**BASIC RULES FOR THE CARE OF THE COMPOUND MICROSCOPE**

1. Check the number on the microscope assigned to you with its corresponding place in the cabinet.

2. Grasp the microscope arm firmly with one hand and the base with the other hand, and lift the microscope carefully from the shelf. Hold it upright and close to your body when carrying it. Gently place it on the laboratory bench.

3. Uncoil the power cord just enough to plug into the outlet.

4. Examine the microscope to see if any damage is apparent or if the microscope was put away in an unacceptable condition; if so, report this immediately to your instructor.

5. Using lens paper ONLY, clean all lenses, wiping several times. DO NOT use paper towels, Bibulous Paper, Kleenex, Kimwipes, clothing, or other types of materials on lenses.

6. Examine the stage to see if it is free of oil and slides. And that the stage is rolled up as far towards the objectives as it will go. In other words, you want the objectives and the stage to be as close together as possible.

7. Turn on the light to make sure it is functional.

8. Follow your lab manual and instructor’s directions for using the microscope.

9. At the end of your lab session, turn off the light and check the stage to make sure you have removed all slides.

10. With an alcohol swab (or lens cleaner), you will wipe down the microscope in this order:
    a. Oculars (where you look into the microscope)
    b. 4x lens
    c. 10x lens
e.40x lens
e.100x lens
f. Stage area
g. Base area

11. You will now repeat the above procedure, using Lens Paper, to wipe off the alcohol residue.

12. Rotate the nosepiece so that the low-power objective (4x) is in the light path.

13. Roll the stage down to the lowest position.

14. Center the mechanical stage.

15. Unplug and wind the power cord around the arm (or hooks if present). DO NOT leave the cord dangling in any way.

16. Carry the microscope as described in #2 back to the cabinet and return to its proper place, paying special attention in making sure the oculars do not hit shelving etc.