



FSU-NMR Facility
Department of Chemistry & Biochemistry
The Florida State University



FSU-NMR Spectrometer Time Reservation

(Version-BHC20121228)

In order to make full use of our spectrometers and save user's time, from January 2013, FSU-NMR facility starts to apply online system to reserve the NMR spectrometer time, especially the Bruker 700, Bruker 600, Bruker 500 and WB 500 (Bruker 400 and Varian 300 are walk-in spectrometers). That means that no calendars are provided as before. The online NMR time reserving system ([FACES NMR](#) website) is developed and maintained by the [Complex Carbohydrate Research Group](#) at the [University of Georgia](#).

Procedure

1. Complete the NMR training session(s) and meet Dr. Chen with your security access sheet and signed safety policy acknowledgement form.
2. You will be given your own unique FACES username and a temporary password will be sent to you by email.
3. Go to the [FACES NMR](#) website and Log-in using your given username and password. The group name is FSU-NMR. You can change the password to your own one.
4. Under the drop-down list labeled "Choose a Schedule", select a spectrometer you plan to use: either B700 (B = Bruker), B600, B500, B400, WB500 or V300 (V=Varian). A calendar of the current week will be displayed.
5. Place the cursor over the desired starting time spot and left-click.
6. If a minimum time spot reservation is sufficient, then left-click again. If more time spots are desired, move the cursor down until the correct time period is selected; left-click again to highlight and select the appointment.
7. At the next window, verify that the day and time are correct, type in a simple message of your reservation then click on the "Go!" button.
8. The message, "Your appointment was successfully added to the Schedule." should appear. Click on the "OK" button.
9. If additional time is to be booked on the same spectrometer, repeat steps 5-8. If time is to be booked on a different spectrometer, repeat steps 4-8.
10. When all desired reservations have been made, click on "Logout".

Policies and Rules

The following rules must be followed when reserving NMR time on-line:

1. Please show-up promptly at your reserved time and do not exceed your allotted time, if you fail to show up for your reservation, you will still be charged for the entire reservation time.

2. No user shall reserve NMR time for another user.
3. The minimum reservation time is 15-60 minutes for different spectrometers (see attached table)
4. During prime-time (9am-5pm), a maximum of 1-2 hours per time may be reserved per person. After that, up to 4 hours (from 5 pm to 9 pm) may be reserved. An overnight (9pm-9am) may be reserved after 9 pm
5. For users that are acquiring multiple NMR spectra and must remain at the spectrometer the entire time (for example, VT experiments, kinetics studies, titrations, etc.), a longer NMR time may be reserved per time per person. However, the reservation must be scheduled in advance and approved by an NMR facility staff member.
6. Overnight experiments must be completed by 9:00 am the following day.
7. For long term experiments on Bruker 700 and 500WB (multiple days or weeks), a two-weeks ahead reservation is necessary.

Spectrometers	Time	Scheduling Blocks	Notes
Mercury 300M (1H/13C probe) DLC-703	9am -5 pm	15 min walk-in	
	5pm-9pm	1 hr walk-in	
	9pm-9am	overnight	
Bruker 400M (BBO Probe) CSL-5100	9am -5 pm	20 min walk-in	
	5pm-9pm	1 hr walk-in	
	9pm-9am	overnight	
Bruker 500M (TXI probe) DLC-012	9am -5 pm	20 min-2 hr	<i>* Multi-day sing-up at least one week in advance, approved by Dr. Chen</i>
	5pm-9pm	<= 4 hr	
	9pm-9am	overnight	
Bruker 600M (BBO Probe) CSL-1009	9am -5 pm	20 min-2 hr	<i>* Solid probe will be installed as user's need</i>
	5pm-9pm	<= 4 hr	
	9pm-9am	overnight	
Bruker 700M (PATXI) CSL-1009	* usually run long time experiment, please schedule/reserve 2 weeks ahead		Bio-NMR, cryoprobe is the primary probe
WB 500M (solid MAS/CP Probe) DLC-012	* Schedule 2 week ahead with Dr. Banghao Chen		