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Safety information!

**Important information!**

- Keep this manual complete and accessible to personnel at all times!
- Read this manual carefully before installing or operating the equipment. Observe the instructions contained in this manual.

- Do not modify the equipment without authorization.

**NOTICE**

This manual is an integral part of the equipment described therein. It describes the safe and proper use of the equipment. Make operating personnel aware of dangers arising from the equipment and the used substances. STARLAB cannot accept any liability for inappropriate use of the equipment or for damage from failure to follow instructions contained in this manual.

This manual is only to be used and distributed in its complete and original form. It is strictly the users' responsibility to check carefully the applicability of the guidance in this manual with respect to his product.

11/02/2016

The following signal word panels and safety symbols are used throughout this manual:

This is the safety alert symbol. It is used to alert you to potential personal injury hazards. Obey all safety messages that follow this symbol to avoid possible injury and death.
DANGER ➤ DANGER indicates a hazardous situation which, if not avoided, will result in death or serious injury.

WARNING ➥ WARNING indicates a hazardous situation which, if not avoided, could result in death or serious injury.

• CAUTION ➦ CAUTION indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.

NOTICE ➤ NOTICE is used to address practices not related to personal injury.

Formatting used in this manual:
Note: The signal word panels in all sections of this manual always refer to all paragraphs of the same format (➤ / ➥ / • / plain text) following each signal word panel.
General information

**WARNING**
- Read and comply with this manual before installing or operating the equipment.
- Before operating the equipment read and comply with the section ”Cleaning and decontamination”!

**NOTICE**
- Remove all packing material, remove the product from its packing-box, remove the protective covers from the inlet and outlet ports and keep, inspect the equipment. If the equipment is damaged, notify the supplier within three days; state the item number of the product together with your order number and the supplier’s invoice number. Retain all packing material for inspection. **Do not use the equipment if it is damaged.**

**Intended use**

**WARNING**
- The device may only be used by well trained and skilled personnel.
- The device may not be used for in vivo applications (e. g., not humans or animals).

**NOTICE**
- Ensure that the equipment and all components are suitable for the intended application. Use the system only for aspiration of liquids.

**Setting up**

**NOTICE**
- The hand controller is intended to be connected to a suitable suction system, e. g., STARLAB Aspirator.

Comply with all applicable and relevant safety requirements (regulations and guidelines), implement the required actions and adopt suitable safety measures.
Ambient conditions

- The systems are designed for ambient temperatures during operation between +10°C and +40°C. Check the maximum temperatures.

Operating conditions

- The devices are not suitable to aspirate:
  - unstable substances
  - substances which react explosively under impact (mechanical stress) and/or when being exposed to elevated temperatures without air,
  - self inflammable substances,
  - substances which are inflammable without air and
  - explosive substance

- The devices have no approval for operation below ground.

Warning

- The equipment is not suitable for aspiration of dust.

Caution

- Take into consideration interactions and chemical reactions of the aspirated media.
  - Ensure that the materials of the wetted parts are compatible with the aspirated substances, see section "Technical data”.

Notice

If aspirating different substances, it is recommended that the aspiration hose be purged prior to changing the media in order to rinse out residues and to avoid reactions of the substances with each other and with the materials.
**Safety during operation**

*Danger*

➤ Ensure that while operating the device no persons can be endangered.
➤ Wear personal protection equipment.
➤ Comply with requirements when using infectious liquids, pathogenic germs, toxic, radioactive or aggressive substances.
➤ Prior to operation check all relevant safety and health requirements and determine the applicability of regulatory limitations prior to use if necessary.
➤ Comply with material safety data sheets and notes on safe use of the manufacturer.
➤ Comply with the biosafety level of the laboratory.
➤ Use appropriate safety work materials and methods if necessary, e. g., steam sterilization, sterilization indicators or germicides. For notes concerning the sterilization of wetted parts, see the “Technical Data” section and “Cleaning and decontaminating”. It is the user’s responsibility to ensure effective sterilization.
➤ Never operate a defective or damaged device.

*Warning*

➤ Comply with applicable regulations when disposing of chemicals. Take into consideration that chemicals may be polluted.
➤ Use only **OEM spare parts and accessories**; otherwise safety and performance of the equipment as well as the electromagnetic compatibility of the equipment might be reduced.

➤ In case of leaks in the aspiration hose, aspirated substances might be released into the environment. Comply especially with notes on operation and use.

*Notice*

Ensure that, in case of failure, the system will always return to a safe status. Provide appropriate protective measures (i.e., precautions which allow for the requirements of the respective application) even for the case of failure and **malfuction**.
**Maintenance and repair**

**DANGER** ➤ Attention: The device might be contaminated with noxious or otherwise dangerous chemicals that have been aspirated during operation. Ensure that the device is decontaminated before maintenance.

**WARNING** ➤ Take adequate precautions to protect people from the effects of dangerous substances if contamination has occurred. Wear appropriate safety-clothing when you come in contact with contaminated components.

**NOTICE** ➤ Ensure that maintenance is carried out only by suitably trained technicians. Ensure that the maintenance technician is familiar with the safety procedures which relate to the products processed by the system. In order to comply with law (occupational, health and safety regulations, safety at work law and regulations for environmental protection) vacuum pumps, components and measuring instruments returned to the manufacturer can be repaired only when certain procedures (see section "Repair - Maintenance - Return") are followed.
## Technical data

<table>
<thead>
<tr>
<th>Type</th>
<th>Hand controller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permissible ambient temperature storage / operation °F°C</td>
<td>14 to 140 / 50 to 104 (-10 to +60 / +10 to +40)</td>
</tr>
<tr>
<td>Permissible relative atmospheric moisture during operation %</td>
<td>30 to 85</td>
</tr>
<tr>
<td>Adapters for</td>
<td>Pipettes with outer diameter 5.5 - 8 mm</td>
</tr>
<tr>
<td>Length of aspiration hose m</td>
<td>Pipette tips 2 - 200 µl and 50 - 1000 µl</td>
</tr>
<tr>
<td>Dimensions L x W x H approx. (without aspiration hose) mm</td>
<td>185 x 30 x 38</td>
</tr>
<tr>
<td>Weight (with aspiration hose) approx. g</td>
<td>125</td>
</tr>
</tbody>
</table>

## Wetted parts

<table>
<thead>
<tr>
<th>Components</th>
<th>Wetted parts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspiration hose</td>
<td>Silicone rubber</td>
</tr>
<tr>
<td>Adapter for pipettes</td>
<td>TPE / PP</td>
</tr>
<tr>
<td>Adapter for pipette tips</td>
<td>PP</td>
</tr>
<tr>
<td>Screw cap, adjusting knob, operating lever</td>
<td>PPS, glass fibre reinforced</td>
</tr>
<tr>
<td>Housing</td>
<td>PP, glass fibre reinforced</td>
</tr>
</tbody>
</table>
## System parts

<table>
<thead>
<tr>
<th>Position</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>operating lever</td>
</tr>
<tr>
<td>2</td>
<td>aspiration hose</td>
</tr>
<tr>
<td>3</td>
<td>adjusting knob</td>
</tr>
<tr>
<td>4</td>
<td>screw cap</td>
</tr>
</tbody>
</table>
Unpack the equipment.
Enclosed are two clips with an adhesive surface. Affix these clips to the biosafety cabinet to guide the aspiration tubing.

Attach the aspiration hose of the hand controller to a suitable aspiration system, e.g., STAR-LAB Aspirator.

Attach the aspiration hose (1) first, then slide on the bend protection (2).
Assembling the wall holder

The surface of the wall has to be smooth, dry and free of grease.

Remove the protective foil from the adhesive tape at the wall holder part 1. Align part 1 with cover directed downward and press firmly on the wall for 1 minute. The full load is achieved after 72 h at 20°C.

Alternatively screw part 1 of the wall holder to the wall using the two screws enclosed in the delivery.

Assemble part 2 of the wall holder to part 1 and click into place.

Disassembling

Push both wings of the wall holder (part 2) apart and slide the part upwards.

NOTICE

When replacing the adhesive tape to fix the wall holder we recommend to use the 3M™ VHB™ high performance connection system 4932P. 3M™ and VHB™ are trade marks or registered trade marks of 3M.
Positioning the hand controller in the wall holder.

Alternatively, keep the hand controller in the table stand (N2400-9004) - see section "Accessories and spare parts".
Adapters

Two adapters are supplied with the hand controller:

**Adapter for pipettes with outer diameter of 5.5 - 8.0 mm**
- Pasteur pipette
- Aspiration pipette
- Graduated pipettes

A single-channel adapter for pipette tips 2 - 200 µl with tip ejector, and an 8-channel tip adapter with ejector for pipette tips 2 - 200 µl and 50 - 1000 µl are available as accessories, see section "Accessories and spare parts".

**Adapter for pipette tips**
- Pipette tips 2 - 200 µl
- Pipette tips 50 - 1000 µl
Changing the adapter

Ensure that there is no liquid in the tube to avoid risk of contamination. Aspirate until the aspiration tube is empty and decontaminate if necessary.

Select continuous aspiration.

We recommend to switch off vacuum supply or to close connection to the vacuum supply.

Remove pipette if necessary.

**DANGER**

⇒ Attention: Liquid in the tube may leak. Adopt suitable measures to prevent the release of dangerous, toxic, explosive, corrosive, noxious or polluting fluids, vapors and gases. In such cases, use an appropriate collecting and disposal system and take protective action for personnel, equipment and environment.

Turn cap (1) and remove (2).

Pull adapter with hose out of the hand controller.
Remove adapter from hose.

Attach new adapter to the hose.

Pull the adapter with hose back into the hand controller.

Align mark at the cap when reassembling the cap.

Attach cap over the adapter to the hand controller.

Screw cap.
Continuous aspiration / Autoclaving

The setting “continuous aspiration / autoclaving” is designated to aspirate larger amounts of liquid. The hand controller aspirates without pressing the lever.

Select this setting also for autoclaving, see section “Cleaning and decontamination”.

Setting "Aspiration".

When the hand controller is set to “Aspiration” press the lever to aspirate.

The adjustment knob can be turned through 360°, but the knob is not removable.

Setting "Continuous aspiration" and "Autoclaving".

Continuous aspiration / Autoclaving

The setting “continuous aspiration / autoclaving” is designated to aspirate larger amounts of liquid. The hand controller aspirates without pressing the lever.

Select this setting also for autoclaving, see section “Cleaning and decontamination”.

Settings
Handling

Hold the hand controller so it is comfortable for working, see examples below:
Prior to aspiration
Choose the appropriate adapter and carefully insert the pipette into the adapter.
To ease the assembly, loosen the screw cap prior to inserting the pipette and then retighten cap if necessary.
**Attention:** Never insert a filled pipette due to risk of contamination and infection. Wear protective gloves!

Aspiration of liquid
Use only appropriate vessels.
Dip pipette tip into the liquid.

**Setting aspiration:** Press the lever until the liquid has been aspirated.
Release the lever to stop aspiration.

**Setting continuous aspiration:** In setting continuous aspiration it is not necessary to press the lever. Remove pipette from liquid to stop aspiration. If necessary set the adjusting knob to “Aspiration” to stop continuous aspiration.
**After aspiration**
At the end of aspiration, continue to aspirate until there is no more liquid in the aspiration tubing and purge (suck through) with cleaning or disinfectant agent if necessary.

Carefully pull pipette out of the adapter.
To ease the disassembly loosen the screw cap prior to removing the pipette and then retighten cap if necessary.
**Attention:** Risk of contamination and infection. Wear protective gloves and eye protection! Dispose of pipettes according to appropriate regulations.
Attention: When removing the hand controller, liquid in the tube may leak - especially when using systems without couplings!

At the end of aspiration, continue to aspirate until there is no more liquid in the aspiration tubing and purge with cleaning or disinfectant agent if necessary.

Adopt suitable measures to prevent the release of dangerous, toxic, explosive, corrosive, noxious or polluting fluids, vapors and gases. In such cases, use an appropriate collecting and disposal system and take protective action for personnel, equipment and environment.

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**Storage following use**

**NOTICE**

At the end of aspiration, continue to aspirate until there is no more liquid in the aspiration tubing and purge with cleaning or disinfectant agent if necessary.

Set the hand controller to continuous aspiration to avoid a possible agglutination of the aspiration hose.

To avoid a permanent load on the vacuum supply, we recommend to switch off vacuum supply or to close connection to the vacuum supply.

Store the device in dry conditions.
Cleaning and decontaminating

**Autoclaving**

The hand controller with adapters and aspiration hose is designated for steam sterilization at 121°C and 2 bar absolute (1 bar overpressure). Time of exposure according to DIN 58946 \( t_e = 20 \) minutes.

DO NOT exceed a temperature of 121°C.

Comply with instructions for use of the manufacturer of the autoclave.

**NOTICE**

It is the user’s responsibility to ensure effective autoclaving.

**NOTICE**

Prior to autoclaving set the hand controller to “autoclaving”.

Prior to autoclaving turn cap (1) and remove (2).

**NOTICE**

It is not possible to disassemble the hand controller completely. It is possible to disassemble and replace the adapters, the screw cap and the aspiration hose, see “Accessories and spare parts”.

If the housing opens slightly by mistake, e. g., if the handle is dropped, press the gap together by hand. Perform a function test.
Chemical disinfection
Wiping or spray disinfection of the hand controller is possible by using the germicide Pursept A.

NOTICE
Over time, discoloration and material changes (e.g., resiliency, elasticity/tightness, cracking) due to repeated steam sterilizations may occur.

Important notes on use of disinfectants

Aggressive disinfectants which release chlorine or oxygen radicals, e.g., sodium hypochlorite (chlorine bleach) or peroxide compounds can corrode the materials.

The use of the disinfectant Sekusept® Plus (Manufacturer: Ecolab GmbH & Co OHG, Düsseldorf, Germany) in extensive in-house testing did not cause any damage. Hence the disinfectant Sekusept® Plus is preferred. Comply with use and safety instructions of the manufacturer!

⚠️ Using corrosive disinfectants may result in damage, malfunction and/or failure of the equipment.
⚠️ Chlorine may damage the materials of the equipment or the vacuum supply.
⚠️ Leaking of liquid from a damaged aspiration hose may lead to exposure of personnel and material or to damage/destruction of wetted equipment or laboratory furniture.
⚠️ For information about the compatibility with the materials, ask the manufacturer of the disinfectant.
⚠️ The wetted materials of the system are listed in the section "Technical data".
## Accessories and spare parts

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand controller for Aspirator</td>
<td>N2400-9001</td>
</tr>
<tr>
<td>Tubing for hand controller, 2.5 m</td>
<td>N2400-9005</td>
</tr>
<tr>
<td>Connection Kit for 2nd hand controller (to be assembled at a Aspirator, does not include hand controller or quick coupling)</td>
<td>N2400-9006</td>
</tr>
<tr>
<td>Quick coupling hand controller to bottle (suitable as extension kit for a 2nd hand controller)</td>
<td>N2400-9008</td>
</tr>
<tr>
<td>Stand for hand controller</td>
<td>N2400-9004</td>
</tr>
<tr>
<td>Single channel adapter for pipette tips for hand controller</td>
<td>N2400-9002</td>
</tr>
</tbody>
</table>

Quick coupling made of PVDF, with adapter to connect a hand controller to a collection bottle. When disconnected, the collection bottle closes vacuum tight.

Attention: The quick-coupling accessory set is not suitable for use with sodium hypochlorite (chlorine bleach).
8-channel adapter for pipette tips for hand controller

.............................................................. N2400-9003
for pipette tips 2 - 200 µl and 5 - 300 µl
# Troubleshooting

<table>
<thead>
<tr>
<th>Fault</th>
<th>Possible cause</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ No aspiration at the hand controller, pipette drips.</td>
<td>➤ Adapter or aspiration tube defective? ➤ Aspiration hose clogged or agglutinated? ➤ Poorly fitting pipette or tips? ➤ Leak in the system? ➤ No vacuum?</td>
<td>✔ Replace adapter with aspiration hose. ✔ Remove clogged or agglutinated hose section or replace hose. ✔ Connect pipette securely or choose an appropriate adapter. ✔ Check the system for leaks. ✔ Check the vacuum system.</td>
</tr>
<tr>
<td>❑ Pipette loose in the adapter.</td>
<td>➤ Adapter wet or greasy? ➤ Pipette with improper diameter selected?</td>
<td>✔ Clean or replace adapter. ✔ Choose appropriate pipette or change adapter.</td>
</tr>
<tr>
<td>❑ Broken pipette in the adapter.</td>
<td>➤ The pipette was damaged or forced into the adapter?</td>
<td>✔ Remove the glass splinters by means of forceps, replace adapter and aspiration hose if necessary.</td>
</tr>
</tbody>
</table>
Replacing the aspiration hose

Ensure that there is no liquid in the tube to avoid risk of contamination.
Aspirate until the aspiration tube is empty and decontaminate if necessary.

Select continuous aspiration.

Switch off vacuum supply or close connection to the vacuum supply.

Remove pipette if necessary.

⚠️ DANGER

➤ Attention: Liquid in the tube may leak. Adopt suitable measures to prevent the release of dangerous, toxic, explosive, corrosive, noxious or polluting fluids, vapors and gases. In such cases, use an appropriate collecting and disposal system and take protective action for personnel, equipment and environment.

Turn cap (1) and remove (2).

Pull adapter with hose out of the hand controller.
Remove adapter from hose.

Pull aspiration hose out of the hand controller.

Insert new aspiration hose into the hand controller and push through.

Attach adapter to the hose.

Pull the adapter with hose back into the hand controller.

Align mark at the cap when reassembling the cap.

Attach cap over the adapter to the hand controller.

Screw cap.
Every employer (user) is held responsible for the health and safety of their employees. This also applies to service personnel performing repair, maintenance or return. The health and safety clearance form informs the contractor about any possible contamination of the device and forms the basis for the risk assessment.

In case of devices which have been in contact with biological substances of risk level 2 contact the STARLAB service BEFORE dispatching the device. These devices have to be completely disassembled and decontaminated by the user prior to shipment. Do not return devices which have been in contact with biological substances of risk level 3 or 4. These devices cannot be checked, maintained or repaired and even decontaminated devices must not be returned to STARLAB due to a residual risk.

The same conditions apply to on-site work.

No repair, maintenance or return is possible unless a correctly completed health and safety clearance form is returned. Devices sent without a completed form will be rejected. Send a completed copy of the health and safety clearance form to us in advance. The declaration must arrive before the equipment. Enclose a second completed copy with the product.

Remove all components from the device that are not original STARLAB components. STARLAB will not be responsible for lost or damaged components that are not original components.

Drain the device completely of fluids and residues. Decontaminate the device. Close all openings airtight especially if using substances hazardous to health.
To expedite repair and to reduce costs, please enclose a detailed description of the problem and the product’s operating conditions with every product returned.
If you do not wish a repair on the basis of our quotation, the device may be returned to you disassembled and at your expense.
In many cases, the components must be cleaned in the factory prior to repair.
For cleaning we use an environmentally friendly water based process. Unfortunately the combination of elevated temperature, cleaning agent, ultrasonic treatment and mechanical stress (from pressurised water) may result in damage to the paint. Please mark on the health and safety clearance form if you would like a repaint (at your expense) in case such damage should occur. We will also replace parts for cosmetic reasons at your request (and at your expense).

Before returning the device
Pack the device properly, if necessary, please order original packaging materials at your costs.
Mark the package completely
Securely attach the completed health and safety clearance form to the outside of the carton.
Notify the carrier of any possible contamination if required.

Scraping and waste disposal
Dispose of the equipment and any components removed from it safely in accordance with all local and national safety and environmental requirements. Particular care must be taken with components and waste oil which have been contaminated with dangerous substances from your processes. Do not incinerate fluoroelastomer seals and O-rings. You may authorize us to dispose of the equipment at your expense. Otherwise we return the device at your expense.
### Health and safety clearance form

1. **Device (Model):** ..................................................................................................................................................  

2. **Serial no.:** ...........................................................................................................................................................  

3. **Reason for return / malfunction:** .........................................................................................................................

4. **Has the device been used in a copper process step (e.g., semiconductor production):**  
   - [ ] yes  
   - [ ] no  

5. **Substances (gases, liquids, solids, biological material, e. g. bacteria, viruses) in contact with the device / which have been pumped:**  

   ............................................................................................................................................................................  

6. **Risk level of the used biological material:**  
   - [ ] none  
   - [ ] 1  
   - [ ] 2*  
   - [ ] 3**  
   - [ ] 4**  

   * Contact the STARLAB service BEFORE dispatching the device.  
   ** Devices which have been in contact with biological substances of risk level 3 or 4 cannot be checked, maintained or repaired and even decontaminated devices must not be returned to STARLAB due to a residual risk.

7. **Radioactive contamination:**  
   - [ ] yes  
   - [ ] no  

8. **I confirm that the device has been decontaminated:**  
   - [ ] yes  
   - [ ] no  

   **Description of the decontamination method and the test / verification procedure:**  

9. **All parts of the device are free of hazardous, harmful substances:**  
   - [ ] yes  
   - [ ] no  

10. **Protective measures required for service staff:**  

11. **If the paint is damaged, we wish a repaint or a replacement of parts for reason of appearance (repaint and replacement at customer’s expense):**  
   - [ ] yes  
   - [ ] no  

12. **Legally binding declaration**  

   We assure for the returned device that all substances, which have been in contact with the device are listed in section 5 and that the information is complete and that we have not withheld any information. We declare that all measures (where applicable) have been taken as listed in section “Repair - Maintenance - Return”. By our signature below, we acknowledge that we accept liability for any damage caused by providing incomplete or incorrect information and that we shall indemnify STARLAB from any claims as regards damages from third parties. We are aware that as expressed in § 823 BGB (Public Law Code of Germany) we are directly liable for injuries or damages suffered by third parties, particularly STARLAB employees occupied with handling/repairing the product. Shipping of the device has/will be undertaken according to regulations.

   **Name:** ...............................................................................  
   **Signature:** ...........................................................................  

   **Job title:** ...............................................................................  
   **Company’s seal:**  

   **Date:** ......................................................................................

---

**Release for repair grant by STARLAB (date / signature):**  

**Protective measures:**  
- [ ] Protective gloves, safety goggles  
- [ ] Hood  
- [ ] External cleaning  

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