

Instructions for use: Avance 300ac (Stand 02/2018)

- Insert NMR **tube into the next free spinner** (blue piece of plastic) located on grey sample rack next to console (please, **follow the numbering!**). Carefully, push NMR tube completely down on the rack. Take two labels from the roll and stick one on the upper glass part of the NMR tube. Glue the second one on a little paper slip as a memory for sample pick-up
- Place spinner with NMR tube in corresponding position **on sample changer (same number as in sample rack!)**. Do not touch the spinner; grab sample on upper part of NMR tube
- On the workstation, open the homepage of our local NMR database (<http://laplace.nmr.uni-koeln.de> - set as default page). Log in with your username and password. Automatically, the menu "NMR lab administration" becomes active in your account
- The active window is the electronic order form ("order handling"). The field "Submit a new order" contains as default setting "AV499" which needs to be changed to "**AV300**"
- Enter in the field "Holder No." the position of your sample on the sample changer. The next entry is "Sample I.D.". Here, the sample name needs to be defined (nomenclature: Up to 15 digits, letters and numbers accepted, no special characters admitted with exception of _ and -)
- Select the deuterated solvent from scroll-down list ("solvent"). Then, you should draw the structure of your compound with the editor (optional)
- Select the desired NMR experiment(s) from the available options (check boxes)
- By clicking on "Submit order", the experiment(s) will be activated on the spectrometer. **After this, your order cannot be edited!!** Now, you can either submit another order or leave NMRshiftDB (click on icon "logout" in upper right corner). Please, **do not forget to log out** after setting up your measurement!

Important note:

The sample changer is cleared twice per day (8:30 am and 3:30 pm) by NMR staff, processed sample tubes can be found on the gray plastic rack labeled „Gemessene Proben“. Tubes should be picked up during the next working day.