Using the Autoclave Calendar

A link to the calendar can be found on the department's home page.



When you click on the link, the calendar will appear.

Entering autoclave runs into the calendar:

- 1) Open your R'Mail (Google) calendar.
- 2) Enter your name, phone number, and cycle number at the time that you intend to use the autoclave.

Use the 4 pre-programmed cycles (Cycles 1-4) or a fifth modified cycle.

- Cycle 1: Gravity, 30 min. sterilization, dry cycle, fast exhaust (e.g., waste)
- Cycle 2: Liquids, 30 min. sterilization, slow exhaust (e.g., liquid media)
- Cycle 3: Gravity, 15 min. sterilization, dry cycle, fast exhaust (e.g., glassware)
- Cycle 4: Liquids, 15 min. sterilization, slow exhaust (e.g., small volume liquid media)
- Cycle 5: modified cycle (e.g., Liquids, 60 min. sterilization, slow exhaust; large volume (> 500 mL)
 - liquid media. Enter as "Cycle 5 liquids 1 hr" into the calendar.)

Elle Edit View History Bookmarks Ipols Help X								×
The CalCoast WAVE: Coastal C X 🛐 R'Mail - Calendar - Week of D X 💿 Grateful Dead - Estimated F 🕸 X 🛛 🔯 Department of Entomology A: X 🕇 +								
(←) → C û	🛈 🚔 https://calendar.google.com/calendar/r?tab=mc					… ⊠ ☆	III\ 🗊 🤇	> ≡
≡ <u>31</u> Calendar	Today <	> Dec 20	18 – Jan 2019		Q 🔅 We	ek 🔻 🗰		
	s	SUN M	DN TUE	WED	THU	FRI	SAT	
Create	3	30 3	1 1	2	3	4	5	
January 2019 < >	MT-08	New Year	s Eve New Year's Dav					
S M T W T F S							^	_
30 31 1 2 3 4 5	9 AM				Add on ri Test run			+
6 7 8 9 10 11 12	10.014				9 – 10arr 9am, Ente			
13 14 15 16 17 18 19								
27 28 29 30 31 1 2	11 AM							
3 4 5 6 7 8 9 1	12 PM				11am, Entomology	Testing 2nd try - ad 11:30am, Entomolo		
Add calendar :	1 PM	Betty Bugg	y X5678 Cycle 1	×	(No title) 12 – 1pm			•
My calendars	2PM Event Out of office Reminder Appointment as							
🔽 William Walton	3 PM					Testing 3rd try		
🗹 Birthdays	G) Jan 3, 2019 12	:00p 1:00pm Jan 3, 2	019	Test run Comann 3pm, Entomolog,	2.30pm, entomolog		
Entomology Autoclave	4 PM	🗧 🔵 William Wa	Iton			Ct/	on 2	
Reminders	5 PM							
Tasks			More optic	ons Save				
Other calendars	or M	Step 3		Sally Doe X9998 Cy 6pm, Entomology A				
Holidays in United States	7 PM							>
PacVec Events	8 PM						~	
O Type here to search	٥	📮 e (x ^R ^ (i	🧟 🛎 🖘 👌	8 3:09 PM 1/3/2019

- 3) Select "More options"
- 4a) Select "Rooms"
- 4b) Enter (or select) Entomology Autoclave.
- 4c) "Entomology Autoclave" will then populate the "Add location" box on the left side of the page.



5) Select "Save". The entry is duplicated automatically from your R'Mail calendar to the Entomology Autoclave calendar.

6) You can delete the duplicate entry in your R'Mail calendar.

7) **To add your autoclave run to an already scheduled run**, enter your information for the same time period into your R'Mail calendar. Follow steps 2-6. Duplicate entries will appear on the Autoclave Calendar (see below).



Let's save some water!