



MEMORANDUM

From	Yawas Dekba	To	Joe Tera
Office Title	Technician	Office Title	Laboratory Manager
Memo no.		Cc To	Dr J P Lem
		Office Title	HOD
Date sent	08/03/2023	Date received	

Subject: Laboratory Procedures – Microscope DRAFT COPY

NIKON ECLIPSE LV100POL Microscope Procedure – User Manual.

Prestart Check – SAFETY

- (a) Geology Lab Technician is the only person with the access to the Microscope lab. He is in-charge for the safety of the Equipment and student. He is a trained person and teaches the microscope technique.
- (b) First and foremost, students must always make a booking with the Geology Lab assistant for the use of the microscope. Rule number 1 – Lab Technician MUST always supervise the training. No Technician means No Microscope work.
- (c) The work space, microscope table must be free of all items. Only the microscope, screen and the monitor shall be set on the table. All cables must be tucked away neatly.
- (d) Make sure power points and switches are in safe condition. Any damages and hazardous conditions identified during the prestart must be reported to the geology technician as of immediately.



Procedure - User Manual

- (a) Switch on the power to the microscope and its digital camera.
- (b) Turn on the microscope and the camera.
- (c) Switch on the power to the monitor and turn it on.
- (d) Switch on the power to the screen and turn it on. The screen will come on as shown in picture below.
- (e) Return to microscope and set the stage by moving the focus wheel to the lowest position.
- (f) Set the magnifying lens to the lowest – 5x.
- (g) Look through the eye pieces and set to your single view.
- (h) Set sample on the glass slab with plaster crayon and level with press machine.
- (i) Set the pressed sample on glass slab on the stage and bring stage up to focus watching through the eye pieces.
- (j) Go to the screen and open the Apps NIS niss elements Icon and click OK to the prompt message.



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(k) Set light filters to get image on screen.

(l) Fine Focus to get best view for photo shot

(Procedure for How to Photograph, Filing, Editing Printing and Reporting is still in writing. This will take a whole week to write. I see the reason no one want to attempt it. To be continued)