

Instrument booking in the Geo Lab Room U562 – Analyselaboratorie SEM, XRD, CT

1. General rules

Operation of the instruments in room U562 (SEM, PXRD, SXR, and micro-CT) is restricted to trained personnel familiar with the analyze system as well as the product documentation, general safety precautions, and laboratory rules. Contact the laboratory manager or deputy if you want to get permission to use the instruments in this room.

2. Good practice rules

- Do not block-book the instrument.
- If you have booked the instrument and will not be able to use it, please cancel you booking.
- If you cancel a booking or if you finish before planned, please send an e-mail to the person that booked the instrument after you, so the person knows that the instrument is available for use.
- Please describe what you plan to do in the instrument when you book it. For example: analysis to my master thesis, analyze of samples from the collection, external user, etc.



3. Practical information

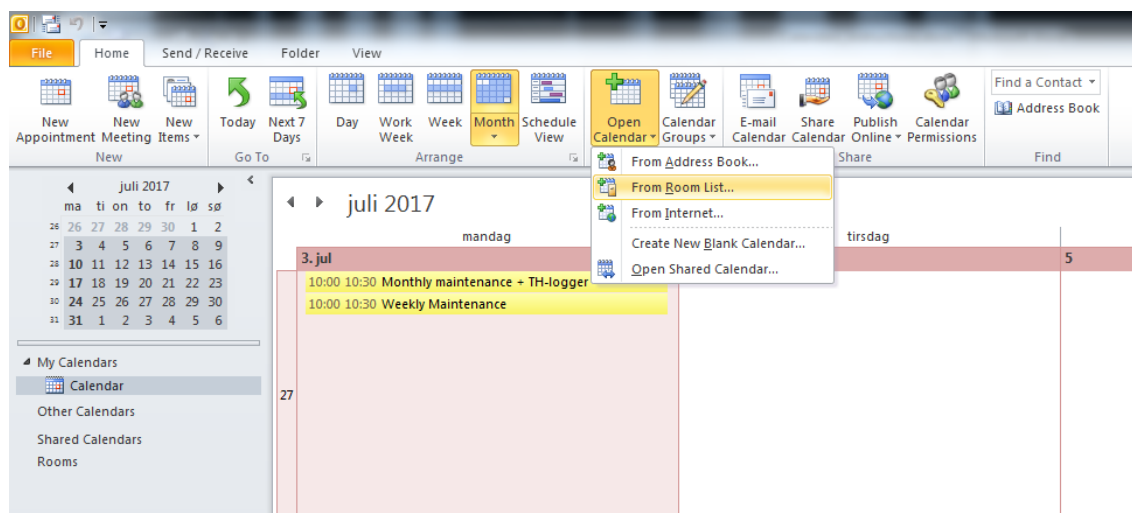
The instruments calendars are registered under the following names:

- Økern: Geologisk museum, SEM
- Økern, Geologisk museum, PXR
- Økern, Geologisk museum, SXR
- Økern, Geologisk museum, micro-CT

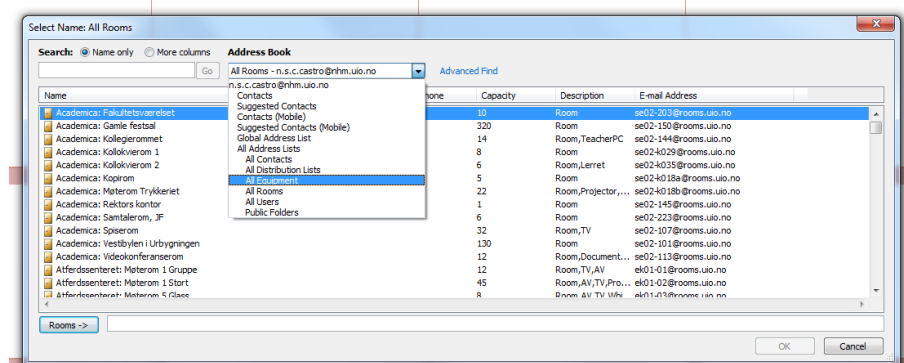
4. Booking using Outlook

4.1. Adding the instrument calendar

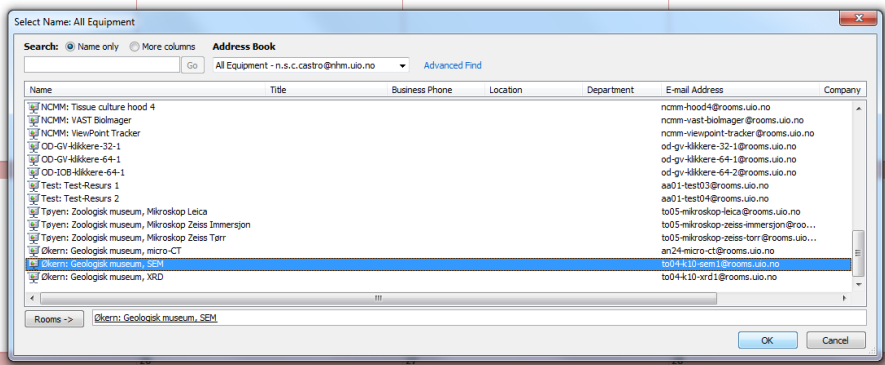
a) In outlook Calendar choose “Open Calendar” and then “From Room List”.



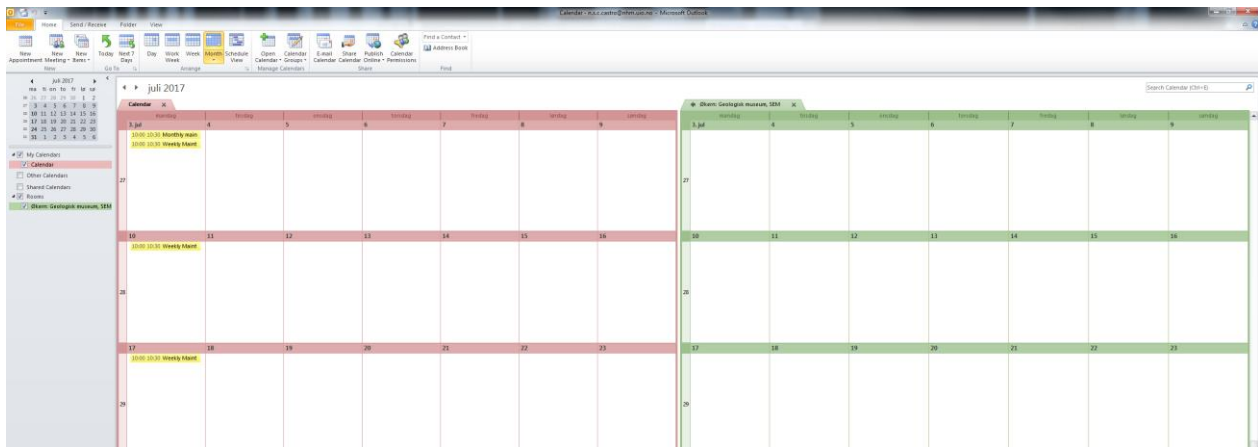
b) Choose “All equipment”



c) Scroll down to the equipment you are looking for. Click one time and then “OK”.

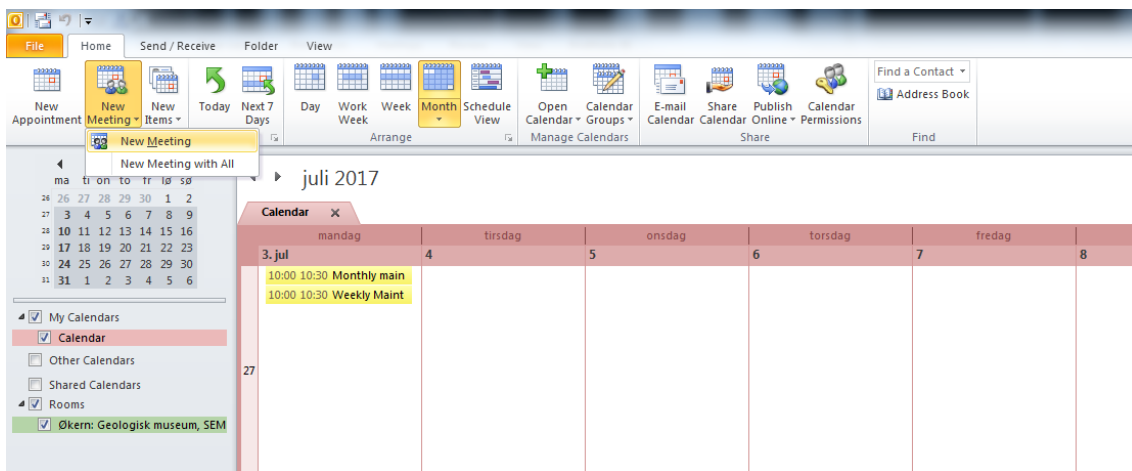


d) Now the instrument calendar is visible in your calendar.



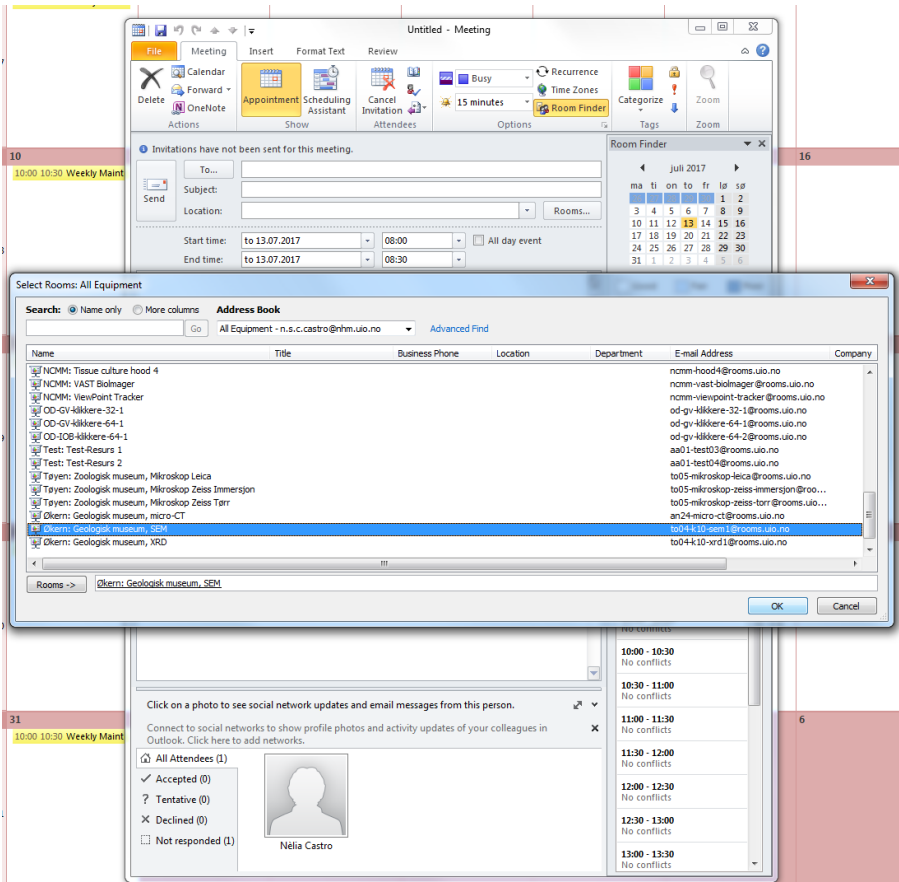
4.2. Booking the instrument

a) In outlook Calendar choose “New Meeting” and then “New Meeting”.



b) Click in “Rooms” and choose “All equipment”. Click in the relevant instrument and then “OK”.

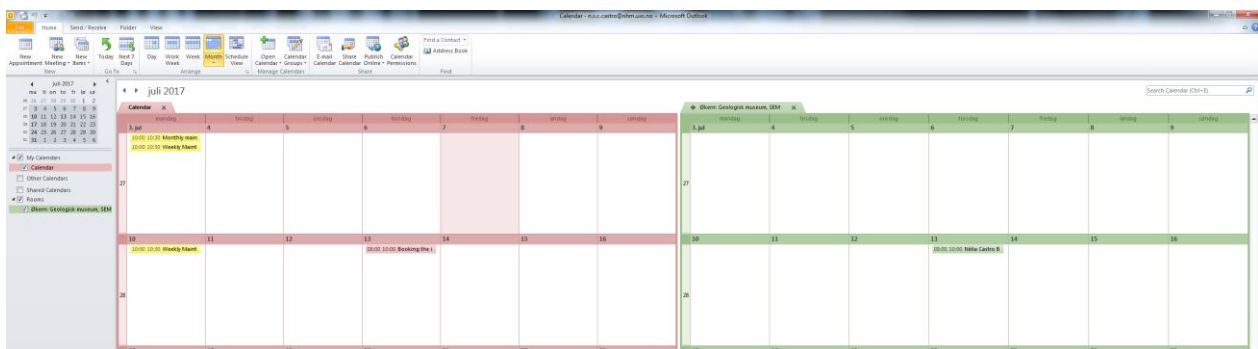
Fill in the time and other relevant information and click “send”.



c) You will receive an e-mail confirming that your appointment has been approved.

Now you can see your appointment both in your calendar and in the instrument calendar.

Note: if you want to cancel your appointment you have to do it through your calendar, it is not possible to do it in the instrument calendar.

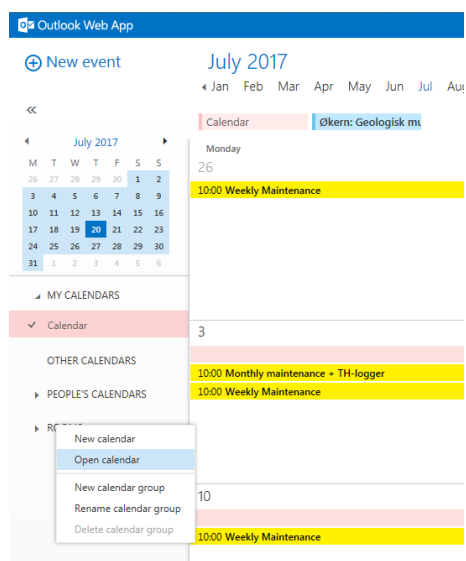


5. Booking using the Webmail

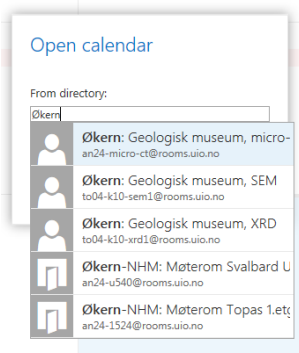
5.1. Adding the instrument calendar

Note: if you add a calendar using Outlook it will be automatically visible in the Outlook Web App (Webmail), and vice-versa.

- a) In Outlook Web App, calendar section, click with the right key of the mouse on top of “Rooms” and choose “Open calendar”.



- b) In the field “From directory” write the name of the instrument calendar you are looking for. Click one time in the correct name and then “Open”.

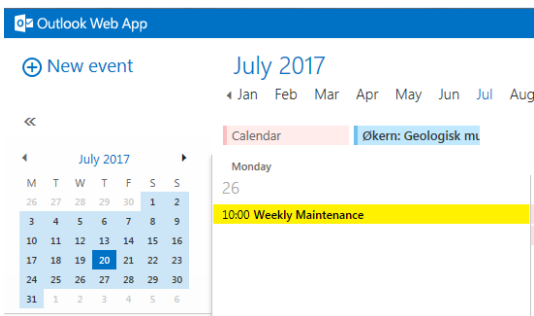


- c) Now the instrument calendar is visible in your rooms list.

5.2. Booking the instrument

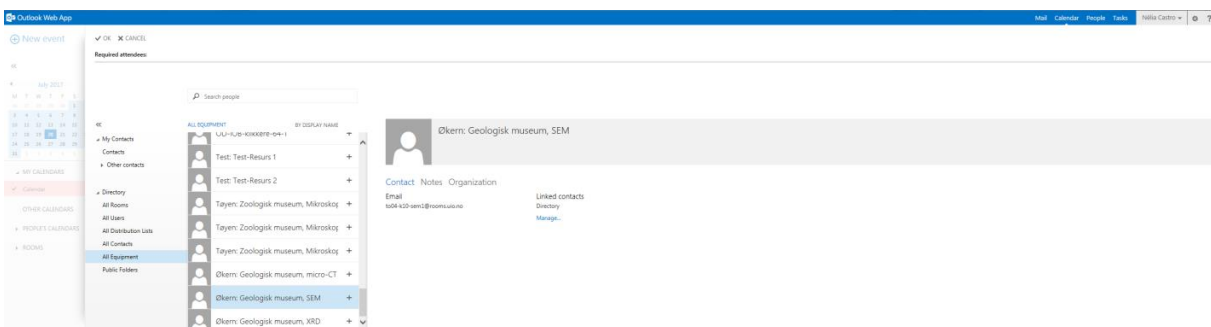
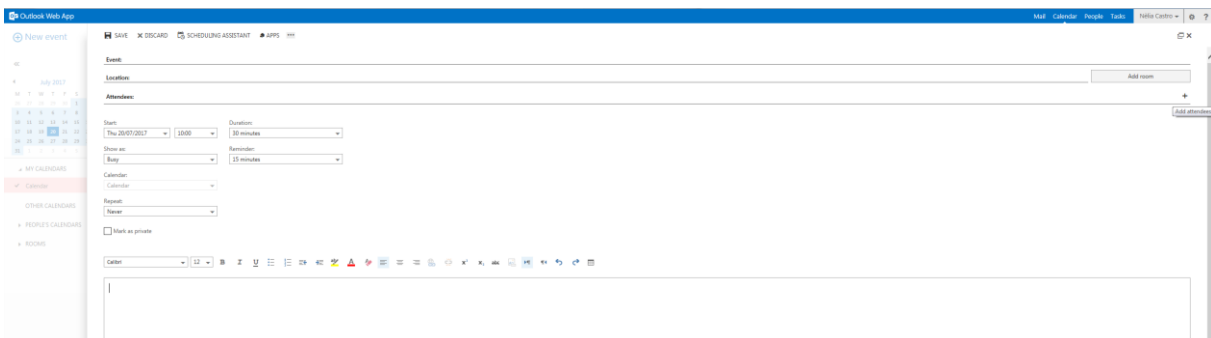
Note: if you book an appointment using Outlook it will be automatically visible in the Outlook Web App (Webmail), and vice-versa.

a) Click in “New event” in the top left corner of the window.



b) In the field “Attendees” click “Add attendees”. Choose “All equipment” and then select the instrument you want to book and click “OK”.

Fill in the time and other relevant information and click “Send”.



- c) You will receive an e-mail confirming that your appointment has been approved.
Now you can see your appointment both in your calendar and in the instrument calendar.

Note: *if you want to cancel your appointment you have to do it through your calendar, it is not possible to do it in the instrument calendar.*