Introducing the sample holder

V3.0

1. On the XPS interface put the manipulator on the transfer position **SAMPLE --> TRANFER --> TRANSFER POSITION;**

2. Certify that the slot is free in the manipulator (no other sample holder is attached);

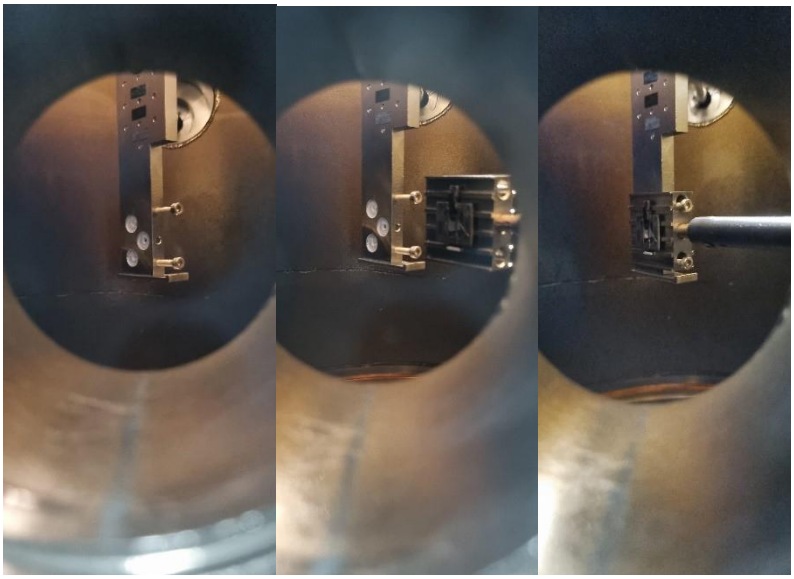
3. Vent the load lock and carefully screw the transfer bar on the sample holder. Keep the plates numbered as 3-4 facing you (1-2 facing the beamline);

4. Pump the **load lock** and wait until the pressure is **lower than ~6 x 10^{-6} mbar;**

5. Before starting the transfer certify that the Analyzer is turned off, ionic pump valve **(GM1)** and M6 valve are switched off (The aperture of M6 valve can be controlled by using the IHM located at the control room);

6. Open the valve **GM2** and push forward the transfer bar without rotation.

7. Slide the holder on the manipulator slot by **gently pushing the bar**. The guiding screws on the manipulator must be aligned with the holes on the sample holder. If not, adjust the manipulator position using the XPS interface;



8. Slowly unscrew the transfer bar ensuring that the holder remains fully attached to the manipulator (guiding screws head clearly visible);

9. Fully retract the transfer bar, close valve **GM2** and wait until the **main chamber** pressure is **lower than 5 x 10^{-8} mbar** to start the measurements.

Removing the sample holder

V2.0

1. On the XPS interface put the manipulator on the transfer position **SAMPLES --> TRANSFER --> TRANSFER POSITION;**

2. Before starting the transfer certify that the Analyzer is turned off and the M6 valve is switched off by using the IHM located at the control room;

3. Certify the load lock pressure is below ~6×10^{-6} mbar, open valve 1 and push the transfer bar forward

4. Screw the transfer bar on the sample holder and slowly pull backward while gently moving the bar to keep the guiding screws aligned with the holes on the holder

5. Fully retract the bar and close valve 01.

6. Vent the load lock and unscrew the sample holder from the transfer bar.