

# ADMINISTRATIVE RULES

## ***“IN HOUSE MICROSCOPES”***

Version 4.0

### **“IN HOUSE”- MICROSCOPES – PORTFOLIO:** *(Description equivalent to terminology in PPMS booking)*

Floor	Room	Tel.Ext.	Microscope
2 <sup>nd</sup>	2305		Zeiss Axio Observer Z1
3 <sup>rd</sup>	3517	61667	Zeiss Axio Observer Z1
4 <sup>th</sup>	4407		Zeiss Axio Imager Z2
5 <sup>th</sup>	5423		Zeiss Axio Imager M2
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5 <sup>th</sup>	5519		Teaching - Zeiss Axio Observer Z1

## **Contact Persons:**

### **Irmgard Fischer**

*Imaging Specialist*

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The “In House Microscopes” are administered under the  
Auspices of the Central Facility Biooptics

### **Josef Gotzmann**

*Head of BioOptics Facility;*

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**Irmgard Fischer** is THE responsible person for all „in house microscopes” and should always be the first to be addressed. She is the **only person**, who is **allowed to grant access and provides training sessions**. She is also responsible for maintenance and repair issues.

Other facility staff may assist you with problems in operation or setting up experimental flows  
**in case Irmgard is not available.**

all “in house microscopes”:

Facility staff e-mail contact: [lightmicroscopy@maxperutzlabs.ac.at](mailto:lightmicroscopy@maxperutzlabs.ac.at)

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# ACCESS

- All “in house” microscopes at MFPL main building are open to all TRAINED MFPL residents.
- **THERE IS NO FLOOR RESTRICTION!** All In-House microscopes are open for training/usage to everybody in the institute.
- **New users** of the microscope **MUST** get a detailed **introduction/training by Irmgard Fischer**. (Please, arrange an appointment at least a few days in advance!)
- Instruction/Training by other lab-residents or any other already registered user is **STRICTLY PROHIBITED!!**
- In case the doors are locked, use the key from the key safes situated in front of the rooms (the codes are announced during the training). Use these keys to open the door and put them back into the respective key safe **IMMEDIATELY**.

# BOOKING

**Booking via PPMS (<https://ppms.eu/maxperutzlabs>) is mandatory!!**

- **NO booking is allowed MORE THAN 2 WEEKS in advance!**
- **EVERYBODY IS RESPONSIBLE FOR HIS/HER TIME-SLOT BOOKINGS!!**
- Currently we have no booking time restrictions, though people are advised to keep their respective slots under 3 hours during working hours (Mo-Fr 9.00am-6.00pm).
- In case you are the last user of the day or you cancel your time slot, being the last user of the day, you **MUST** make sure that you or somebody else switches off the respective microscope.
- It is the intention of the facility to keep booking as unrestricted as possible, always putting “fair-use” strategies in front.

## Booking restrictions / System-inherent rules

For experiments longer than 4 hours, please book the microscope one week in advance and inform other users via the mailing list.

Booking times should not exceed 24 hours and such bookings should be made only once per week / per group.

### Teaching-Floor 5: Zeiss Axio Observer Z1 Practicum:

The Axio Observer Z1 microscope was mainly purchased for **TEACHING**. In that respect,

- **TEACHING courses have highest priority for using the microscope.**
- **Teachers MUST specify their course AND a responsible person** in the “Reason”-field when booking.
- **All teaching personnel** must have received proper training prior to usage of the Axio Observer microscope for their courses.
- During teaching courses, people who want to use the microscope **MUST** ask for permission at the person responsible for the course.

## **INFORMATION ON Cancelations**

For every system you can have yourself notified, if somebody cancels a booking. You can also specify a date period, when this reminder shall be activated.

Just go to book the respective In-House system and at the bottom of the calendar click ->

### **Notifications**

- Receive a notification by email if someone cancels a booking.

Then you can specify: Register for automatic email notifications, when somebody cancels a booking during the period below.....

Select a system:

2nd Floor - Zeiss Observer Z1 (Room 2.305) ▼

Notification period start

 at 08:00 ▼

Notification period stop

 at 20:00 ▼

**Submit Query**

## General Usage Rules

- Booking via PPMS is MANDATORY for everybody. Access for booking is ONLY granted AFTER a successful training session.
- Never switch-off any systems, if the next reservation is within ONE hour.
- It is strictly prohibited to change any hardware configurations.
- Never remove any objectives, filter sets or system-dedicated accessories from the microscope rooms!
- Any changes in terms of software configuration MUST be counter-checked with Irmgard Fischer.
- If you need help for any special setup please contact Irmgard Fischer!
- When using oil-immersion objectives, don't spoil the microscope by using too much oil. A small drop of oil is usually sufficient (also for a few more slides). There is no need to put oil on the next slide every time. If you need more oil, take a sheet of lens cleaning paper and wipe away excess oil around the lens. Only then apply fresh oil.
- After usage of the microscope you MUST clean immersion-type lenses with special lens-cleaning paper (provided nearby the microscope).
- After switching off the microscope cover it with the dust-protection.

## Data

- Microscope computers are NO safe and NO long-term storage location: everybody is allowed to free memory space in case system performance is running into limitations. Therefore, make sure to remove your data somewhere else.
- ONLY save your data on the systems' computers at D:/ or T:/.
- The topmost folder should be named like:
  - Family name (in capitals)
  - First name
- NEVER use C-drive or the desktop as storage locations.
- Z-stack and time-lapse data sets require a lot of space on the hard-discs. Therefore, please remove your data as soon as possible from the computer hard-discs.
- All microscope computers are equipped with access to the Intranet (preferred transfer method) and USB-connection (sticks and external hard-discs MUST be virus-checked before use).

## User Fees

Usage of "in House Microscopes" is currently **free-of-charge**, as long as annual running costs are being covered by the respective floors / units. Any changes will be announced before being employed.

## General Comments

It is the user's responsibility to keep everything clean and tidy and treat the instrumentation, as if it would be their own.

We will replenish consumables (immersion oil, lens paper...) frequently. Still, remind Irmgard Fischer in time, in case you realize something is running out-of-stock.