

# Sign up for Core Lab Equipment

\*The following instructions will guide you step-by-step to make appointments for the FACS Canto II flow cytometry analyzer, FACS Aria flow cytometry cell sorter, the Ultraview Confocal Live Imaging System, Zeiss LSM710 Laser Scanning Confocal microscope and the IVIS live imaging instrument.

**Use of instruments without a prior sign up and approval using the outlook system is prohibited.**

The request to use the instrument independently can *only* be placed by **a trained and certified** users. To obtain training and get certified as an independent user please contact Dr. Alicja Copik ([alicia.copik@ucf.edu](mailto:alicia.copik@ucf.edu), BBS341).

Please place the request **at least one** day prior to use. The instrument use is based on first-come first-serve basis. If your plans change, make sure that you cancel the appointment through Outlook system.

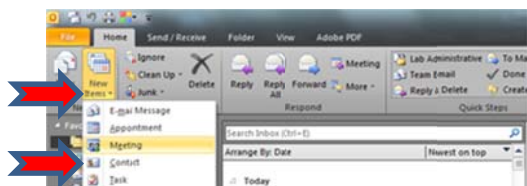
Also remember that you still need to log the actual use in the instrument log book with your first and last name (and not just initials) and your laboratory time and date of use and any problems.

**Aria II Sorter is only available for assisted use.** Pre-sort consultation with Dr. Alicja Copik is also required. The sort scheduling requires one week notice. Please also refer to sample preparation requirements for sorting.

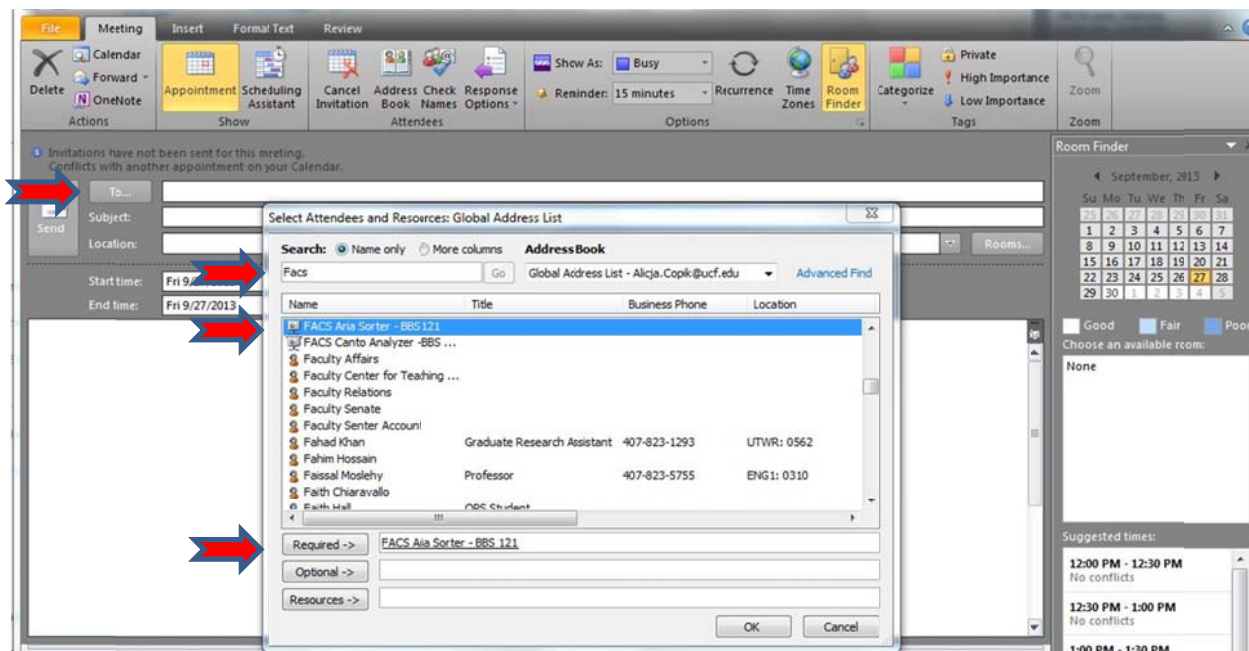
## Setting Up an Appointment in Outlook

*If you are a student with [knight@ucf.edu](mailto:knight@ucf.edu) email please place request to obtain [ucf@ucf.edu](mailto:ucf@ucf.edu) email for full outlook functionality.*

1. In Outlook under **Home** tab go to **New Items** and select **Meeting**.



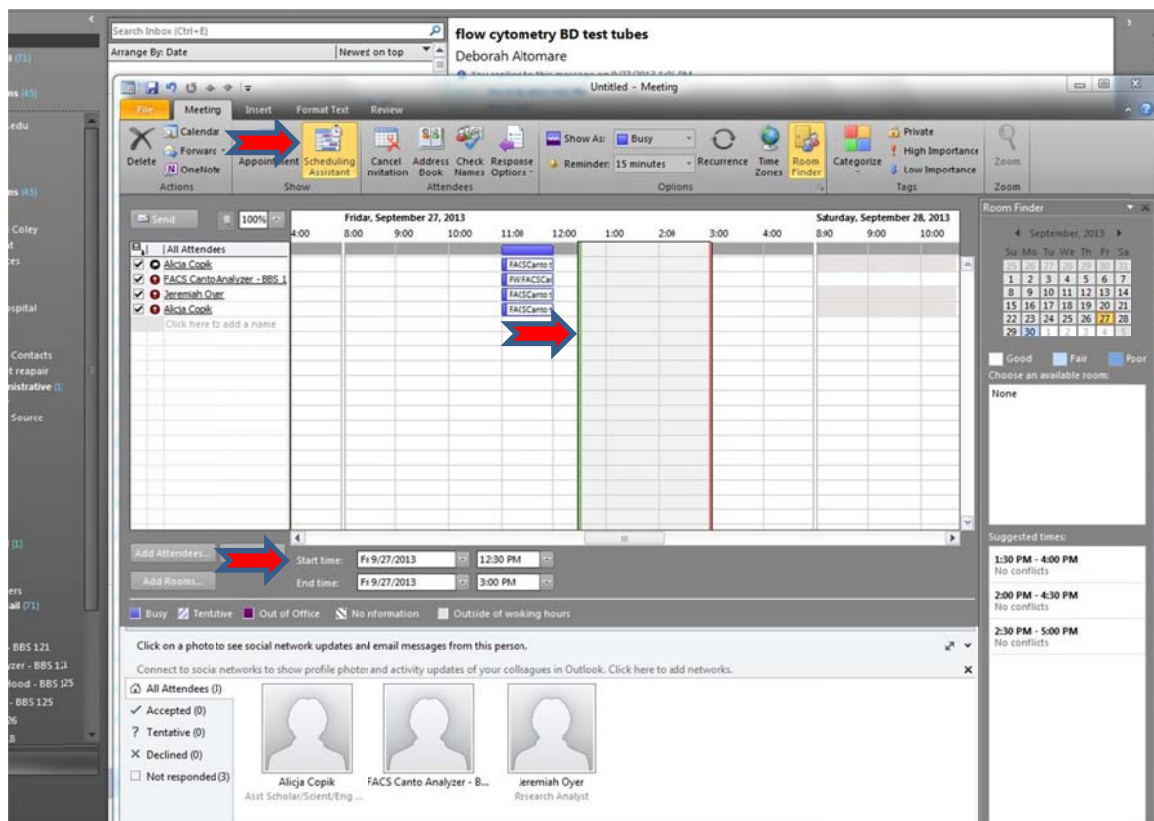
2. Click on **To...** and under search type in **FACS** for FACS Aria Sorter or FACS Canto Analyzer



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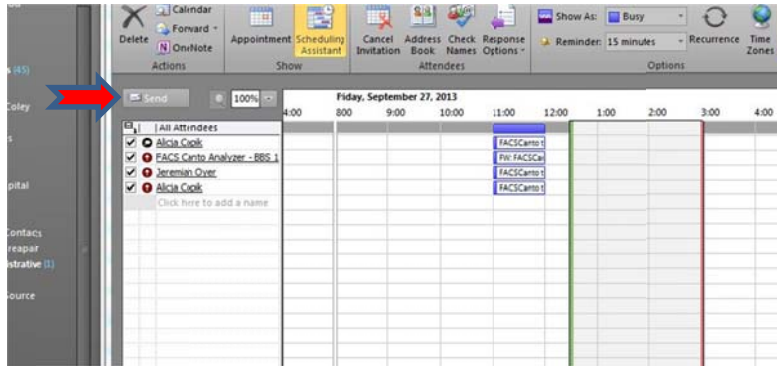
(for **Ultraview Confocal Microscope** type in **Ultraview**, for **Zeiss LSM710** type in **Zeiss** and for **IVIS** type in **IVIS**). **Select the instrument** you want to use and click on **Required**. Next, add your PI, and click on **Required**. The **Required** line should now show the email addresses for the instrument and your PI. Now Click on **OK**.

3. First enter **your lab's name** in the "Subject" field and **contact phone number** and **fluorophores** that you will be using or assay name e.g. "GFP", or "Apoptosis with Violet Ratiometric Membrane Asymmetry probe", "cell cycle analysis with PI", "Rhodamine/FITC". If we are assisting with the experiment or running the samples please include a short description of the experiment, including number of samples to be analyzed, in the body of the outlook appointment. Indicate the type of cells we will be looking at- provide cell line name, specify if they are attached or suspension cells, live or fixed. Also, if you are looking at primary cells please include this information.
4. Go to **Scheduling Assistant**. You will see a calendar for you and the instrument. Select your desired time slot by moving **the slider box** to the desired date and time or typing the **desired Start time and End time** below. Check that the instrument is available for the selected time slot.



5. When done click on **Send**

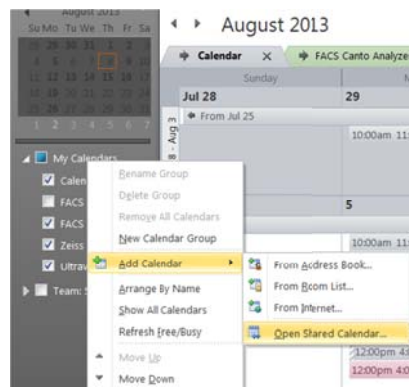
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6. You will get a confirmation that your appointment was approved shortly (between 9 a.m. and 4 p.m.).

## Viewing Instrument Calendars on Outlook (Faculty and employees with regular UCF.edu account and Outlook access).

1. Using your Outlook or Webmail application, go into the Calendar tab on the bottom left (location may vary depending on personal settings).
2. Right click on “My Calendar” then mouse over “Add Calendar” and select “Open Shared Calendar...”

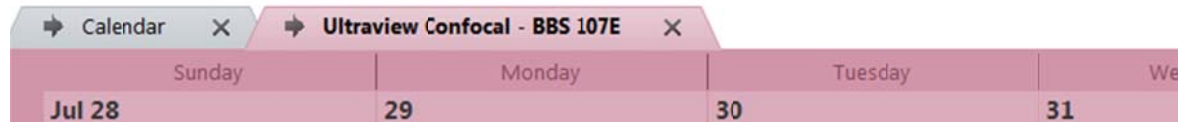


3. Click the button titled “Name...” to search for the instrument calendar that you wish to view. Your options are: **Ultraview Confocal - BBS 107E, Zeiss 710 Confocal – BBS 107C, FACS Aria Sorter - BBS 121, FACS Canto Analyzer - BBS 121, BSBS IVIS Live Imaging.**
4. Select the instrument from the list and select “Ok.” Ensure that the appropriate title is displayed in the text box and then select “Ok.” This will add another tab to your calendar. To switch between your calendar and the shared calendar, click the appropriate tab.

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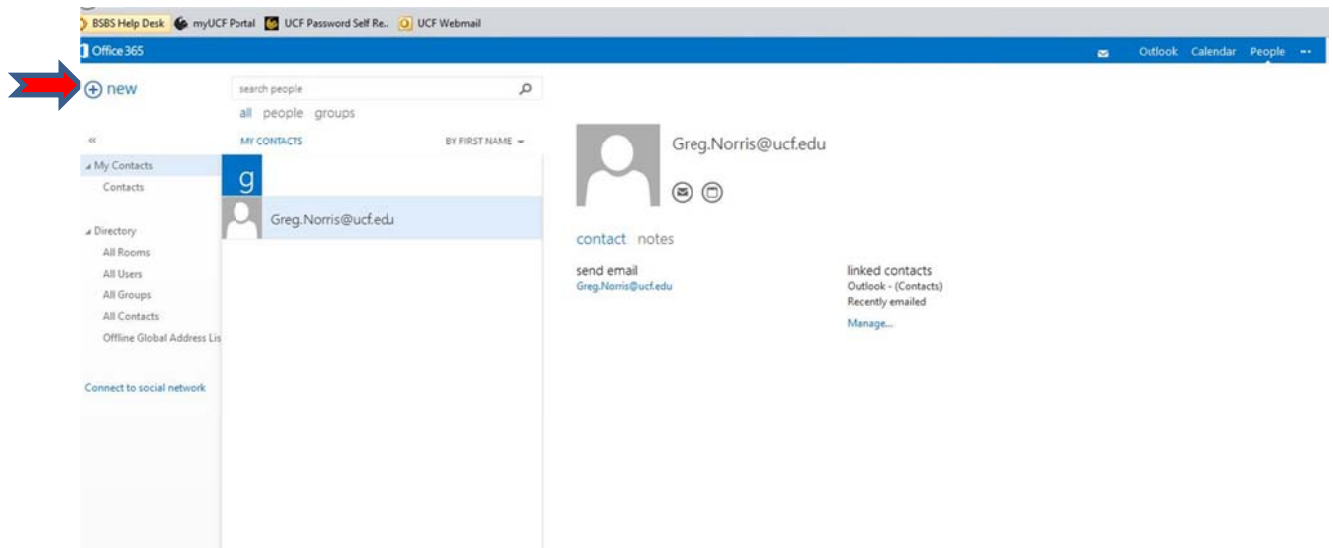


5. Clicking the left-facing arrow next to the instrument calendar will combine the two calendars allowing you to see both the shared calendar and your calendar in one view. To separate the two, click the right-facing arrow.



## Setting Up an Appointment Using Knights Email

1. Add the instrument to your contacts



The following instruments are available: **Ultraview Confocal - BBS 107E** ([UltraviewConfocal@ucf.edu](mailto:UltraviewConfocal@ucf.edu)), **Zeiss 710 Confocal – BBS 107C** ([Zeiss710Confocal@ucf.edu](mailto:Zeiss710Confocal@ucf.edu)), **FACS Aria Sorter - BBS 121** ([FACSAria@ucf.edu](mailto:FACSAria@ucf.edu)), **FACS Canto Analyzer - BBS 121** ([FACSCanto@ucf.edu](mailto:FACSCanto@ucf.edu)), **BSBS IVIS Live Imaging** ([IVIS@ucf.edu](mailto:IVIS@ucf.edu)).

2. Now select "New event".

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First enter your name and lab's name in the "Event" field and contact phone number and experiment title

In "Attendees" **Select the instrument (email)** you want to use and click on **Required** (for **Ultraview Confocal Microscope type in Ultraview**, for **Zeiss LSM710 type in Zeiss** and for **IVIS type in IVIS**). Next, add your PI, and click on **Required**. The **Required** line should now show the email addresses for the instrument and your PI. Now Click on **OK**.

The screenshot shows the Outlook 'new event' form. Red arrows point to the following fields: the 'new event' button, the 'Event' field, the 'Attendees' field, the 'Start' date and time field, the 'Duration' field, and the description text area.

Event: Name: Dr. XYZ lab, contact # 111-111-111) GFP  
Location: BB1 121  
Attendees: FACSCanto@ucf.edu; Alija Copic; jeremiah.oyer@ucf.edu  
Start: Fri 9/27/2013 2:30  
Duration: 30 minutes  
Show as: Busy  
Reminder: 15 minutes  
Repeat: Never  
Mark as private:  Request responses:   
Brief description of the experiment here- list all the fluorophores here, cells fixed or live, primary or transformed

3. Select the event Start Date and Time and Duration (you can also do it under "Scheduling Assistant").
4. If you need our assistance with the experiment, provide experiment description and number of samples to be analyzed.
5. Check that all the required fields are filled out and are correct.
6. Hit "Send"