

## ACCESS to IEO IMAGING UNIT

### Only trained users can book and use the microscopes

#### Training requests

1. Come to the Imaging Unit office or send an email to [simona.rodighiero@ieo.it](mailto:simona.rodighiero@ieo.it) and [chiara.soriani@ieo.it](mailto:chiara.soriani@ieo.it) with the training request. Specify details about your experiment (histology, fluorescence microscopy, confocal microscopy, time-lapse, sample type, labelling). You will be contacted to arrange for a date
2. The training will be arranged as soon as possible, usually within two weeks from the reception of the request email
3. The training will be performed on your sample but please contact us to set the date before preparing samples since the risk is to waista them

#### Booking rules

1. After the training, users are added to the 4D Imaging database by the Imaging Unit staff
2. Always book the microscope in 4D before using it
3. Cancel your 4D Imaging session as soon as you realize you do not need it anymore
4. Adjust your reservation in 4D if you realize that you are finishing earlier than foreseen (f.i. one hour earlier or more)
5. Do not block the microscope if not in use (f.i. during lunch time or if you have an experiment running in parallel). Short breaks are of course possible (up to 1h), longer pauses should be reported in 4D: someone else could use the microscope during your pause
6. Assisted acquisitions should be arranged with the Imaging Unit staff before booking the microscope

#### How to book a microscope

1. Software: 4D (<https://4d.ieo.eu>)
2. Access: IEO username (nsurname) and password
3. Under 'Booking' you will find the 'Imaging' section: select the microscopy application  
Microscopes linked to the applications:  
*Confocal Microscopy*: SP8 and SP8AOBS microscopes  
*Fluorescence Microscopy*: for HistoFluo and Multifluo microscopes  
*Histology Microscopy*: Optika Histology Microscope  
*TIRF*: Leica TIRF microscope  
*TimeLapse*: Olympus ScanR and Nikon Ti IIT microscopes (*not yet in the 4D calendar*)
4. Click on the calendar to select the timeslot
5. The 'insert booking' window pops up. Fill in the requested fields:  
*Select instrument*: click to select the instrument  
*Description*: specify if adds on are used (f.i. 63x obj Glyc, incubator, ..)  
*Start time-End time*
6. Finalize the reservation by clicking 'Insert booking'

### **How to cancel/modify a reservation**

1. Click on the reserved timeslot
2. Modify the start time or end time or cancel your booking  
(Only the user who made the reservation can modify/cancel it)

### **Consulting or malfunctioning reporting**

Please contact the Imaging Unit staff: [simona.rodighiero@ieo.it](mailto:simona.rodighiero@ieo.it) and [chiara.soriani@ieo.it](mailto:chiara.soriani@ieo.it) .