

## Booking of Equipment at Department of Materials and Production for employees and students

Equipment at our Department of Materials and Production is bookable for employees and students, but please note that if you are booking equipment on an externally financed project or on behalf of companies, please contact Mette Herold-Jensen ([mhj@nano.aau.dk](mailto:mhj@nano.aau.dk)) before booking.

### At FIB most equipment is bookable – but prior to booking it is a requirement that you have:

1. received instruction/training in the use of the equipment
2. have obtained a work permit (signed by supervisor)

### At SKJ it is possible to book the equipment in the Cleanroom\* – prior to booking it is a requirement that you have:

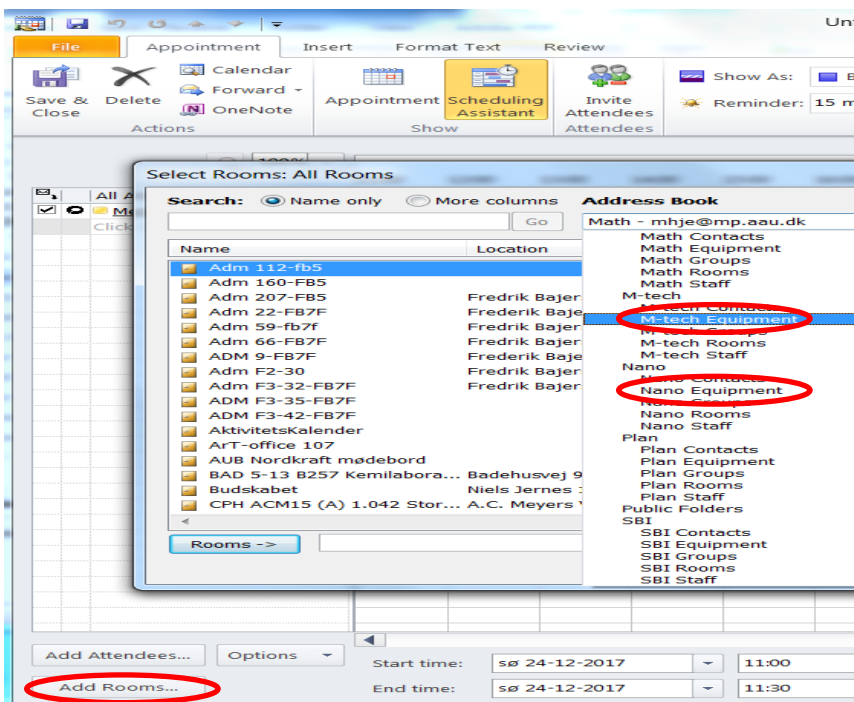
1. received access training for Cleanroom
2. received instruction/training in the use of equipment
3. received confirmation that your booking has been approved

\*most equipment e.g. at Physics labs and Biophysics lab is not yet available through the booking system

## HOW TO BOOK - USING OUTLOOK CALENDER

You find the equipment calendars by using your Outlook Calendar – *Scheduling Assistant*.

- 1) Select Add Rooms
- 2) Scroll and select M-Tech equipment or Nano Equipment
- 3) Select equipment – and then you can see the availability of the selected equipment according to your booking



## HOW TO BOOK - USING WEBMAIL

For Webmail users use Calender and – *Scheduling Assistant*

- 1) Select Rooms – More

- 2) Locate and select M-Tech Equipment or Nano Equipment in the Address Book on the left
- 3) Select equipment with double click so it appears under Room selections (seen at the bottom)

The screenshot shows a web browser window with the URL <https://mail.aau.dk/owa/?ae=item&a=New&t=IPM.Appointment&fid=LgAAAD2nBRZlagFRIsHmwEmEikPAQDsgCLkhzQpS>. The interface is divided into three main sections:

- Address Book (Left):** A sidebar with categories: M-tech Rooms, M-tech Staff, Nano, Nano Contacts, Nano Equipment (circled in red), Contacts, My Contacts, Contacts, and Suggested Contacts.
- Contact Details (Middle):** A list of contacts. The contact 'SEM, EVO: Zeiss EVO 60' is highlighted in yellow. Other contacts include Profiler: Ambios XP-2, Reactive ion etching: STS 320 PC, SEM Coater: Edwards S150B, Sem, XB, Spectrometer Perkin Elmer Lambda 1050, and Spin coater: Laurell WS-650S-23NPP/C2/IND.
- Contact Information (Right):** Detailed information for 'SEM, EVO: Zeiss EVO 60', including Contact Alias (SEM\_evo), E-mail (SEM\_evo@nano.aau.dk), Office (3.111), Information (Department of Physics and Aalborg University, Manager Peter Kjær Kristensen), Organization, and Address (Mailing Address: Skjernvej 4, Clean room 3.1, Aalborg, Jutland, 9220, Denmark).

At the bottom, the 'Room selections:' section shows a dropdown menu with 'Rooms ->' and 'SEM, EVO: Zeiss EVO 60;' selected (circled in red). 'OK' and 'Cancel' buttons are visible at the bottom right.