## ADMINISTRATIVE RULES

**“IN HOUSE MICROSCOPES”**

Version 2.0

### “IN HOUSE”- MICROSCOPES – PORTFOLIO:

*(Description equivalent to terminology in intranet booking)*

<table>
<thead>
<tr>
<th>Floor</th>
<th>Room</th>
<th>Tel.Ext.</th>
<th>Microscope</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2305</td>
<td></td>
<td>Zeiss Axiovert 200M “ApoTome”</td>
</tr>
<tr>
<td>3</td>
<td>3517</td>
<td>61667</td>
<td>Zeiss Axio Observer Z1</td>
</tr>
<tr>
<td>4</td>
<td>4407</td>
<td></td>
<td>Zeiss Axio Imager Z2</td>
</tr>
<tr>
<td>5</td>
<td>5423</td>
<td></td>
<td>Zeiss Axio Imager M2</td>
</tr>
<tr>
<td>5</td>
<td>5519</td>
<td></td>
<td><em>Teaching:</em> Zeiss Axio Observer Z1 Practicum</td>
</tr>
</tbody>
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**Contact Persons:**

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

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*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@mfpl.ac.at](mailto:lightmicroscopy@mfpl.ac.at)

_Thomas Peterbauer_, VBC5, level E1, Room 1.618, Tel.: ext. 61676 or 0664-8175977, e-mail: [Thomas.Peterbauer@univie.ac.at](mailto:Thomas.Peterbauer@univie.ac.at);
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 the MFPL Intranet calendar
(http://www.intranet.mfpl.ac.at/) is mandatory!!

- Users MUST enter their telephone number/telephone extension in the “reason” field.
- **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).
- Whenever you are finished, try to communicate with the next user (as a kind of reminder system).
- 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.
IN House Microscopes

Administrative Rules Version 2.0

Vienna, December 16th, 2019

INFORMATION FLOW

Mailing Lists:

General Mailing List for “In-House”-Microscopes:

News.in-house MICRO.FACILITY@LISTS.MFPL.AC.AT

➢ This is how we distribute news, which apply to ALL “In-House”-Microscopes.
➢ NOTE: to receive this information you MUST apply for a subscription:

login to MFPL Intranet (http://www.intranet.mfpl.ac.at/) -> in “My Account” -> mailinglists

you can specify to which mailing lists you want to be subscribed to.

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In the following please find the system-specific mailing lists. Everybody, who is an active registered user is automatically subscribed to the respective list. Use this mail address as information tool to communicate with other system registered people.

Zeiss Axiovert 200M "ApoTome" 2nd floor (2305):
zeiss-axiovert-200m-2305.in-house-micro.facility@lists.mfpl.ac.at

Zeiss Axio Observer Z1 (3517): (note that the mail address has changed Dec 2019 and the old is no longer valid)
zeiss-axio-obs-z1-3517.in-house-micro.facility@lists.mfpl.ac.at

Zeiss Axio Imager Z2 4th floor (4407):
zeiss-axio-imager-z2-4407.in-house-micro.facility@lists.mfpl.ac.at

Zeiss Axio Imager M2 5th floor (5423):
zeiss-axio-imager-m2-5423.in-house-micro.facility@lists.mfpl.ac.at

Zeiss Axio Observer Z1 Practicum 5th floor (5519)
zeiss-axio-obs-z1-5519.in-house-micro.facility@lists.mfpl.ac.at
General Usage Rules

➢ Booking via the Intranet 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.

@Josef Gotzmann & Irmgard Fischer, December 2019