**The transfer arm is hard to move and will be repaired in the near future**

The arm is much easier to move in the locked position ( the flat section or the tape down)

A screenshot of a cell phone

Description automatically generated

**When loading samples**

1. The stage MUST be at the 0,0,0 position on the motion control panewl.
2. Move the arm to place the stub on the stage.
3. To release the stub on the stage rotate the transfer arm magnet to the unlocked position (tape or flat side up).
4. While watching the stub and move the arm a few inches away from the stub without **the stub moving on the stage**.
5. Now rotate the transfer arm magnet to the locked position (tape or flat side down) to fully retract the arm.
6. A screenshot of a cell phone

   Description automatically generatedFor data collection, raise the stage and move the sample to a Z position of 0,0,+8 on the motion control panel.
7. Rotate and translate the stage to find your sample and place it at the cross hairs on the screen.
8. Set the analyzer to the position for an element in your sample and turn on the X-rays.
9. Optimize the Z height of the stage to get the most counts.

**When unloading samples**\

1. Lower the stage and move it to the 0,0,0 positon on the motion control panel.
2. Make sure the magnet is in the locked positon (tape or flat side down).
3. Advance the arm till it is close to the stage.
4. Rotate the magnet to unlocked position (tape or flat side up) and then slowly engage the stub.
5. Rotate the magnet to the locked postion (tape or flat side down) and slowly pull the stub off the state.