

**How to Use this Equipment Log**

CTRL + Click on the Buffalo above to advance to the end of the table.

Follow instructions below the table.

| **Date** | **User Name** | **Start Time** | **Stop Time** | **Vacuum Pressure****(mTorr)** | **Material** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 10/2/2022 | LaFave | 8:30 AM | 11 PM | 9.1 | silicon |  |
| 10/7/2022 | LaFave | 10 AM | 10 PM | 9.1 | Ge |  |
| 10/8/2022 | Jackson | 10:20 AM | 5 PM | 9.1 | Nylon on glass |  |
| 10/9/2022 | McGilfrey | 10:42 PM | 10:42 PM | 9.1 | Al2O3 |  |
| 10/10/2022 | LaFave | 10:25 AM | 10/11 3 PM | 9.1 | Sol Gel |  |
| 10/14/2022 | LaFave | 1:40 PM | 11 PM | 9.1 | TOPAS |  |
| 10/15/2022 | E.M. | 1:30 PM | 6 PM | 9.1 | Paper on vinyl |  |
| 10/16/2022 | Chuck | 7:45 AM | 9:15 PM | 9.1 | Vinyl on carboard |  |
| 10/16/2022 | LaFave | 9:30 PM | 9:30 PM | 9.0 | quartz | Valve seal indented |
| 10/17/2022 | LaFave | 8: 00 AM | 12:12 PM | 9.1 | quartz |  |
|  |  |  |  |  |  |  |

End of Table | [Top of Document](#How_To_Use_This_Document)

How to Use This Log

* Click in the last cell of the last column in the table.
* Press Tab to create a new row.
* Column 1: Enter today’s date.
* Column 2: Enter your name.
* Column 3: Enter the time you turned on the equipment (Columns 5 & 6).
* Column 4: Enter the time you turned equipment off.
* Column 5: Enter the pressure of chamber A after 15 minutes of startup.
* Column 6: Enter the material used in the chamber.
* Column 7: Enter pertinent notes concerning the equipment.
* Save the Log (CTRL+S)

How to Edit/Update Column Headers

Column headers appear automatically on each page.

Note (FYI): This was done by placing the mouse in the top-right cell of the first row of column headers, then selecting

Layout >> Repeat Header Rows (near the right end of the Layout ribbon).

Any changes made to the *first header row* of the table will automatically appear on all pages as the table grows.

Startup Procedure

1. Tap MAIN POWER on the equipment screen to start the equipment.
2. . . .

Shutdown Procedure

1. Tap Valve A on the equipment screen to close valve A.
2. Tap Secondary Pump on the equipment screen to turn off the secondary pump for chamber A.
3. . . .