

- Login in our [LIMS System](#) on the spectrometer workstation. You will find a new checkbox on the submission page (Figure 1). Leave the box “Print label” activated and follow up the normal submission process.



Figure 1: Submission of sample.

- Now click on “Submit order”. A barcode label will be printed automatically. Place the barcode part of the label on your tube **so that the number stays visible in the end**. This number appears with the sample ID on the second piece of the label. Keep it to identify your NMR tube later.
- Print as many barcodes as the number of samples you want to be measured. Be sure to stick them on tight on the corresponding NMR tube (Figure 2) and check the length of the tube and positioning of the barcode (Figure 3).



Figure 2: Barcode placed on NMR tube.

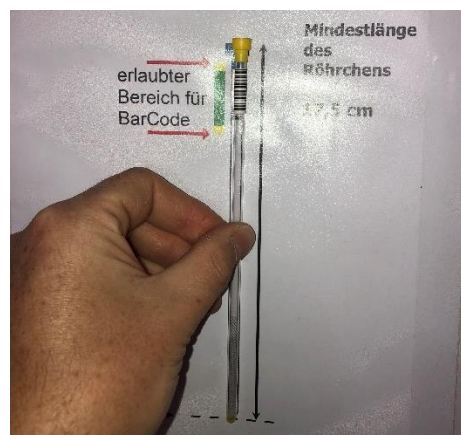


Figure 3: Check the length of the tube and position of the barcode positioning it on the dotted line.

- Afterwards place your sample on the marked position (Figure 4). **The barcode label needs to be adjusted when placing the tube on the changer so that the code bars are completely readable from the direction of the red arrow!** If the marked position is occupied, please put your tube in the next free position.



Figure 4: Marked position where to place a new sample. Barcodes adjusted to the barcode scanner.

Some important observations you should consider:

It is important that **barcode labels are affixed well** to the NMR tube. Therefore, **only clean tubes**, (completely in the upper and lower part) are allowed. Shown below are some 'bad' examples, i.e. how it should not look like and for what you will receive a warning in the future.



Figure 5: Examples how you should NOT do it!

Even though your measurement is completed, **you are NOT allowed to remove your sample from the changer!** Clearing of the sample changer is only permitted to 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.