

****PLEASE read all the directions BEFORE starting!!!!!!****

How to use the *Reservation Software* (sign-up program) For the Varian 500, Varian 400, and the Bruker 360

1. The Reservation Software is on Lylestation in Room 113. Sign up for the NMRs or the UV-Vis-NIR (or just look at who else has signed up) on Lylestation, **OR** you can connect remotely to Lylestation from another computer (use **PuTTY** to do this and don't forget to check the SSH box. Instructions on how to do this are located on the UIC webpage on the Resources for Users page. The address is: <http://unhinfo.unh.edu/uic>.

2. -For a PC connected to the internet, connect to Lylestation with PuTTY. Use the black terminal window that opens when you successfully connect. Log in as your nmr user and password.

-If you are sitting at Lylestation and have already logged in as your user, open a terminal window by right clicking on the desktop, first selecting **Tools** and then **Terminal** generally there is one open in workspace 3.

3. Once the terminal window is open, type **cd /r** (hit enter) and then **r** (hit enter) to start the program. The program will start, and you will see the message of the day.

4. When prompted, enter your **user ID** and password. Your password is set to the same as on the NMRs. Your **user ID** is unique to this program, and it is **case sensitive**. It is made up of your group number and your initials. Group numbers are as follows:

1 = Greenberg	6 = Planalp	A = Zercher	E = Durant
2 = Levery	7 = Seitz	B = Townley	% = UIC staff
3 = Miller	8 = Weisman	C = Reinhold	for example Anne Gorham's userID is %ag .
4 = Johnson	9 = Wong	D = Claverie	

5. Once you sign in, *please note that this program operates on a 24 hour clock*. You will also see a chart of the number of time blocks you have permission to reserve. The size of the time blocks depends on the time of day. Blocks that occur during prime time (middle of the day) are 15 minutes long. There are 48 time blocks per day.

6. You will also see **#checkd**. This tells you how many people in your group can use each instrument (the Varian 500 and 400, and the Bruker). Hit **enter**, and you will get a list of options to pick from. There are 7 options. *Read all carefully before you pick one.*

7. **Option 3** - make or change reservations on the NMRs. You will see a calendar-type setup on the current week. For each day, there are 2 horizontal lines. The top line is midnight to 3pm (times listed at the top of the calendar), the bottom line is 3pm to midnight (times displayed on the bottom part of the calendar). If someone has already signed up, you will see their user IDs. To reserve time, enter the day and time you want using the proper format. If you enter it incorrectly, the program will display for you how to enter the proper format. The proper format looks like this: **(r or d)(day)(start time)(day)(end time)**

(**r** = reserve and **d** = delete) Please note you can only delete your own reservations. mo = Monday, tu = Tuesday, we = Wednesday, th = Thursday, fr = Friday, sa = Saturday, and su = Sunday.

Remember to enter **4 digits** in the 24 hour clock. For example, 9am is **0900** (NOT 900) and 2pm is **1400**. For example, **rwe1000we1100** means you have reserved time from Wednesday at 10am to Wednesday at 11am. Another example, **dth1430th1500** means you have deleted your previously made reservation for Thursday 2:30 pm to Thursday 3 pm. When you are done press the **enter** key. Your ID will block off the time you selected on the calendar. You can make another reservation at another time or on another instrument.

Exclamation points (!!!!!) is Walk In Time. Anyone can come in during this time. First come, first serve. However, please limit your usage during these times to short runs, and be courteous!

8. Do NOT forget to type **exit** when done in the PuTTY window, or to log out of Lylestation.