

## New NMR User Training Procedure: Updated 8/1/2000

1. If you have a "[Financial Responsibility Agreement Form](#)" on file in the NMR Center, then it is applicable to all NMR instruments and computers in the Center. If you have not yet turned in such a form, obtain one from the service instructors, fill in the requested information and have your research adviser sign it. Turn in the form and make an appointment with the INOVA400 NMR trainer.
2. Before training on the instrument, you should know the basic NMR concept and read this instruction carefully. If you could learn some UNIX commands, it will help you later on.
3. In the training session, the instructor will show you:
  - a. How to sign-up for the instrument time and use a temporary user ID log on the instrument.
  - b. How to check the instrument hardware.
  - c. Work through the control software.
  - d. How to setup a proton experiment.
  - e. How to setup a carbon experiment.
  - f. How to process, save, print an NMR spectrum.
  - g. How to prepare the instrument when you finish.
4. After the training session, you will have a temporary User ID and may sign-up for instrument time (Day time only) to practice with a qualified INOVA User.
  - a. You are not allowed to use the instrument alone. If you are at the instrument without INOVA User supervision, your privilege of using NMR Center Instruments could be suspended.
  - b. You should keep practicing at least 30 minutes/day on average after your training session until you are checked out.
  - c. You are supposed to get checked out within a month after training. Otherwise you should be trained once again and an additional training charge could be imposed.
5. When you think you are comfortable with operating the NMR spectrometers after 3 to 4 weeks (or 10 hours) hands-on practice and willing to get checked out, make an appointment with the instructor. The checkout procedure includes but not limited to following items:
  - a. Completely and correctly answer all the questions in the [Questions to New INOVA Users](#)----a must);
  - b. Take a shimming test in 15 minutes using a standard sample provided by the NMR Center ;

- c. Expect to answer some questions related with NMR operation, data processing and NMR Center user policies.
6. If you are qualified, you will be notified by Dr. Wu. Your name will be on the "INOVA400 User Base" Board. If you are not qualified, you have to spend more time to study necessary materials and practice more with an INOVA400 User.