



SU7000 FE-SEM User Manual(Eng.)

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Lab Safety

Compliance with lab safety rules

If you do not follow the lab safety rules, access and use of the lab will be restricted, so we ask for your cooperation.



No Food or Drink



Wear Protective Clothes



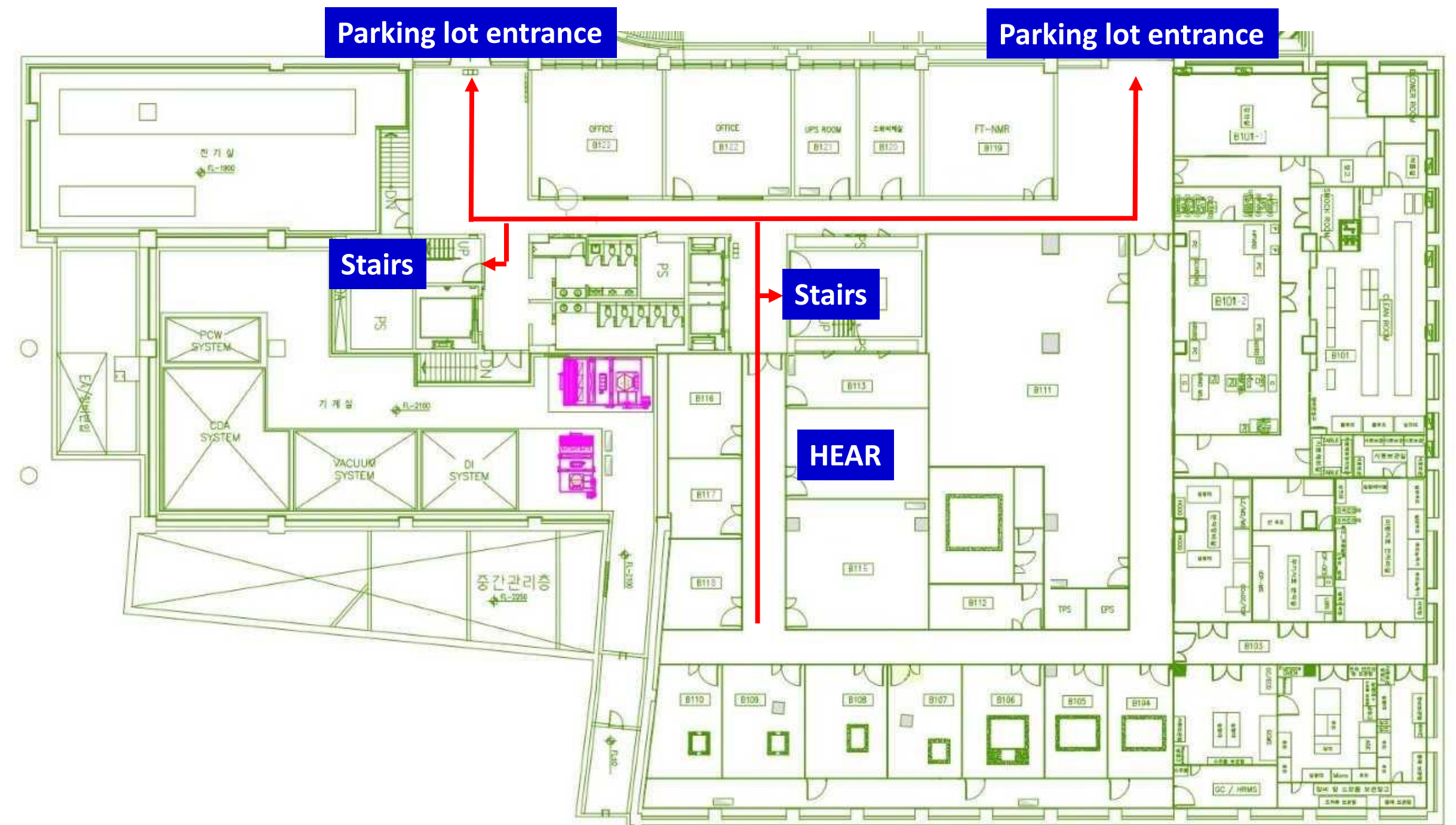
Wear Foot Protection
No Open-Toe Shoes

If you didn't bring your lab coat, please wear a shared lab coat [entrance side of the room 101-2 on the first basement floor of 102 building.](#)

Make sure to wear a lab coat and enter the lab of UCRF.

Make sure to keep the lab clothes you wore in their original place.

Lab emergency evacuation



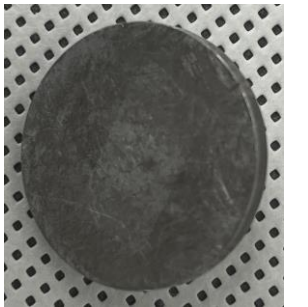
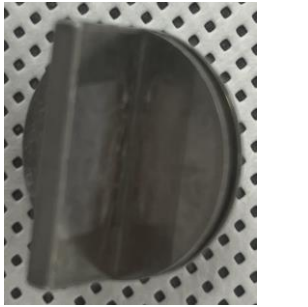
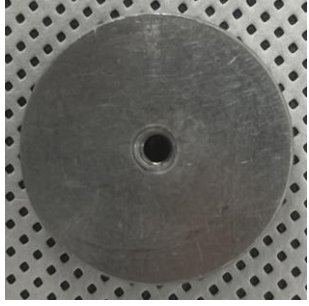
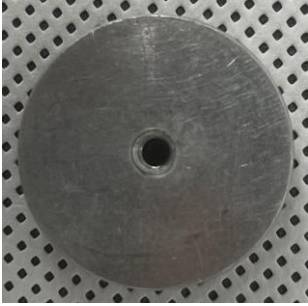
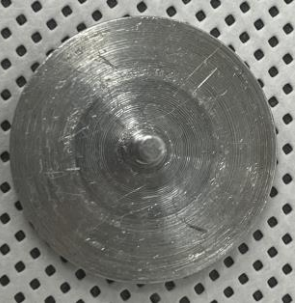



UCRF SEM Feature

	High resolution imaging	EDS analysis	Specimen damage & charge-up	BSE detector	E-SEM	Reservation status	Introduction year	Fee(100%)
SU8220 cold FE-SEM	◎	○	Slight	X	X	Busy	2013	40,710won /30min
SU7000 FE-SEM	○	◎	Serious	X	X	Busy	2021	40,710won /30min
Cold FE-SEM	○	○	Slight	X	X	Not busy	2011	31,320won /30min
Nano230 FE-SEM	△	△	Slight	X	X	Not busy	2009	26,100won /30min
Quanta200 FE-SEM	X	△	Slight	○	○	Not busy	2009	26,100won /30min

What to prepare for SEM imaging

1. Fully dried samples
2. A stub suitable for the equipment and measurement purpose

Type	A	B	C	D
Equipment	SU8220 Cold FE-SEM SU7000 FE-SEM Cold FE-SEM		Nano FE-SEM Quanta FE-SEM	
Usage	General	Cross section	General	Cross section
Picture (Front)				
Picture (Back)				

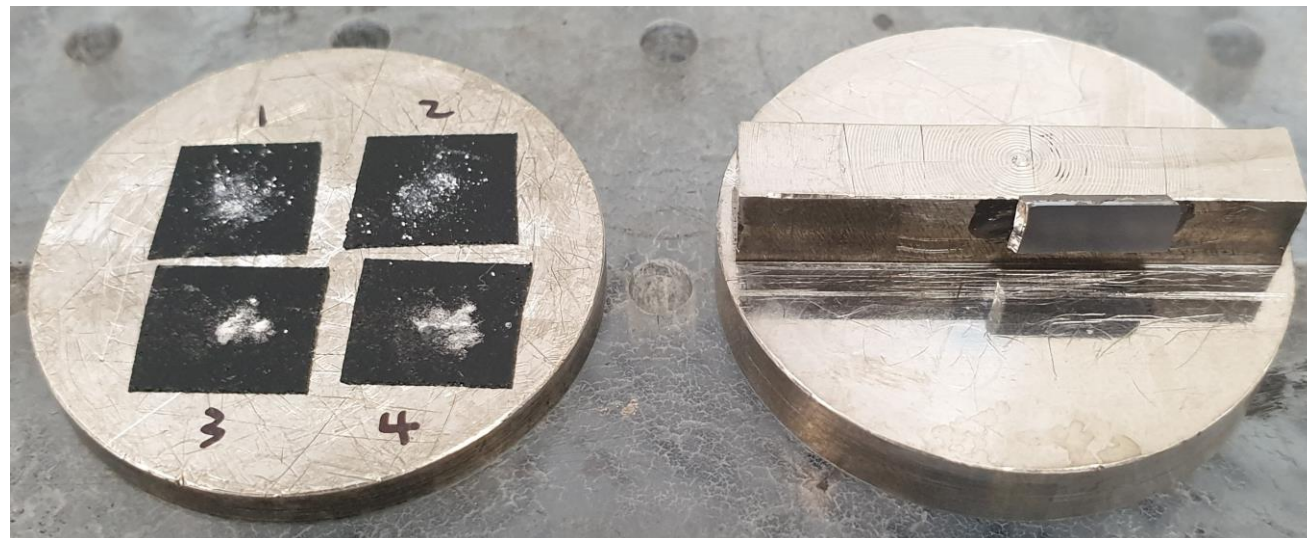
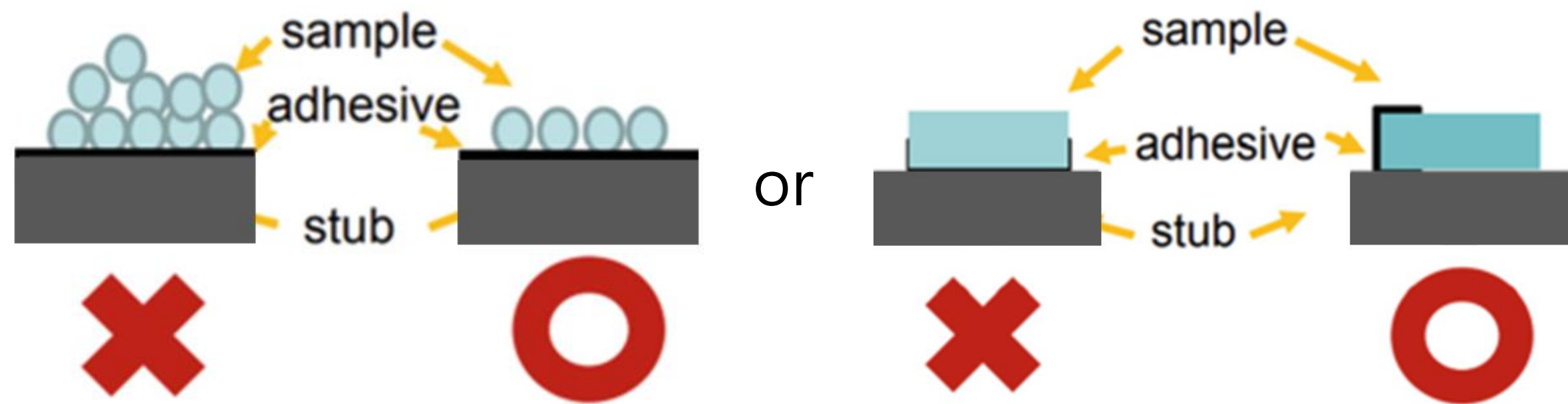
- If you need a special stub other than the stub beside, please discuss with the SEM manager and UDMC.

☎ SEM stub Production
 - UDMC Cha Jae-hoon, Jeong Woo-hyun

3. Conductive double-sided carbon tape for SEM



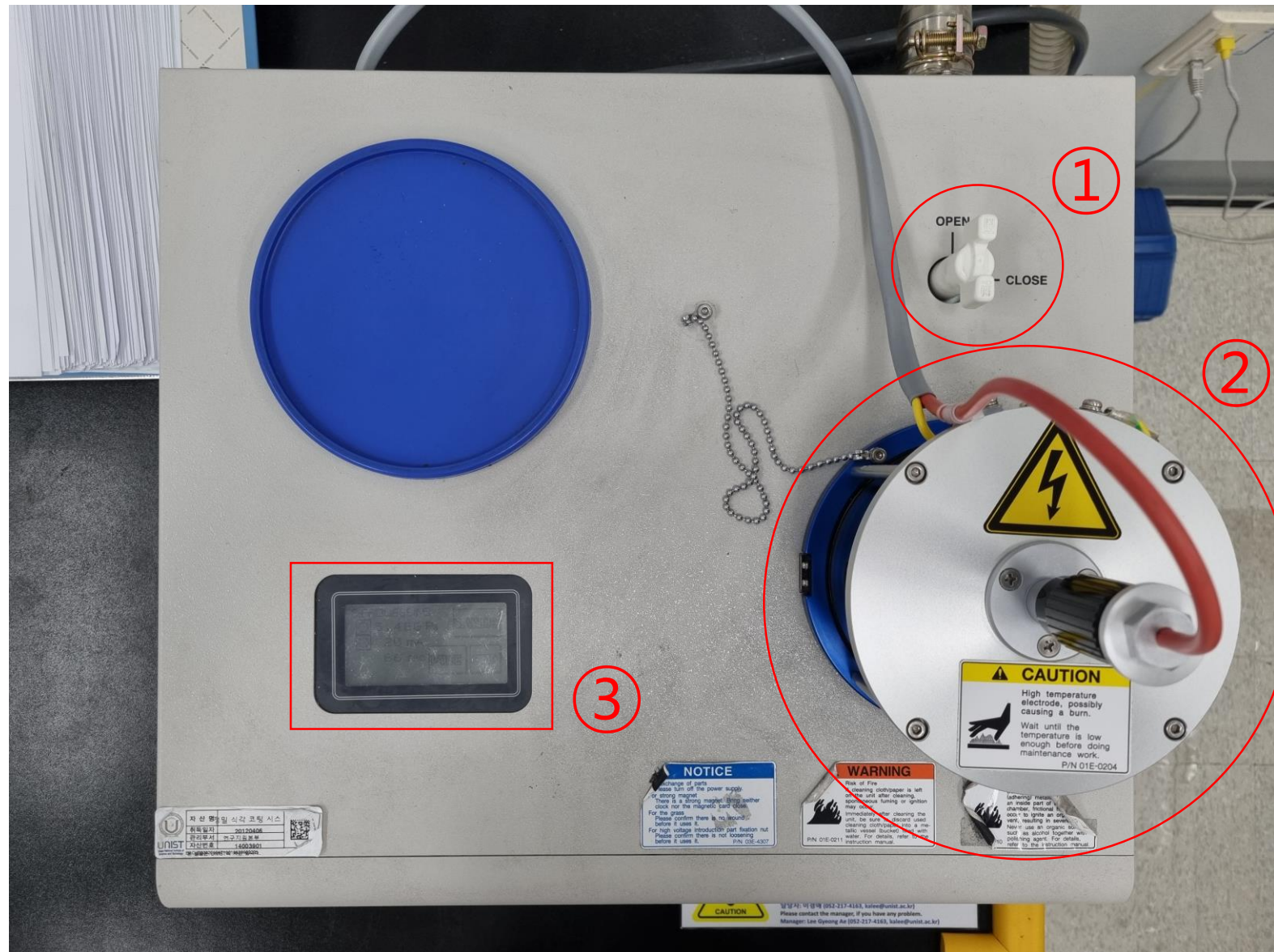
Specimen Preparation



1. Sample preparation should be performed by individual laboratories. ★
2. Wear appropriate safety gear. (goggles, gloves, etc.) ★
3. Prepare completely dried specimens.
4. Clean the stub with ethanol, etc.
5. Attach conductive double-sided tape to the stub and fix a very small amount of specimen to the tape. (For powder samples, be sure to use carbon tape) ★
6. Blow to remove dust from the specimen. ★
7. Coat it if necessary.

Coating

■ Hitachi Sputter

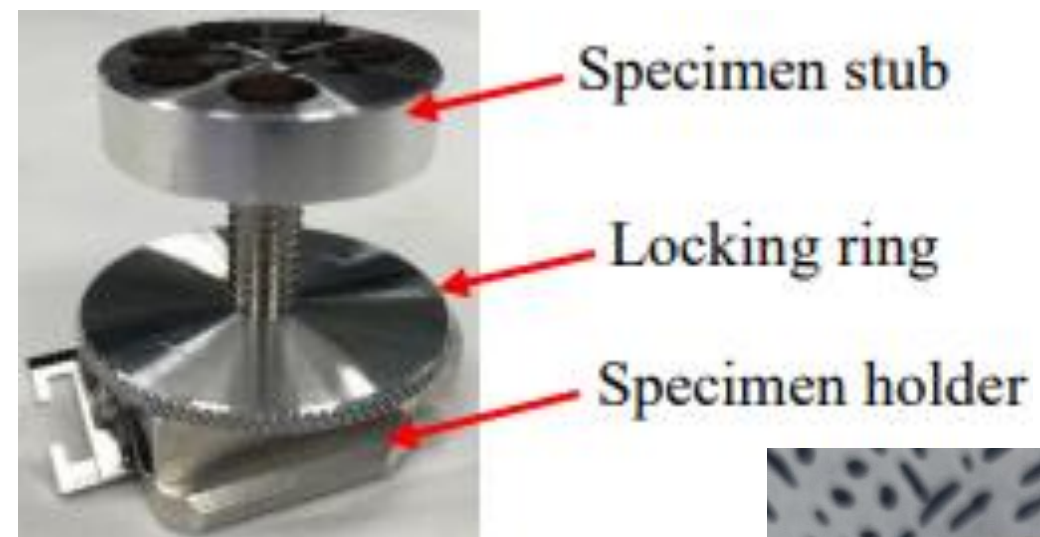
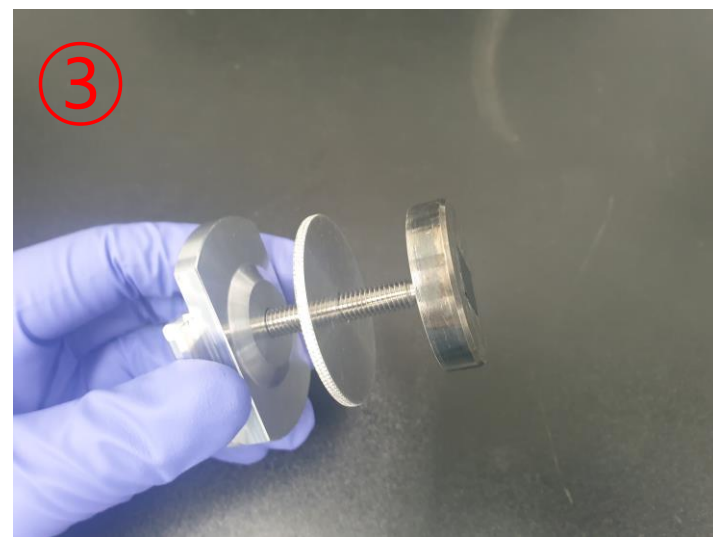
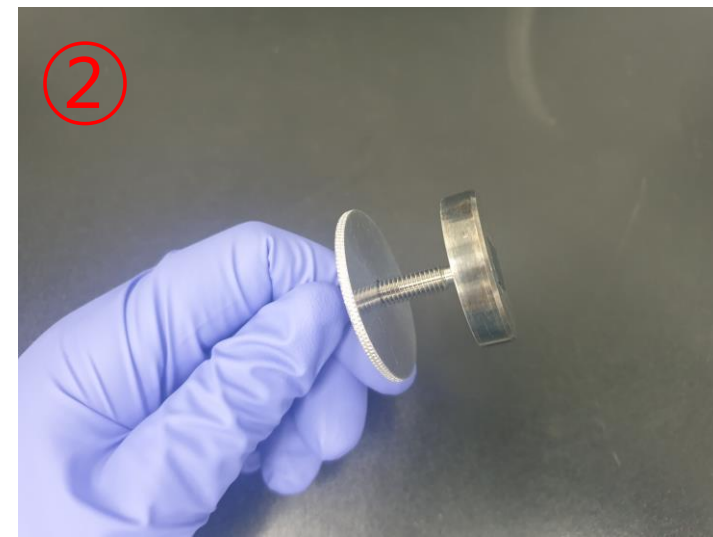


- Material: Pt
- Sputter current: 20mA
- Time: 15 ~ 240s

1. Turn the valve open.
2. Open the column part and place the specimen in the center.

3. Make sure the specimen touches the Pt source.
4. Press the touchscreen to view the coating parameters.
5. If you want to change a parameter, press [Change].
6. Tap each parameter and enter the desired value.
7. Press [Enter] - [Back] - [Start].
8. When Processing finished appears on the screen, open the column and remove the specimen.
9. Press [Restart], then press [Stop] after 20 seconds.
10. Turn the valve to [CLOSE].

Specimen Preparation



1. Prepare 4 items needed to assemble the specimen holder. (If the screw does not come off from the holder, wrap tissue paper around the screw and loosen it with a long nose.)
2. Assemble the holder in the order shown in the photo below.
3. Check if the top and bottom direction of the specimen holder is correct. ★
4. Check if the screw protrudes from the bottom. ★
5. Adjust the specimen height so that the highest part of the specimen touches the height checker. ★

Starting Instrument

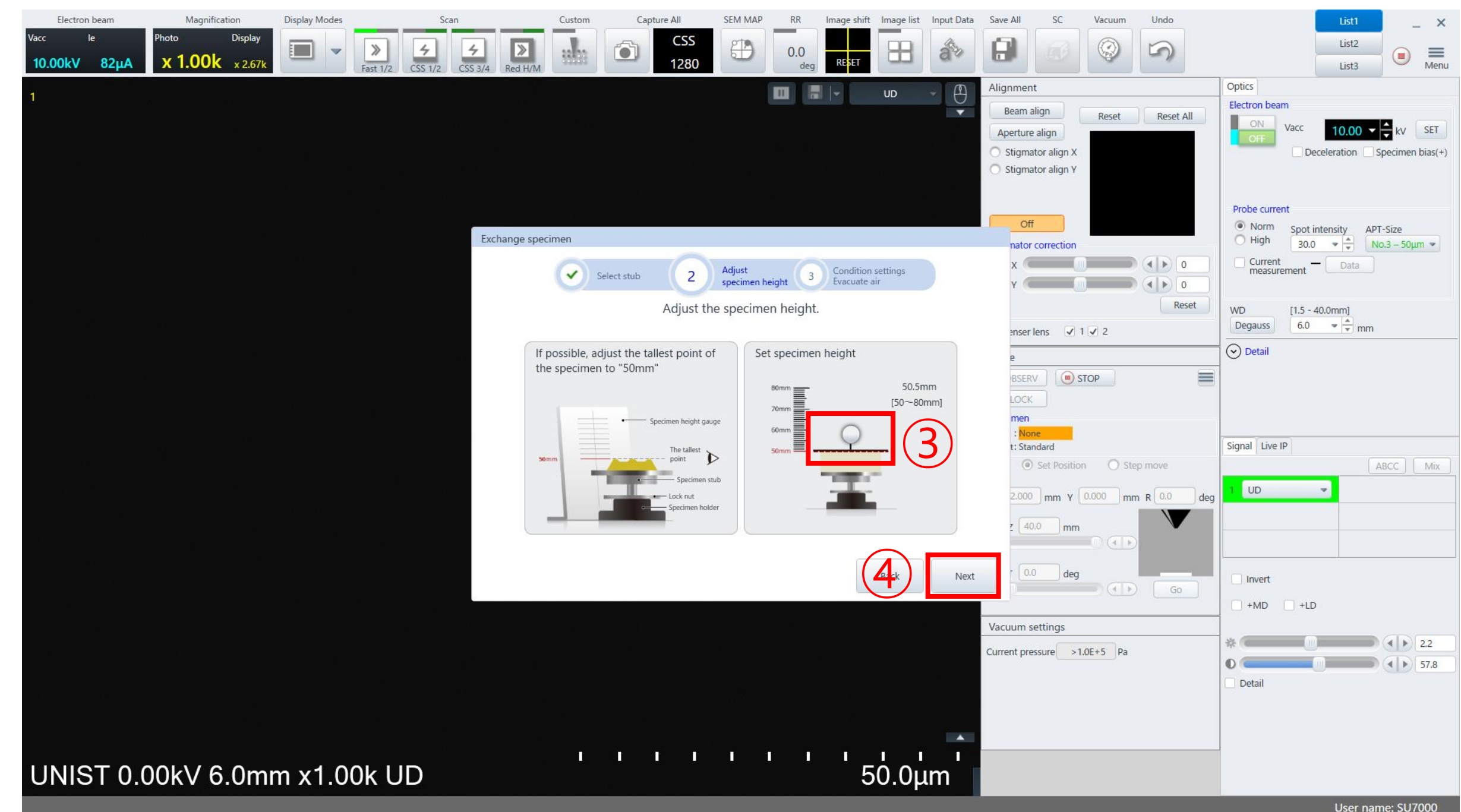
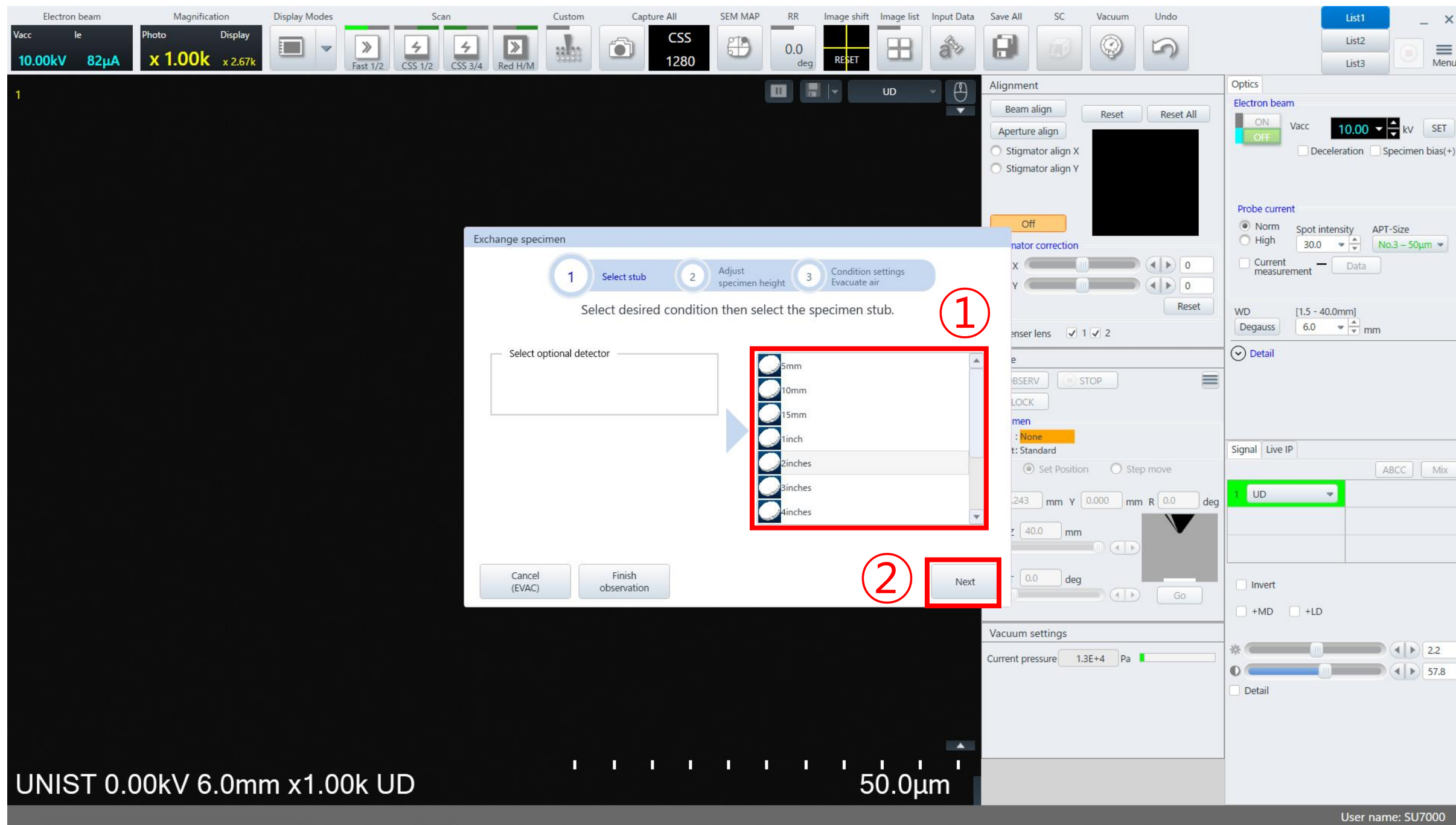
1. Check the vacuum state. ($1.0E-2 \sim 1.0E-3$)

2. Click [SC].

3. Click [AIR].

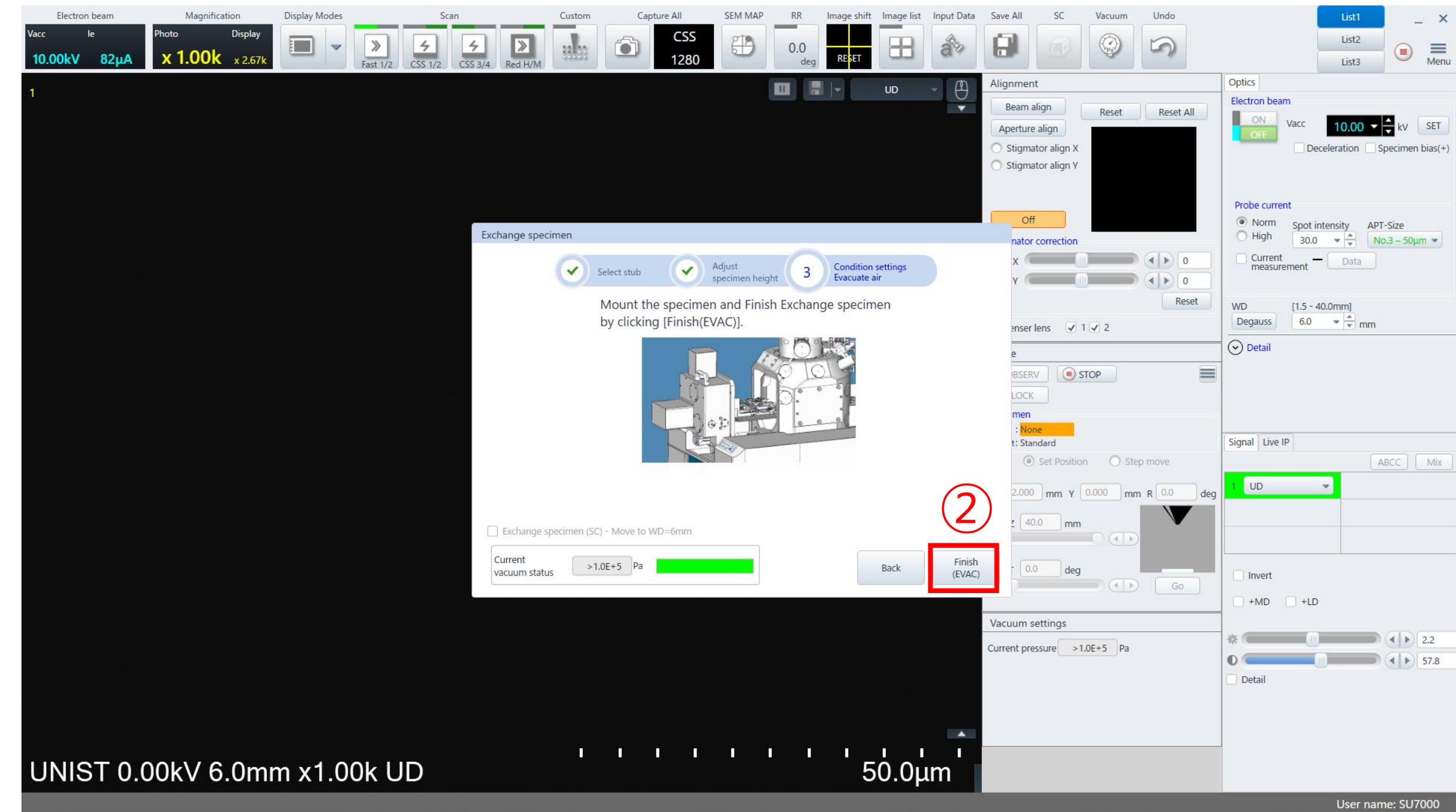
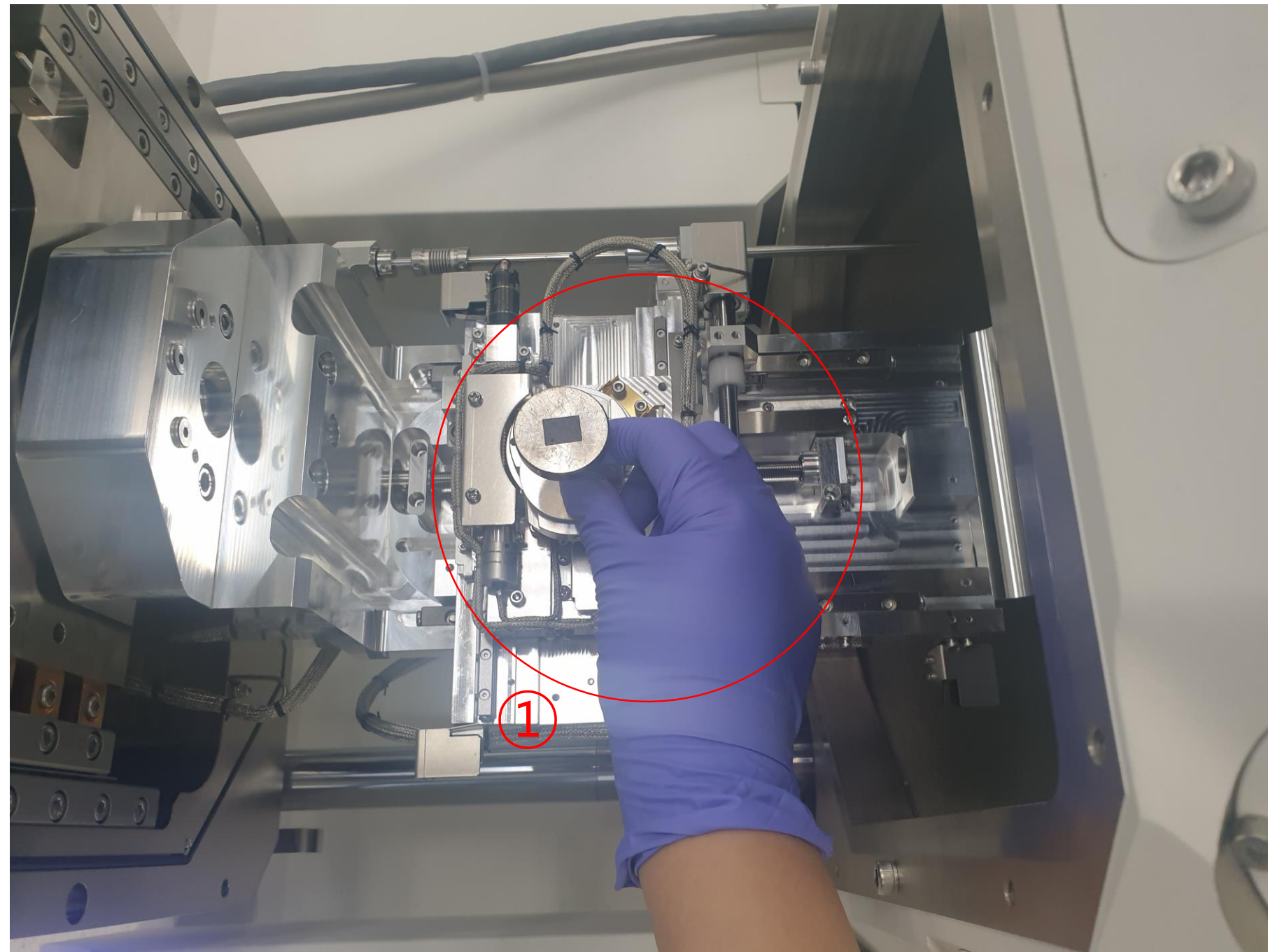
4. Prepare the specimen until the chamber is at atmospheric pressure.

Size & Height of Stub



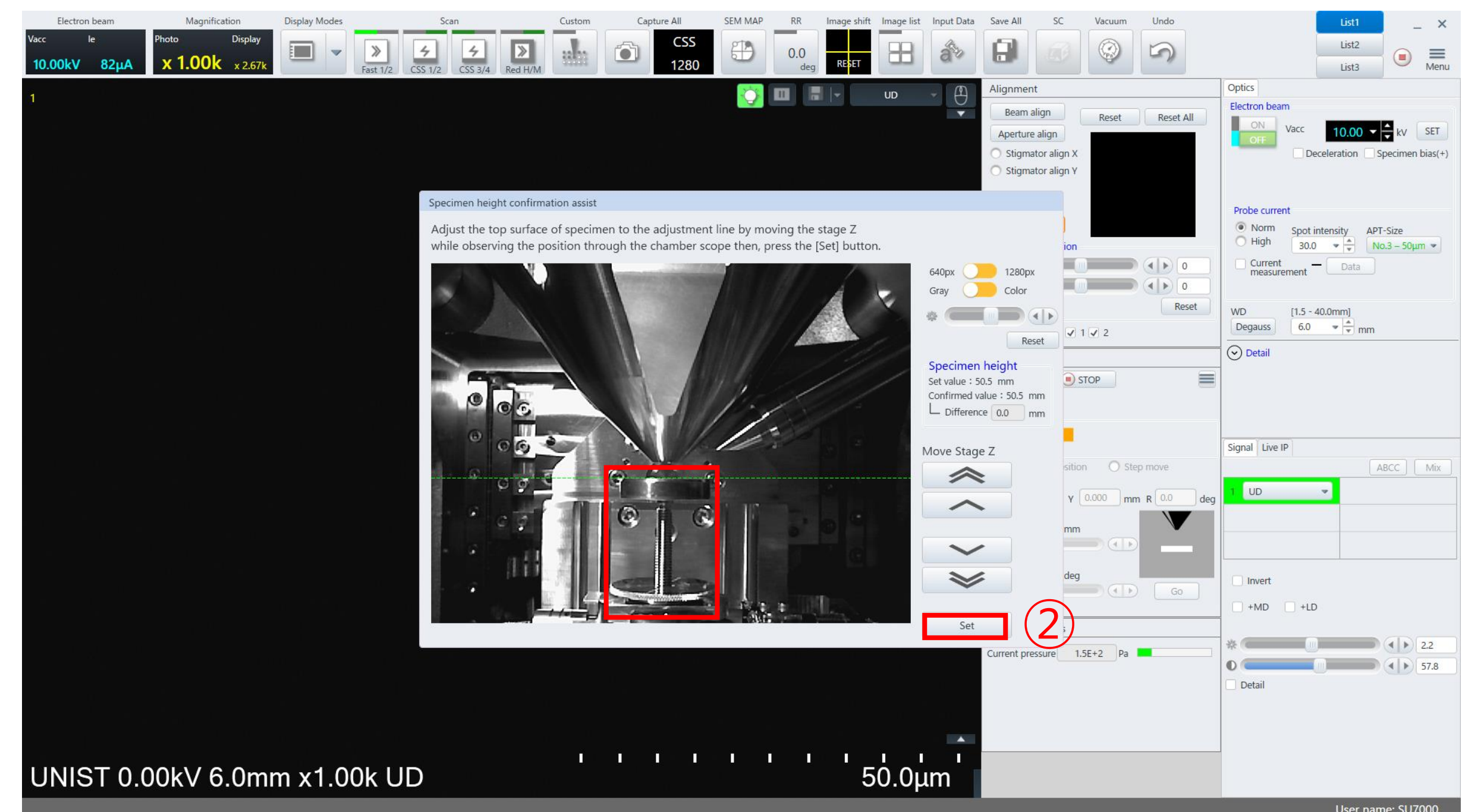
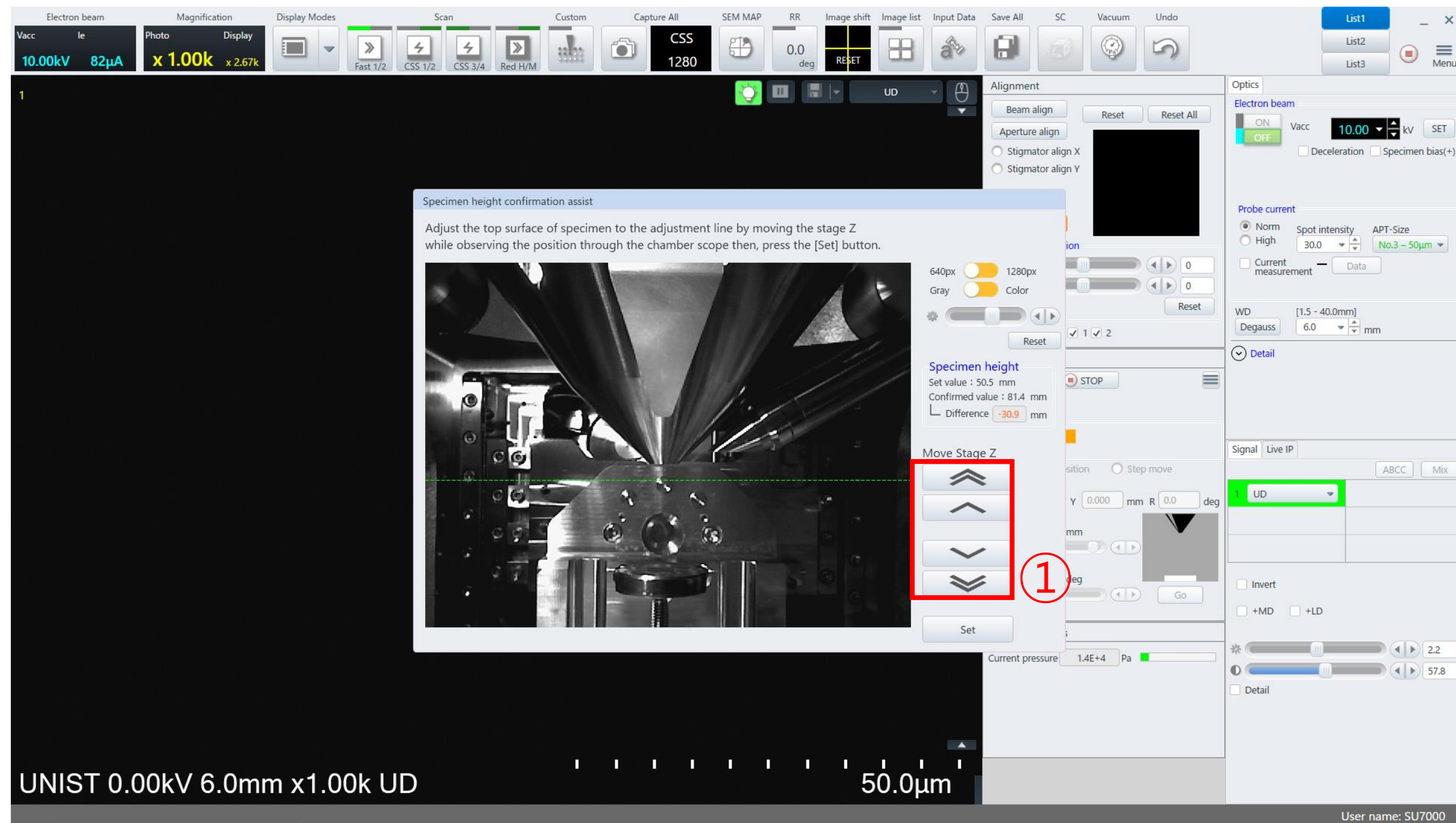
1. Select the diameter of the stub one size larger.★
2. Click [Next].
3. Drag the white circle to 50mm.★
4. Click[Next].

Loading the Holder



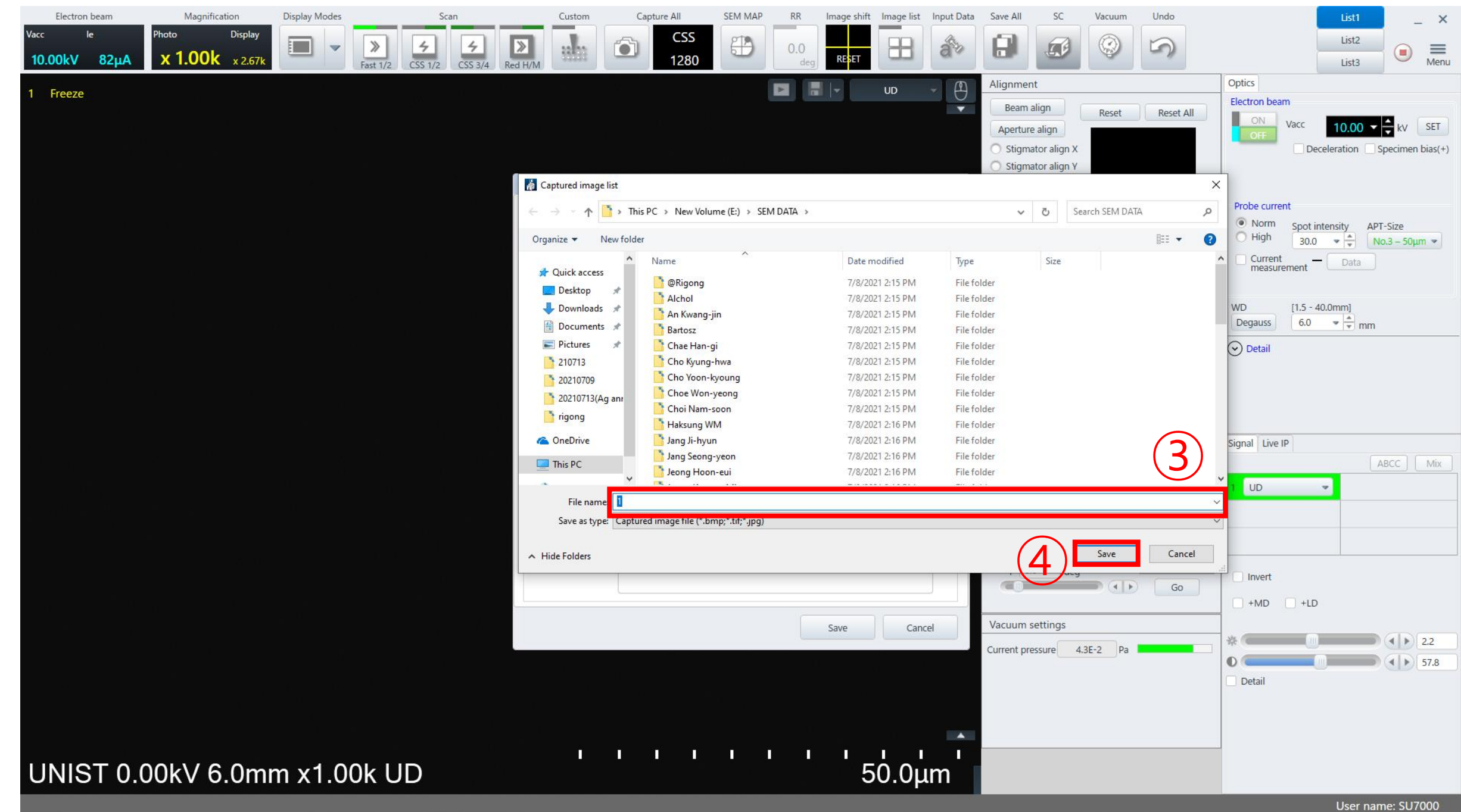
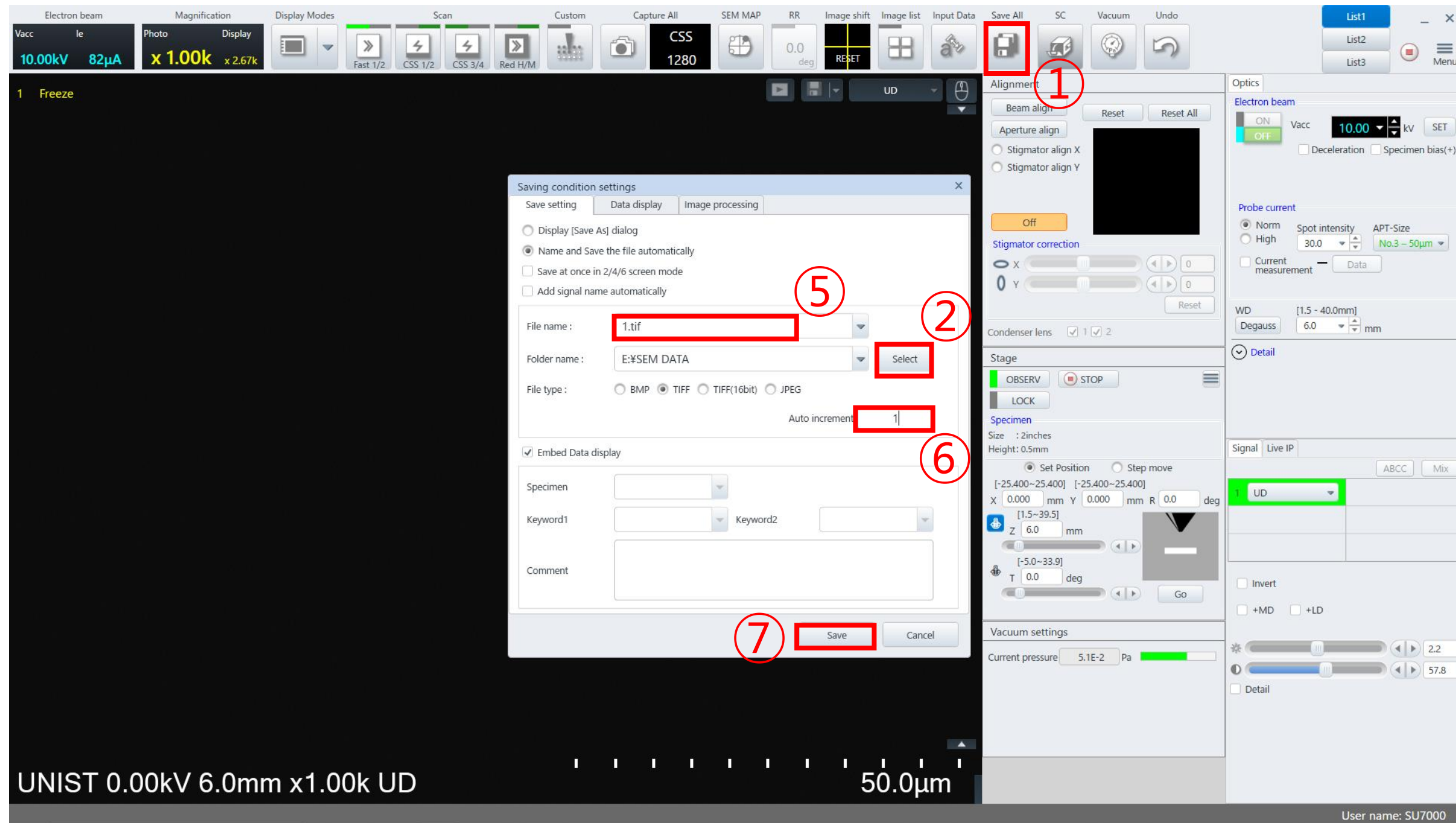
1. Open the chamber.
2. Mount the holder on the equipment.
3. Close the chamber.
4. Click [Finish(EVAC)].

Loading the Holder



1. Keep pressing the arrow so that the highest part of the specimen is on the green line.
2. Click [Set].

Setting the Data Storage Location



1. Right click [Save all] and click [Select].
2. Create a folder.(Desktop-SEM data-Analysis year-Professor folder-Personal folder-Date folder)
3. Enter a sample name in [File name] and click [Save].
4. Enter 1 in [Auto increment] and click [Save].

Acceleration Voltage

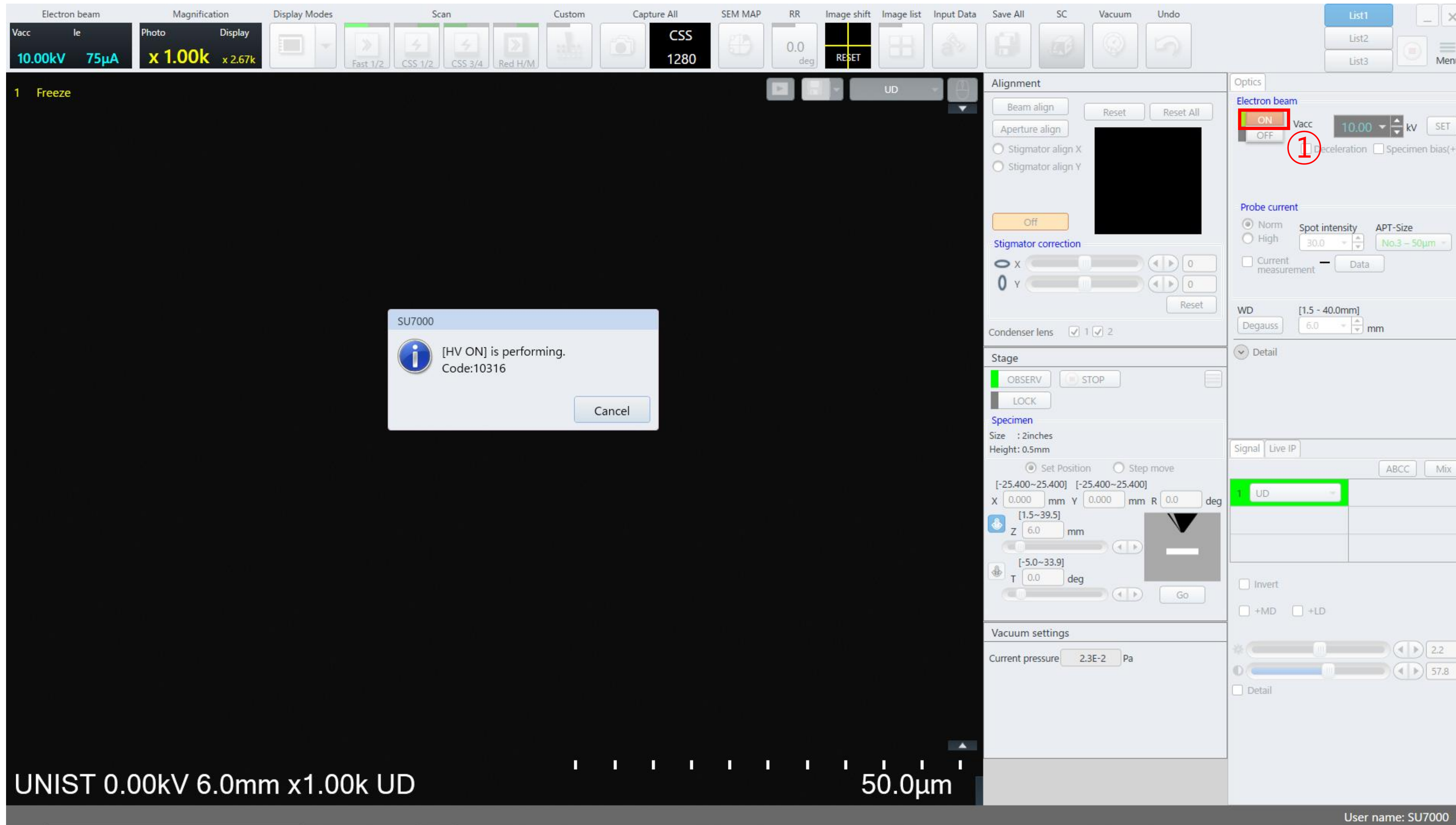
The screenshot displays the SEM software interface with several key settings and a status message:

- Electron beam section:** V_{acc} is set to 10.00kV, I_e is 75μA. The Electron beam is ON.
- Probe current section:** Norm is selected, High is unselected.
- Vacuum settings section:** Current pressure is 2.3E-2 Pa.
- Stage section:** Z is 6.0 mm, T is 0.0 deg.
- Status Message:** [HV ON] is performing. Code:10316.
- Bottom Bar:** UNIST 0.00kV 6.0mm x1.00k UD 50.0μm
- User name:** SU7000

1. Select the acceleration voltage in [V_{acc}].
2. Select [Probe current] appropriately.
3. Check the vacuum.

Beam on

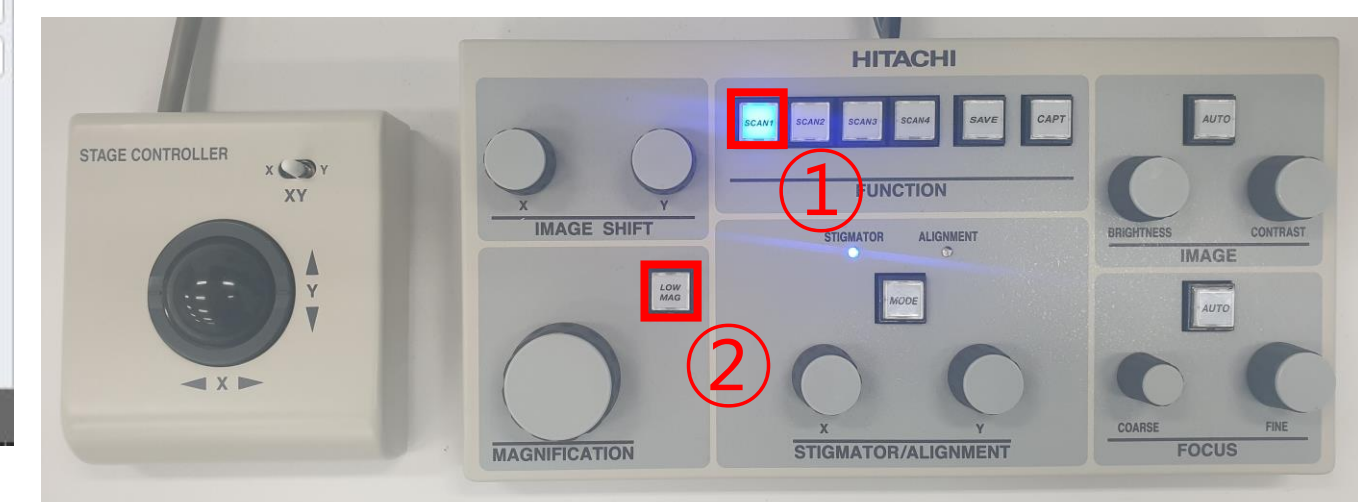
1. Click **Electron beam [ON]**.
2. If the screen is too dark or too bright, press **[Auto]**. (You can manually adjust the **[Brightness]** or **[Contrast]** knob individually.) → **This process can be performed at any time during image observation.**



Finding the Specimen

The screenshot displays the SEM software interface. At the top, the 'Scan' panel includes buttons for 'Fast 1/2' (circled in red with '1'), 'CSS 1/2', 'CSS 3/4', and 'Red H/M'. The 'SEM MAP' button is also circled in red with '4'. The main display area shows a grayscale image of a specimen with a scale bar at the bottom indicating '10.0µm'. The status bar at the bottom left reads 'UNIST 10.00kV 5.6mm x5.00k UD'. The right-hand side contains several control panels: 'Alignment' (Beam align, Aperture align, Stigmator align X/Y), 'Optics' (Electron beam ON/OFF, Deceleration, Specimen bias(+)), 'Probe current' (Norm/High, Spot intensity, APT-Size), 'WD' (Working Distance), 'Stage' (OBSERV, STOP, LOCK), 'Specimen' (Size, Height, Positioning), and 'Vacuum settings' (Current pressure: 3.8E-3 Pa). The 'Signal' panel shows 'UD' selected. The bottom right corner indicates 'User name: SU7000'.

1. Press the [SCAN 1] (SCAN SPEED: SCAN1>SCAN2>SCAN3)
2. Press [LOW MAG]
3. If the image is blurry, use the focus knob to adjust the focus.



Finding the Specimen

The screenshot displays the SEM software interface. The top toolbar includes sections for Electron beam (Vacc 5.00kV, Ie 94µA), Magnification (Photo x75), Run/Freeze, Scan (Rapid 1/2, CSS 2/3, CSS 4/5, Red H/M), Custom, Capture All (C-Line 1280), Image shift (RESET), RR (0.0 deg), Display Modes, Image list, SC, Save All, SEM MAP, Input Data, and Vacuum. The main window is divided into several panels: a large central area for the specimen image (currently black), an Alignment panel with buttons for Beam align, Aperture align, and Stigmator align X/Y, and a Stigmator correction panel with X and Y sliders. The Specimen panel shows Size: None and Height: Standard. The Vacuum settings panel shows Current pressure: 1.2E-3 Pa. A scale bar at the bottom indicates 500µm. The status bar at the bottom left shows 'UCRF 0.00kV 5.8mm x75 UD' and the bottom right shows 'User name: SU7000'. Two red circles with numbers 1 and 2 highlight the mouse down arrow and the XYR button in the left sidebar, respectively.

1. Click the mouse down arrow.
2. Press XYR.
3. The double-clicked location on the screen is moved to the center.
4. Please refrain from using the trackball as much as possible. (wear and tear issues)

Focus

The screenshot displays the SEM software interface. At the top, the status bar shows: Electron beam (Vacc 10.00kV, Ie 84µA), Magnification (Photo Display x 5.00k, x 13.4k), and various tool icons. The main image area shows a grayscale SEM image of a sample with a curved edge. Below the image is a scale bar labeled "UNIST 10.00kV 5.6mm x5.00k UD" and "10.0µm". The right side of the interface contains several control panels: "Alignment" (Beam align, Aperture align, Stigmator align X/Y, Stigmator correction), "Optics" (Electron beam ON/OFF, Deceleration, Specimen bias(+)), "Probe current" (Norm/High, Spot intensity 30.0, APT-Size No.3 - 50µm), "Stage" (OBSERV, STOP, LOCK, Set Position/Step move, X: -1.715 mm, Y: 10.220 mm, Z: 6.0 mm, T: 0.0 deg), and "Vacuum settings" (Current pressure: 3.8E-3 Pa). The bottom right corner shows "User name: SU7000".

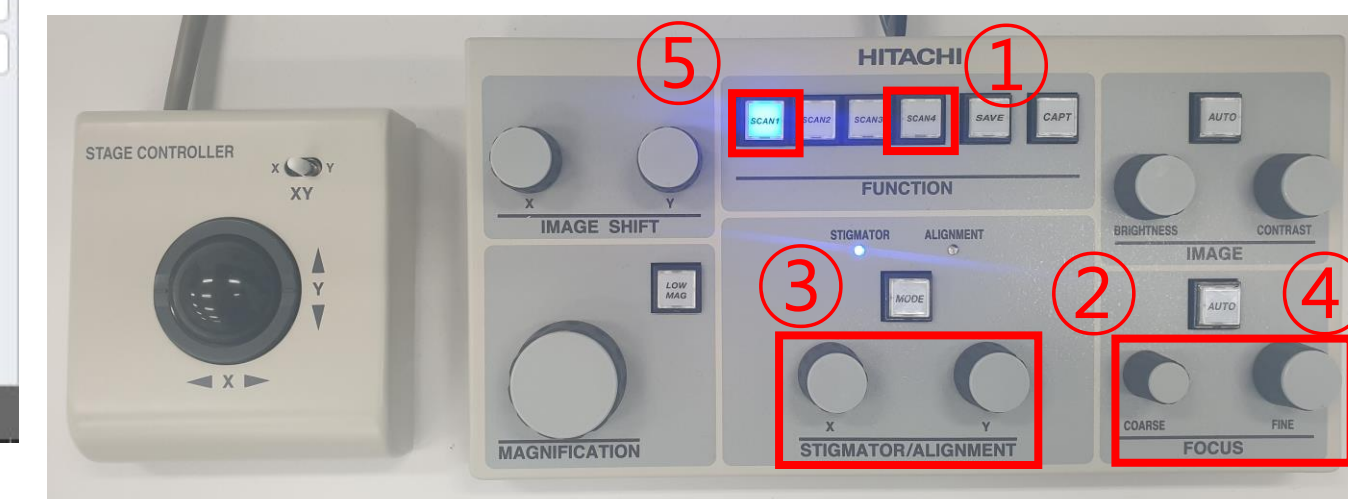
1. Move the stage to the location you want to observe.
2. Use the magnification knob to slowly raise the magnification to **5000 times** and adjust the focus in between.
 - Coarse: fast adjustment
 - Fine: fine adjustment



Stigmator

The screenshot displays the SEM software interface. At the top, the 'Scan' menu is open, with 'Fast 1/2' (5) and 'Red H/M' (1) highlighted. The main window shows a sample image of a curved surface with a 10.0µm scale bar. The 'Alignment' panel on the right includes 'Beam align', 'Aperture align', and 'Stigmator correction' (X: 34, Y: -51). The 'Electron beam' panel shows 'ON' status and '10.00 kV' voltage. The 'Stage' panel shows 'OBSERV' mode and 'UD' signal. The 'Vacuum settings' panel shows '3.8E-3 Pa' current pressure. The bottom status bar reads 'UNIST 10.00kV 5.6mm x5.00k UD' and 'User name: SU7000'.

1. Press [SCAN 4].
2. Adjust the focus.
3. Adjust the Stigma X and Y knobs one by one.
4. Adjust the focus.
5. Press [SCAN 1].



Working distance

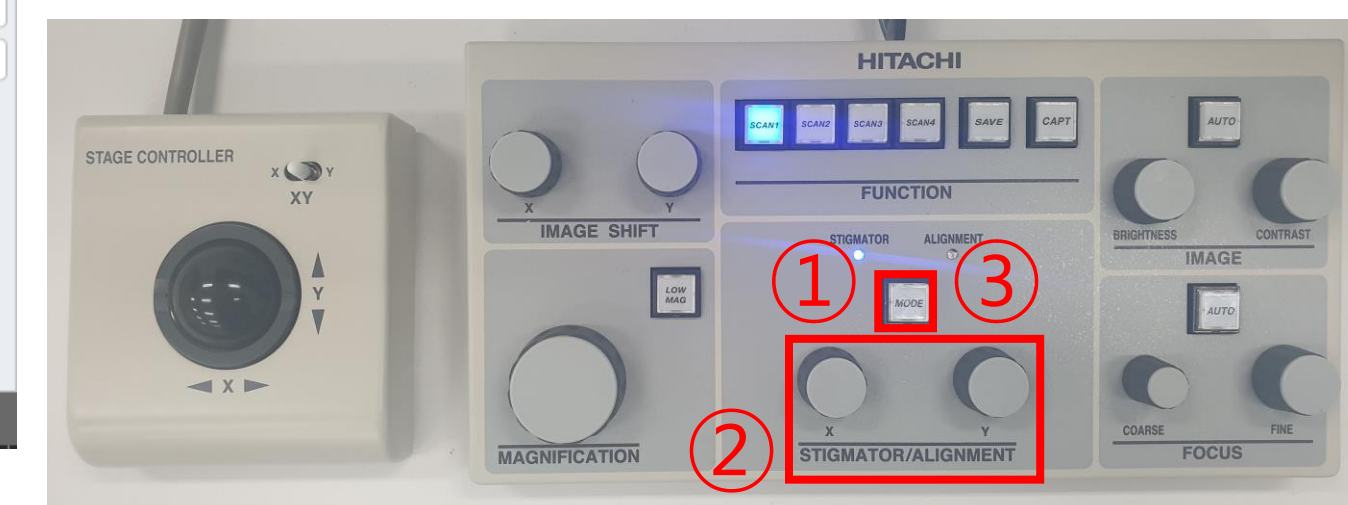
1. Check WD at the bottom of the screen
2. Subtract the WD found in 6, and subtract that value from the [Z] value.
3. Enter the calculated value in [Z].
4. Click [Move].
5. Adjust the focus.



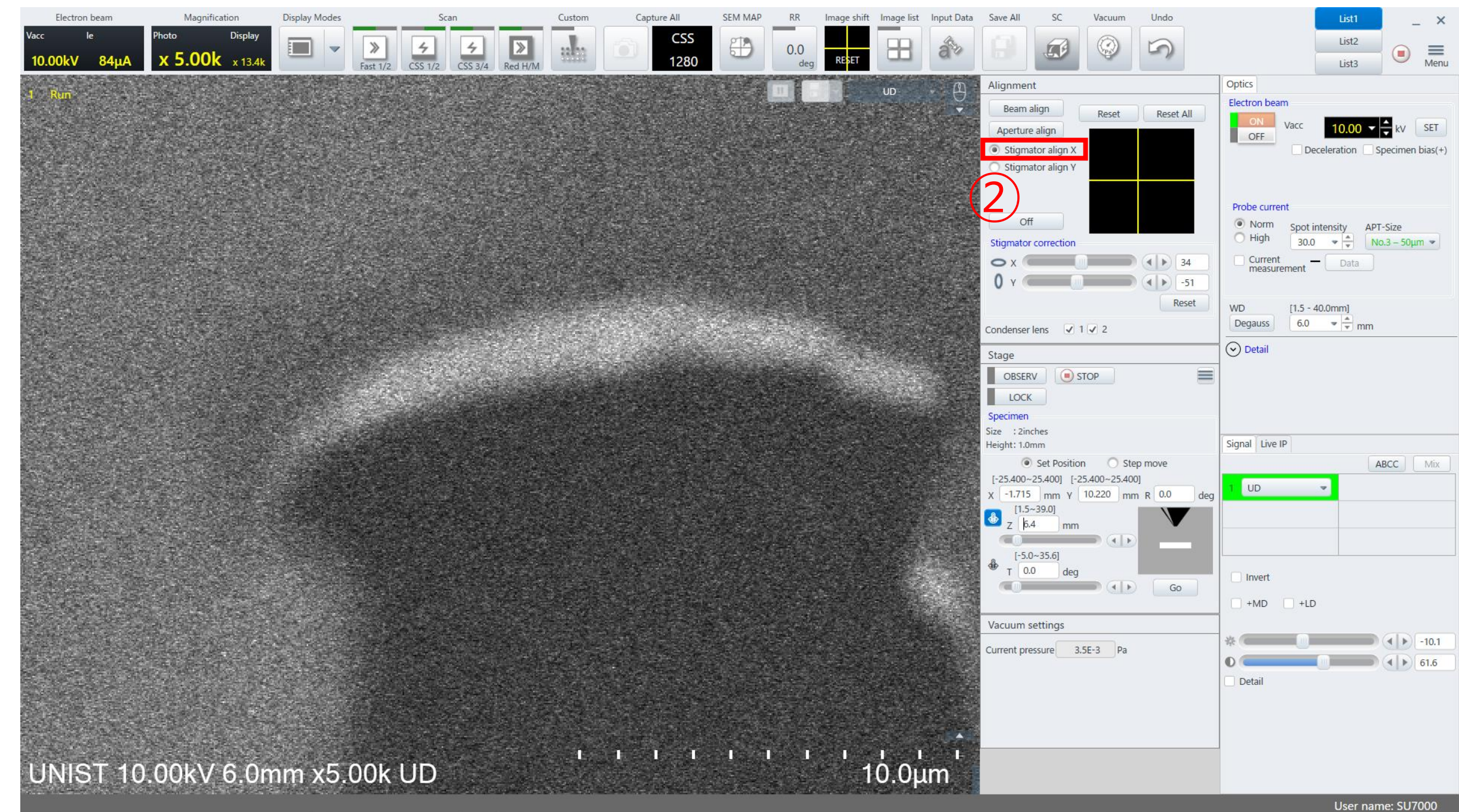
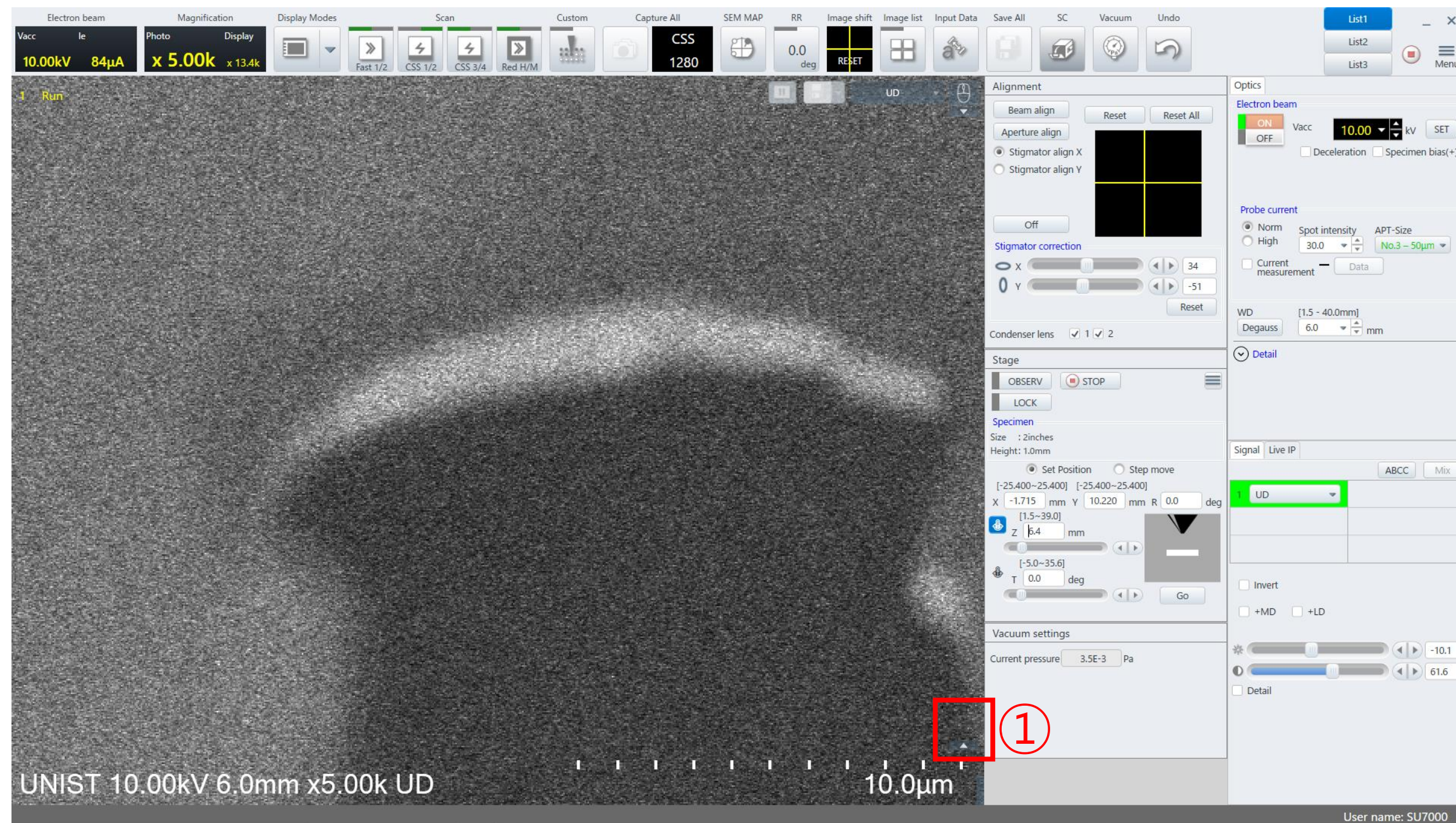
Beam Alignment

The screenshot shows the Hitachi SEM software interface. The top toolbar includes buttons for 'Electron beam', 'Magnification', 'Display Modes', 'Scan', 'Custom', 'Capture All', 'SEM MAP', 'RR', 'Image shift', 'Image list', 'Input Data', 'Save All', 'SC', 'Vacuum', and 'Undo'. The 'Electron beam' panel shows 'Vacc 10.00kV' and 'Ie 83µA'. The 'Magnification' panel shows 'Photo Display' and 'x 5.00k x 13.4k'. The 'Scan' panel shows 'Fast 1/2', 'CSS 1/2', 'CSS 3/4', and 'Red H/M'. The 'Custom' panel shows 'CSS 1280'. The 'Image shift' panel shows '0.0 deg' and 'RESET'. The 'Image list' panel shows a grid icon. The 'Input Data' panel shows a file icon. The 'Save All' panel shows a save icon. The 'SC' panel shows a cube icon. The 'Vacuum' panel shows a vacuum icon. The 'Undo' panel shows a circular arrow icon. The 'Alignment' panel is open, and the 'Beam align' option is selected and highlighted with a red box and a circled '1'. The 'Stigmator correction' panel shows 'X' and 'Y' sliders with values 34 and -51 respectively. The 'Stage' panel shows 'OBSERV' and 'STOP' buttons. The 'Specimen' panel shows 'Size : 2inches' and 'Height: 1.0mm'. The 'Vacuum settings' panel shows 'Current pressure: 3.6E-3 Pa'. The 'Signal' panel shows 'Live IP' and 'UD' selected. The 'Detail' panel shows 'Invert', '+MD', and '+LD' options. The 'Stage Controller' panel shows 'X', 'Y', and 'XY' controls. The 'Image Shift' panel shows 'X' and 'Y' controls. The 'Magnification' panel shows 'MAGNIFICATION' and 'LOW MAG' controls. The 'Stigmator/Alignment' panel shows 'STIGMATOR ALIGNMENT' and 'X' and 'Y' controls. The 'Brightness/Contrast' panel shows 'BRIGHTNESS' and 'CONTRAST' controls. The 'Image' panel shows 'IMAGE' and 'AUTO' controls. The 'Focus' panel shows 'COARSE' and 'FINE' controls. The bottom status bar shows 'UNIST 10.00kV 6.0mm x5.00k UD' and '10.0µm'. The user name 'SU7000' is displayed in the bottom right corner.

1. Press [MODE].
2. Adjust the STIGMA X and Y knobs one by one to bring the beam to the center.
3. Press [MODE].

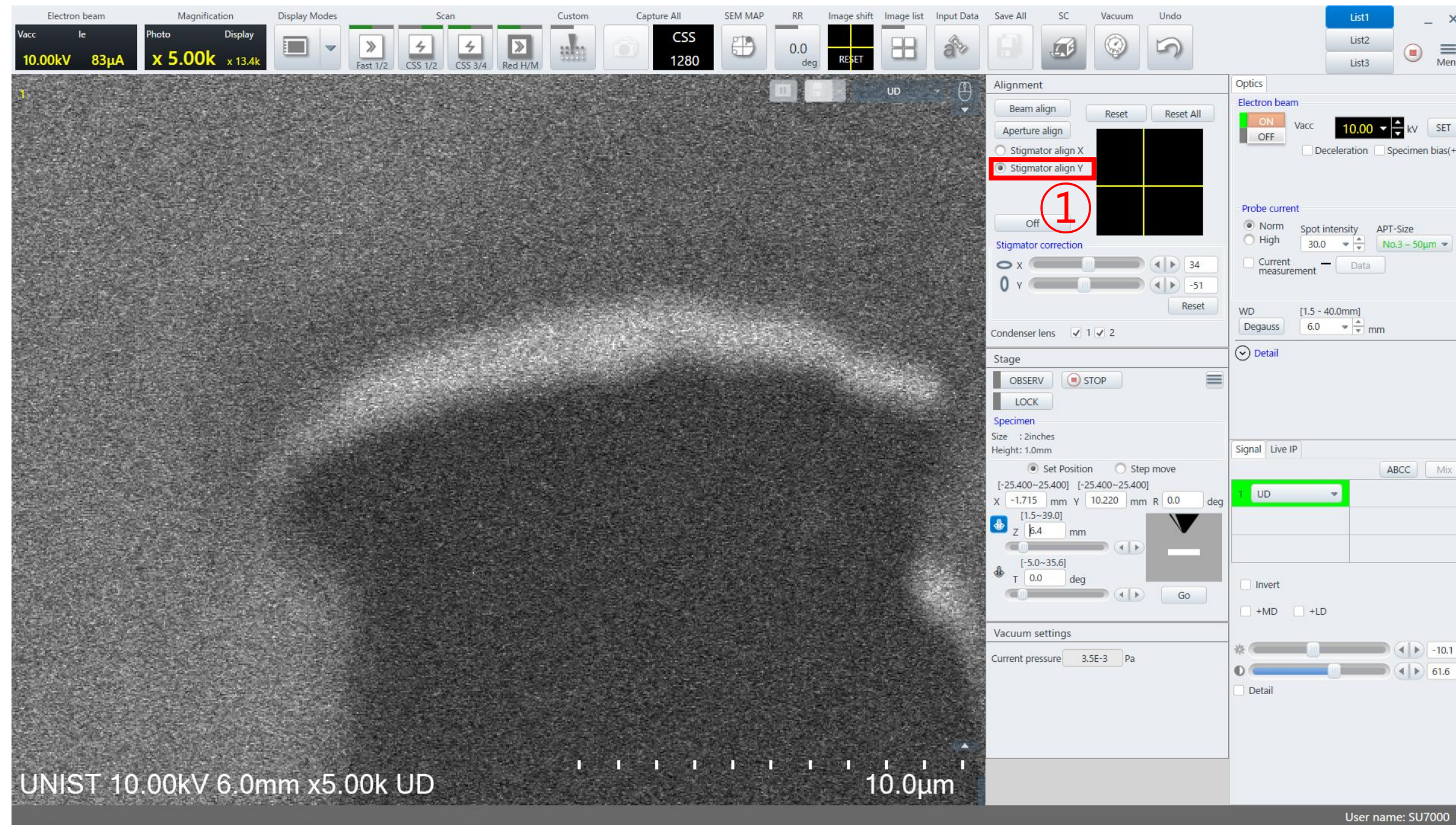


Beam Alignment



1. Check [Cross maker]. And adjust the stigma X and Y knobs one by one so that the specimen moves in place.(STIGMA X: \leftrightarrow , STIGMA Y: \updownarrow)
2. Press [MODE]. And adjust the stigma X and Y knobs one by one so that the specimen moves in place.(STIGMA X: $\nwarrow \searrow$, STIGMA Y: $\nearrow \swarrow$)

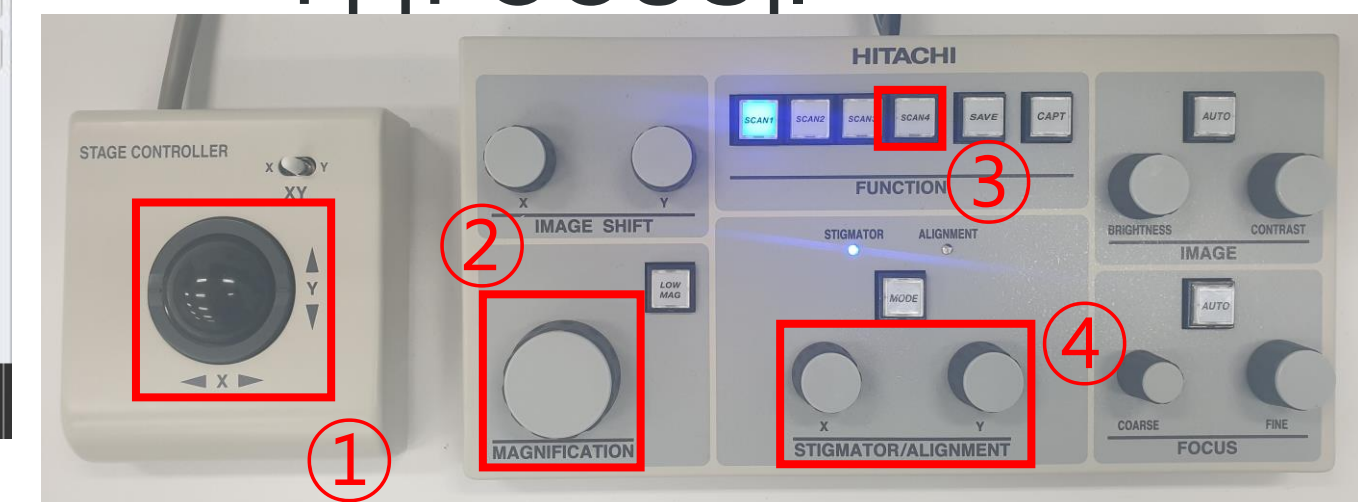
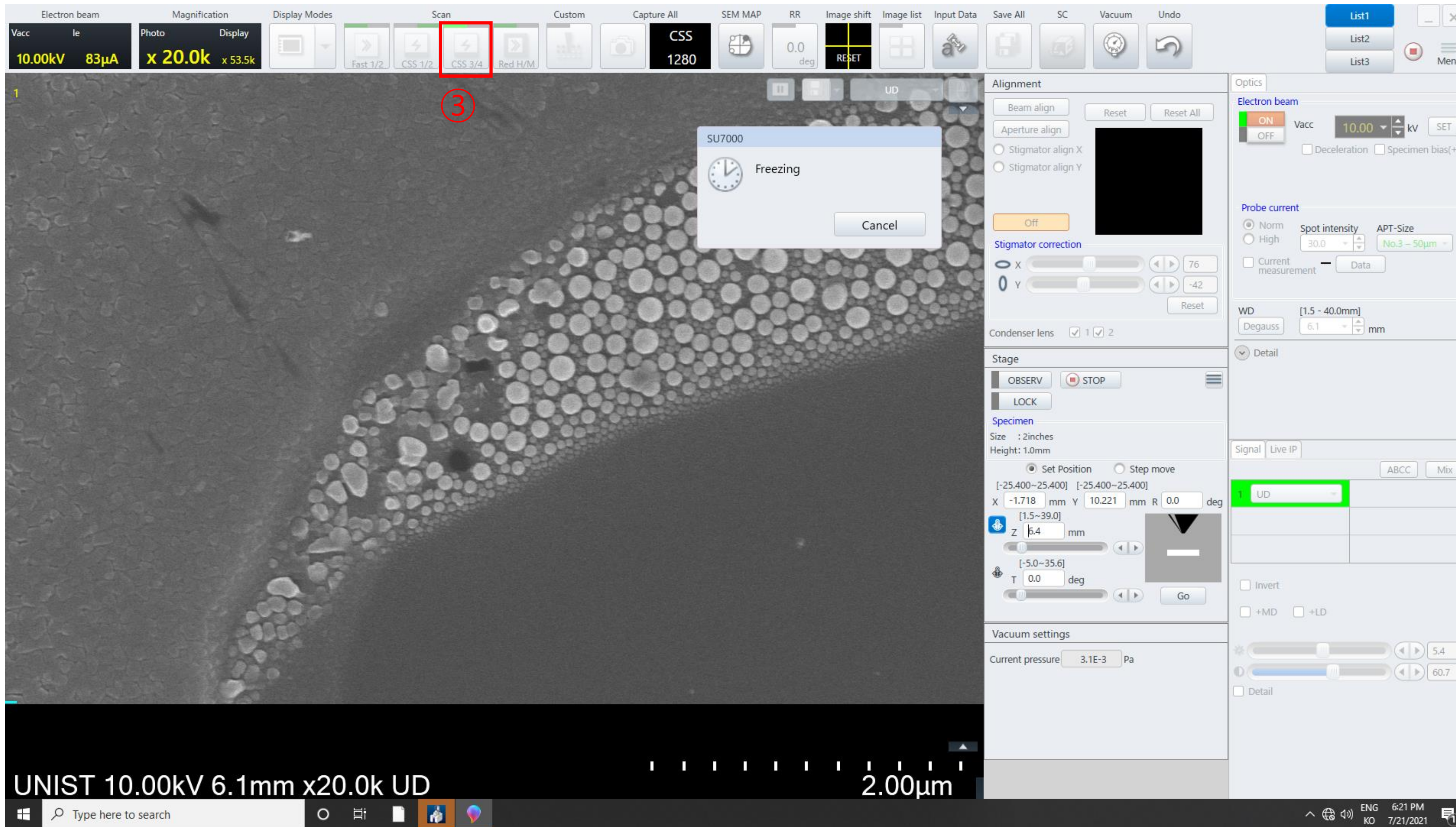
Beam Alignment



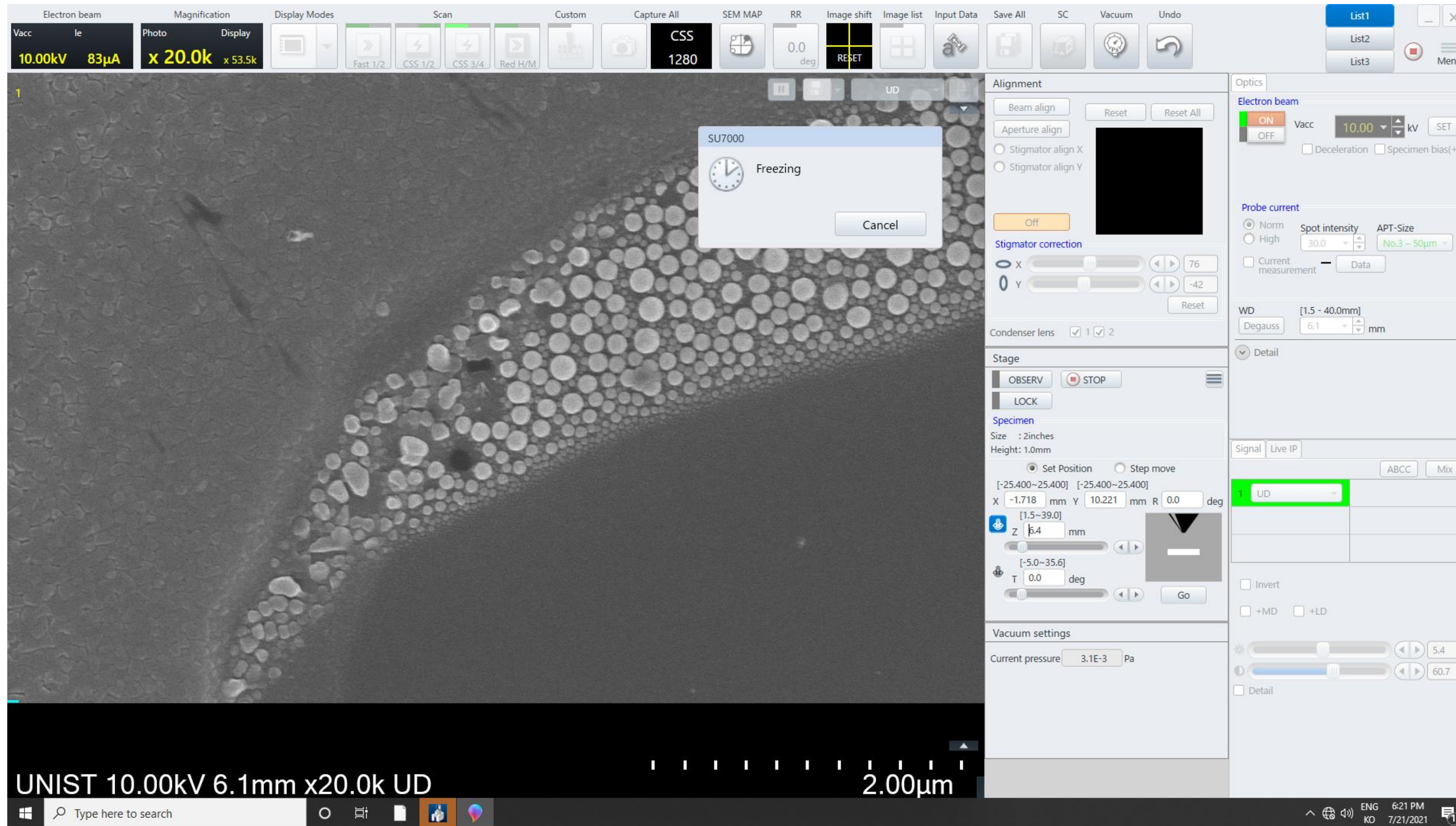
1. Press [MODE].
2. Adjust the stigma X and Y knobs one by one so that the specimen moves in place. (STIGMA X: ↖ ↘, STIGMA Y: ↗ ↙)
3. Press [MODE].

Saving the Image

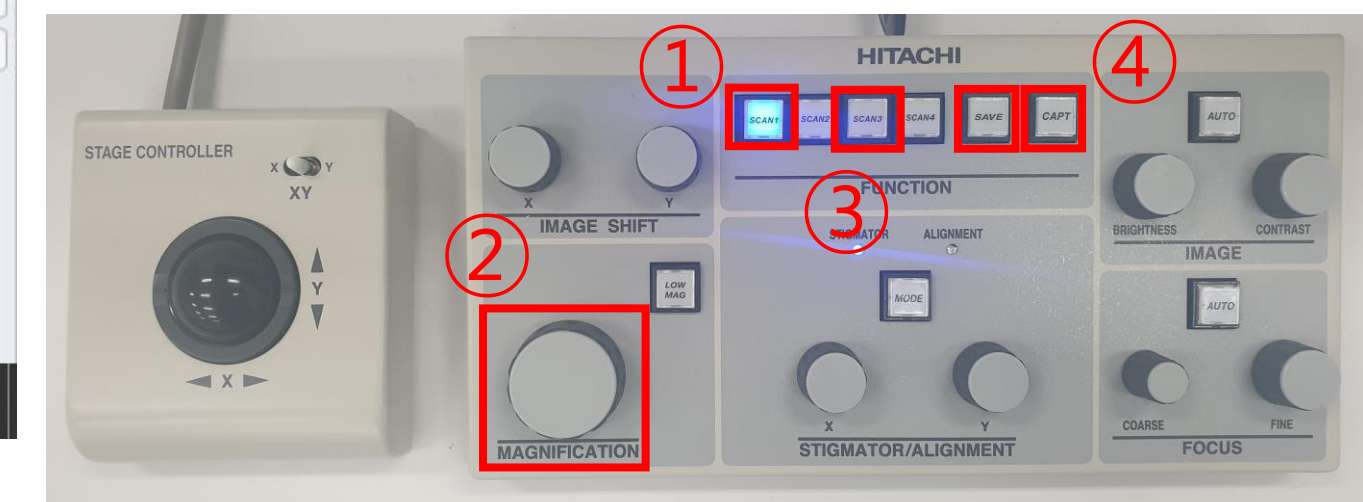
1. Move to the location you want to observe.
2. Adjust the magnification slightly higher than the magnification you want to observe.
3. Click [SCAN 4].
4. Adjust the knobs [FOCUS]-[STIGMA X, Y]-[FOCUS].



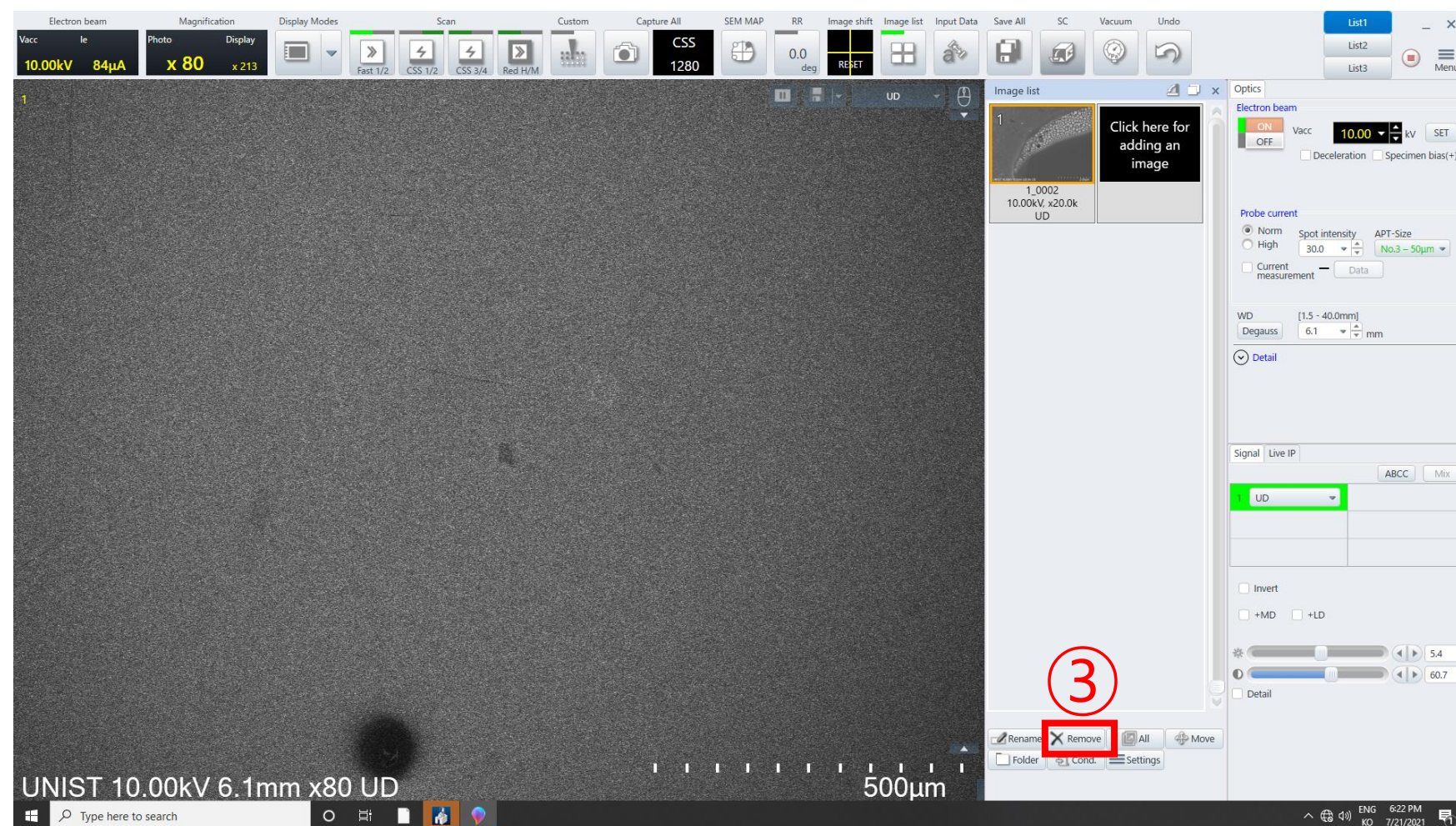
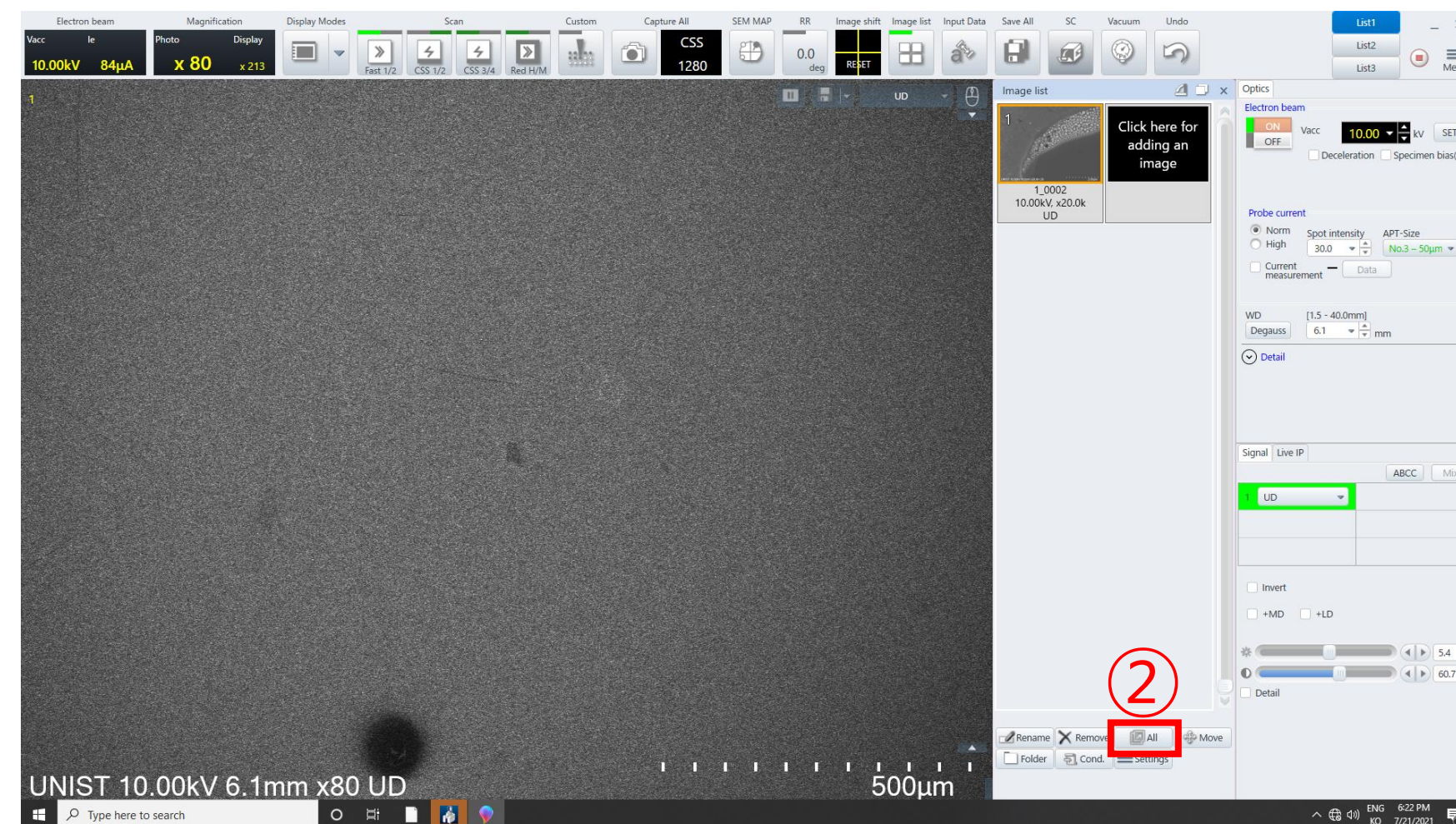
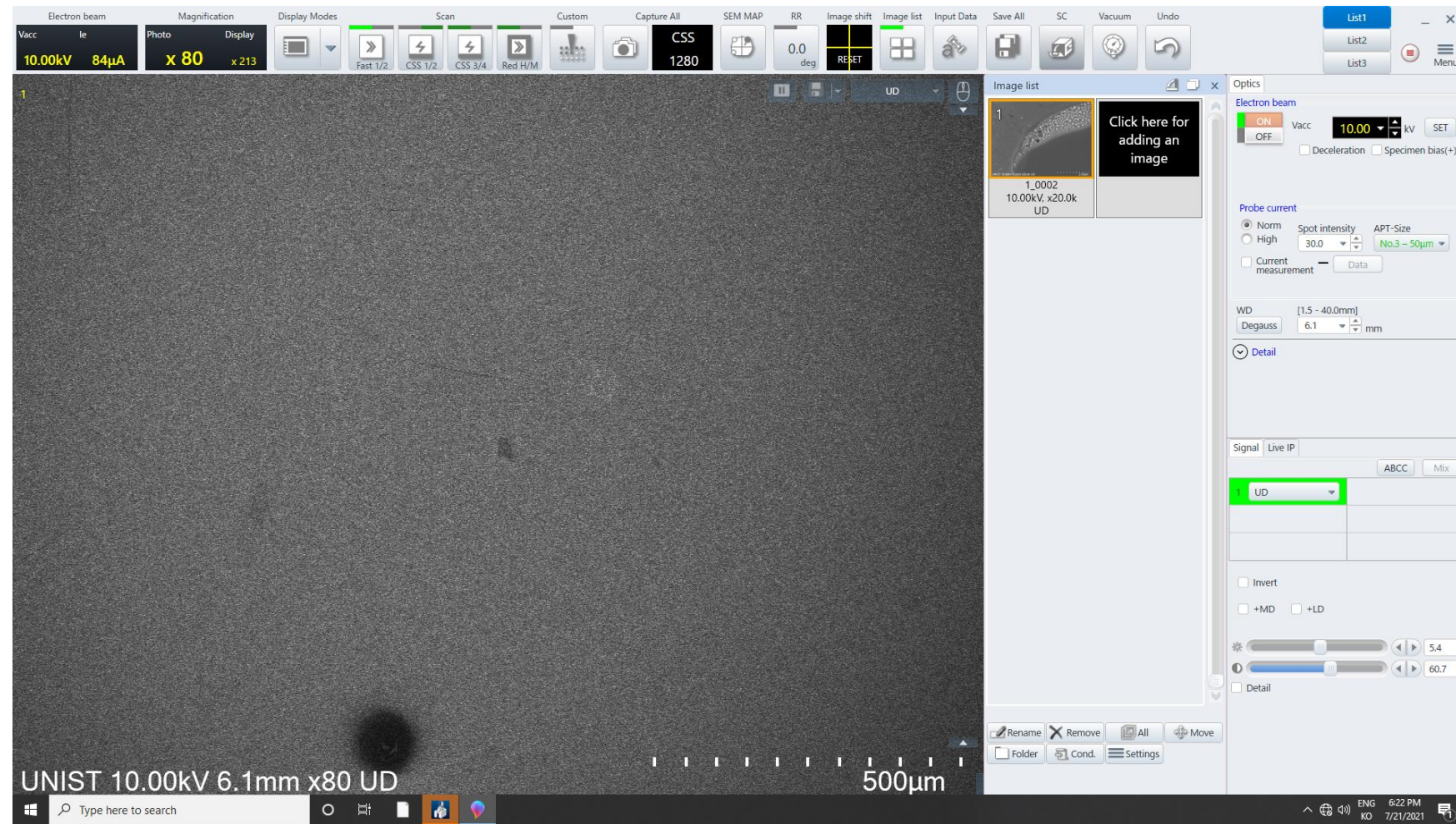
Saving the Image



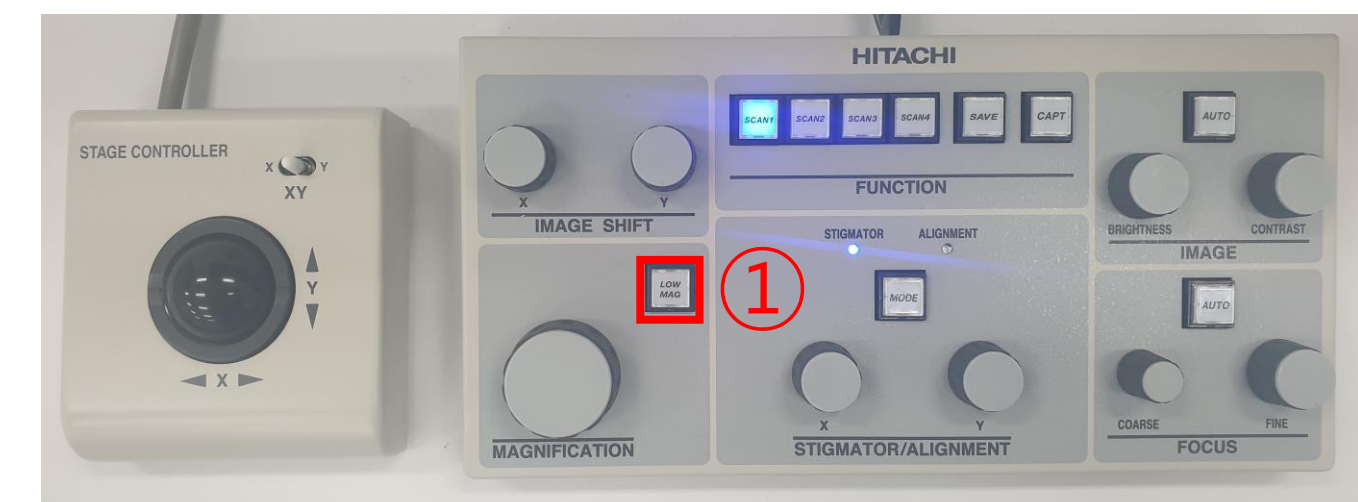
1. Click [SCAN 1].
2. Adjust to the desired magnification.
3. Press [SCAN 3] -[SAVE] or [CAPT].
4. Press [SCAN 1].
5. Repeat steps 1 in the previous slide to 5 in this slide.



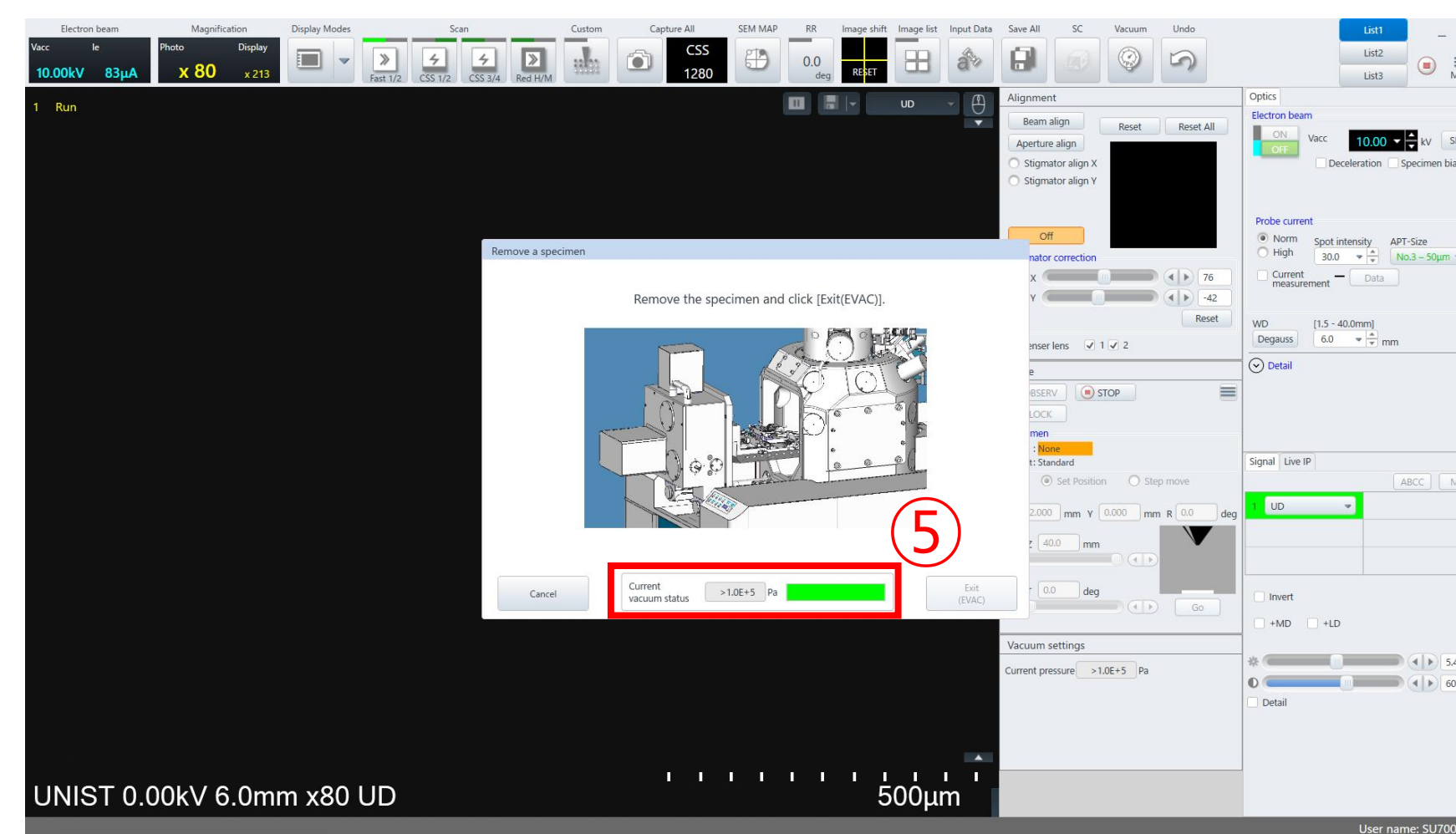
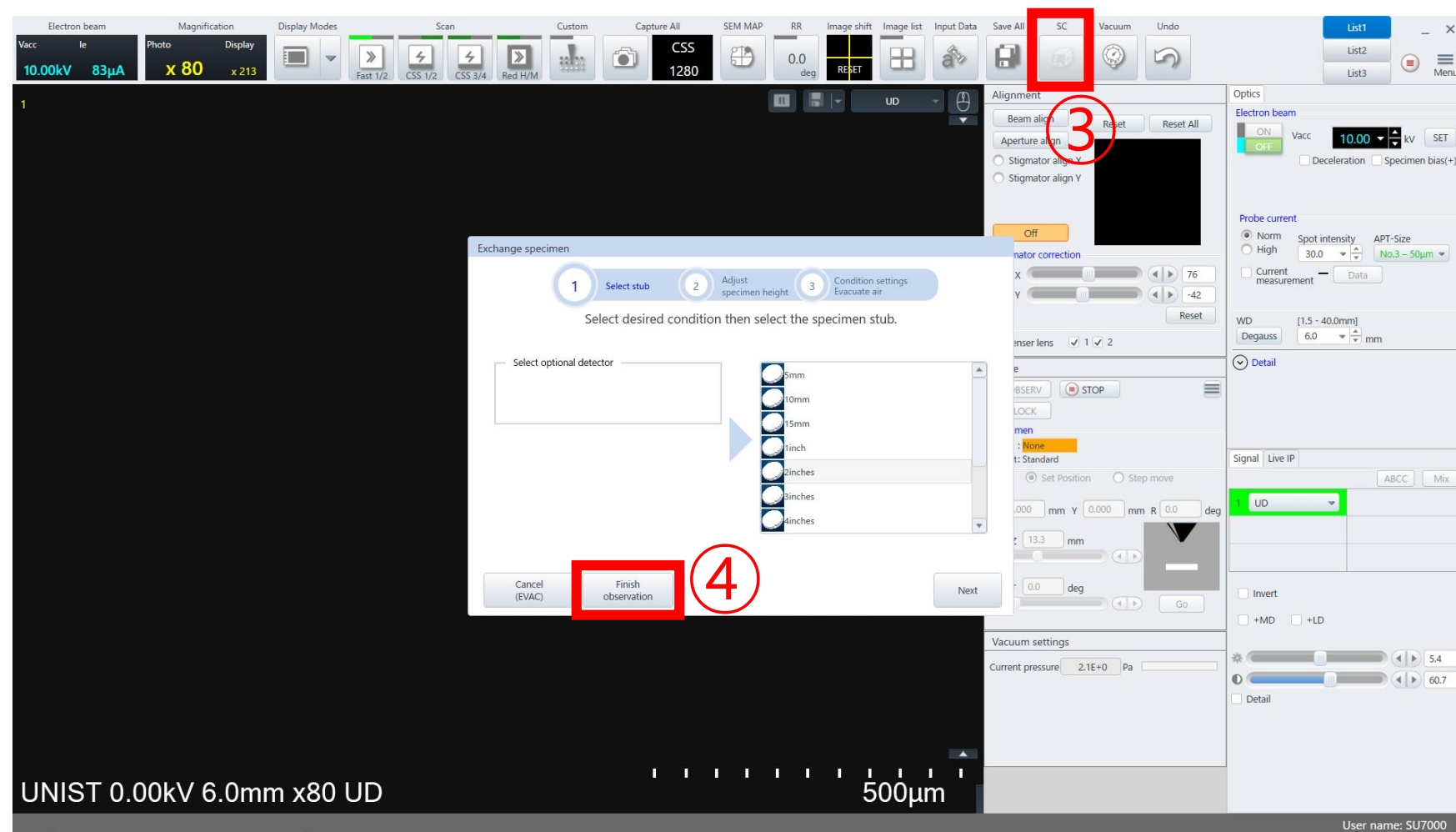
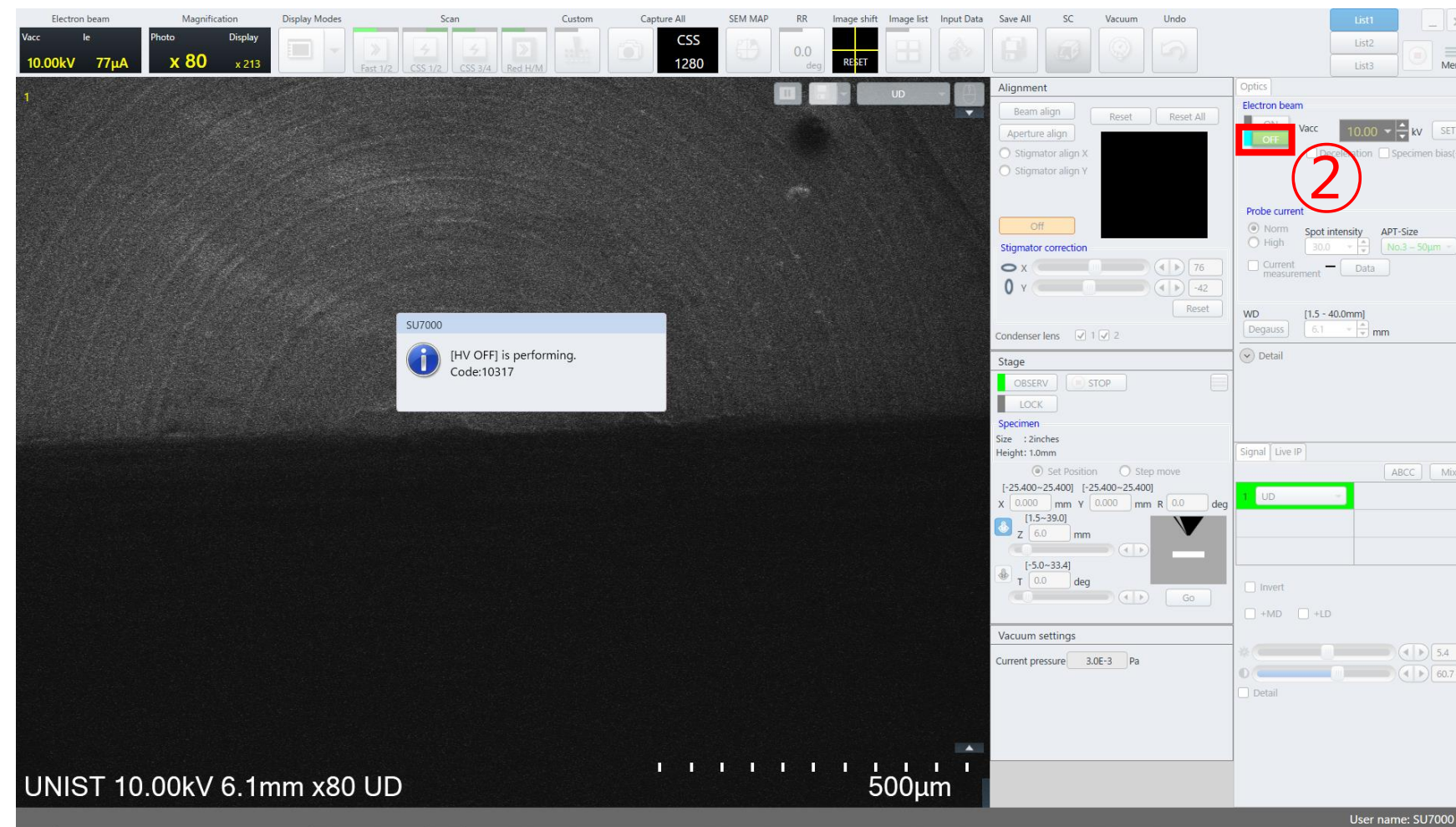
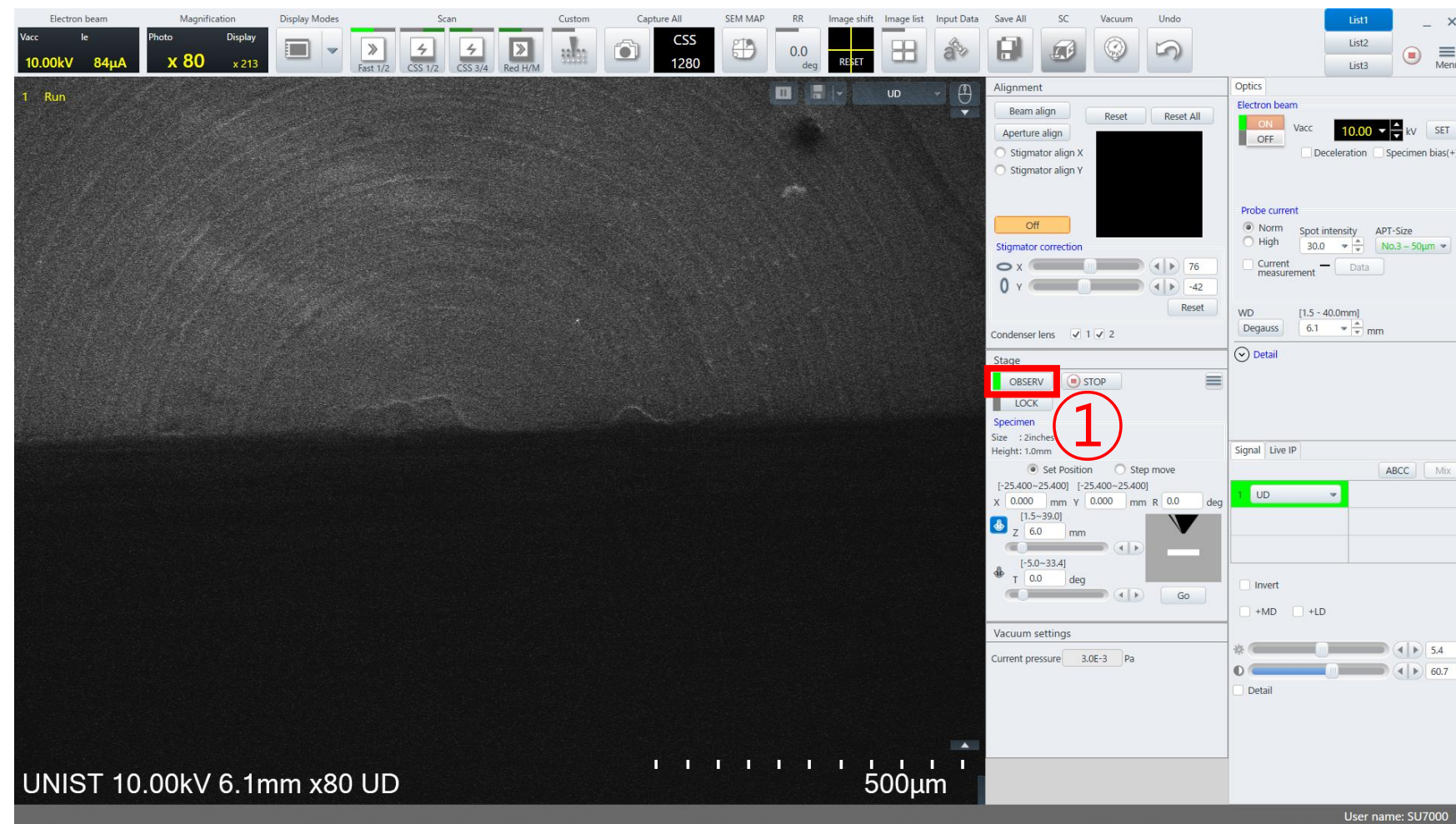
Finish



1. Press [LOW MAG].
2. Click [All].
3. Click [Remove].
4. Click [X] of Image list.



Finish



1. Click [OBSERV].
2. Wait until the green light stops blinking.★
3. Click Electron beam [OFF].★
4. Click [SC] - [Air].
5. Click [Finish observation].
6. Check the vacuum and remove the specimen.
7. Click [Exit(EVAC)].
8. Click [Cancel].

Transfer SEM data

1) Open
Chrome
Internet Explorer
Firefox (Window XP)

2) Type
10.24.9.32 (Online, Windows 10)
100.100.100.30
(Offline, Windows 10 <)

3) Login UCRFSERVER

UCRFSERVER

로그인

Online

Offline

1. Do not use USB when transferring SEM data.
 2. Double-click the web browser.(Chrome, etc..)
 3. Enter 100.100.100.30. in the address bar.
(Enter 10.24.9.32 when downloading from Lab)
 4. Enter your Lab ID and password.
 5. Find your professor's folder and create your own folder.
 6. Drag the SEM data into your own folder.
 7. Close the window when the move is complete.
- UCRF server manager: Park Ji-hye(052-217-4035)

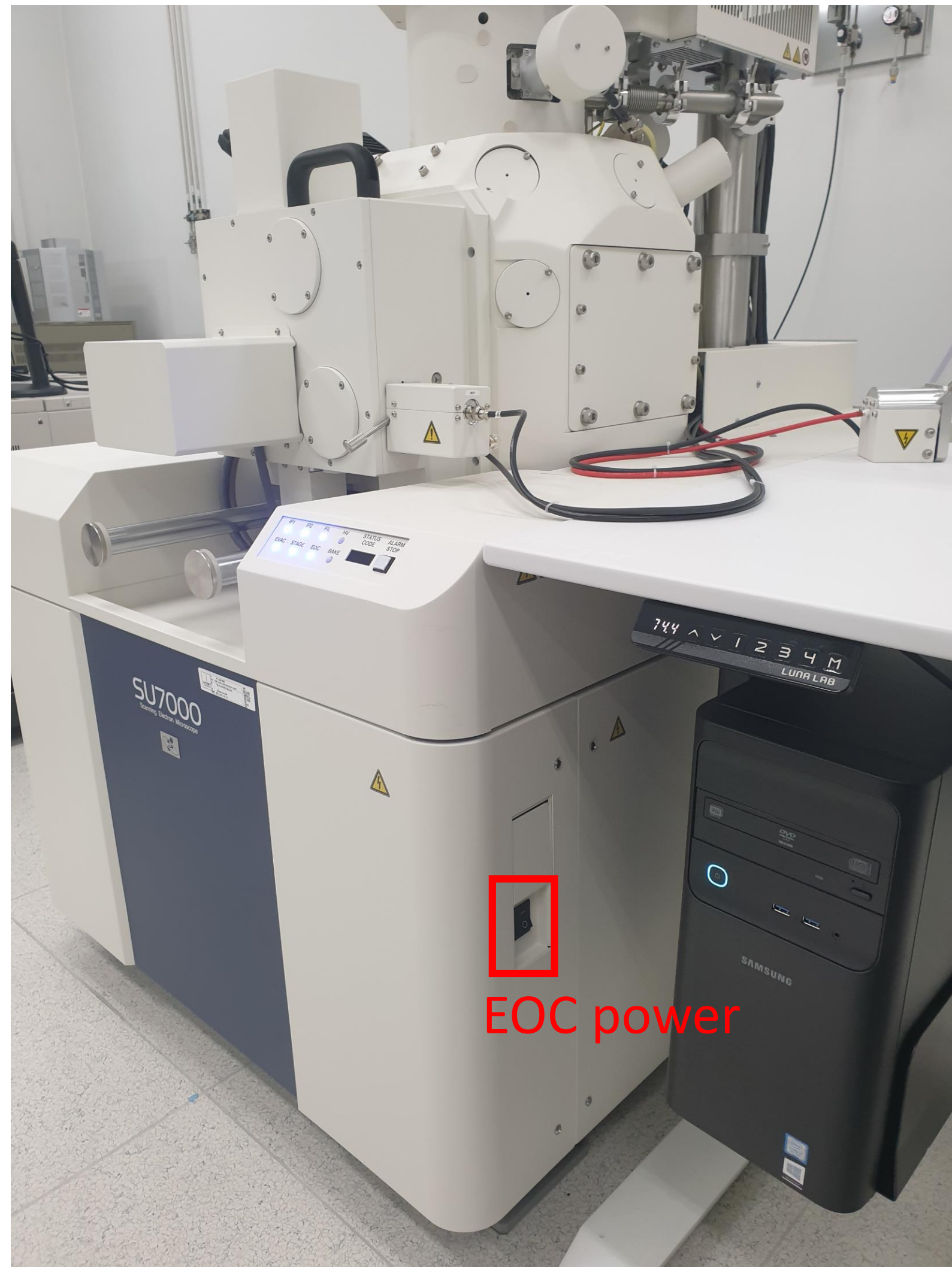
Daily Checklist in the lab

1. Put the specimen holder back in place. ★
2. When using weekends or holidays, check the [Daily checklist in lab] and sign the checker's signature.
3. Enter the name of your advisor and submit it in the original place with your signature or stamp. ★

Daily checklist in lab.

Lab title	Electron Microscopy Preparation	Bldg./NO.	102-B115	Date	
Division	checkpoint			check	
General Safety	Laboratory overall cleanliness condition.				
	Smoking or bringing food into the lab.				
	Management status of experimental equipment such as safety regulations, safety signs, personal protective equipment, first aid, etc.				
Electric	Checking the power supply status of unused electrical equipment and checking for overloaded outlets.				
	Using grounded outlets, checking damage on the insulating coating of electric wiring, electric wiring arrangement.				
	Checking ground conditions for preventing external or static disturbances of the instrument.				
	Non-load status around electric panelboards.				
Fire	Fire extinguisher sign, proper fire extinguisher and regular inspection status.				
	Emergency exits, escape routes, and any obstacle blocking the passage.				
	Storage of foreign substances around fire hydrant and fire extinguishers.				
Gas	Outdoor storage of gas containers, no risk of tipping over, and checking ventilation conditions.				
	Corrosion, deformation, nozzle lock status on the exterior of the gas containers and checking the packing time limit of gas containers.				
	Checking installation and operational status of gas leakage detection alarm, anti-backflow/anti-backfire prevention devices, neutralizing decontamination devices.				
	Attachment of pipe marks, gas facility boundaries/warning marks and operation status of regulators and valves.				
	Safe separation distance from surrounding fire hazards.				
Chemical	Keeping hazardous factors handling and management registers and MSDS.				
	Categorizing chemicals by description and storing chemical reagents in safety cabinets.				
Equipment check	SU8220 Cold FE-SEM user: Check the pressure of nitrogen gas				
Confirm	Inspector Signature				(sign)
	Lab Director Signature				(sign)

How to reboot the device when SEM PC lag



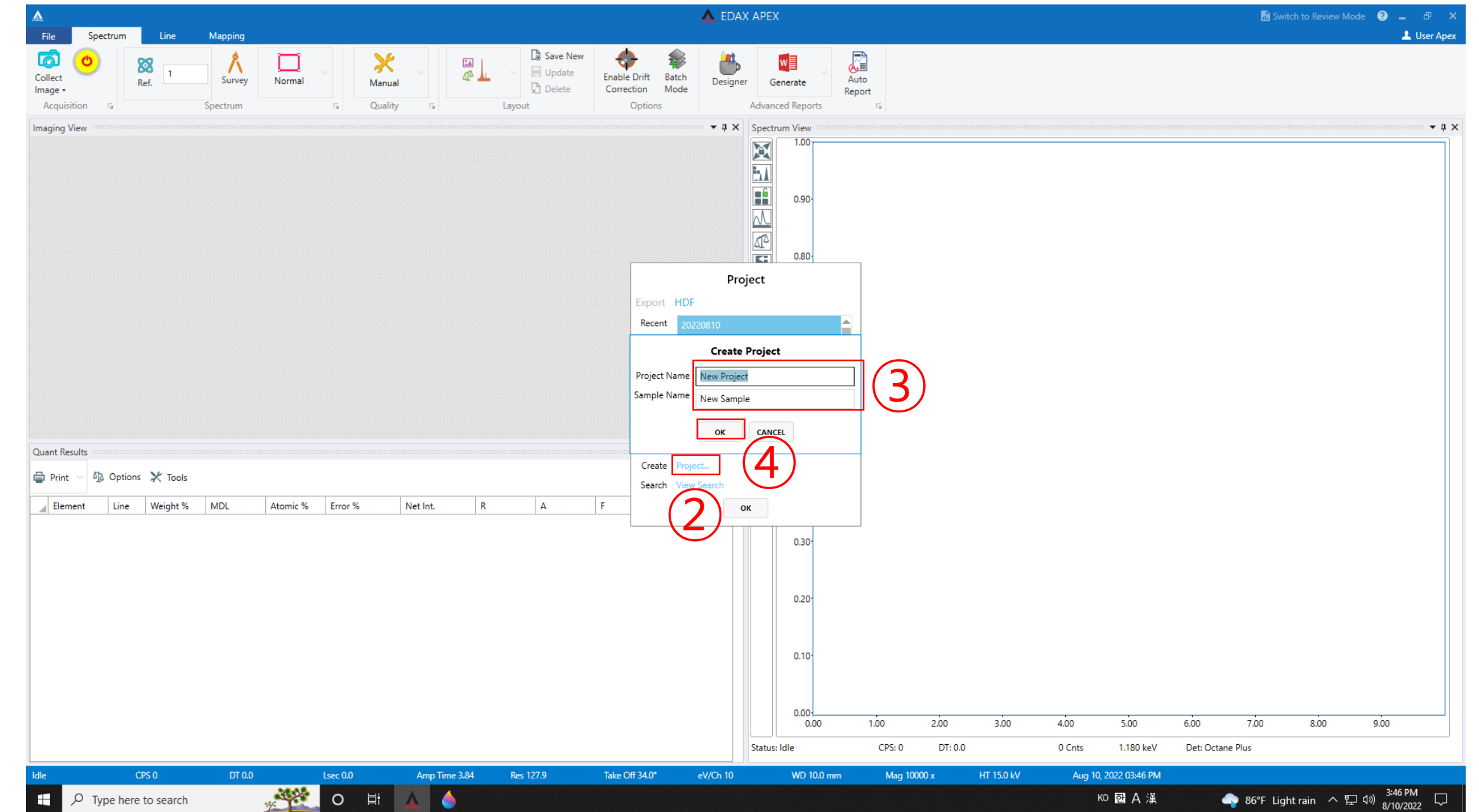
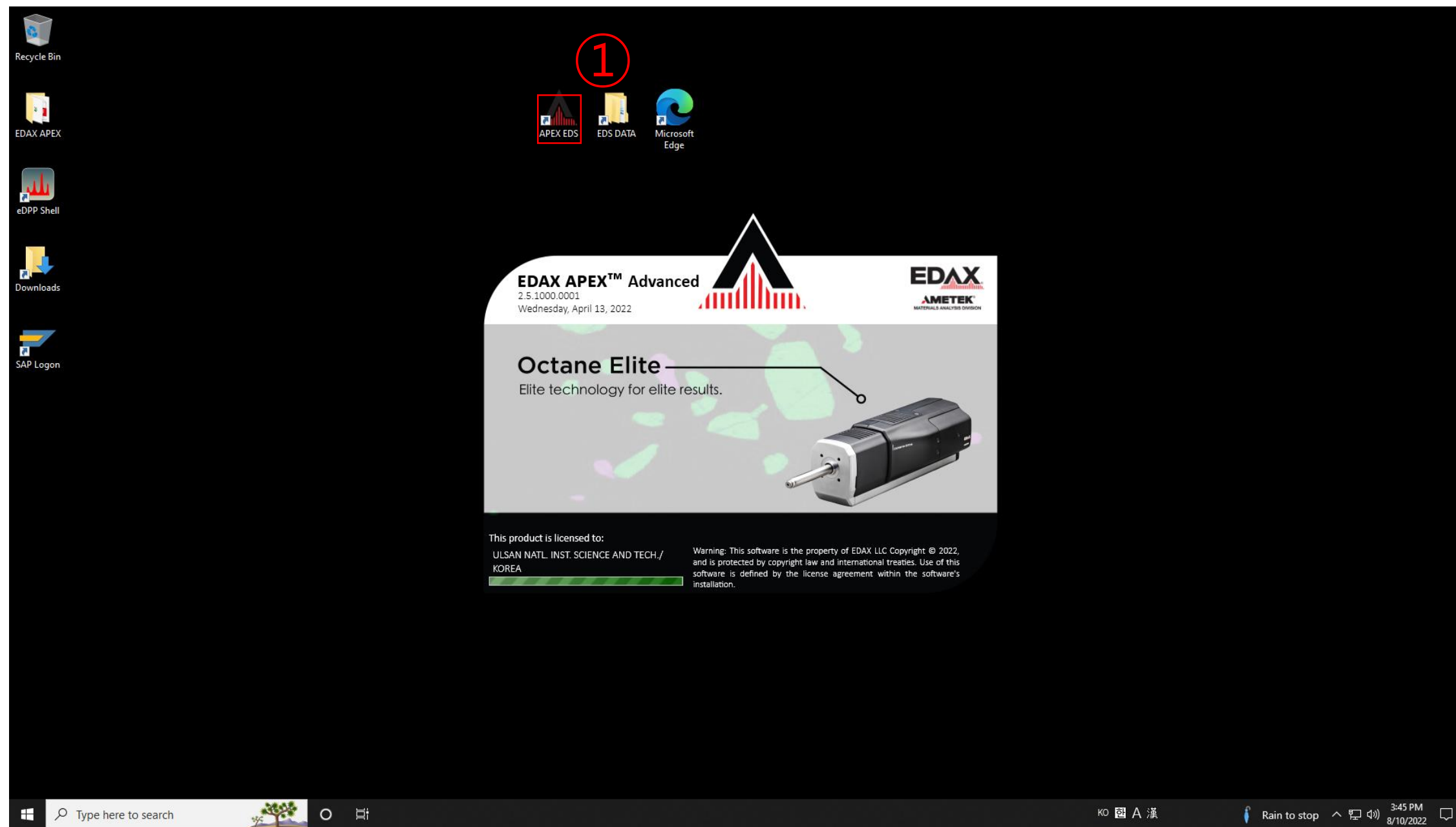
1. Beam off
2. Close the SU7000 program
3. Shutdown the PC
4. Off the EOC power
5. After 10s, turn on the EOC power
6. Turn on the PC
7. Open the SU7000 program(No PW)
8. (If there is a problem with the equipment,) please write a logbook

Energy Dispersive X-ray Spectroscopy

The screenshot displays the EDAX software interface. At the top left is the EDAX logo with the tagline "Smart Insight" and the AMETEK logo with "MATERIALS ANALYSIS DIVISION". The website address www.edax.com is shown in red text. The main area features a periodic table with various elements highlighted in different colors. A "Crystal Structures" panel is visible, listing options like "Cubic, face centered", "Cubic, body centered", "Cubic", "Hexagonal", "Monoclinic", "Orthorhombic", "Tetragonal", and "Rhombohedral". A table of units is also present, showing conversions for length (micrometers, millimeters, centimeters, meters) and mass (micrograms, milligrams, grams, kilograms).

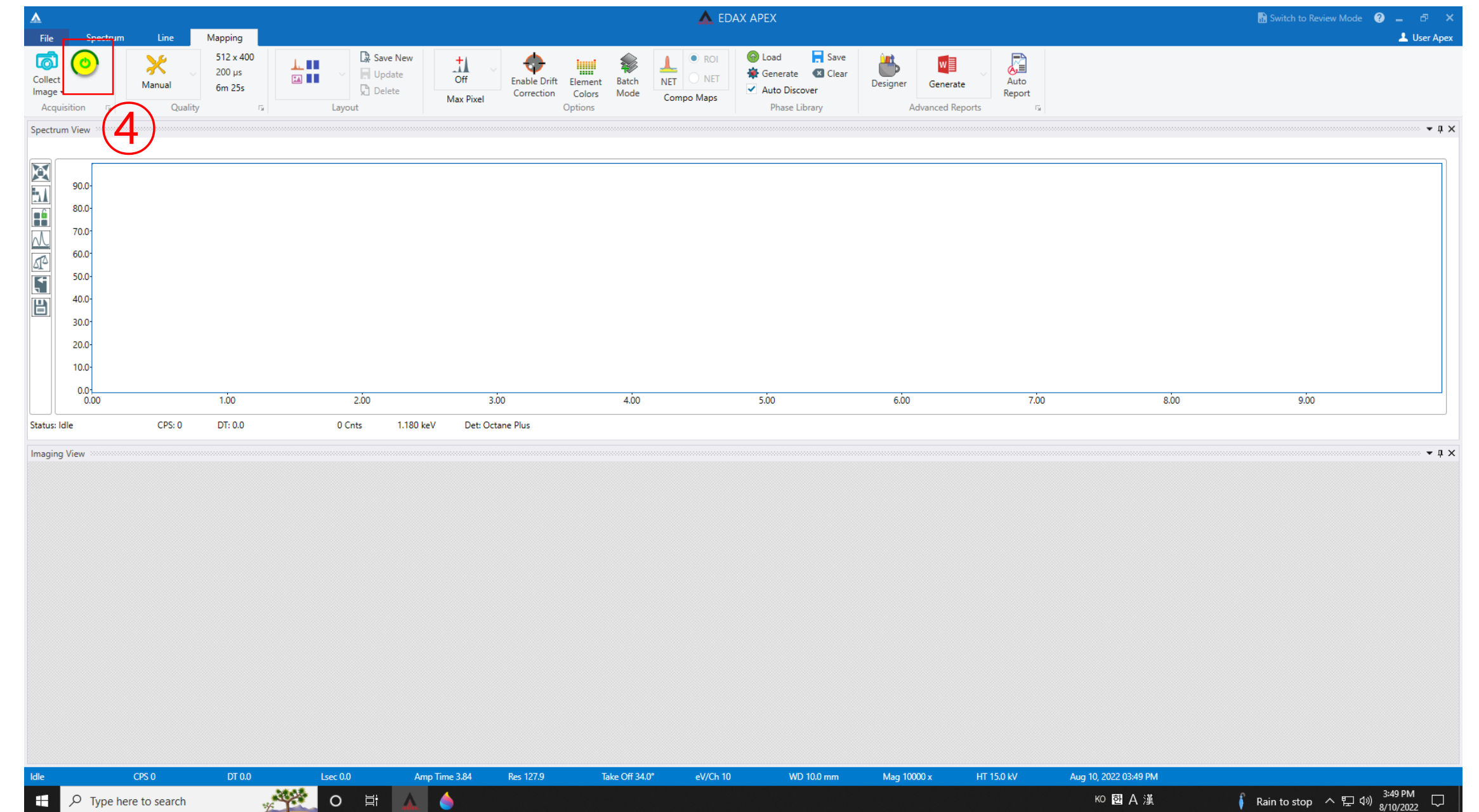
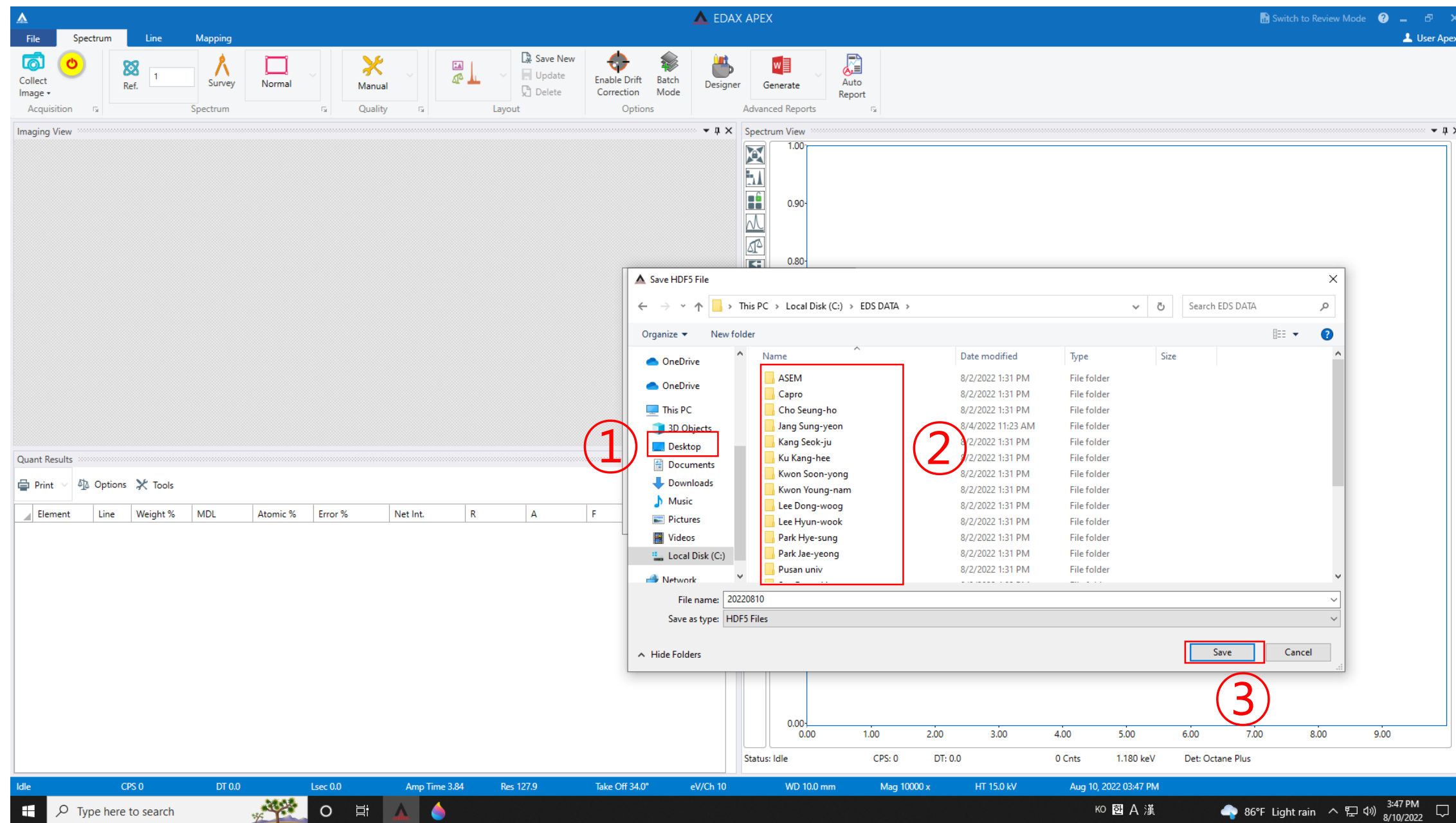
1. Click the [Electron Beam]
2. Select the acceleration voltage in [Vacc.]★
(1.5 times kV of the x-ray value of the element to be observed or unknown specimens: 20 kV)
3. Select beam current (15~25) in [Set Ie to]
4. Click [Close]
5. Select [Probe Current] appropriately.
6. Move to the position of the specimen to be measured and adjust the magnification.

Energy Dispersive X-ray Spectroscopy



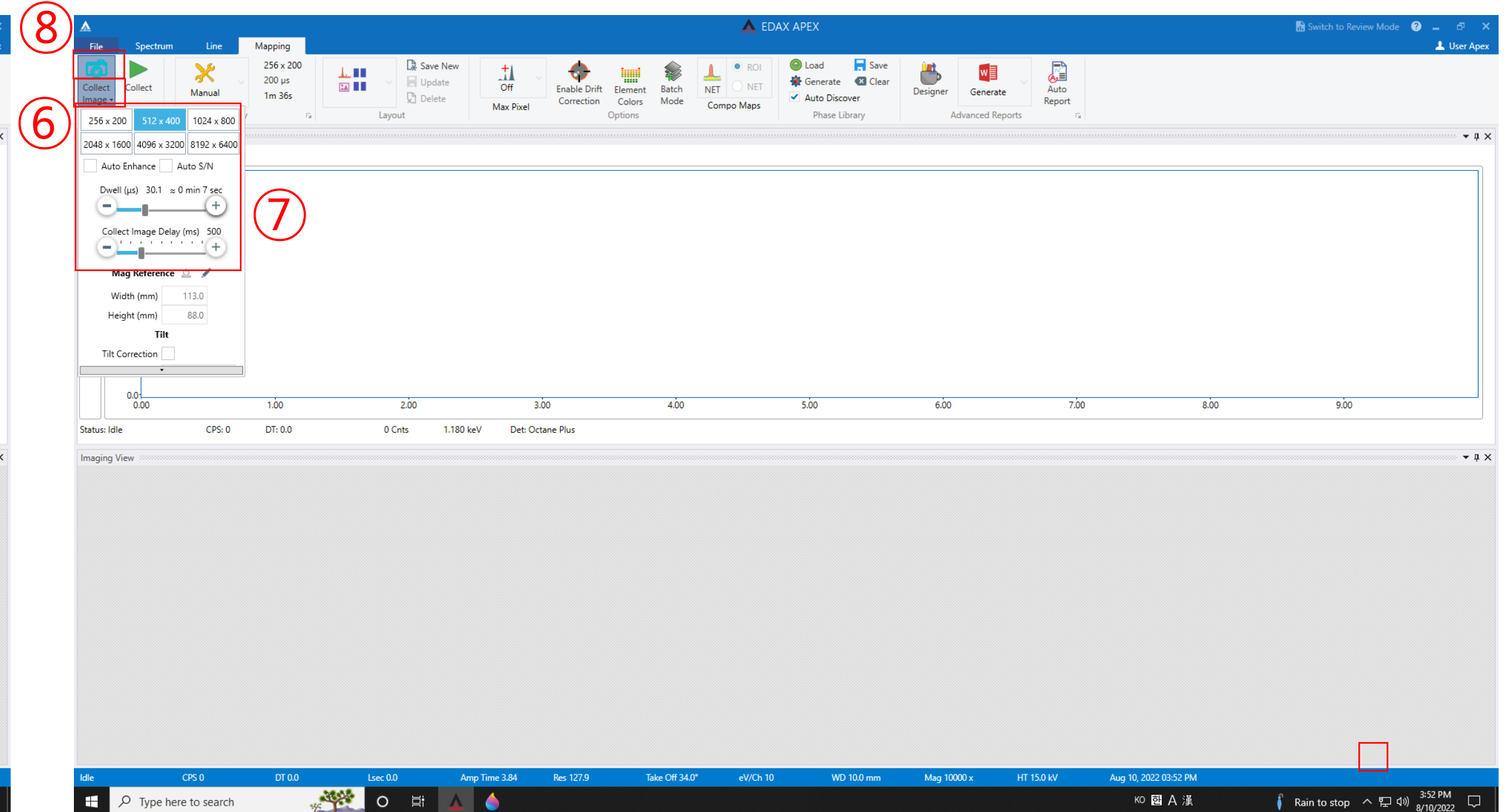
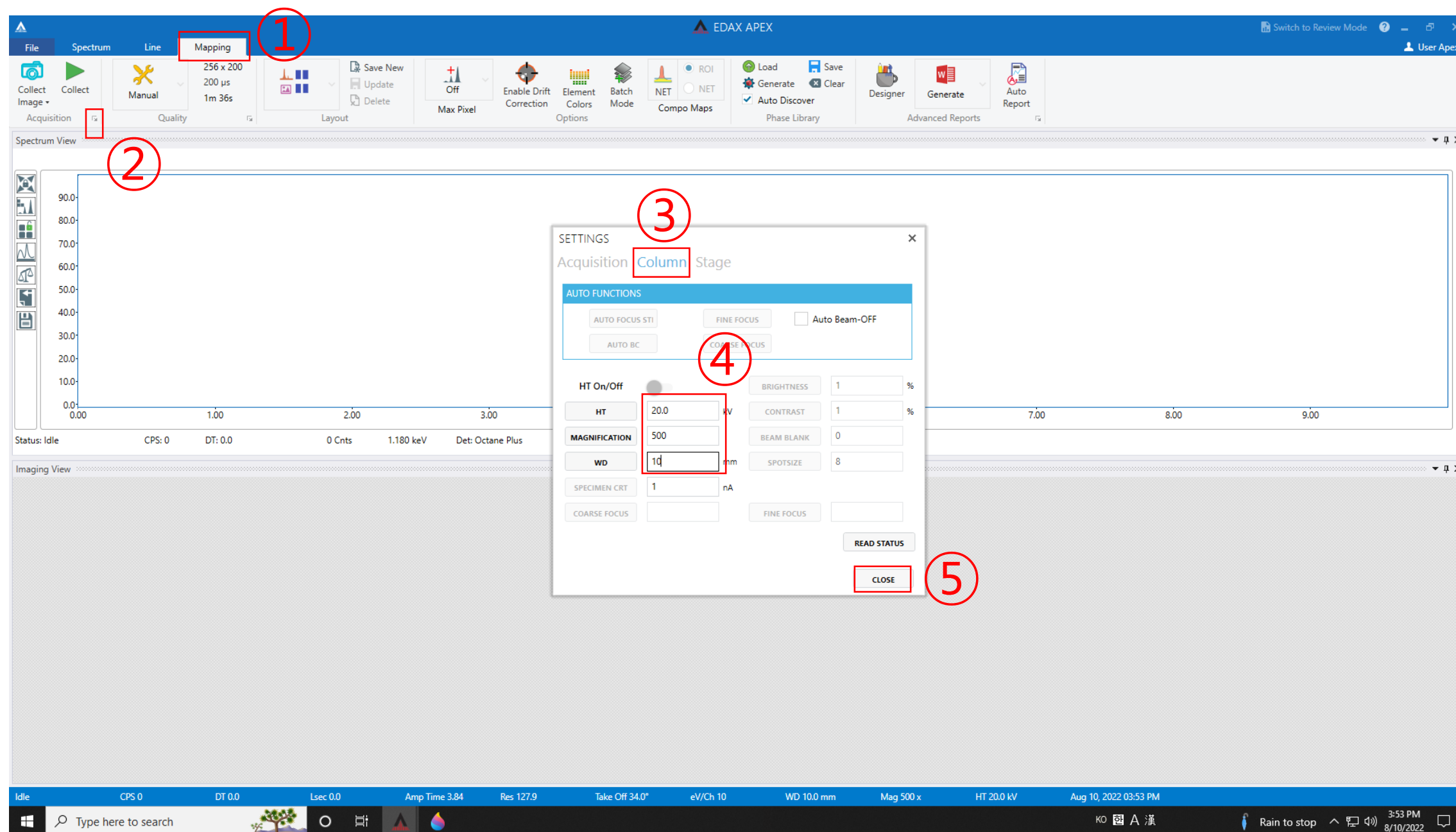
1. Click [APEX]
2. Click [Create Project...]
3. Enter [Project Name] and [Sample Name]
4. Click [OK]

Energy Dispersive X-ray Spectroscopy



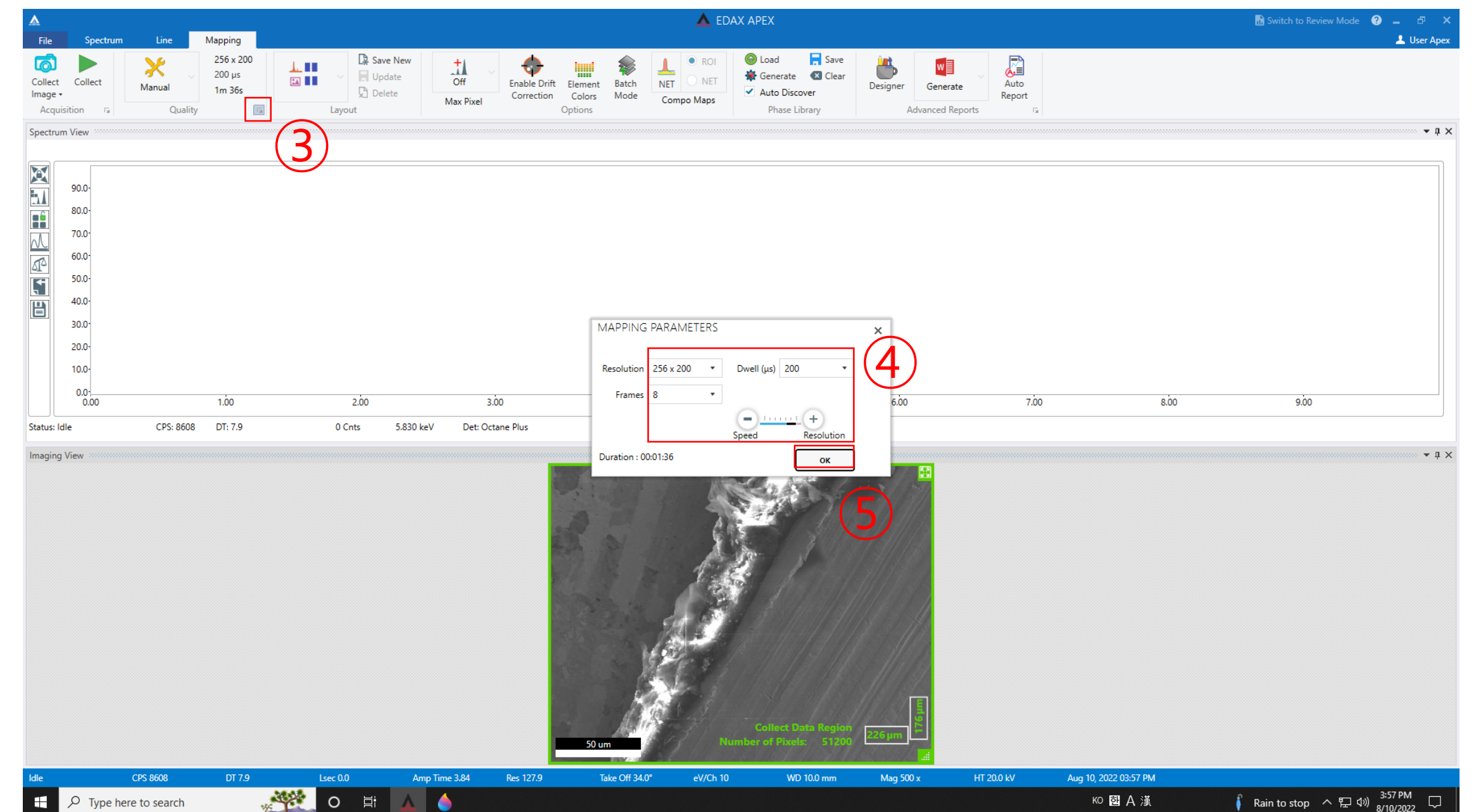
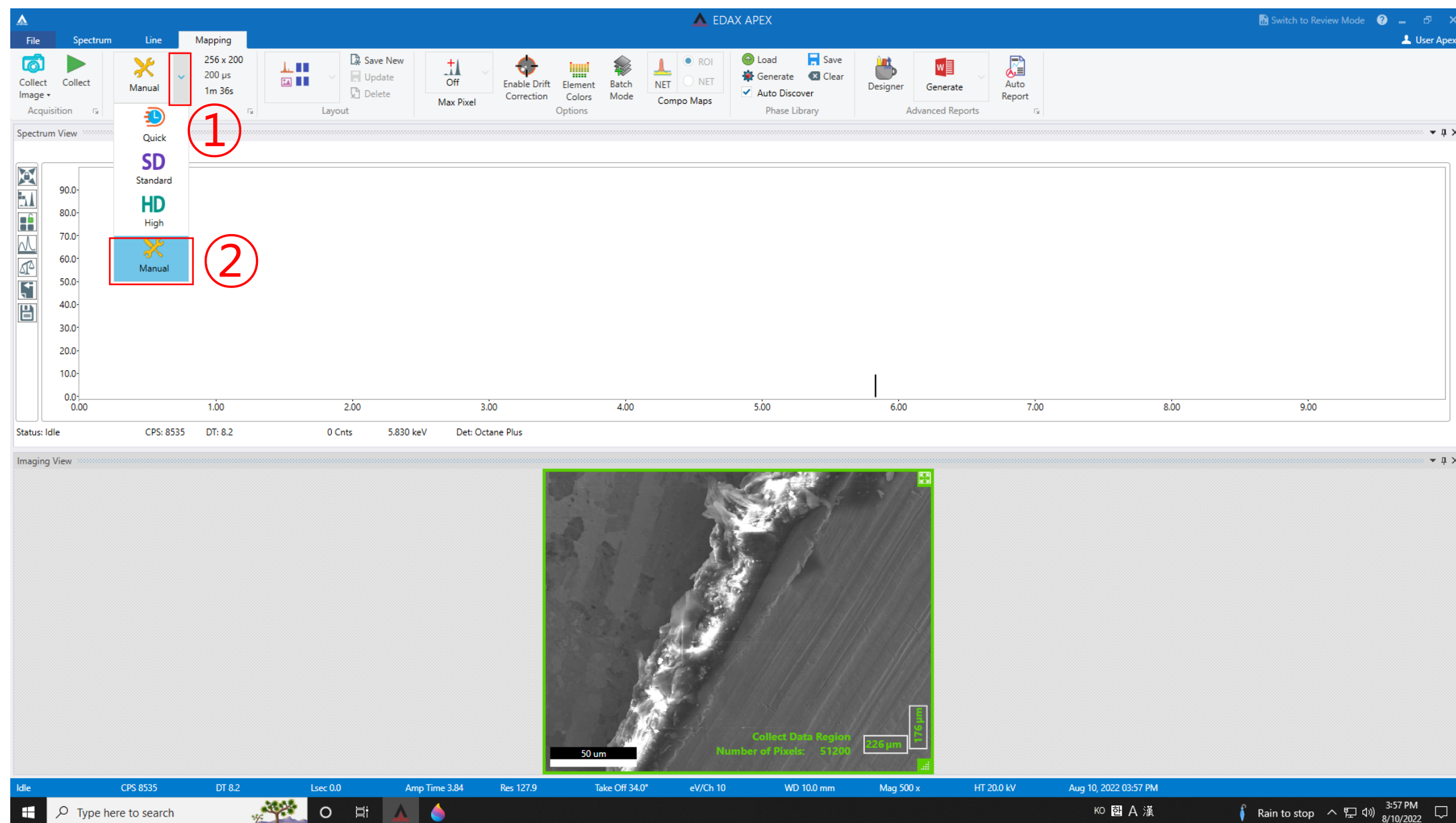
1. Click [Desktop] and click [EDS DATA]
2. Create a folder for each professor's lab, and create your own folder.
3. Click [Save]
4. Click [Detector]

Mapping



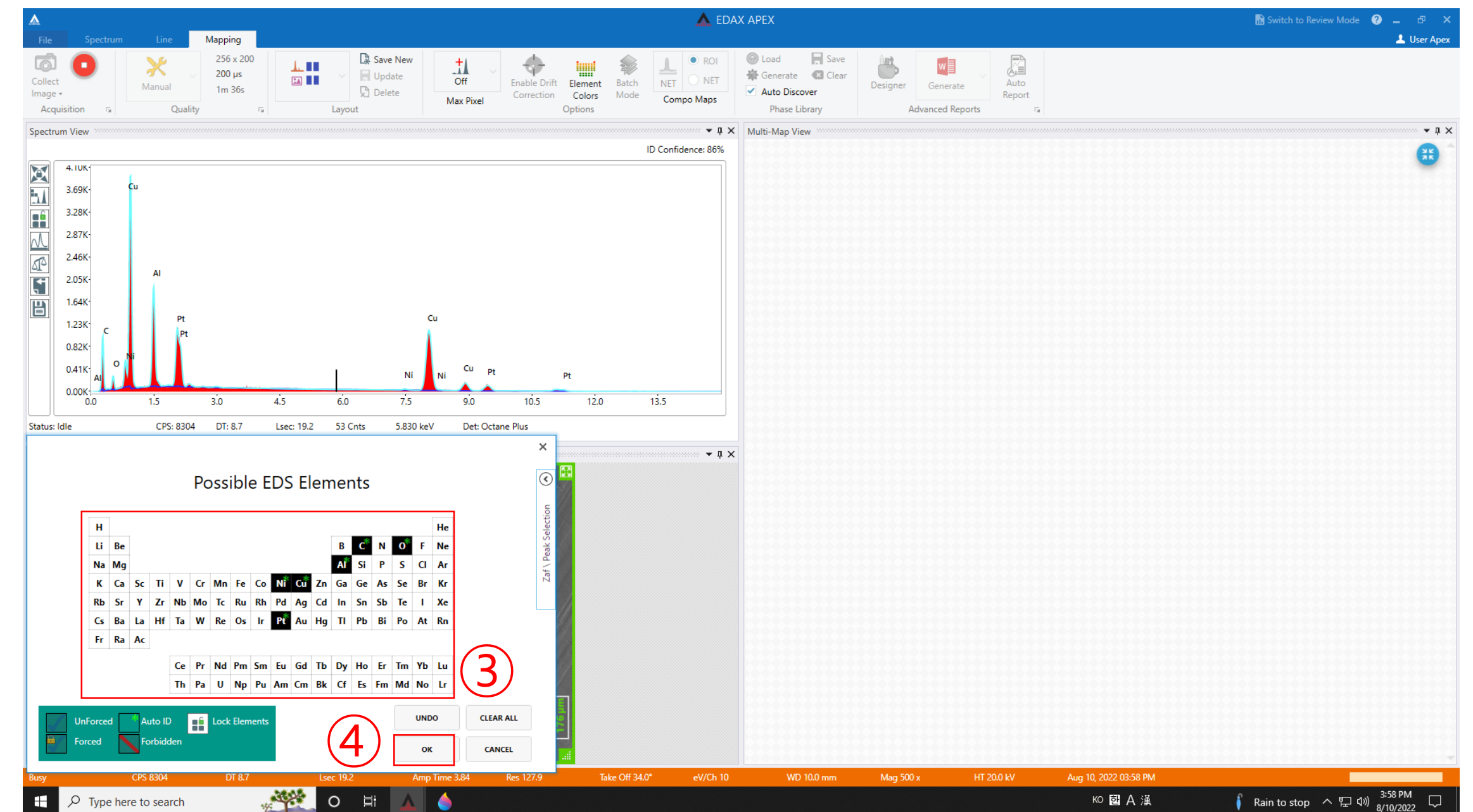
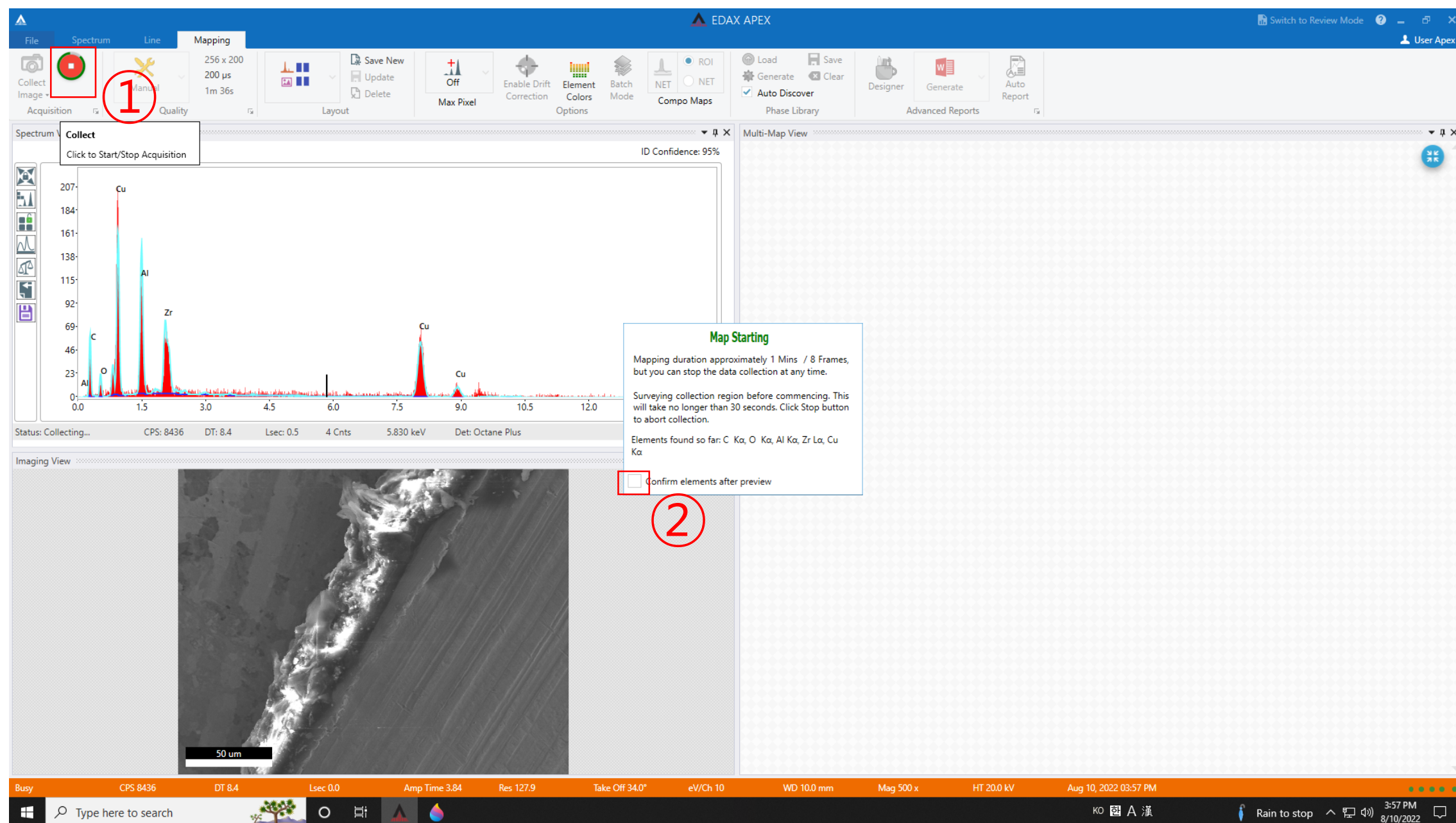
1. Click [Mapping] and click the arrow next to [Acquisition], click [Column]
2. Enter [HT] and [MAGNIFICATION], [WD]=6, click [CLOSE]
3. Click [Collect Image]
4. Click [Camera]

Mapping



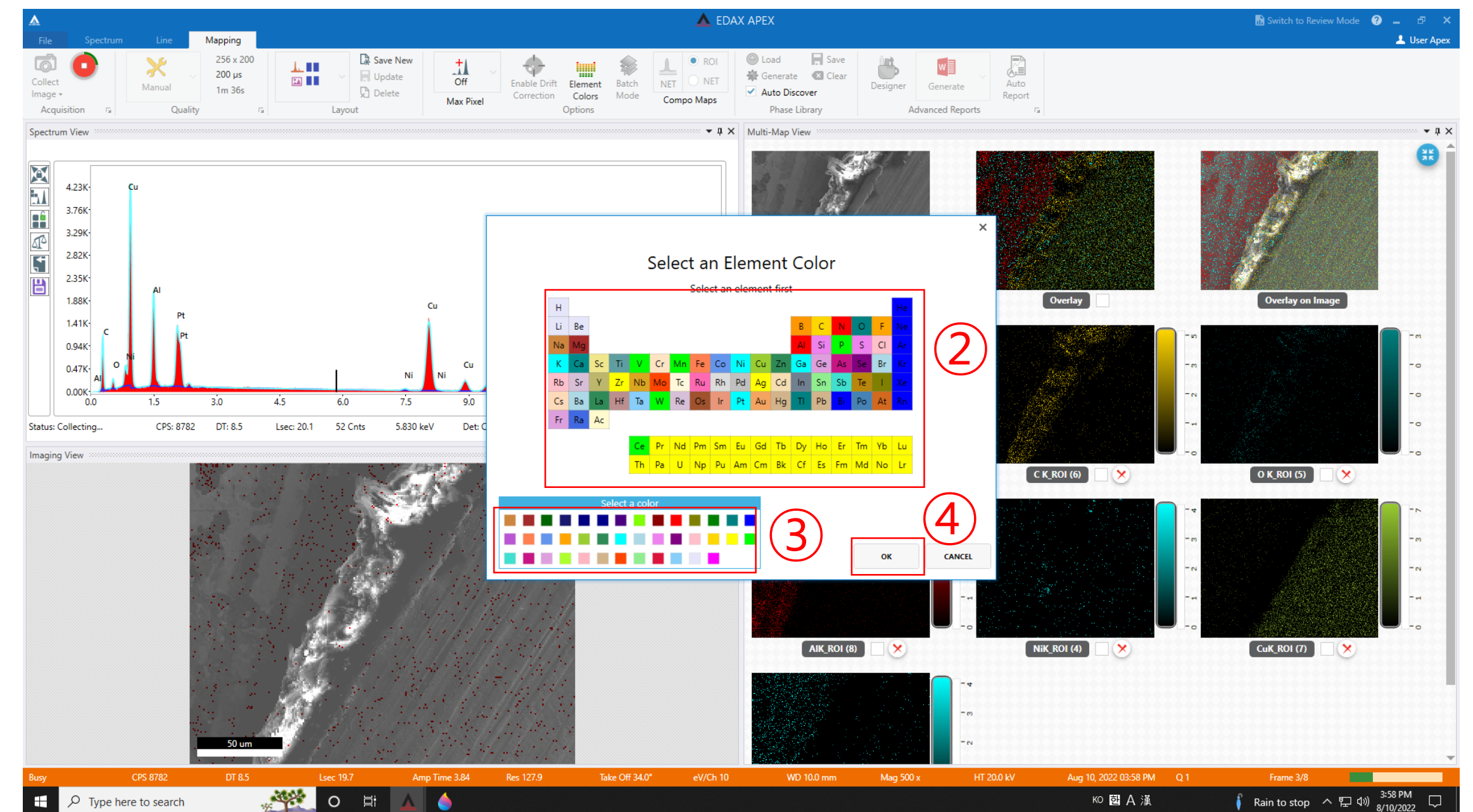
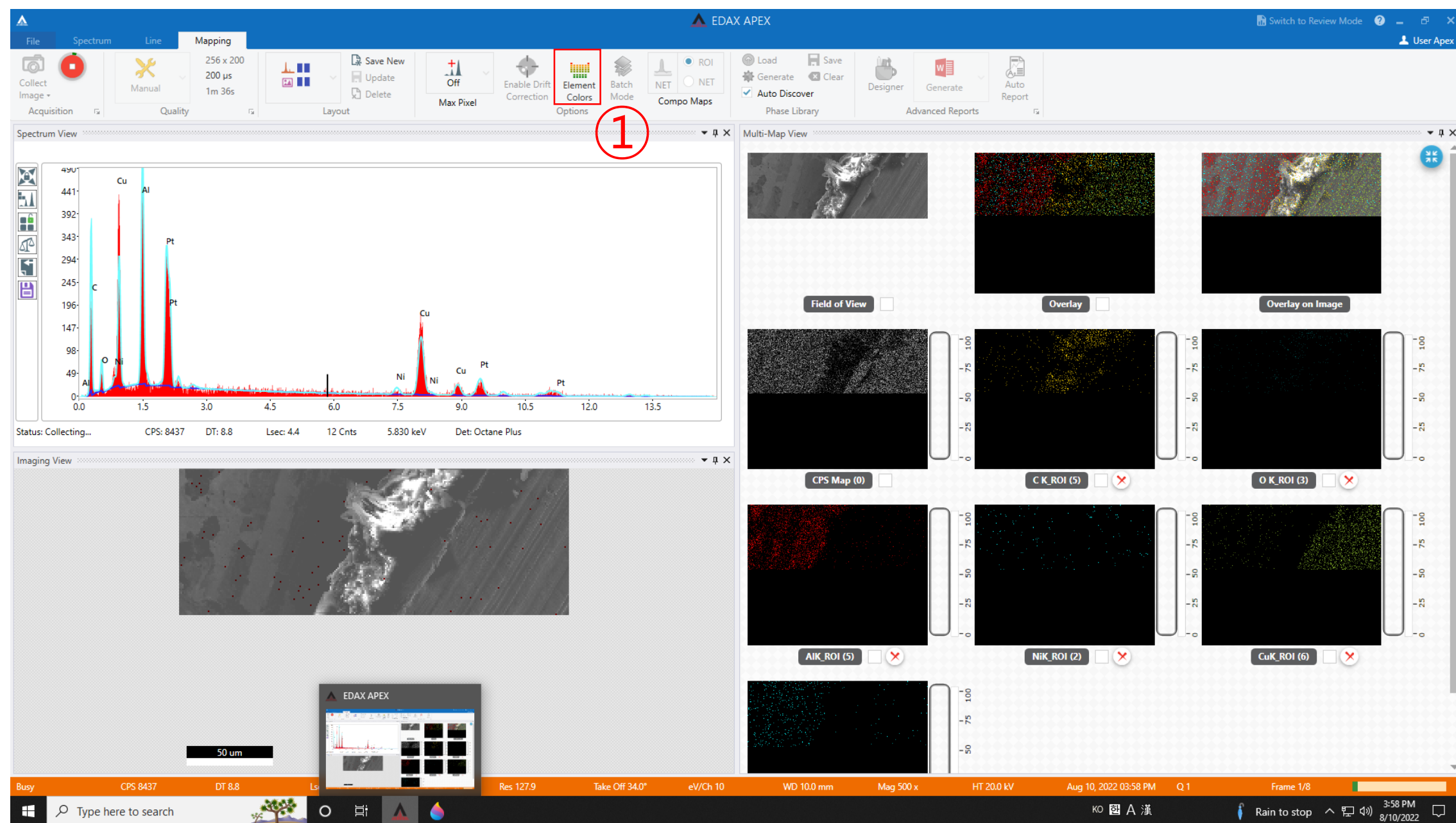
1. Click the arrow next to [Manual] and Click [Manual]
2. Click the arrow next to [Quality]
3. Adjust [Resolution] and [Dwell], Frames appropriately
3. Click [OK]

Mapping



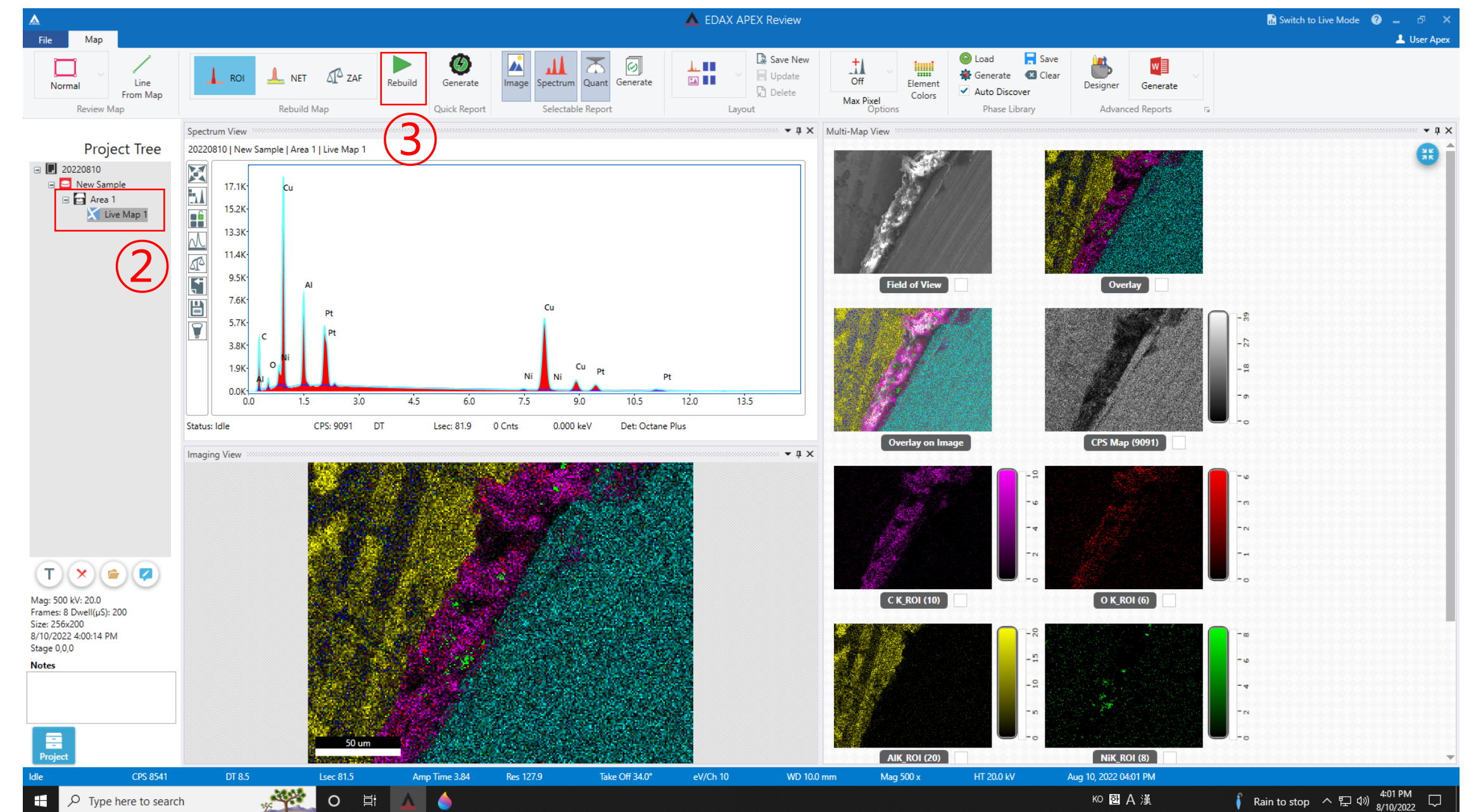
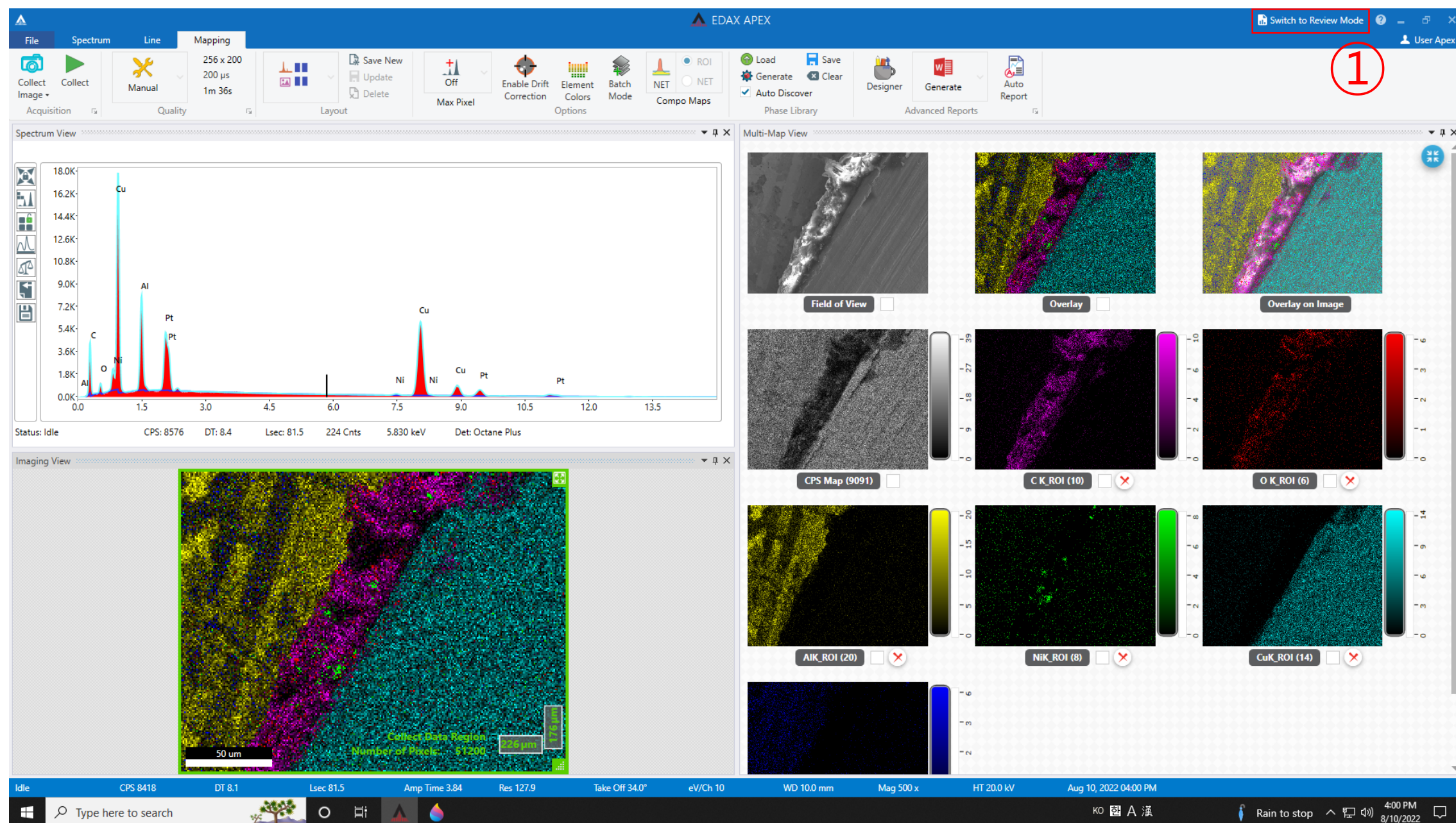
1. Click [Collect]
2. Check [Confirm elements after preview]
3. Just click on the element of interest to make it black and click [OK]
4. Click [OK]

Mapping



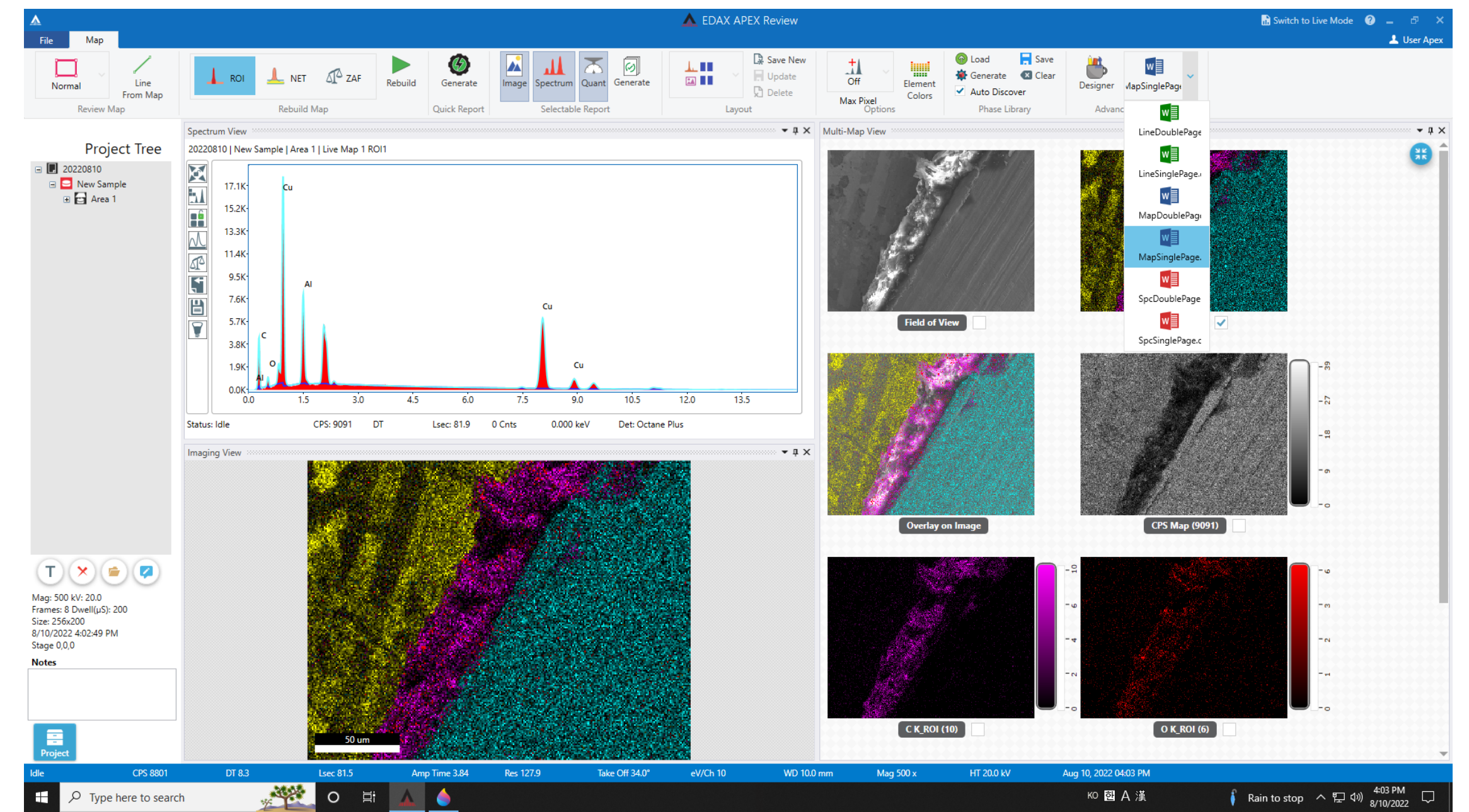
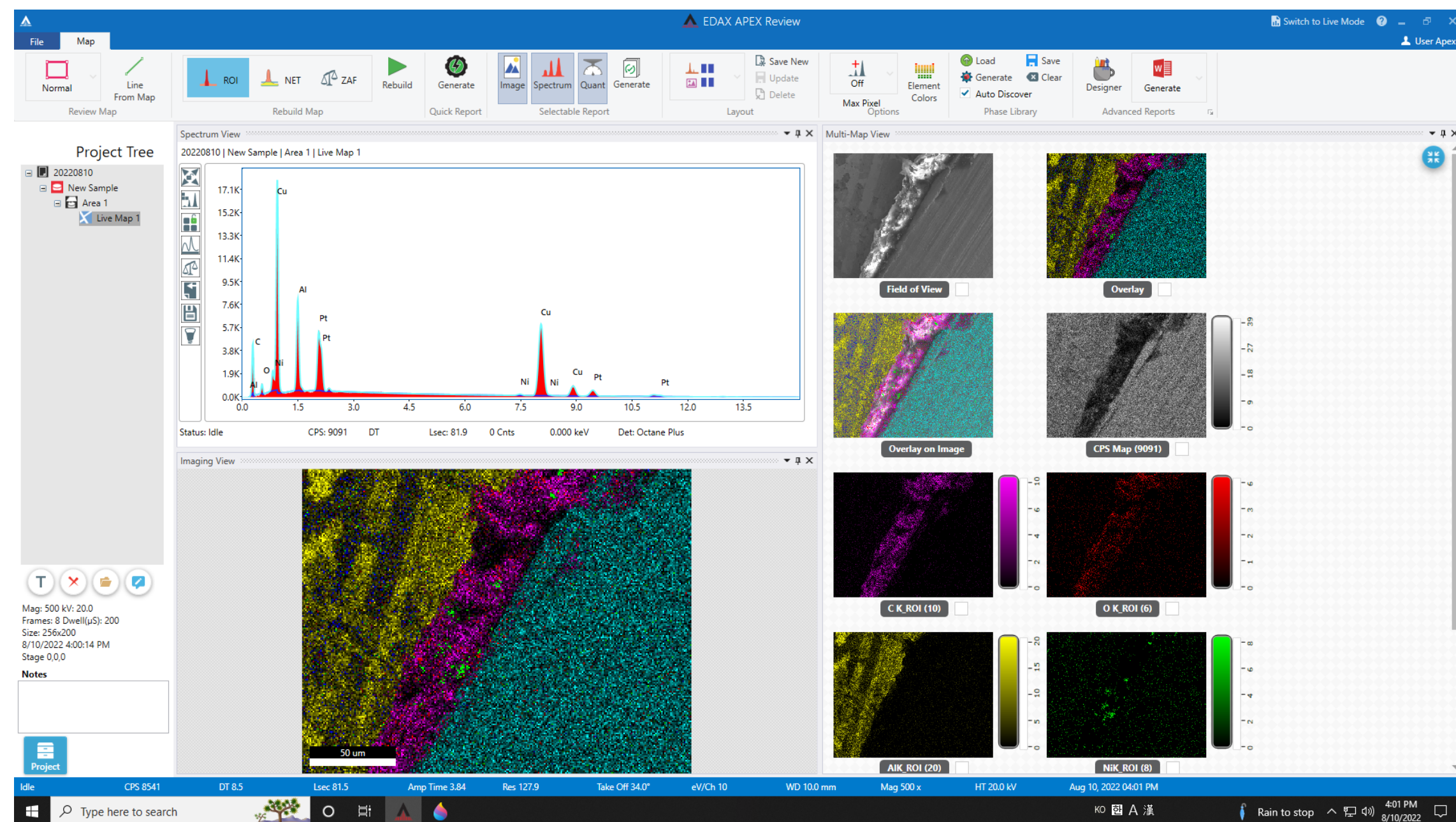
1. Click [Element colors] to change the color of an element
2. Select the element you want to change
3. Choose the color you want to change
4. Click [OK]

Mapping



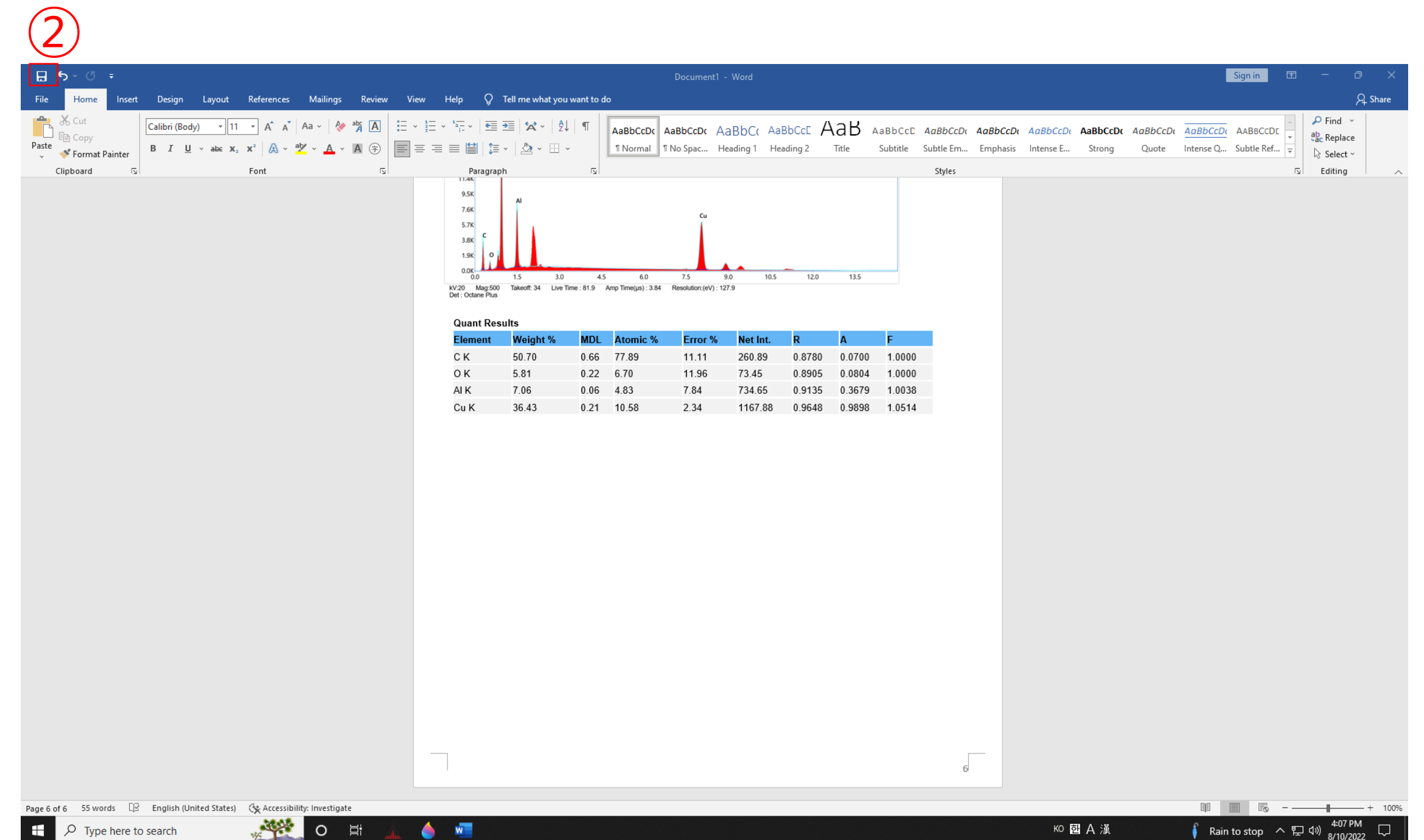
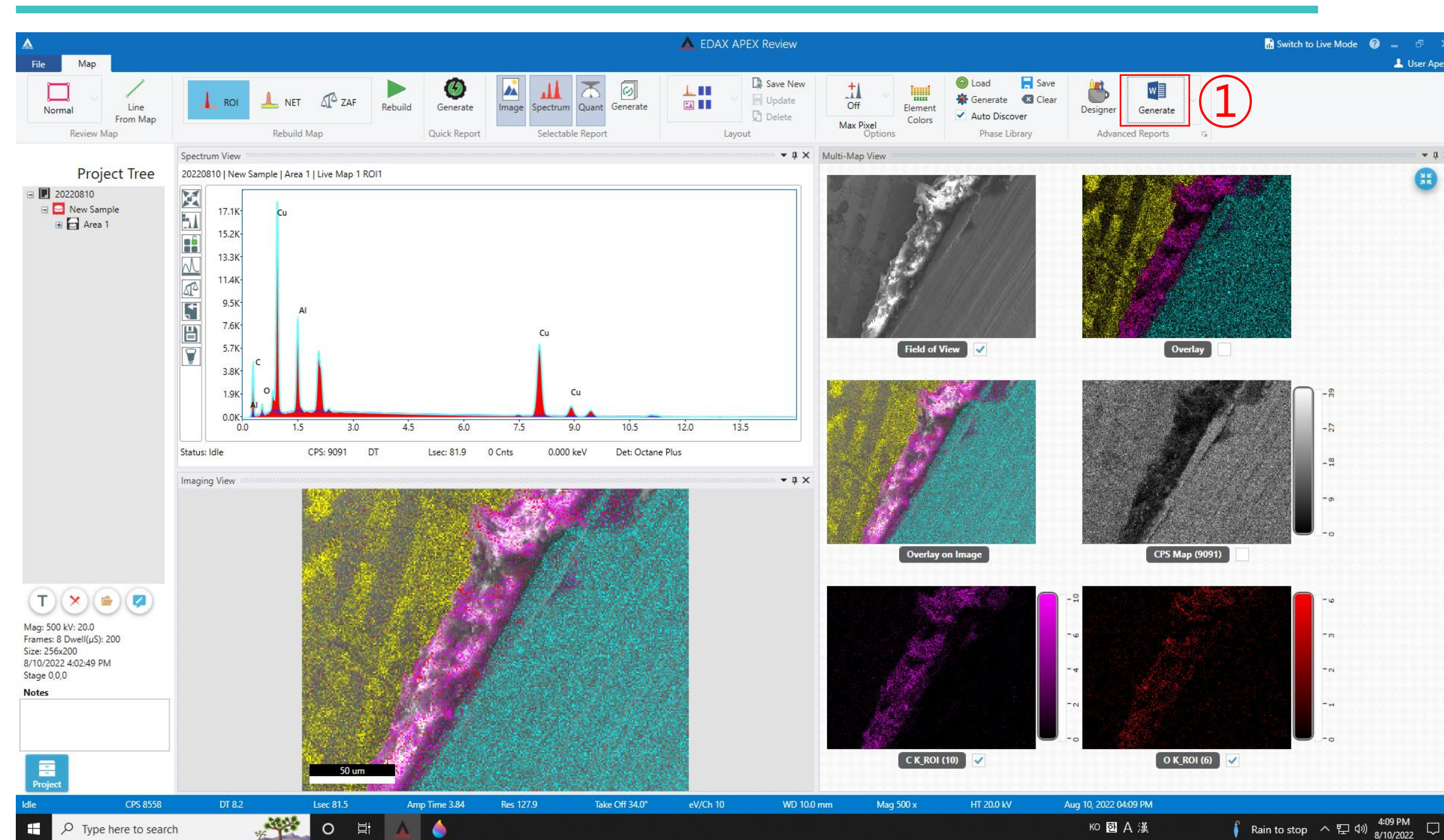
1. Click [Switch to Review Mode]
2. Double click on data in Project Tree
3. If you want to change the mapping element, click [Rebuild]

Mapping



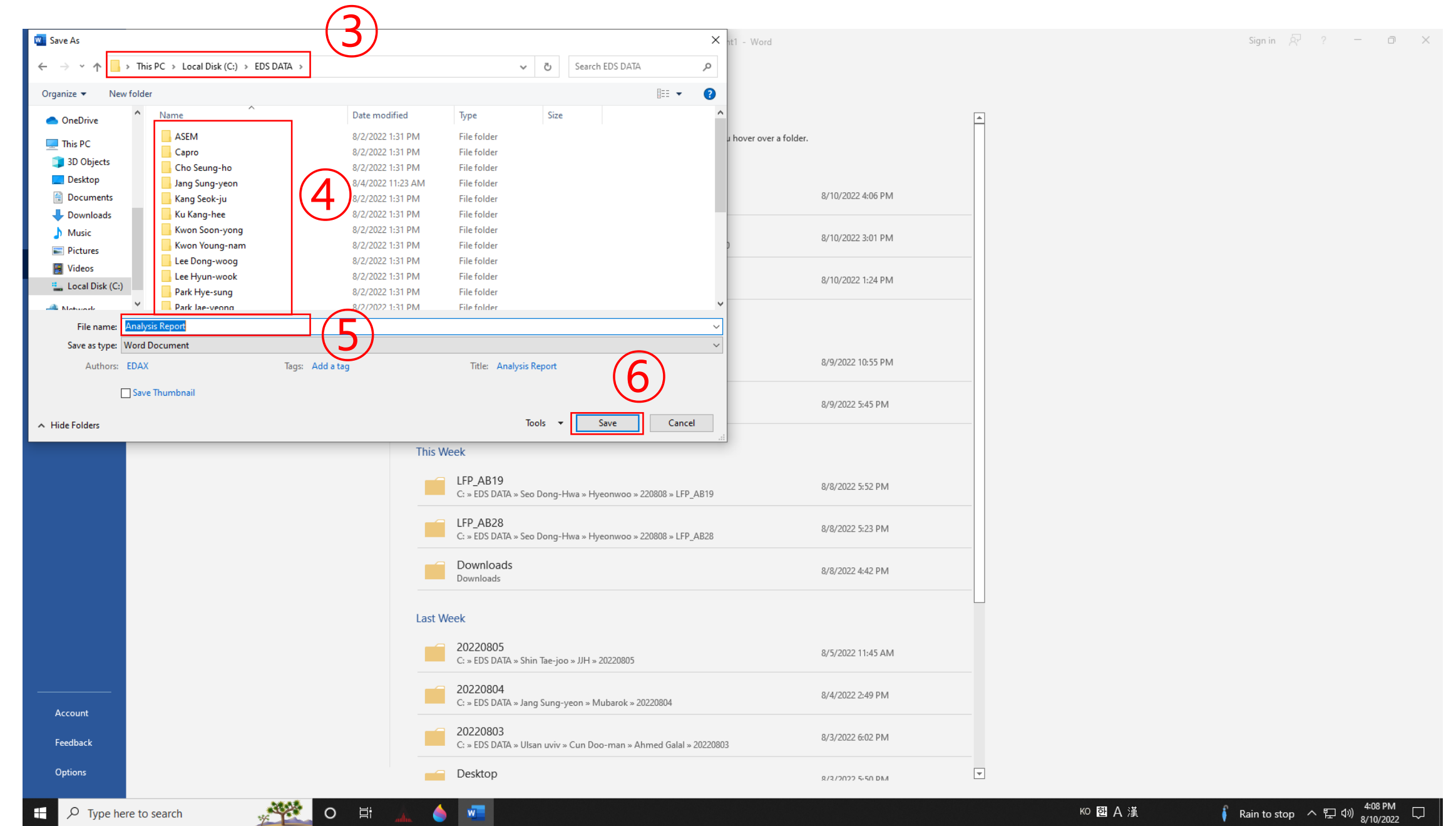
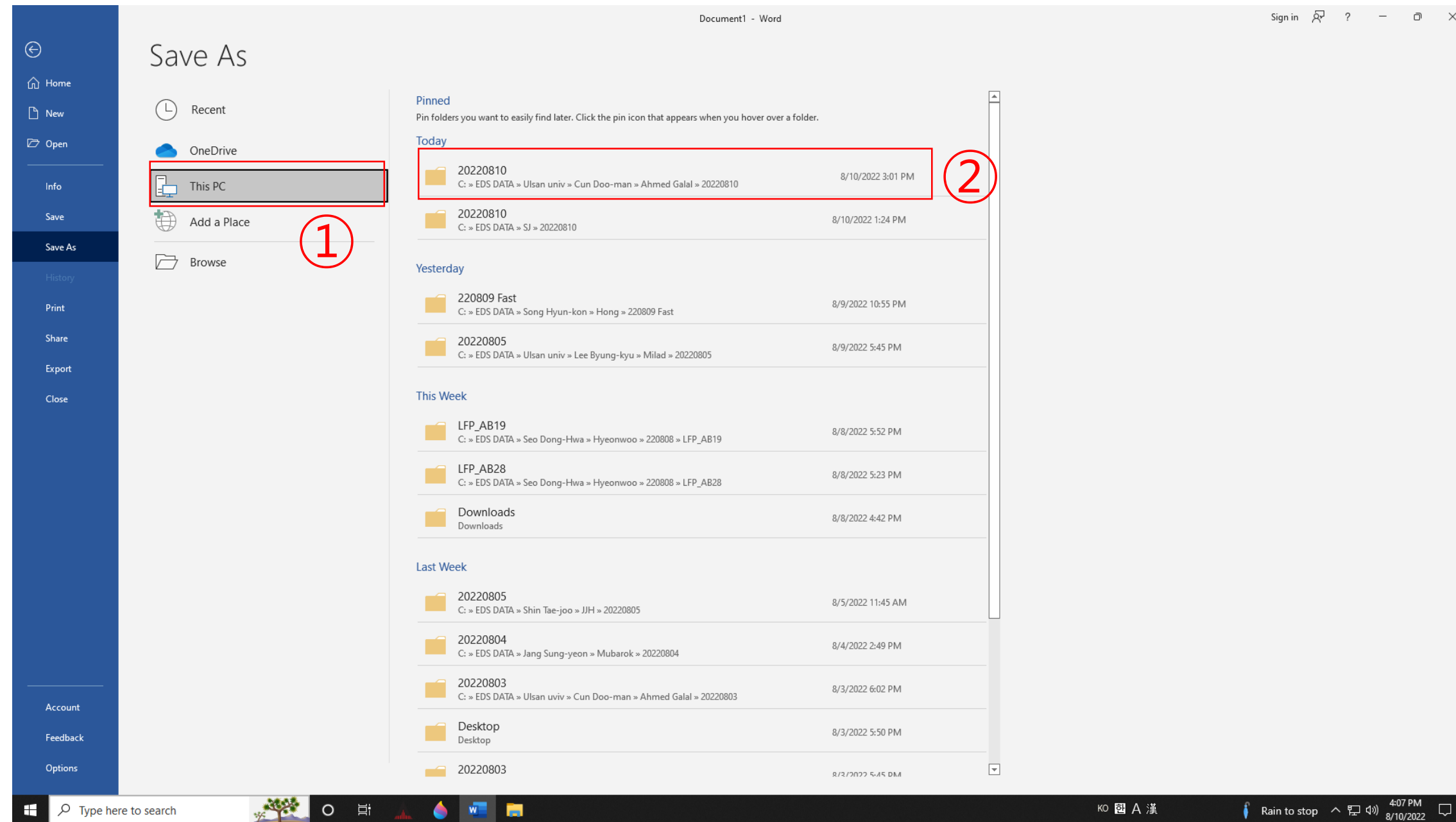
1. Select the element you want and make it black
2. Click [OK]
3. Wait for the conversion to complete
4. Choose the template you want

Mapping



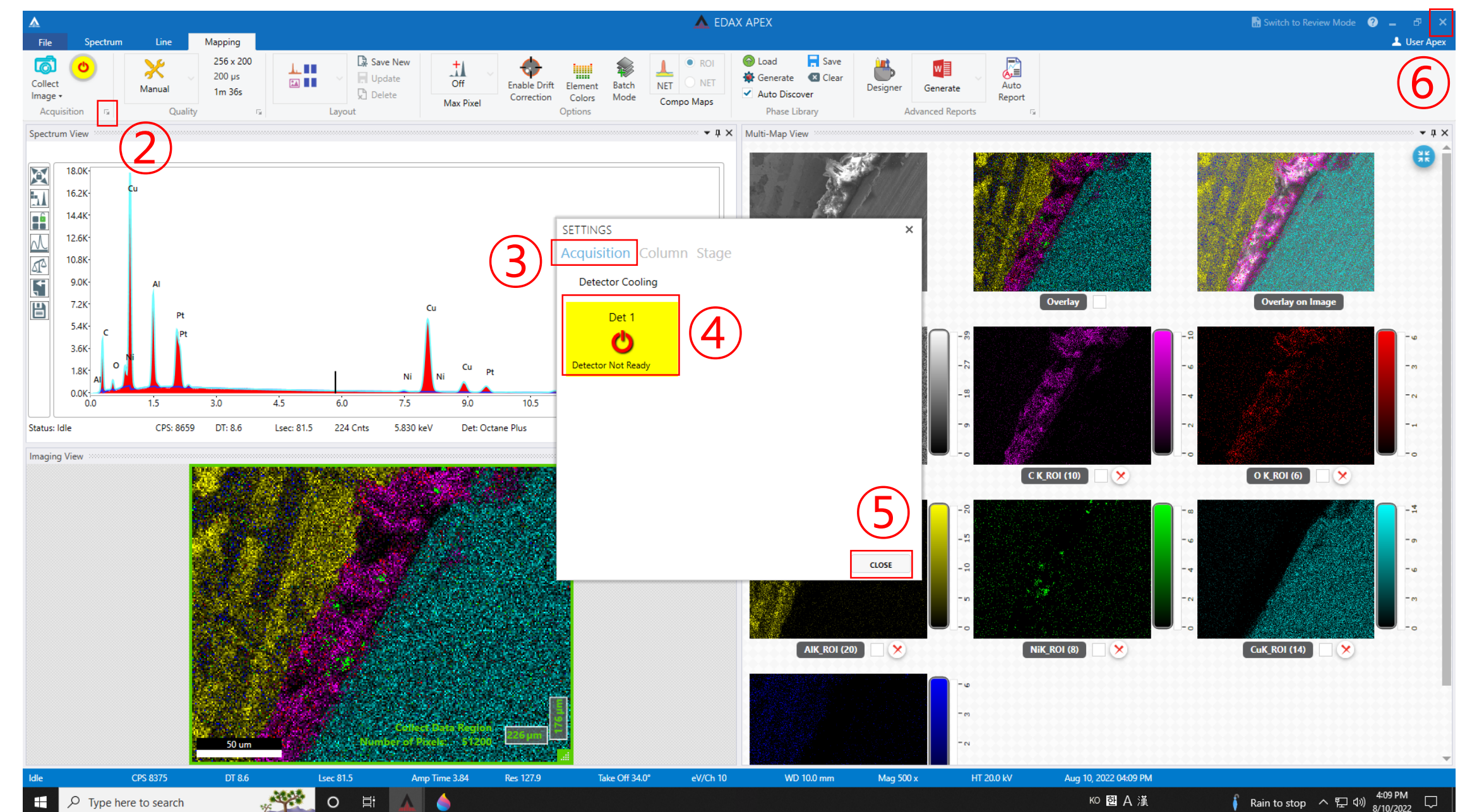
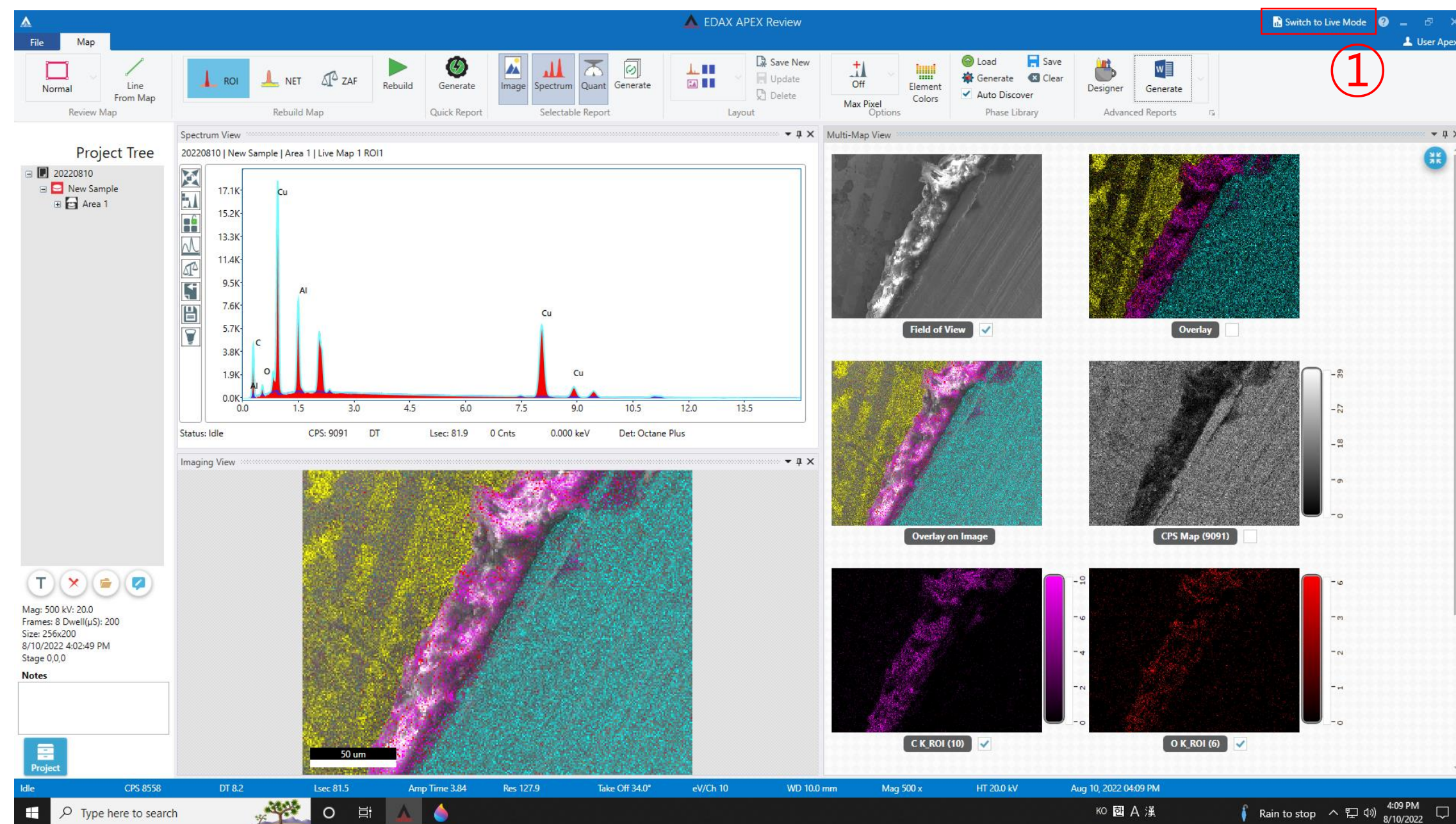
1. Click [Generate]
2. Create a folder for each professor's lab, and create your own folder.
3. Click [Save]

Mapping



1. Click [This PC]
2. Find the folder you created at startup
3. Enter the file name
4. Click [Save]

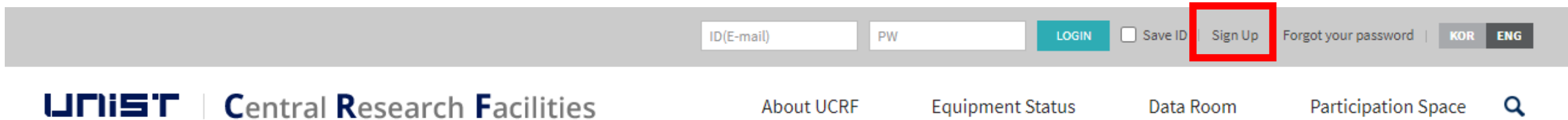
Mapping



1. Click [Switch to Live Mode]
2. Click the arrow next to [Acquisition]
3. Click [Acquisition] and **click [detector]**★
4. Click [CLOSE] and click [X]

Create Account

www.ucrf.unist.ac.kr



1. Click [Sign up]
2. Click [UNIST Member]
3. Input [Portal ID/PW] → Click [Confirm]

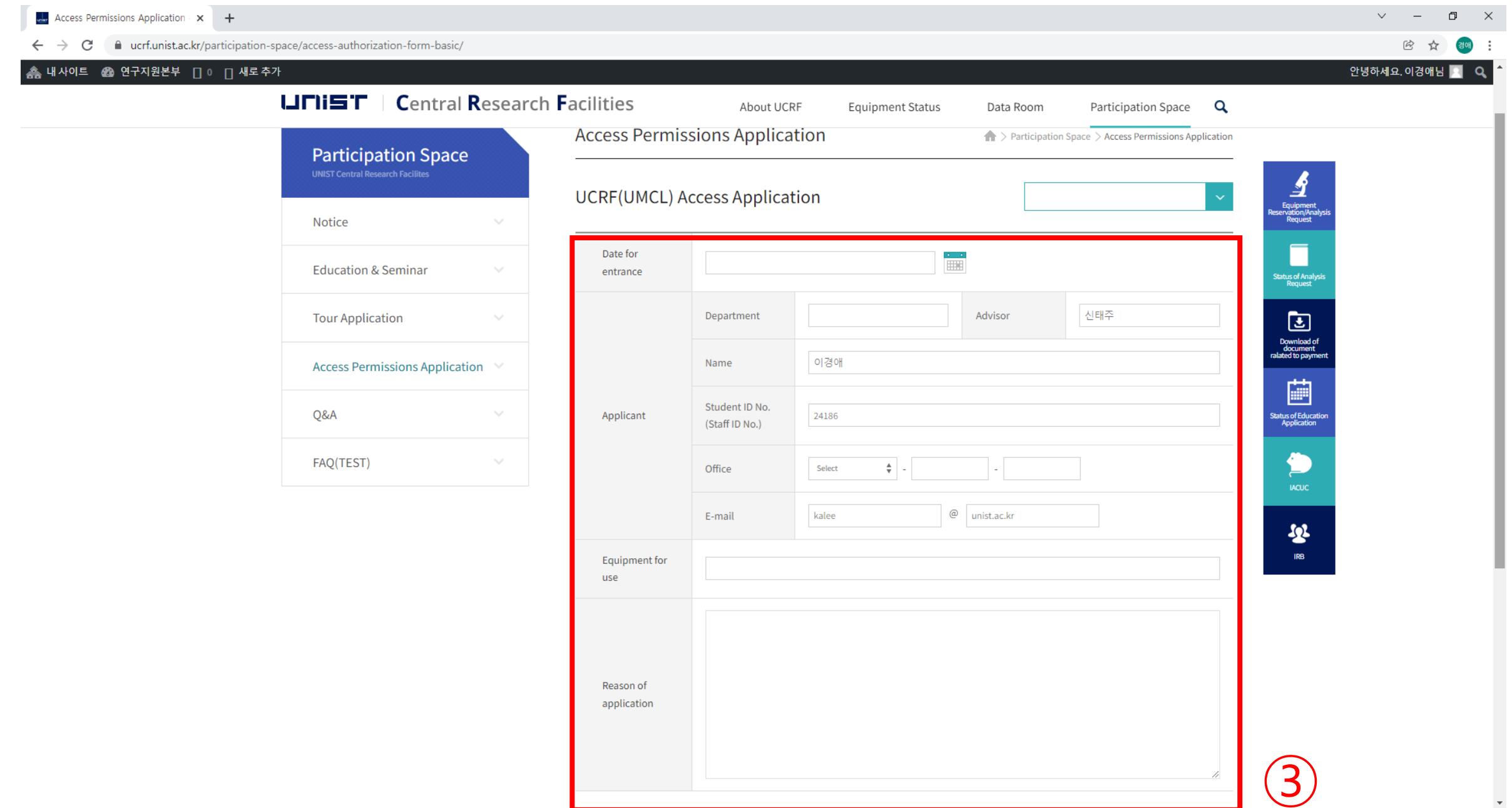
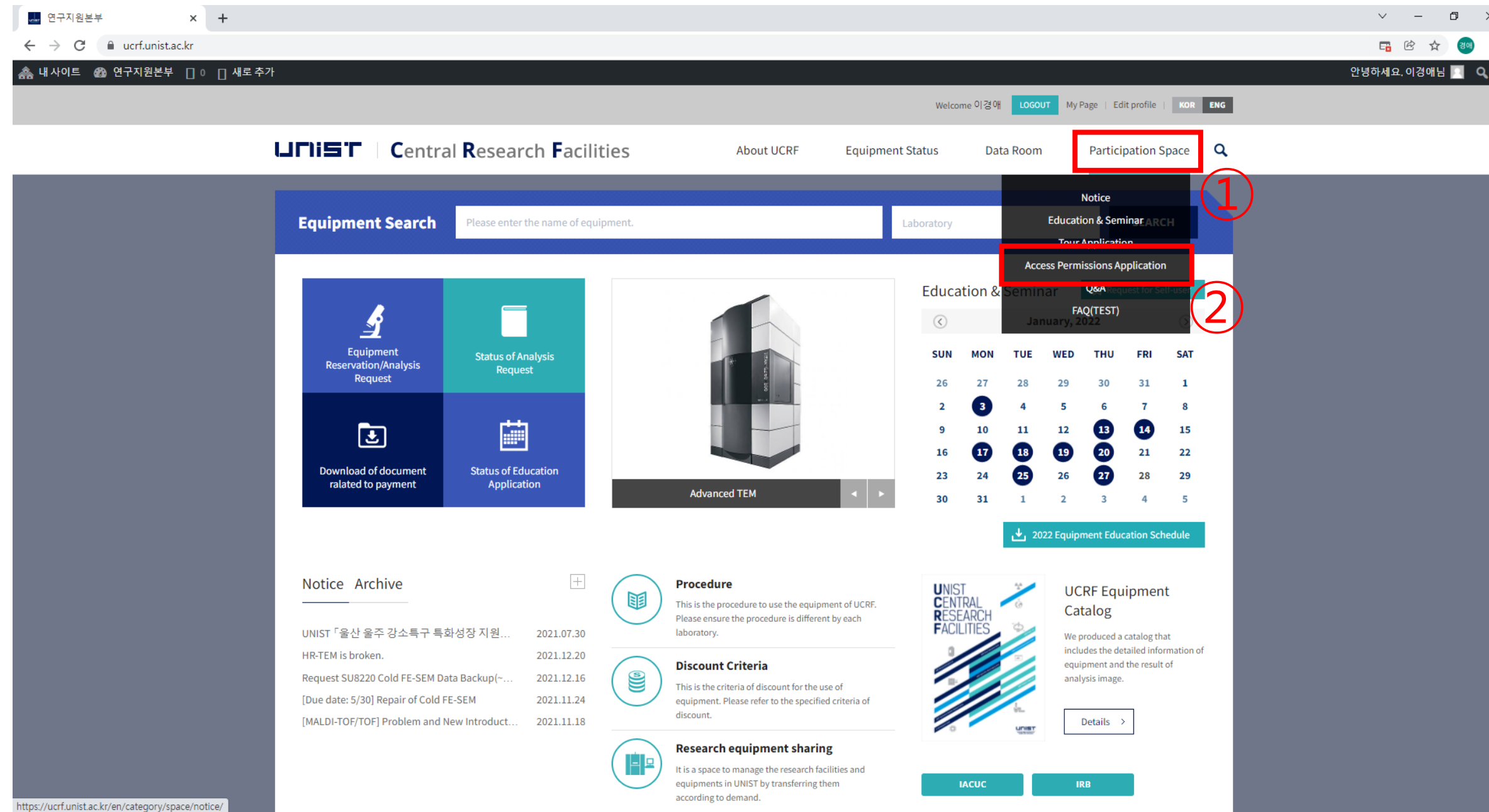
Please check your information

4. Input professor name in [Principal Investigation] → [Professor search] → professor name
5. Click [Create Account]

The screenshot shows a modal window for account creation. At the top, there are three radio button options: 'UNIST member' (highlighted with a red box and the number 2), 'Industry member', and 'External member'. Below this, the form fields are as follows: 'ID/E-mail' with 'm*k*m' and '@unist.ac.kr'; 'Password' with masked characters and a 'Confirm' button (highlighted with a red box and the number 3); 'Name' with '홍길동'; 'Department' with '연구지원본부'; 'Student ID No. / Professor ID No. / Staff ID No.' with '20*39'; 'Contact' section with 'Extension' (4064) and 'Cell phone' (010-**-**-**); 'Principal Investigator' with '김교수' and a 'Professor Search' button (highlighted with a red box and the number 4); and a 'Select' dropdown menu. At the bottom, there is a 'Create Account' button (highlighted with a red box and the number 5).

Access Permissions Application

www.ucrf.unist.ac.kr



1. Click [Participation Space]
2. Click [Access permissions Application]
3. Fill out the UCRF(UMCL) Access Application form
4. Click [Apply]

- When reissuing the ID card, you must apply for access again on UCRF website.
- Access Authorization Officer:
Kang Yeong-bi(052-217-4168)

Request for Self-user

The screenshot displays the UCRF website interface. At the top right, the 'My Page' link is highlighted with a red box and a circled '1'. On the left sidebar, the 'Request for Self-user' menu item is highlighted with a red box and a circled '2'. A modal window titled 'Request for Self-user' is open, showing three dropdown menus: 'Materials Characterization Lab' (3), 'Electron Microscopy' (4), and 'SU7000 FE-SEM' (5). The 'Apply' button at the bottom of the modal is highlighted with a red box and a circled '6'.

After pass the test,

1. Login UCRF website (www.ucrf.unist.ac.kr)
2. Click [My Page]
3. Click [Request for Self-user].
4. Select [Materials Characterization Lab]
5. Select [Electron Microscopy]
6. Select [SU7000 FE-SEM]
7. Click [Apply]

Reservation

portal.unist.ac.kr – Research Equipment – Equipment reservation/input result

The screenshot shows the 'Apply for Equipment Reservation' page on the UNIST portal. The page includes a search menu with the following filters:

- Reservation Date: 2021.01... ~ 2021.10...
- 1st Classification: UMCL - 기기분석실
- 2nd Classification: (empty)
- Equipment Name: (empty)

Additional filters and checkboxes include:

- Apply for Reservation
- Input Results
- Completed
- All
- 청구완료
- 반려
- 본인 장비만 보기

The 'List of Equipment Reservations' table is currently empty, with the message: "The table does not contain any data".

Select	메모	Status	Application Classification	Equipment Name	의뢰자명	Chief of Research	Reservation Date	Reservation Time	Total	Subscriber	2nd Classification Name	1st Classification	Free_Test	Free_Longterm	Applying Date	예약번호
The table does not contain any data																

Reservation

portal.unist.ac.kr – Research Equipment – Equipment reservation/input result

The screenshot shows a web browser window titled '장비예약' (Equipment Reservation). At the top left, there is a '신청' (Apply) button highlighted with a red box and the number '3'. Below it, the '장비선택' (Equipment Selection) section contains a form with several fields: '회원ID' (kalee@unist.ac.kr), '예약자' (24186 이경애), '대분류' (UMCL - 기기분석실), '중분류' (Electron Microscopy), and '소분류' (SU7000 FE-SEM). These fields are enclosed in a red box with the number '1'. Below the form is the '예약제어정보' (Reservation Control Information) section, which features a calendar grid. The grid has columns for dates from 07/22 to 07/31 and rows for time slots from 09:00 to 19:30. The grid is enclosed in a red box with the number '2'. The grid shows reservation status for each time slot: red boxes with checkmarks indicate reservations by others, and yellow boxes with checkmarks indicate reservations by the user.

시간/날짜	07/22(목)	07/23(금)	07/24(토)	07/25(일)	07/26(월)	07/27(화)	07/28(수)	07/29(목)	07/30(금)	07/31(토)
09:00~09:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30~10:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00~10:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30~11:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00~11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30~12:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00~12:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:30~13:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:00~13:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:30~14:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:00~14:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:30~15:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15:00~15:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15:30~16:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:00~16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:30~17:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17:00~17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17:30~18:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18:00~18:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18:30~19:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19:00~19:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19:30~20:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Select the classification and equipment
2. Select the time you want on white box
 - Yellow box : my reservation
 - Red box : others reservation
3. Click [Application]

Reservation cancel

portal.unist.ac.kr – Research Equipment – Equipment reservation/input result

UNIST

연구지원본부 기술지원팀 이경애님 | Switch Position | Settings | Site map | Log out

Home | Human Resources | Research Project | General Admin. | Integrated Settlement | **Research Admin.** | Bulletin Board | U-Click | Settings

연구장비 | 장비투어 | Intellectual Property | Research Equipment(Common)

- To-Do List
- Reserve Equipment**
- Reserved Equipment Lis
- 자율사용 장비 현황
- Equipment Status
- 담당자 일정 조회
- 운영비 지출

장비예약신청

도움말

조회조건

조회

예약일자: 2021.07.... ~ 2021.07....
대분류: UMCL - 기기분석실
중분류: Electron Microscopy
장비명: SU7000 FE-SEM
 예약신청 실적입력 담당자승인 책임자승인 청구완료 반려
 본인 장비만 보기

관리자

장비예약리스트

신청 수정 삭제 실적입력 변경 승인 실적요청 예약공지

선택	메모	상태	신청구분	장비명	의뢰자명	연구책임자	예약일자	예약시간	사용료	예약자명	중분류명	대분류명	면제 구분	장기입실	신청일자	예약번호
<input checked="" type="checkbox"/>		예약신청	Self	SU7000 FE-SEM			2021.07.22	22:00~24:00	0		Electron Microscopy	UMCL - 기기분석실		<input type="checkbox"/>	2021.07.22 12:24	2021061388
<input type="checkbox"/>		예약신청	Self	SU7000 FE-SEM			2021.07.22	20:00~22:00	0		Electron Microscopy	UMCL - 기기분석실		<input type="checkbox"/>	2021.07.20 21:17	2021060863
<input type="checkbox"/>		예약신청	Self	SU7000 FE-SEM			2021.07.22	18:00~20:00	0		Electron Microscopy	UMCL - 기기분석실		<input type="checkbox"/>	2021.07.22 09:00	2021061306
<input type="checkbox"/>		예약신청	Self	SU7000 FE-SEM			2021.07.22	15:00~16:00	0		Electron Microscopy	UMCL - 기기분석실		<input type="checkbox"/>	2021.07.21 12:09	2021060969

Input result

After measurement, you have to input result instead of filling in log sheet

UNIST 연구지원본부 기술지원팀 이경애님 | Switch Position | Settings | Site map | Log out

Home | Human Resources | Research Project | General Admin. | Integrated Settlement | **Research Admin.** | Bulletin Board | U-Click | Settings

연구장비 | 장비투어 | Intellectual Property | Research Equipment(Common)

장비예약신청

조회조건

예약일자: 2021.07.... ~ 2021.07....
대분류: UMCL - 기기분석실
중분류: Electron Microscopy
장비명: SU7000 FE-SEM

예약신청 | 실적입력| 담당자승인 | 책임자승인 | 청구완료 | 반려
본인 장비만 보기

장비예약리스트

선택	메모	상태	신청구분	장비명	의뢰자명	연구책임자	예약일자	예약시간	사용료	예약자명	중분류명	대분류명	면제 구분	장기입실	신청일자	예약번호
<input checked="" type="checkbox"/>		예약신청	Self	SU7000 FE-SEM			2021.07.22	22:00~24:00	0		Electron Microscopy	UMCL - 기기분석실		<input type="checkbox"/>	2021.07.22 12:24	2021061388
<input type="checkbox"/>		예약신청	Self	SU7000 FE-SEM			2021.07.22	20:00~22:00	0		Electron Microscopy	UMCL - 기기분석실		<input type="checkbox"/>	2021.07.20 21:17	2021060863
<input type="checkbox"/>		예약신청	Self	SU7000 FE-SEM			2021.07.22	18:00~20:00	0		Electron Microscopy	UMCL - 기기분석실		<input type="checkbox"/>	2021.07.22 09:00	2021061306
<input type="checkbox"/>		예약신청	Self	SU7000 FE-SEM			2021.07.22	15:00~16:00	0		Electron Microscopy	UMCL - 기기분석실		<input type="checkbox"/>	2021.07.21 12:09	2021060969

1. Select the reservation
2. Click the [Input result]
3. Check the information and click [Save]

Guideline of the operation of the UCRF UMCL

Article 1. Access

- ① A person who wishes to be authorized access to UMCL must obtain approval from the manager in charge after submitting an application form to “Access Permissions Application” of the “Participation Space” menu on the UCRF homepage (<http://ucrf.unist.ac.kr>).
- ② A person who wishes to enter UMCL without access authority shall be accompanied by the equipment manager or shall obtain approval for access from the equipment manager.
- ③ Each user must enter (exit) individually using the pass card with their own identity, and it is prohibited to enter using another person’s pass or to enter together without permission.
- ④ A person who uses UMCL at night (PM18-AM09 on the next day) or on holiday must enter after establishing personal safety and protection rules (accompanying 2 or more people, preparing for an emergency contact, etc.) for lab accidents.
- ⑤ A person who violates above paragraph ①~④ regarding access to UMCL shall be obligated to compensate for all safety and property damage caused by the violation.

Article 2. Use of laboratory space

- ① A UMCL user must understand and follow the common safety rules for the laboratory (Attachment 1).

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- ② A UMCL user on weekends or holidays must fill out the laboratory daily checklist (Attachment 2) provided in each laboratory room, and must submit it to equipment manager, with the signature of the professor(or supervisor) within 3 days from the date of use.
- ③ A UMCL user should clean up the area after using the equipment, and must promptly notify the equipment manager if there is any problem with the equipment or environment. Violation of the notification obligation may result in restrictions on the use of the equipment.

Article 3. Use of Equipment

- ① A person who wishes to use the equipment of UMCL must make a reservation and use the equipment after completing the training of the equipment manager, assessment test, and acquiring self-user qualification. (Analysis or process request is irrelevant to equipment training and qualification evaluation.)
- ② A user who completes the regular or occasional training (including practice) by the equipment manager can receive practical training from the senior student of his or her laboratory to improve proficiency before the assessment test. The qualification of the senior must be at least 1 year of experience (more than 5 times in the previous 6 months) in using the equipment. The laboratory is responsible for all safety and property issues arising from the practical training conducted by the senior student.

Guideline of the operation of the UCRF UMCL

- ③ **If there is no record of equipment used in the last 90 days, the qualification for self-use ends.** A person who wants to reacquire the self-user qualification must receive equipment training and pass the assessment test conducted by the equipment manager. The upgrading for self-user can be made on the website of UCRF. (<http://ucrf.unist.ac.kr>)
- ④ Equipment reservations or requests can be made on the UNIST Portal System and the website of UCRF, and the reservation time should not be unnecessarily occupied for a long time so it does not affect the opportunity for others.
- ⑤ A user should be familiar with the safety rules for each equipment before using, and use the equipment after wearing appropriate safety gear.
- ⑥ Bringing chemicals and other items for personal use should be consulted with the equipment manager.
- ⑦ A user must check that there is no problem before using equipment, chemicals, and etc. If there is a problem before or after use, a user should promptly report to the equipment manager.
- ⑧ A user must thoroughly fill out the “Performance Records” after using the equipment.
- ⑨ A user must take safety measures by posting the contents of the experiment to deliver accurate information to others if he inevitably leaves his seat during the experiment.
- ⑩ **The laboratory(in case of outsiders, affiliated institution) of self-user shall be obligated to compensate for all safety and property damage such as accidents (equipment damage, breakdowns, losses, etc.) caused by the negligence of the self-user.**

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Article 4. Cancellation after equipment reservation

- ① A self-user can cancel equipment reservation by himself up to 2 hours before equipment reservation time. However, TEM (HR-TEM, FE-TEM, Normal TEM, Bio-TEM) can be canceled up to 4 hours before. (※ Cancellation is not possible after the cancellation deadline has passed.)
- ② If a user has reserved an analysis request but wants to cancel it, he must notify the equipment manager at least 24 hours in advance. (However, in the case of NMR, notification would be allowed up to 1 hour left.) A user who does not appear at the reservation time without prior notice will be charged a usage fee for the reservation time.

Article 5. Laboratory safety and user management

- ① A person who harms the safety of the laboratory or violates the rules of using the UMCL and damages the equipment use of another person, can be subject to penalties according to [Attached Table 1] and be taken appropriate action.
- ② If the violation of the rules is deliberately determined, the sanctions may be strengthened. If a user voluntarily declares after violating the rules, the sanctions may be eased.
- ③ If it is judged that the sanctions are difficult to be properly implemented due to the status of the violator (graduation or resignation), the user may be blocked from accessing UMCL.
- ④ A person who damages the property and facilities of UMCL by violating the rules shall be held liable to compensate for the damage.

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⑤ If a violator does not follow the sanctions, the advisor of the violator will be held jointly responsible. (In the case of an outsider, the supervisor in charge of the affiliated institution)

Self-user Penalty

1. Criteria for penalty points

① A user shall be fined the penalty points in the event that any inappropriate behavior falls under the following. Each penalty item may be counted multiple times. (The expiration of penalty points is 1 year from the date of imposition.)

No.	Case description	Penalty points
1	Equipment is used by an unpermitted user who does not have a qualification of self-user.	5
2	Equipment is used without reservation (Including excessive use of equipment without additional reservation)	3
3	A user operates an unpermitted function of the equipment	3
4	An abnormality or malfunction discovered before or after using the equipment did not immediately reported to the manager	3
5	Damage, malfunction, and loss of equipment due to user negligence (* The user is responsible for all costs incurred due to the negligence. *)	5
6	A user does not provide the accurate information of the sample to the equipment manager, which is essential for protecting the safety, equipment or facilities	3
7	A person causes the leakage of a harmful substance, gas, or any risk of fire	5
8	A person uses or occupies the public items and other person's items without prior consent	1
9	A person leaves the laboratory without switching off the lights, locking the doors, tidying up the area, etc. after using equipment	1
10	A person does not follow the common lab safety rules (including clothing, prohibition of eating, etc.)	1

Self-user Penalty

2. Actions taken after subjecting penalty points

- ① If the cumulative penalty points exceed a certain criterion, the action corresponding with the table below will be taken.
- ② When a user violates the rule, an official letter from UCRF is sent to the department or institution(in case of the user outside) of the violator.
- ③ Even if the following actions have been taken due to the sum of the penalty points, the penalty points within the validity period(1 year) are effective.

Type	Penalty points	Action
Total penalty points awarded to 1 user	5 points or more	- The user is prohibited from using the equipment for 1 month. - When the prohibition period is finished, the user must complete the training and assessment again.
	8 points or more	- The user is prohibited from using the equipment for 3 months. - When the prohibition period is finished, the user must complete the training and assessment again.
Total penalty points awarded to 1 laboratory for 1 equipment	12 points or more	- Notify the user and the advisor(supervisor) by e-mail that "If the penalty score is more than 15 points, the members of your laboratory are prohibited from using the equipment for 1 month."
	15 points or more	- The members of the laboratory are prohibited from using the equipment for 1 month - Send an official letter of action to the affiliated department(institution)



THANK YOU

FIRST IN CHANGE