

Research Core Facility Microscopy Calendar Rules

General calendar rules- for all microscopes

1. Type in your full name, PI's name, and lab phone number, or any other number that we can reach you in the Event Text section.
2. Users can only book 2 weeks in advance (The calendar will automatically restrict your reservation if it exceeds 14 days.). **During work hours: 9am-6pm**, no more than 6 hours/ person/day (except the Nikon confocal)
3. You can only extend your use to more than 6h/day (in 1 hour increments) when you are at the end of your use and find that no one has signed after you. (Please talk to the staff if you are not clear about this.)
4. If you plan to cancel an experiment, always delete the calendar reservation before the reserved starting time. Please modify the event if you finished early.
5. Check the calendar when you are done imaging. If anyone comes after you within 2 hours, you do not need to turn off the system, just clean the scope and log off.
6. Remember to turn off the scope if the previous person left the scope on for you but you decided to delete your scheduled time.
7. If you do not show up in **1 hour** after your reserved starting time, you loss privilege for this reservation. **In this case, the staff has the right to authorize other people to use your reserved time.**
8. Delete a cancelled event **at least one hour** before the reserved starting time. **If you cancelled an experiment but did not cancel the calendar reservation, you would be charged \$10/h for the time on your calendar reservation.**

Nikon A1R Calendar Rules

1. **During work hours: 9am-6pm**, no more than 5 hours/person/day, 12 hours/person/week.
2. If you plan to cancel an experiment, always delete the calendar event **at least 1h** before the reserved starting time.
3. **Inform me if you need a time slot but couldn't get one.** I will keep an eye for you.

For live cell imaging

If you do live cell imaging, specify **Live Cell** in the content of the event. Finish your imaging 1 hour prior to the ending time on the calendar. (1 hour machine cooling time is required for the next user.) For instance: if you signed from 9am to 2pm for live cell imaging on the calendar, you need to stop imaging at 1pm. **It is your job to leave 1 hour extra time for the next user.** The next user will start imaging according to his/her reserved starting time.

Calendar Rules for Imaris workstations

Apply to all users:

1. Users can book maximum 2 weeks in advance (the calendar will automatically restrict your booking if it exceeds 14 days).
2. Work hours: 8am-5pm. When booking in advance, each user is limited to 20 hours/week during work hours. If a user finds that no one is using the software on that day (closer to the end of your booked session), he/she can book/extend extra hours following that event up to the end of that day. If there are multiple users in one lab, no more than 25h/week/lab during work hours.
3. When a user cancels an event, the calendar reservation must be deleted at least one hour prior to the starting time. If calendar reservations were not canceled, the user will be charged \$10/h.
4. No restrictions on non-working hour reservations.
5. Remote image analysis can only be done on Imaris satellite workstation.

There is no limit in time used per day, but only per week, because some image analysis process needs very long time processing. Two workstations should be enough for our current use.

