

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 **Power Supply Switch #2**
- Turn on the **Computer #3**
- **Fill out** the log sheet, **Log in** with **your LIC User ID** and **Start ZenBlue Software**

2. TURN Off the System

- **Clean** any oil/glycerin/water objective you used: Suck off fluid with grey Kleenex box tissue, clean objective cautiously with cotton swab using the waterfree ETOH.
- **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, camera, fluorescence light source...).

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 **#3**
- Shut off **Power supply Computer #2 only after computer has finished shut down**
- Shut off the **Main Switch #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!