

# Instructions for scheduling and using instruments with iLab

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## Booking NMR/EPR time in iLab

1. Navigate to [nmr.nd.edu](http://nmr.nd.edu) on your mobile device or a computer
2. Click **NMR Time Booking**
3. Click **Book NMR Time through iLab**. Enter your credentials if prompted.
4. You should see **Schedule Resources** page. If you do not see it - click [**Schedule Equipment**] button.
5. Click an instrument name.
6. Click a schedule name for the time period you need.
7. Click and drag from starting time a minimum of 10 min.
8. Select and confirm name/fund
9. Reservation window opens: scroll to **Times** section
10. Click pencil icon to adjust times (if needed). If you made changes - click [**Save**] button.
11. Scroll to **Payment Information** section
12. Select **FOP (Activity Code)**, which is your account number for billing.
13. Click [**Save Reservation**]

NOTE: Reservation may be edited or deleted up to the start time. Please, delete ASAP if your plans change to let other users use the instrument time! To delete: click your reservation in a schedule, click black rectangle popup button, click [**Delete Reservation**] button.

## Using NMR/EPR instruments with Kiosk

NOTE: Users of Stepan 400 must use a mobile device because workstation browser does not work with Kiosk.

1. Come to NMR/EPR room on time. You are allowed to start up to 9 min earlier if schedule is free before your reservation.
2. Sanitize workstation
3. Log into Kiosk on your mobile device or a computer workstation
  - a. Navigate to **nmr.nd.edu**
  - b. Click **NMR Time Booking**
  - c. Click **Start Using the Instrument: Kiosk**
  - d. Click **[Go to Kiosk]**
  - e. Click **[Start]** on your reservation

**IMPORTANT NOTE:** You must start your session within 8 min from beginning of your time. If you did not—your reservation is automatically canceled and labeled "no-show". Before you can start a Kiosk session again, you will need to make a new time reservation (provided that instrument time is still available)!

4. Continue to using the instrument.
5. While doing your work, check Kiosk page once in a while: refresh page or click **[View]** to see how much time is left
6. If you need more time:
  - a. Kiosk shows green **[Extend]** button if time on the schedule after your reservation was not booked. Click **[Extend]** and choose additional amount of time.
  - b. If you don't see this green button, it means that there is another user starting immediately after you. **You must finish your experiments before your time ends!**
7. When done with the spectrometer:
  - a. insert standard sample, lock on CDCl<sub>3</sub>
  - b. quit Topspin
  - c. click **[Finish]** in Kiosk, then **[Finish Session]**
8. Sanitize workstation