

Catalyzing Tomorrow's Materials Innovations

CANADIAN CENTRE FOR ELECTRON MICROSCOPY
Keycafe User Guide

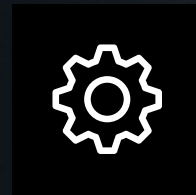
**BREAKTHROUGH
MATERIALS
RESEARCH**



**LEADING IN
EDUCATION AND
TRAINING**



**PROVIDING
SPECIALIZED
SERVICES**



CEM 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.

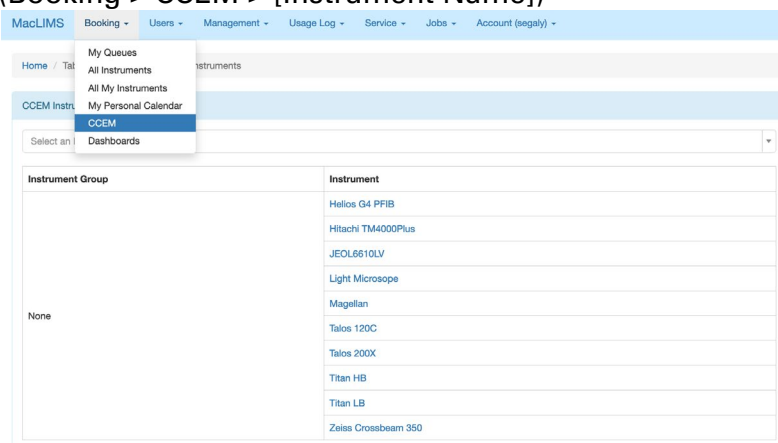
Please follow the steps below to learn how to create a Keycafe booking, key pick up, and key drop-off.

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

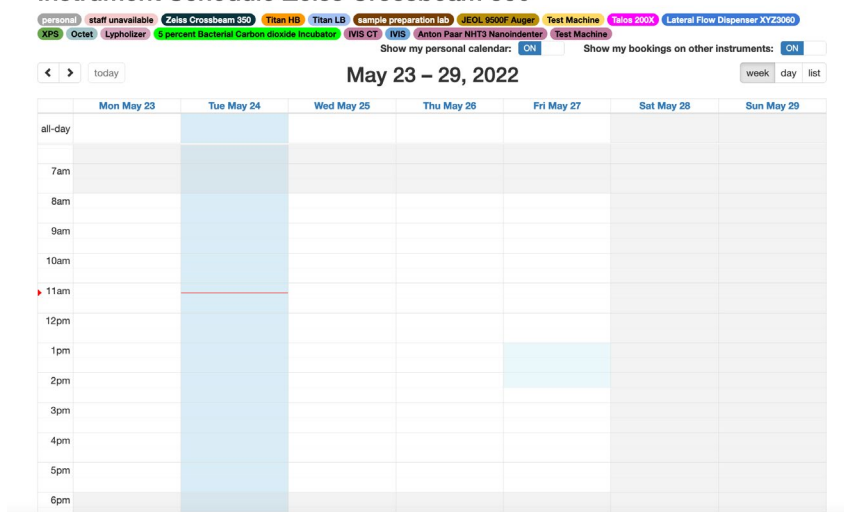
Creating a Booking

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

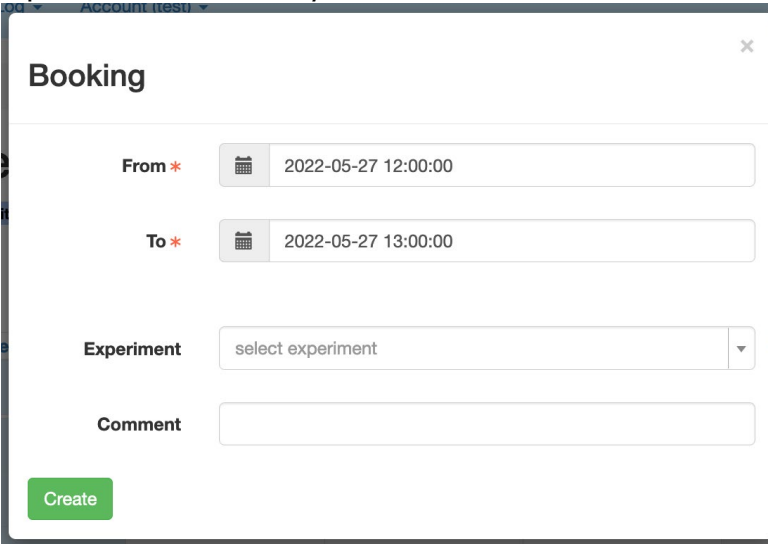
- 1) Navigate to the booking calendar page of the instrument you wish to create a booking (Booking > CCEM > [Instrument Name])



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



- 3) The booking details page will appear. Verify the start and end time are correct, and select an experiment if necessary.



Booking

From * 2022-05-27 12:00:00

To * 2022-05-27 13:00:00

Experiment select experiment

Comment

Create

- 4) Click the green 'create' button in the bottom left corner

- 5) Your booking should now appear in the calendar

Instrument Schedule Zeiss Crossbeam 350

personal staff unavailable Zeiss Crossbeam 350 Titan HB Titan LB sample preparation lab JEOL 9500F Auger Test Machine Talos 200X Lateral Flow Dispenser XYZ3060

XPS Octet Lypholizer 5 percent Bacterial Carbon dioxide incubator IVIS CT IVIS Anton Paar NHT3 Nanoindenter Test Machine

Show my personal calendar: ☒ ON Show my bookings on other instruments: ☒ ON

< > today

May 23 – 29, 2022 week day list

	Mon May 23	Tue May 24	Wed May 25	Thu May 26	Fri May 27	Sat May 28	Sun May 29
all-day							
9am							
10am							
11am							
12pm							
1pm					13:00 - 14:30 ★ Yarden Segal		
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

- 6) 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


Bookings1

Jobs3

Service Tickets3

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		

- 7) 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


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

Dashboard for Yarden Segal

Bookings 1Jobs 3Service 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					
					

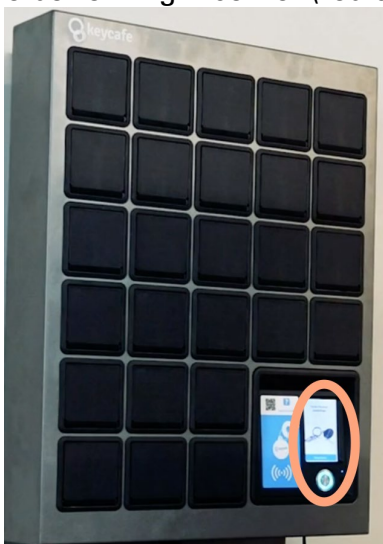
(mobile view)

- ## My Booking
- Zeiss Crossbeam**
- Booking starts
05/26/22 13:00
- 
- ☒ Onboard to Keycafe
 - ☐ Go to Key Pickup Location
 - ☐ [Pickup Your Keys](#)
 - ☐ [Drop Off the Keys](#)

 My Booking
 Help
 More

-
- The floor plan shows a complex layout of the Nanoscience Centre. Key areas include:
- Top Section:** Centre for Advanced Light Microscopy (CALM), Shared Computer Area (B160/C), and a large Courtyard.
 - Left Section:** Zeiss Crossbeam 350 (B162/C), Zeiss Orion NanoFab (B162/D), Thermo Fisher Quattro S ESEM (B162/A), Service V (B162/A), JEOL JAMP-9500F Auger SEM (B161/W), Service IV (B161/V), and a Camera LEAP 5000 XS Atom Probe (B161/T).
 - Central Section:** Nion Suite (B162/B, B162/C), Nion HERMES 100 (B162/E), User Lounge, Office (B161/G), and a keycafe.
 - Right Section:** Thermo Fisher Spectra Ultra (B161/D/B), Spectra Suite (B161/E), Office (B161), and a red star indicating "You are here".
 - Bottom Section:** JEOL JAMP-9500F Auger SEM (B161/W), Service III (B161/W), FEI Magellan 400 (B161/Q), JEOL 6610LV (B161/P/A), SEM Prep. (B161/P), Glove Box Light Microscope (B161/S), Conference Room (B161/C), Thermo Fisher Helios 5 (B161/M), JEOL JSM-7000F (B161/N), Service II (B161/C), Thermo Fisher Talos L120C (B161/C), Thermo Fisher Helios G4 PFIB (B161/J), FEI Titan LB (B161/A), Service I (B161/G), Sample Preparation (B161/F), Thermo Fisher Talos F200X (B161/M), Office (B161/C/A), Office (B161/C/B), Office (B161/C/C), Office (B161/C/D), Staff Lounge, Coffee Maker/Kitchen, and a green exit sign.

- 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.