Brief instruction on using the Bruker Open Access LCMS (Draft #3)

1. Open a browser (Mozilla Firefox or Microsoft IE) and log in.
2. Click on **Submit a Single Sample** or **Submit a Sequence of Samples** button, enter Sample ID and Sample Description, select **Method***, and then click on the **Next** button.
3. Enter Expected Formula if known, and click on the **Submit Sample** button.
4. In the OpenAccess window, click on the **Queue Jobs** button, which will tell you where to place your sample vial (**clean the bottom of the vial before placing it in the sample tray hole**). After doing as requested (if you make a mistake, the program might crash**), click the check box and the **Finish** button.
5. Turn on the pump for the calibration sample***.
6. Each sample run takes 3 minutes for data collection and another minute for data processing. The result (one page report in PDF format) will be emailed to you automatically. The whole data set is kept in your directory and can be further examined using the DataAnalysis program.
7. Turn off the pump for the calibration sample and remove all your sample vials from the sample tray.

*Low Low Mass Positive_loop_ Wash3 is the default method, and will cover 50 to 1200 molecular weight. To cover up to 3000 molecular weight, select Mid mass positive_loop_ wash3.

When the program crashes due to wrong vial position, the **Autosampler button changes to red color. You can try to reset the autosampler communication in the Hystar window by right-clicking on the **Autosampler** tab and selecting Reset Communication. It will then go to the next sample vial by clicking on the **Reload** button.

***The calibration sample (Sodium Formate) is controlled by the **RUN/STOP** button. In the RUN mode, the small triangular arrow on the LCD panel will blink. The steady display of this triangular arrow indicates that the flow is stopped.

Make sure your sample solution has concentration in micromolar range, and fills the vial to only about 1/3" high!

Make sure your sample solution is filtered and free of any solid particles, and will not crystalize in water/acetonitrile solvent.

Clean the bottom of the vial with Kimwipes before placing it in the sample tray hole.