

## How to Use a Microscope

### Obtaining / Setting-up:

1. Carefully remove the microscope from the cart with both hands. With one hand grasp the arm and put your other hand under the base.
2. Draw the microscope close to your body and carry it to your workstation.
3. Remove the dust cover and carefully unwind the electrical cord.
4. Make sure that the scanning power lens is locked in place and is as close to the stage as possible.

### Focusing:

1. Place your slide on the stage under the stage clips. The object that you have on the slide should be directly over the hole on the stage (stage lens).
2. Look into the eyepiece.
3. Turn the coarse focus wheel, raising the lens by turning the wheel until the object is in focus.
4. To get the specimen to have a sharper image, use the fine focus wheel. Turn the fine focus wheel a half turn one direction or the other--you should never need to turn the fine focus wheel more than a half of a turn in any one direction.
5. Center the object in your field of view.
6. If necessary, adjust the diaphragm so the object can be seen in the best detail.
7. Move to low power by putting one finger on the scanning power and one on the high power and pushing lightly on it until the nosepiece rotates and the objective lens clicks into place. (You can feel this happen.)
8. The object should be in the field of view; if not, move the slide until the object is centered. If you can not find the object go back and repeat the prior steps.
9. You may notice that the object is no longer in sharp focus. You may again use the fine focus wheel to sharpen the image. **Remember, do not turn the focus wheel more than a half of a turn in any one direction and NEVER USE THE COARSE FOCUS WHEEL WHEN USING THE LOW OR HIGH OBJECTIVE LENS!!**
10. If you need to move to high power follow basically the same steps as above. Move from low to high power and use fine focus wheel.

### Cleaning-up / putting the microscope away:

1. Move the objective lens back to scanning power; lock it into position and move the lens into the position where it is closest to the stage.
2. Remove the slide from the stage and put it away.
3. Unplug the electrical cord and carefully wind it around the base and arm of the microscope.
4. Place the dust cover over the microscope.
5. Carry the microscope back to the cart; holding it the same way as you did when you got it (with both hands).
6. Place the microscope back in the same spot you took it from on the cart.