## **Microscopy Rules**

- Only authorized and trained Users are allowed to use the Microscopes in the Core Facility.
- Do not save anything on the C drive of imaging computes. This includes the desktop!
- Please save to guest or predestinated drive, you can remove your files form a designated computer in the histology core.
- All equipment must be cleaned and returned to proper positions with all personal belongings and trash removed or disposed.

## Scheduling

- Please subscribe to Wright State University Calendar system to schedule time.
- Time slots are 4 hour increments or less
  - 9:00am-1:00pm
  - 1:00pm-5:00pm
- A maximum of two 4-hour time slots may be reserved per week per lab.
- Only reserve time up to 3 weeks in advance
- If you are unable to use your scheduled time, please notify core personnel ASAP.
- Unscheduled time is "first come first serve"
- Delays in using the equipment over 15 min from scheduled time from scheduled time could result in loss of scheduled time at the discretion of Core Personnel.

## PLEAE REPORT ANY PROBLEMS IMMEDIATELY TO CORE PERSONNEL.