

1. TURN On the System

- **Cover all components with the plastic wrap according to the laid-out instructions!!!**
- Turn on the **Main Switch** for the microscope components **#1**
- Turn on the **Main Switch** for the PC **#2**
- Turn on the **Main Switch** for the incubation **#3**
- Turn on the **Computer** **#4**
- **Fill out** the log sheet, **Log in** with **your LIC User ID** and **Start Zen** Software

2. TURN Off the System

- **Remove** the chamber from the stage and **clean** it with water, do the same with the **sample holder** and let it dry on a fresh Kleenex
- **Finish filling out** the log sheet, **Save your data** in your **personal folder**, **No saving on your desktop!**

If someone is scheduled within the next 2 hours -

- **Exit ZEN software.** Close all open windows
- **Log OFF** from your user profile, but **do not turn the computer off.**
 - Leave everything on (PC, laser, incubation ...).

If you are the last person of the day or nobody is using the system for at least 2 hours -

- **Exit ZEN software** – wait about 10 seconds and **shut down** the computer **#4**
- Shut off the **Main Switch** for the incubation **#3**
- Shut off **Main Switch** for the Computer **#2 only after computer has finished shut down**
- Shut off the **Main Switch** for the System **#1**

3. End off using the microscope room and leaving the LIC Area

- **Remove all your waste** as samples, slides, cover slips or paper, throw it in the appropriate waste bin, **Disinfect your hands with 70% ETOH still having the gloves on!**
- **Remove the plastic wrap of all components (waste) – again disinfect the hands/gloves!**
- Use kitchen tissue with **70% ETOH** to **clean focus knobs, table and other surfaces, joystick...**
- **Leave the Microscope Room, always close the door!**
- **Last step** at the main exit of the LIC: **Take off your lab coat**, leave it in the coat bin, **take off your face mask** (throw **one way masks in the provided bin**), **take off your gloves** (throw into trash bin), and **use the hand disinfectant or wash hands**. Main exit door stays open!