Guidelines for using the Outlook calendar on the Bruker 600
You can log in using your onyen if you have a spectrometer account.

Follow these guidelines:

- Enter your name, start and end times and select the appropriate start and end times from the pull down menus. You are expected to begin your run **ON TIME**

- Between 9am and 3pm, Monday and Thursday and between 9am and 6pm, Tuesday, Wednesday and Friday, users should reserve 5 minute, 10 minute, 15 minute or 20 minute blocks of time. **Sign up only for time you need but do not exceed 20 minutes per reservation.**

- Sign up no EARLIER than 6pm the previous day for time between 9am and 12noon (M-F).

- Sign up no EARLIER than 10am the same day for time between 12noon and 3pm Monday and Thursday; and between 12noon and 6pm on Tuesday, Wednesday and Friday.

- Multiple reservations can be made within any 2 hour time frame on a spectrometer, however, the total time in a two hour period cannot exceed 20 minutes.

- Longer time blocks are available beginning at 3pm on Monday and Thursday; and beginning at 6pm on Tuesday, Wednesday and Friday. Reservations for these time period can be made no more than one week in advance.

- Saturdays and Sundays are intended for longer runs. If time has not been reserved for long runs on Saturday or Sunday, you may sign up for short runs only on the same day. That is, no advanced reservations are permitted for short runs on the weekends.

- Authorized users can use the B600 as true walk-up any time there are no existing reservations. You are encouraged to enter a reservation for this time. If a previous reserved time is available (the person finishes early), you can use the spectrometer without changing the reservation. The point of the reservation is to let others know the spectrometer is in use.

- Reservations should only be altered or removed by the user who made the reservation.

- The following steps are used to address reservations in conflict with these guidelines: o The reservation may be cancelled and deleted by NMR Staff. o Email notification to individual and faculty advisor

- Appropriate measures will be taken to address repeat offenders, including but not limited to consultation with the appropriate faculty advisor and one week’s suspension from access to all facility spectrometers.

- You risk losing your sign-up if you are late by 5 minutes (or more).

- Delays in the reservation schedule will occur when the spectrometers go down. The goal is to fix the issue as soon as possible with minimal disruption in access. Please be patient while NMR Staff work on the spectrometer.