HOW TO RESERVE LIGHT MICROSCOPY SESSION USING ASIMOV

Reservations of BCO Core Facility (Aapistie 5A 4th floor) light microscopy usage time for the following microscopes will be done through the web-based Asimov reservation book.

- Olympus FluoView FV1000 Confocal Microscope
- Olympus Multipoint Time-lapse Live Cell Imaging System
- Zeiss Fluorescence Microscope with a Microprobe Indenter Device
- Olympus Stereo Microscope
- Olympus Cell^M Imaging System for Live-Cell Microscopy
- Leica Histology Microscope and Camera

Paper versions of the reservation books are removed from service, and it is important that users will follow the simple guidelines presented below.

- To reserve usage time go to Reservation book page located at:

- Select the microscope from the Reservation book under the Light Microscopy section
• To make a reservation you need to select a day by clicking the number of the day.

• After you have selected a day you can reserve time by marking suitable hours and clicking the reserve button. (Due to limited capacity, Olympus FluoView FV1000 confocal microscope reservation time is limited to 4 h per day / user.)
• Select your name from the drop down list and click continue. Check that the information is correct and continue.

• You will now see your reservation and get a confirmation email, which includes the details and your reservation number. Email comes from pterho@utu.fi and is titled “Your reservation for "selected microscope" at...."
• You can **CANCEL** your reservation by locating your reservation (use the link in the email or go to the reservation book) and **ENTERING THE RESERVATION NUMBER INTO CANCEL RESERVATION BOX**

• **WHEN YOU HAVE FINISHED WORKING WITH THE MICROSCOPE, REMEMBER TO CONFIRM THAT YOU HAVE USED YOUR RESERVATION**
  o locate your reservation from the reservation book (or direct link from the email)
  o click the **“I’m Done”-button** and when asked enter the actual hours how long you used the instrument