

Essential rules about using the microscope setups

- **Leave the setup** in a condition so that the following user can start without having to clean up the microscope and working space.
This means cleaning and/or drying the objectives and removing your samples and other stuff from the surfaces.
- **Save your data** only on drive **A:\data\your name folder** and move your image files as soon as possible to one of the storing computers or a portable storage disc.
Several network connections for different workgroups are installed. Ask LIC staff for more information.
- **Sign out** from the computer (stops logging), so the following user can start on his desktop. If the following user begins within 2 hours, leave the hardware on. Otherwise, switch the system entirely off as described. Fill out the log sheet.
- **Never exchange** objectives or filter sets without asking LIC staff. This information needs to be registered in the software. Otherwise, heavy damage can happen to the microscope and your samples.
In addition, your image will not contain correct information like magnification, resolution...
- When **booking an LSM**, specify the laser wavelength/s you will use. When you finish your session, look in the booking calendar to see which laser the following user will use. Leave the lasers/FL lamps/monochromators on if there is a user within the next 2 hours.
- For **booking the instruments**, you can only book two consecutive half days within a week and only 3 of these time slots per week. The weekend does not count for this rule.
You must talk with the LIC staff if you need longer slots.
There is, for each microscope, a “second chance” opportunity. If you cancel your booking, you must notify the second-chance user.
- **No use of the microscopes without an introduction (2 sessions) by the LIC team.**