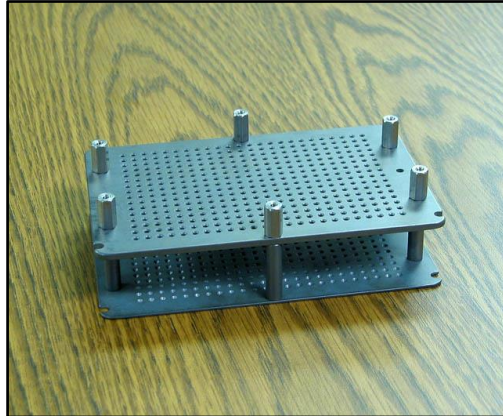
5. Place a spacer on each screw.



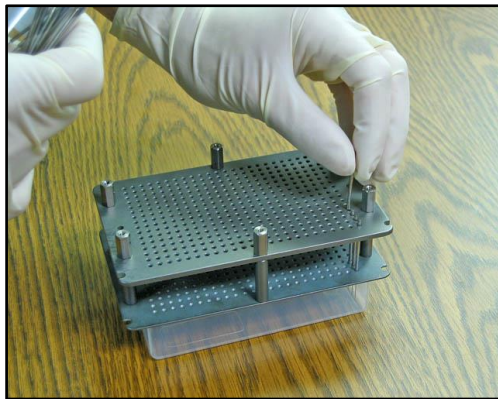
6. Put top float plate on spacers with pin holes counter-sunk up (screw holes are not counter-sunk in either direction).



7. Place some Loctite (if available) on each screw and then screw a hex nut onto each screw.



8. Carefully replace pins.



9. Place some Loctite (if available) on each screw and screw down top plate.



For any questions, please contact V&P Scientific technical staff at 858-455-0643 or sales@vp-sci.com.