

Safety guidelines when using William:

- Please make sure to stay away from the silver nitrogen and helium transfer lines that are under vacuum.
- Sample tubes need to be shorter than the red lever (which should never be touched!) on the sample case (please see me if you are unfamiliar).
- If your sample has just been ejected, please use the blue button to move it away from the sample transfer path before attempting to remove it (again, please see me if you are unfamiliar).
- Green lights on the sample case and line indicate all systems are working; blinking lights indicate a sample transfer in process; red lights and alarms indicate a problem (please email the MRC staff in case of the latter).
- Do NOT remotely change the name or location of your experiment folder if it has already been submitted; this would cause the queue to STOP!

Etiquette rules to follow when using the autosampler:

1. Please sign in/out of the logbook when you use the system; there is no need for iLab reservations—UNLESS you plan on running overnight (10 pm to 8 am) experiments, in which case you MUST to make a reservation on iLab so that other users are aware.
2. During the day, please limit an individual experiment time to a maximum of 30 minutes; see me in the case of an urgent need. This rule is relaxed on Sundays.
3. Do NOT schedule experiments during the day; this should only be done if you are setting up an experiment to run overnight.
4. If you need to remove a sample to make room for your own, please check the carousel in IconNMR: yellow spaces can be used, pink spaces indicate queued experiments, so PLEASE DO NOT REMOVE!
5. Samples that are removed should be carefully placed in the conveniently numbered rack on the stool next to the sample case.
6. Please make sure to meet with staff and demonstrate your proficiency with the software after you have been trained by your mentor, before you use the system unsupervised.