

Terms of Use for the 300 MHz Open Access Spectrometer:

Please read the following rules carefully and sign afterwards on the enclosed sheet. Only people that have signed the rules are allowed to measure (and yes, we will check!)

1. **For the naming of the samples, the same rules as for measurements that are handed in apply:** The first 2-3 characters are your initials, followed by at the most 6 characters for identification of your sample. Don't use special characters (in particular no “/“ or “\“) and the last character has to be a letter or number!
2. **The sample changer is to be loaded sequentially**, starting at position 1, then position 2, etc. Please keep in mind: Once you placed the sample in a position on the sample changer, it **cannot be changed manually anymore**.
3. For every sample there is a **slip of paper containing the name of the sample** and the position at which you loaded the sample onto the automatic changer device.
4. The sample changer will be cleared by the authorized NMR personnel once per day.
5. Do not lean against or touch the sample changer or the spectrometer.
6. If you need your sample immediately after the measurement is over, you are of course allowed to remove it (considering rule 4) — BUT leave the empty spinner at the respective position of the sample changer. **There should not be any gaps at any time at the changer!**
7. If there are no empty spinners inside the bag at the sink left: ‚Gap-filling‘ empty spinners on the sample changer (rule 5) are not touched! You have to wait until the next morning.
8. Please measure experiments that last longer than 35 minutes only in night- mode. The night starts at 6 pm and ends next morning at 8 am. Saturday and Sunday both completely count as night.
9. At the very bottom of the automation window, you find the information ‘Busy until: XX’. All measurements **have to be finished until 8:00 am of the next morning**, so that the sample changer can be cleared by staff. Do not queue any sample or night experiment if there is no time left!
10. Do not toy with the settings/adjustments of the PC or TopSpin!
11. If you observe something strange or if you have questions, then please call us. Phone number of the NMR department (IOMC): 48248, E-Mail: nmr-service@uni-jena.de.

Note: Completed spectra are automatically transferred into the data center (LOGS server) and can be accessed via your login credentials

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