# EZ-Seq User Guide

EZ-seq is designed to bring easiness and simplicity to your daily DNA sequencing process. EZ-seq is a prepaid barcode service, in which you order barcodes online, receive them by courier service and use them for sequencing. EZ-seq reduces the workload of creating orders and also the number of invoices as you will get one invoice for all barcodes. All you need to do is to mix the template with the sequencing primer, and ship the samples to our laboratory with the EZ-seq barcode labels attached.

## 1. Order the labels

- Go to dna.macrogen.com/eng or www.ezseq.com
- Choose EZ-seq under Order menu with either tube or plate
- Put the number of labels (Min. Tube:50 labels, Plate/EZ-Bag: 2 labels), and press Submit button

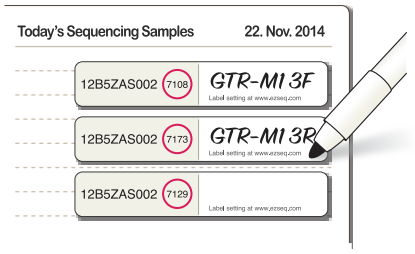
## 2. Sample preparation

- Mix DNA template and primer as follows (5 ul template + 5 ul primer in each tube/well = total volume 10 ul)
  - Purified PCR products:
    - over 700bp: higher than 50 ng/ul
    - 300 ~ 700bp: 25-50 ng/ul
    - less than 300bp: 10-15 ng/ul
  - Plasmids: 100 ng/ul (plasmids 2-4 kb in length - if plasmids are larger, please increase concentration accordingly)
  - Sequencing primers: 5-10 pmole/ul

## 3. Label

EZ-seq label is made up of two parts, a small upper part of the label, and a large lower part of the other (See the box in the image below). Both parts have the same serial number on them, but small part has an additional 4-digit number (A circle below) which can be used for e.g. customization of the labels (see 4. e.g. customization of the labels)

The small part goes to your lab note. The right side of this part is intentionally left empty so that you can freely make any notes on it, such as names of sample or primers. If this is not necessary, you can simply discard this part of the labels




* The small part for your own record keeping (if necessary)

Large part goes on the body of tubes. You can attach it around the side of 1.5ml tube with the barcode surface visible.

Here we go, you are ready to send the samples to our sequencing facility!

## 4. Customization of the labels

To customize labels, all you need is the four digit number right below the barcode number. By using this, you can change the e-mail address for the result and the name of each file regarding results of sequencing.

- Go to www.ezseq.com.
- Put the serial numbers of the label to be customized with its four digit password, under Ez-seq Label Log in.
- Put new email address at the Return email box.
- Put what you want at Remark 1 or Remark 2 box, if you want to name each file regarding results.

* For more than two labels in need of customization, put the serial number and four password in the Label A-box and the same for the last label in the Label B-box

- Write down the serial number and 4-digit number of the first label in the 'Label A'-box and the same for the last label in the 'Label B'-box:

(e.g. XXXXXXX001 ~ XXXXXXX007)

Label A : XXXXXXX001
Password: ****

Label B : XXXXXXX007
Password: ****

All the labels between XXXXXXX-001 and XXXXXX007 are customized.

## 5. Shipping information

Send your samples to our lab in Amsterdam. You may use our sample pick-up service if it is available nearby, or use our free courier account numbers ( FEDEX:3528-6870-1, UPS:63AE22). Using our account for free shipment applies only when you have more than 20 sequencing reactions in one package.

**Caution**

Please do not mark "Medical Service" for shipping type on airwaybill.

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