A contact rod (10) held in a holding area (12) by means of a holding and movement apparatus (11) is intended to be inserted into a metallurgical probe (3) which has a probe longitudinal axis (4) and is open on an end face (5). For this purpose a bearing point (2) for the probe (3) is fitted with the probe (3) in such a manner that the open end face (5) thereof faces a predetermined insertion direction. The bearing point (2) has probe centring elements (6) which are used to hold the probe (3) at the bearing point (2) in a predetermined probe position as seen transversely with respect to the probe longitudinal axis (4). One end (9) of the contact rod (10) is inserted into a contact rod centring device (8) in an insertion direction running transversely with respect to the probe longitudinal axis (4) until the end (9) of the contact rod (10) is positioned on account of the insertion into the contact rod centring device (8) in a predetermined contact rod position as seen transversely with respect to the probe longitudinal axis (4) in which the end (9) of the contact rod (10) is opposite the open end face (5). The contact rod (10) is then moved in the direction of the probe longitudinal axis (4) and is thereby inserted into the probe (3).