SP8 Confocal Basics

ACCESS:
Training is required for the use of this system

SCHEDULING:
Please sign up for time, or cancel time, in advance so others can plan around your use

Stay within the time scheduled (same reason); communicate any changes with other users through Slack or in person

The first person needs to turn on the equipment about 30 minutes before using it. The last person of the day is responsible for shutting everything down. If you are the last person and you cancel time, YOU are responsible for making sure the system is shut down. **If it is left on all night, you will be charged for that entire time.**

The schedule is set up so that any changes within 24 hours need to be modified by a system administrator; if you want to book time or cancel time, email crm.microscopy.core@gmail.com or tell any staff in the flow core. Also post on Slack so other scheduled users are aware of the change.

Billing is for time booked or time logged in, whichever is longer. **Be sure to log off when finished**.

You will be charged for time that is canceled within 24hrs, unless someone else books that time. Feel free to post to Slack to let users know the time is open!

DATA:
Back up data ASAP. Files older than 1 month old will be deleted to keep the computer running optimally

Back up using Dropbox, your Partners homedrive, or a lab shared drive. Always save your images to the computer D or E drive first, then transfer it to another device when finished. **Do not save directly to an external drive/folder.**

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Check the objectives for damage BEFORE starting, and notify Maris if you see anything questionable. Once you've started, the responsibility for any damage becomes yours. Any damage that happens during your use of the system will be charged to your lab.

The universal stage insert and plate insert are available. Notify Maris or flow core staff if you'd like to use it.

Do not use the live cell imaging chamber without having trained on it.

Do not access the internet from the system computer, except for the SP8 help manual, or Leica remote service; use a cell phone or laptop if you need to get online during your appointment. **Do not download other software programs, or personal files, to this computer.** If you do, they will be deleted.

When finished **LOG OFF** (not SWITCH USER). Remember, you're charged for time logged on.

Clean the objectives **using lens tissue only**; clean the stage and table tops using water and/or 70% EtOH and kimwipes. **NEVER USE EtOH ON THE OBJECTIVES!**

If someone else is scheduled, leave the system on; if you are the last person of the day, shut down the computer first, using the Start Menu in the lower-left, followed by the rest of the system