**To Focus on Your Sample:**

1. Press the Esc button so that the objective is as low as possible.
2. Manually focus the objective up using the focus knobs on the left or right of the microscope base. Focus away from you to move the objective up.
3. Place the specimen on the stage.
4. Manually raise the mechanical stage and tighten the four knobs to lock it in position.
5. Use the XY stage control to position the specimen below the objective.
6. Place a drop of water on the sample.
7. Lower the coarse focus until the objective touches the water.
8. Look through the oculars and complete the fine focus by eye.

**To Remove Your Sample:**

1. Press the Esc button so that the objective is as high as possible.
2. Manually lower the mechanical stage.
3. Remove the specimen.
4. Clean the 25x objective using lens paper and lens cleaner.