



Please Read

BRC-Imaging User Information (revised 9/19/18)

B46, B45, and B56A Weill Hall

<http://www.biotech.cornell.edu/brc/imaging-facility>

Contact: BRC_Imaging@cornell



CALENDAR FOR SCHEDULING

<http://www.biotech.cornell.edu/brc/imaging-facility/user-information/scheduling>

Your login will most likely be your **netid@cornell.edu**. But this is NOT the same as your Cornell login.

Schedule Equipment

Select a Resource – Submit Query (ONLY the systems you have been trained on are listed)

Click on a date and a time, choose start and end times

Enter or choose valid account number

hit Submit

Editing

Click on your block of time, adjust dates and/or times, and hit Submit Changes or Cancel Appt

On the next page you can choose whether to send an email notification to the list or not

If you free up time, **you must** send the email, even if it is late at night or on a weekend (see our cancellation fee policy)

AFTER HOURS REDUCED FEES

All confocal microscopes (Zeiss710, Zeiss880, LeicaSP2, Spinning Disk), including the Elyra super resolution system, have reduced fees (half price) **9pm-9am** and on **weekends and holidays**. Overnight series starting at or before 4 pm and ending the next day will be free from midnight – 9am the next day.

FILESHARE AND FILE ARCHIVING

The imaging fileshare provides a convenient way to transfer your image or data files. It can be accessed from any computer on campus (a laptop accessing the Cornell network will work) or off-campus using VPN. We recommend saving images to the hard drive of the scope computer and transferring them to the file share later or in the background as you work. Every year we will start a new folder on the fileshare and all files from the previous year will be archived in March. This provides a backup of your files, though there will be a fee to access archived files. You should still retrieve and backup your files on a regular basis.

ACCESSING THE IMAGING FILESHARE

First, set up your computer one time as follows:

PC (Windows)

- 1) In the (My) Computer Window, find in the top bar **Map network drive**
- 2) Use whatever Drive letter you want



- 3) Copy paste this address into Folder:
\\files.cornell.edu\RS\biotech\CUSTOMER\Imaging
- 4) If this is your personal computer, check Reconnect at logon
- 5) Finish
- 6) Login with your full netid email address (netid@cornell.edu) and netid password
You only have to map the drive one time, after this it will be in your (My) Computer window and you just have to login.

Macintosh Operating System:

- 1) In the Finder menu, choose Go>Connect to Server
- 2) Copy and paste this address in to Folder:
<smb://files.cornell.edu/RS/biotech/CUSTOMER/Imaging>
(If the Mac is running OSX 10.6 or earlier, use this address instead:
<smb://rs-biotech.files.cornell.edu/rs-biotech/CUSTOMER/Imaging>)
- 3) Login with your full netid email address (netid@cornell.edu) and netid password

CANCELLATION POLICY

Due to the high demand for time on the confocals, cancellations are a serious problem. **The cancellation policy pertains to all appointments at peak hours (9 am – 9 pm) all days.**

For All Confocals: If you are freeing up any time that you had scheduled, ie cancelling, moving, shortening (by >30min), you are required to:

- 1) Edit or delete your time on the calendar as soon as possible.
- 2) Choose send notification email.

If you are >30 min. late, you will be considered a **no show** and your slot may be given to someone else.

For the Zeiss 710 and 880 confocals (inverted and upright): You must change or cancel your appt **>24 hrs in advance**. Any time that is freed up <24 hrs in advance and not used by someone else will be charged at **½ the usual rate**. If you fail to show up and do not change your appointment, **you will be charged the full rate** for any unused time. If you have extenuating circumstances, you may request a waiver of the fee.

For the spinning disk confocal and the Elyra superRes system: Although these systems are not as busy, please be polite and cancel and post your cancellation as soon as possible. No cancellation fees are applied.

EMAIL LISTS

We now have 2 email lists. One for general information and a separate list for confocal cancellations.

Brc-imaging-L@cornell.edu will be used for general information of interest to most or all users. *All users will be subscribed.*

Brc-confocal-cancellation-L will be for cancellations only. **You must join** this list if you want to receive cancellations notices.

To join the confocal cancellation e-list, send an email message from **your netid email address** that you use to login to the calendar to **Brc-confocal-cancellation-request@cornell.edu**.

In the Subject of the message, enter the single word **join**, and leave the body of the message blank.

Automatically send cancellations and changes to the list by choosing **Send notification email**.

WEILL HALL ACCESS AFTER HOURS

To get access to Weill Hall Imaging before 7:30am, after 5pm and on weekends you need to

- 1) Attend a Weill Hall Orientation session. These are offered every 2 weeks or so.
- 2) Fill out a form and have it signed by Carol or Johanna.

Upcoming Weill Hall orientation session dates are now in *CU Learn*. The course is called RSRCH - WHFS 1001 Weill Hall Orientation. **Please note these sessions require pre-registration.

Visit the website at <http://blogs.cornell.edu/whfs/about-our-team/access-to-weill/>. Here you can print the access request form as well as register for the orientation session that best fits your schedule via CU learn.

If you already have building access or access to the Vivarium but not to Imaging, just email Carol or Johanna and they can have Imaging added to your access. Only those trained on imaging systems are given access.

PUBLICATIONS AND ACKNOWLEDGEMENTS

Researchers should specifically acknowledge the Cornell University Biotechnology Resource Center (BRC) Imaging Facility in all publications that are enabled by this facility's resources and services or include contributions by BRC core facility staff. Additionally if you used any of the following instruments, grants that funded them should be cited:

NIH 1S10RR025502 for data collected on the *Zeiss LSM 710 Confocal*

NIH 1S10OD010605 for data collected on the *Andor/Olympus Spinning Disk Confocal*

NYS Health C029155 for data collected on the *Zeiss LSM780 Confocal*

NYSTEM C029155 and NIH S10OD018516 for data collected on the shared *Zeiss LSM880 inverted Confocal/Multiphoton*; **NIH S10OD018516** for data collected on the shared *Zeiss LSM880 upright Confocal/Multiphoton*

NSF 1428922 for data collected on the shared *Zeiss Elyra super resolution microscope*

NIH S10OD016191 for data collected on the shared *VisualSonics high-resolution ultrasound*