

## Scheduling for Instruments

1. **Login** first.
2. For login password please contact Krystyna ([kbrzez@mrl.ucsb.edu](mailto:kbrzez@mrl.ucsb.edu)). Your Group is MRLPOLY. Please let me know if there were any problems with Login.
3. Select an instrument and reserve time and/or view schedule.
4. **Time limits:** Min 15 min. Time length for reservation is flexible.
5. **Cancellation Policy:** Time reserved have to be cancelled BEFORE the scheduled start time. Time reserved but not used will be charged to the user account at regular recharge prices.
6. **Walk-in usage:** Any instrument in the Polymer Facility can be used on walk-in basis if it idles or the person who has the time slot doesn't show up within 15 min of his/her scheduled time. Before using the instrument on walk-in basis please check the schedule to avoid conflict with the next signed-up user.
7. Development Engineer reserves the rights to cancel reservations, after prior notification of the signed-up users, for instrument maintenance, troubleshooting or repairing.