

Rules for booking and using the Nikon or Zeiss confocal fluorescence microscope in the BioImaging Centre:

- For booking the online Booked Scheduler booking system is used.
- Booking rights will only be provided after shown sufficient knowledge and expertise during the trainings: an initial training using a standard training sample, followed by a second supervised session using the user's own sample, if necessary followed by extra training sessions.
- Students will only be trained if their supervisor has been trained on the same confocal microscope as well. Considering the short stay of bachelor students they will only be trained if their project depends sufficiently high on confocal.
- Supervisors are not allowed to book the system on their name for their students.
- Booking is possible until 3 weeks in advance.
- Booking slots are **2 hours**; per person an extra booking per day is only possible if the occupancy of the microscope allows; if this leads to booking problems please inform Ine or Tom.
- 2 hour reservations can only be booked from **8.00-10.00, 10.00-12.00, 12.00-14.00, 14.00-16.00 and from 16.00-18.00**.
Book shorter reservations such that useless gaps are avoided.
- **In case of cancellation please inform the other users as soon as possible by using the mailing list TNW-BIC-Nikon A1-Confocal or TNW-BIC-Zeiss LSM880-Confocal (you can find these in your mail Address Book).**
- When you are the first user of the day, you of course switch ON all, only when you are sure you are the last user of the day you switch OFF all.
- You fill out the logbook.
- **For the Nikon confocal:**
When there is a next user after you, then only close the NIS Elements software, switch off the 647 nm laser if used, and switch off the A1 controller box. The PC and all other devices, including Intensilight (mercury lamp), are left on.
- **For the Zeiss SLM 880 confocal:**
When there is a next user after you, just turn off all the used lasers and close the software. The PC can stay on together with the hardware of the microscope.
- **Please CHECK in the Booked booking system just before you finish your session** if indeed someone else is coming. There may be a last minute cancellation, making you suddenly the last user of the day. If so, you switch off all. This is all to prevent lasers and mercury lamp from staying on overnight and during weekends, saving the limited life time of these expensive light sources.

- If any issues with the microscope, please do not only note in the logbook, but also inform Ine (Nikon) or Tom (Zeiss) by email or in person.
- If you have questions don't hesitate to ask.

Thank you for your cooperation.