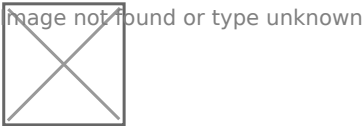


# How to Use the Pharmacology Equipment Reservation System

The Equipment Reservation system is used to schedule various equipment owned by the Department including:

1. Spinning Disk Confocal
2. Department Incucytes
3. OWL Conference cam
4. Department Laptop
5. Epi/Slide Scanner
6. Zoom Room L18-6121
7. 2-Photon Scope

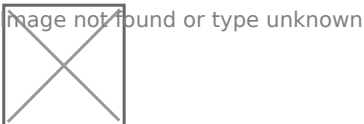
In order to use the system, you will first need an account. If you do not have an account, please fill out [this quick form](#).



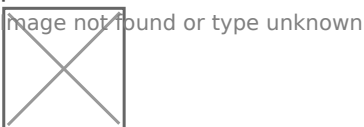
An older implementation of this system synchronized with your University account, this is no longer the case.

Once you have an account you can log in at <https://pharmacology.ucdenver.edu/bookroom/>, this link is also available on the [Pharmacology webpage](#) under Resources.

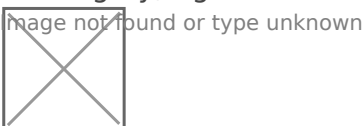
1. Click on "Log In" in the top right:



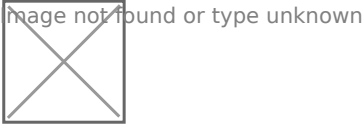
2. Enter your username and password (not necessarily the same as your University password)



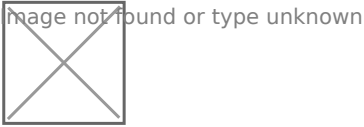
3. Find the equipment or room you want to reserve by using the dropdown menus (left menu is category, right menu is the actual equipment)



4. You should get a month view showing all the current reservations for that equipment, you can change this view in the upper right:



5. Click on a day (in month view) or time (in day view) to start creating a reservation. Enter a title and description for your reservation and doublecheck that you have the correct times selected:



6. Once filled out, click "Save" to book the equipment. If you receive an error message, it is usually because you tried to reserve the equipment when it had already been reserved by another person. You can often contact the other person directly to see if you can work out a schedule that works for both of you, or alter your reservation to an open slot.
7. If you are reserving the OWL or Laptop, see [this article](#) on retrieving them.

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Revision #5

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