



Dear Users,

We would like to remind you of the basic rules that help both you and CIME Staff keep the instruments operating at the highest performance and under the best conditions.

1) Access rights are given according to your experience and training and you are not allowed to use your colleagues' login to work on any of the CIME microscopes. We will be extremely strict if we see any violation.

2) You are allowed to use a session that has been reserved by another user if that person cedes her/his reservation to you; however, also in this case you need to login with your own account (and rights).
You are allowed to use a microscope if the user who has reserved a machine doesn't turn up 1/2 hour after the beginning of the session.

3) We will under no circumstance accept that you let other potential users use your login on any CIME equipment (including both microscopes and any sample preparation equipment for example), regardless of what instructions or "training" you might have given them. Again, detected violations will have consequences.

5) Some of our microscopes have PCs that control not only the user interface but also the vacuum system, FEG tip etc.

While it might seem logical to reboot the microscope's computer in cases of software malfunction, this can have severe consequences.

You are therefore never to reboot any computer in the CIME without explicit, case by case, authorisation from a CIME staff member, even if you fear for software or data* Refer first to the microscope supervisor (indicated on the door).

(*we know some "gentle" ways to recover a software that is not working properly; also some microscopes have software issues that we are trying to resolve together with the manufacturers. For this reason we need to know the "health" state of the installations.)

6) It can happen that on an evening, night or weekend session, a microscope stops working properly, and that you cannot join any of the CIME staff members. In that case do not try to solve the problem yourself (unless of course there is imminent danger). Instead, leave a message on the microscope, send an email to the responsible persons and/or cime@epfl.ch (which will be received by several staff members), and wait until the next office day or until you are contacted before touching the machines,

7) If you feel that you cannot progress with your research project fast enough because of the quotas and reservation restrictions don't hesitate to contact us before trying to find your own "workarounds". We will try to help you out and you will avoid sanctions for breaking the rules.

Thank you for your understanding and cooperation