

How to set up the Google calendar and book the lab equipment?

Step 1: Ask your supervisor what equipment you will use frequently and is necessary to book before use.

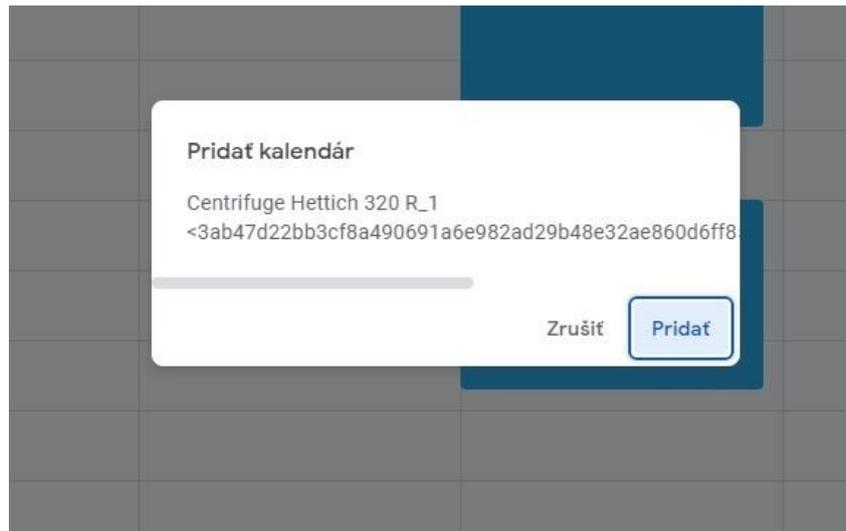
List of available equipment:

- Bioreactor Jupiter 7.0 (Room 323)
- Centrifuge Hettich 320 R_1 (Room 328-FYZ)
- Centrifuge Hettich 320 R_2 (Room 327-MIK)
- Cooled Incubator NÜVE ES 120 (Room 321-ANA)
- FlowBox Thermo (Room 328-FYZ)
- High performance centrifuge Avanti J-30I (Room 321-ANA)
- Incubated Shaker (Room 327-MIK)
- Incubator Liebherr (corridor 3rd floor)
- Incubator Q-Cell (corridor 3rd floor)
- Infinite M Plex, Tecan (Room 327-MIK)
- Mikro-makro Fotoskop (Room 332-CYT)
- Portable autoclave (Room 315-PRI)
- Shaking Water Bath Julabo (Room 328-FYZ)
- Shaking water bath ST30_1 (Room 328-FYZ)
- Shaking water bath ST30_2 (Room 328-FYZ)
- GC Agilent 8860 (Room 321-ANA)
- Thermocycler Left (Room 329)
- Thermocycler Right (Room 329)
- Large volume centrifuge Sigma 6-16K (Room 327-MIK)

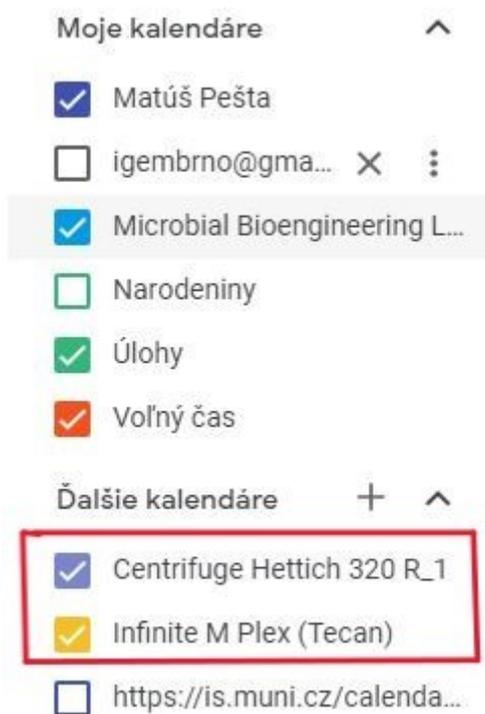
1. After that, share your email address (Gmail!!) and the selected lab equipment with the responsible persons (Matúš Pešta or Nikola Hanišáková).
2. Once the responsible persons share the calendar with you, you will receive an email with a link to “Add this calendar”.



3. After clicking on “Add this calendar”, you will need to confirm the request in your Google Calendar page.

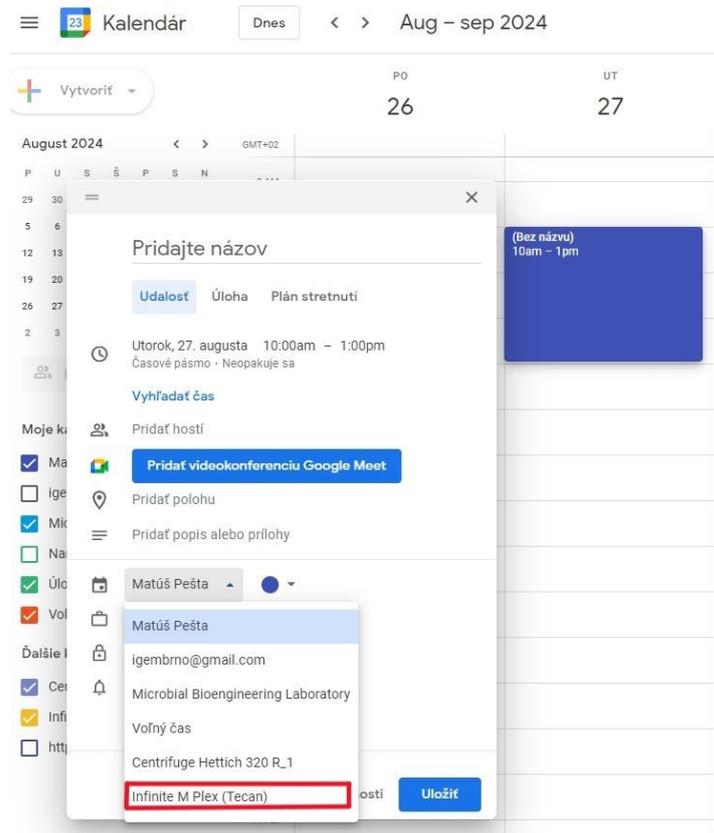


4. Once you add the calendar, it appears on the left under “Other calendars”. If the calendar doesn’t appear, refresh the page.

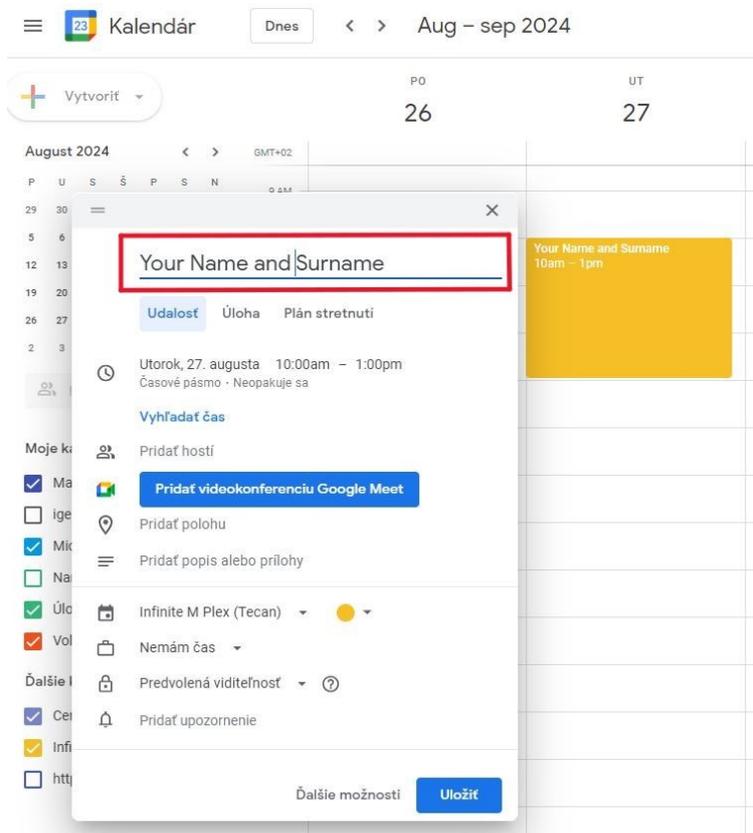


How to book lab equipment via Google Calendar?

1. Open Google Calendar.
2. Click on the space next to date (time) when you want to make a reservation. (OPTIONAL: In the top left corner, click “Create +”, then select “Event”).
3. Choose the appropriate calendar (**the lab equipment you want to book**), e.g. Infinite M Plex (Tecan).



4. Add a title to the reservation. Please include your **Name + Surname!**



5. Click **Save!** Your booking is successfully scheduled.