**Mandatory rules for the use of the fluorescence microscope**

Responsible persons: Pedro Roda Navarro and Manolo Gómez del Moral

Any suggestion or comment please contact responsible persons:

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1. Before using the microscope with the new LEDS lighting system **you MUST received** a tutorial. Please ask to responsible persons.
2. If there are pieces that you do not know what they are and what they are for, please **DO NOT manipulate them**; **ask the responsible persons** how to use them.
3. Always use an intensity of LEDs that is the minimum necessary to make optimally your observations. We understand that this will increase the average life of the light source.
4. During work, keep the shutter closed whenever you are not inspecting the specimen or acquiring images.
5. On the side of the microscope, you will find a follow-up form in which **you MUST indicate** the number of hours used in the session, as well as the start and end time. This form will help us to know who are the main users of the system, as well as the **last user\***.

\*Last user should be asked for any problem found in the system. When the problem is not shorted out **users together must communicate** this circumstance to the responsible persons.

1. On the side of the microscope, you will find a reservation form. **The microscope MUST be reserved** any time you want to use it.
2. The computer **SHOULD NOT be the site for the storage of data**. **You MUST move the data to your computer as soon as possible** (better just at the end of the session)\*.

\*Responsible persons will clean the data storage in the computer when they consider convenient. These cleaning sessions will be informed one week in advance so that users can securely save the data. When you receive the tutorial we will include how to save the data.

1. At the end of the session:

* Please **clean** the Immersion lenses and the plate or any other soiled site in the microscope/computer/room.
* Please **send the data to your computer**
* Do not forget to **turn off the computer and the microscope** (ON/OFF switch in the body of the microscope)
* Please, **the microscope should be covered with the blue case.**
* Do not forgetto **record the end time of the session**

In the folder **'myPC-> documentos compartidos-> useful\_things'** that is in the computer of the microscope you will find the tutorials of the microscope, as well as the rules of use in English and Spanish and the reservation and follow-up forms **to print them in case of being necessary**.

NICE MICROSCOPYING TO EVERYBODY!!!!!

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