1. You **must open upper cock** (figure) and buffer the system with argon balloon. Confirm the yellow tape faces downside.

2. You **must run cooling water into reflux condensor** by opening the line.

3. Turn on the oil bath and magnetic stirrer.

4. Twist the underneath white cock and fill the solvent into the trap.

5. Suck the distilled solvent from upper white cock by syringe of which **inside is substituted with argon in advance**.

6. After you finish, close the upper white cock and turn off the oil bath.

7. **After you confirm the oil bath is cool enough**, turn off the magnetic stirrer and close the water line.

* If you are the last person of 5th floor, please confirm the oil bath and water line is surely turned off before you leave.