**Zeiss Microscope EQUIPMENT PROCEDURES**

**Failure to follow these procedures will result in loss of access to the Zeiss Microscope equipment.**

1. **Access Policy**
2. All users must be trained before using the Zeiss Microscope. Contact Systems Analysts to schedule training sessions.
3. The Zeiss Microscope computer is Password protected. You must log on to use it. Each lab has its own password.
4. Do not share your password with other users.
5. Do not allow anyone to work under your logon.
6. **Availability**
7. Zeiss Microscope equipment is available 24 hours/day and 7 days/week.
8. Sign up using Google Calendar during working hours at least 48 hours in advance of your session.
9. There are four six-hour sessions available per day:

**Session 1. 7:00 a.m. – 1:00 p.m.**

**Session 2. 1:00 p.m. – 7:00 p.m.**

**Session 3. 7:00 p.m. – 1:00 a.m.**

**Session 4. 1:00 a.m. – 7:00 a.m.**

1. If you need more than one 6-hour session/ day, you must have permission from the Systems Analysts.
2. If you need less than 6 hours, indicate your actual time of use on the Google Calendar.
3. If you must cancel your microscope session, you must delete your sign-up on the Google Calendar.
4. Those who consistently sign up but do not use their reserved times will lose access to the Zeiss microscope equipment.
5. Users will be notified of maintenance downtime at least one week prior to scheduled maintenance.
6. **Microscope Equipment Use**
7. Do not move the Zeiss microscope equipment out of the microscope room.
8. Do not change any computer settings.
9. Do not attempt to repair the equipment if it is not functioning. Contact System Analysts immediately.
10. Put the foot control panel in its rest position by attaching its bracket to floor stand when your session is complete.
11. Fill out the Zeiss Microscope Use Log sheet at the end of each session.
12. Clean the work area when your session is complete.
13. **Systems Analysts Contact Information**

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