"EchoMRI 2016" instructions

PLEASE email Marsha at ml.ensor@uky.edu even if you see the equipment free and decide to use it right away. We track usage for budgeting purposes. Marsha is happy to meet with new users to orient you to the equipment.

1. There is no username or password any more – just click the Windows icon if the computer is logged off.

2. Check the drop-down menu: you want it to say "Mice", unless you are doing a longitudinal study with mice that were measured before 2016 – in which case, select "OLD Mice."

3. System Test
   - Slide calibration tube in - small end goes in first.
   - BE CAREFUL that the end cap that holds the jar in doesn't pop off (hold both ends while removing from box or machine to be sure it stays together).
   - Click "System test" (in top frame) – it Takes 2-3 min. On occasion, the system might proceed automatically to a re-calibration after the system test. Contact Marsha if a problem is reported.

4. Click "Folder" (in top margin) ➔ "Browse/New
   Expand and highlight the "EchoScans" folder, and
   a) in the navigation bar, add a backslash and name to create a folder for your lab
   b) OR select your lab's existing folder in the EchoScans folder (you are encouraged to use additional backslash plus name or date to create personal sub-folders and sub-sub-folders to organize your tables according to users or projects, but please keep them inside the EchoScans folder). For best performance, a folder should contain no more than 100-200 scans (lines of data). You can see this number when you choose an existing folder.

5. a) Click "Start Scan," to label one measurement at a time.
   b) OR If you wish to create a template, click "Enter Template" in the top margin, and enter the labels into the template window, then click "Apply Template."

6. Choose mouse tube of appropriate size: 40, 60, 80 g.
   - The number on the tube is the maximum mouse weight that should go in the tube. The tubes are all the same diameter, but the plastic collar determines how far the end of the tube goes into the beam. Smaller mice can be read in the larger numbered tubes; they won't be centered in the beam. If you put a larger mouse in a smaller numbered tube, part of the mouse won't be scanned because the tube doesn't go in as far.
   - Position mouse so it is rolled up like a donut. This avoids putting compressive force on the neck. If the mouse is too obese to curl up, insert the plunger so as to apply GENTLE pressure to hold the mouse still.
   - Insert tube horizontally with mouse right side up so it can breathe easily.

7. Take measurements (click Start each time, progress bar is displayed on screen).

8. At end, select all lines of data (hold Shift key).
   - Press F8 (Extract). Name the file.
   - It will go into the Output folder you selected at the start.
   - Save. It will be saved and appear in your folder as an Excel file and a tab file.

9. Open Explorer, sign on to exchange.uky.edu
   - Attach your data. You will find it in "Local Disk (C:)" in the "EchoScans" folder.
   - Close the programs; leave the computer on.
   - Wash tubes with hand soap. Be as gentle as possible if scrub brush is necessary. You may let them air dry in the tube rack, or dry GENTLY with paper towels if they need to be washed during a series of measurements. PLEASE clean the tubes before you leave. DLAR spot checks them for diseases.

10. For publication, the name of the equipment is "EchoMRI-100."

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