

User guide for the *Leica SP5* confocal microscope in SBCS

Booking

The microscope is situated in a secure room (G24) in the Joseph Priestley Building at the Mile End campus. In order to gain access, you will need to obtain keys from [Michaela Egertová](#) (room 6.24, Fogg building).

Sign up for use of the microscope by checking the availability using the calendar at: <http://www.google.com/calendar/embed?src=s.pauls%40qmul.ac.uk&ctz=Europe/London> and sending an e-mail to [Michaela Egertová](#).

It is not possible to book the microscope for more than 3 hours per day in advance, unless you have previously arranged an extended usage time (contact [Michaela Egertová](#)). However, users may continue their work on the microscope for periods of time longer than 3 hours on the day, if further bookings have not been arranged for that day. Use of the microscope after 6pm or during weekends is only allowed for members of the SBCS.

First time users

Regardless of any previous experience gained in confocal microscopy elsewhere, anyone wishing to access this microscope for the first time must contact [Michaela Egertová](#) to arrange a training session prior to operating the microscope. It is essential that a budget code and contact details of the group leader and the user are provided in advance.

Data storage

It is possible to store image files on the hard drive for a limited period of time only. We strongly recommend an immediate transfer of files from the computer to a personal hard drive or similar device. ALL CONFOCAL DATA OLDER THAN ONE MONTH WILL BE REMOVED FROM THE COMPUTER WITHOUT FURTHER WARNING.

Cancellations

Bookings can be cancelled via e-mail to sbcs-confocal@qmul.ac.uk at least two days in advance (e.g. if a booking was for a Wednesday at 1 pm, it can be cancelled by the previous Monday by 5pm; if a booking was for a Monday at 1 pm, it can be cancelled by the previous Thursday by 5 pm). THE CHARGE WILL BE APPLIED UNLESS A CANCELLATION E-MAIL IS RECEIVED.

If you have any further questions, please contact [Michaela Egertová](#).