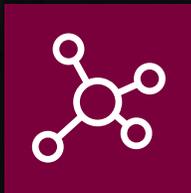


Catalyzing Tomorrow's Materials Innovations

CANADIAN CENTRE FOR ELECTRON MICROSCOPY
Keycafe User Guide

**BREAKTHROUGH
MATERIALS
RESEARCH**



**LEADING IN
EDUCATION AND
TRAINING**



**PROVIDING
SPECIALIZED
SERVICES**



CCEM has integrated Keycafe with MacLIMS to allow users to retrieve room keys to unlock the door to the user's instrument booking, and the glove box room. We request that all users lock doors during after hours times (6 pm to 8 am) and on the weekends. If you arrive and a door is locked during the day, you can access the keys through the Keycafe and return them at the end of your session.

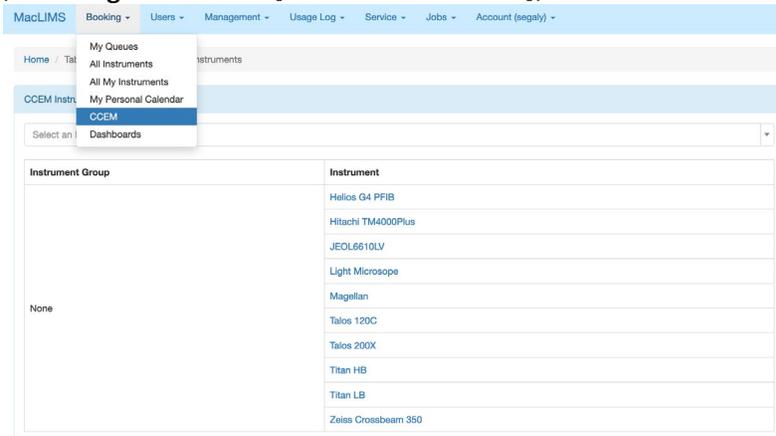
Please follow the steps below to learn how to create a Keycafe booking, key pick up, and key drop-off.

If you run into issues or have further questions please contact Yarden Segal (segaly@mcmaster.ca)

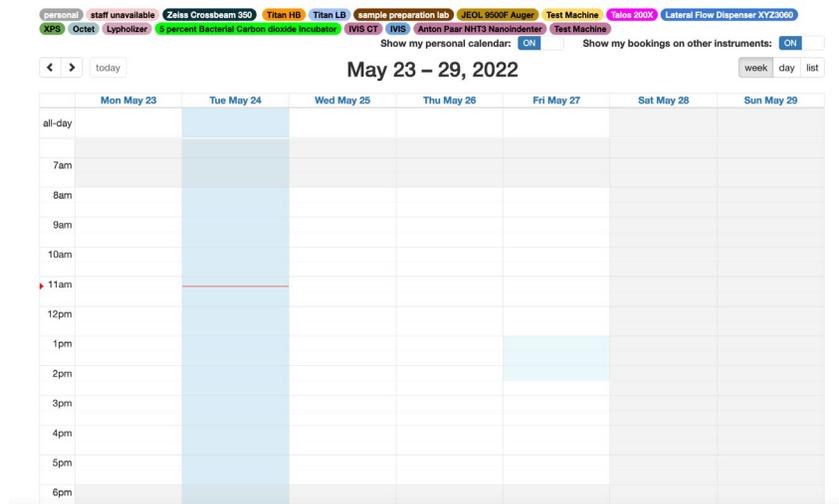
Creating a Booking

Creating a Keycafe booking follows the same process as a regular MacLIMS instrument booking.

- 1) Navigate to the booking calendar page of the instrument you wish to create a booking (Booking > CCEM > [Instrument Name])



- 2) Once the calendar has loaded, click and highlight the timeslot you wish to book
Instrument Schedule Zeiss Crossbeam 350



- To verify Keycafe has processed your booking, navigate back to your dashboard (click the MacLIMS text in the top left corner of your screen).

Dashboard for Yarden Segal

Bookings 1 Jobs 3 Service Tickets 3

My Bookings					
Total 1 item.					
From	To	Instrument	KeyCafe Booking PIN	Customer / Job	
Fri May 27, 13:00	Fri May 27, 14:30	Zeiss Crossbeam 350	27074536		

- Once on your dashboard, you should now see a hyperlink with your booking pin under the 'KeyCafe Booking PIN' column. If 15 minutes has passed and you still see N/A under the corresponding 'KeyCafe Booking PIN' column, please contact Yarden Segal (segaly@mcmaster.ca)

Key Pick Up

- To pick up a key you will need either your phone, or your 'KeyCafe booking PIN'.
- To find your 'Keycafe Booking PIN', navigate to your MacLIMS dashboard and view the Bookings tab.

Dashboard for Yarden Segal

Bookings 1 Jobs 3 Service Tickets 3

My Bookings					
Total 1 item.					
From	To	Instrument	KeyCafe Booking PIN	Customer / Job	
Fri May 27, 13:00	Fri May 27, 14:30	Zeiss Crossbeam 350	27074536		

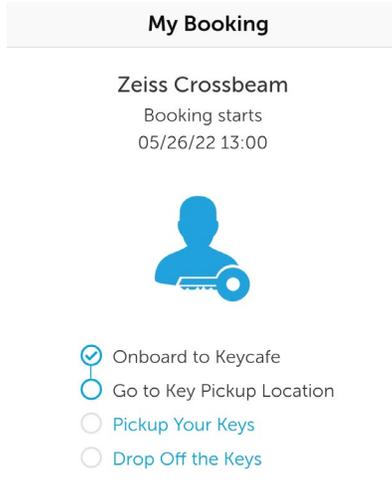
(desktop view)

Nano LIMS

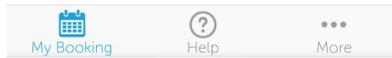
My Bookings	
Total 1 item.	
From	
To	
Instrument	
KeyCafe Booking PIN	
Customer / Job	
Fri May 27, 13:00	
Fri May 27, 14:30	
Zeiss Crossbeam 350	
27074536	
	

(mobile view)

- To view your booking through Keycafe, click the 'Keycafe Booking PIN' hyperlink that corresponds to your booking in MacLIMS, and you will be redirected to the Keycafe website.



You may notice that the key booking start time is before your scheduled booking. This is not a bug, if there is no booking prior to yours within 24 hours, you may pick up the key early. If someone has booked within 24 hours, you will have access to the key once their booking has ended.



- Once you have your PIN, and your booking is about to start, you can pick up your key from the Keycafe cabinet located outside the Computer Lab (ABB B160/B).



- 5) Use the touch screen in the bottom right corner (red circle) to select 'Key Pick Up'



- 6) Enter your 'KeyCafe Booking PIN', if entered correctly, the corresponding door with the key will pop open
- 7) Pick up your key from the cubby, and ensure that the door key door is completely shut before leaving
- 8) You can now use the keys to unlock the instrument room you wish to use

Key Drop-off

- 1) When you're ready to leave, use the provided keys to lock **all the doors** you've unlocked.
- 2) Once you've ensured that everything is locked, return the key to the Keycafe cabinet located outside the Computer Lab (ABB B160/B)
- 3) To return the key to the cabinet, select 'Key Drop Off' from the cabinet touch screen (red circle)



- 4) You will be prompted to scan the key fob (green circle), once scanned, the corresponding key door will open.
- 5) Place your key in the cubby, and ensure that the door is completely shut.