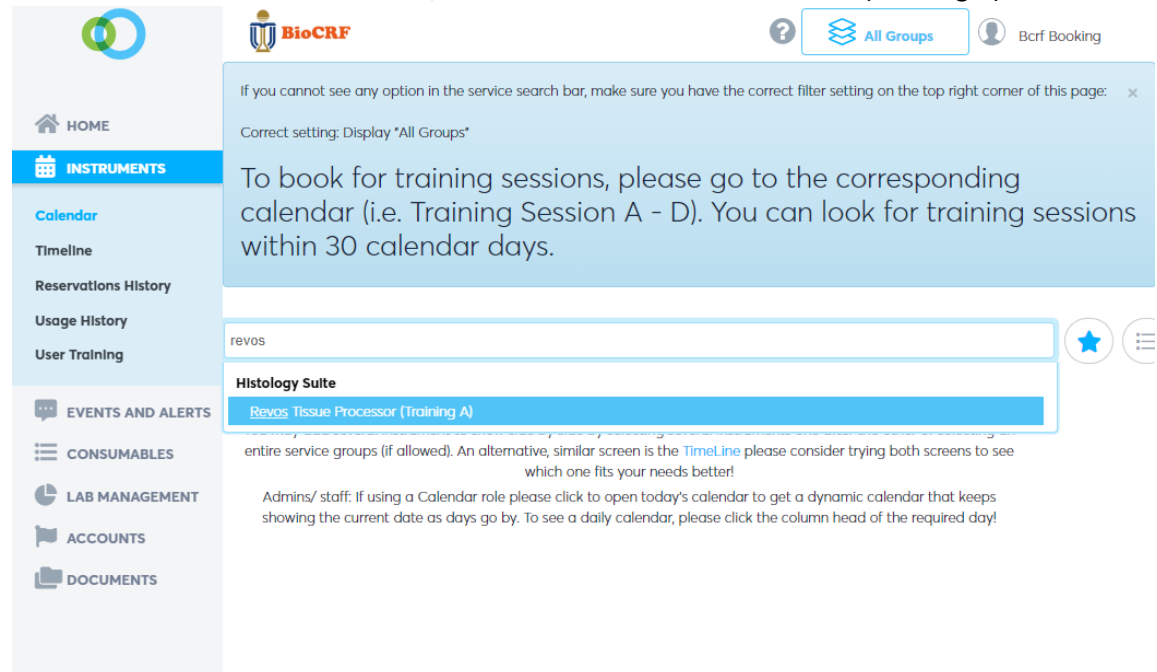This guide contains two parts: A. Creating Reservations and B. Downloading program template and default program details.

A. Creating Reservations

1. Go to **Instruments** > **Calendar**.
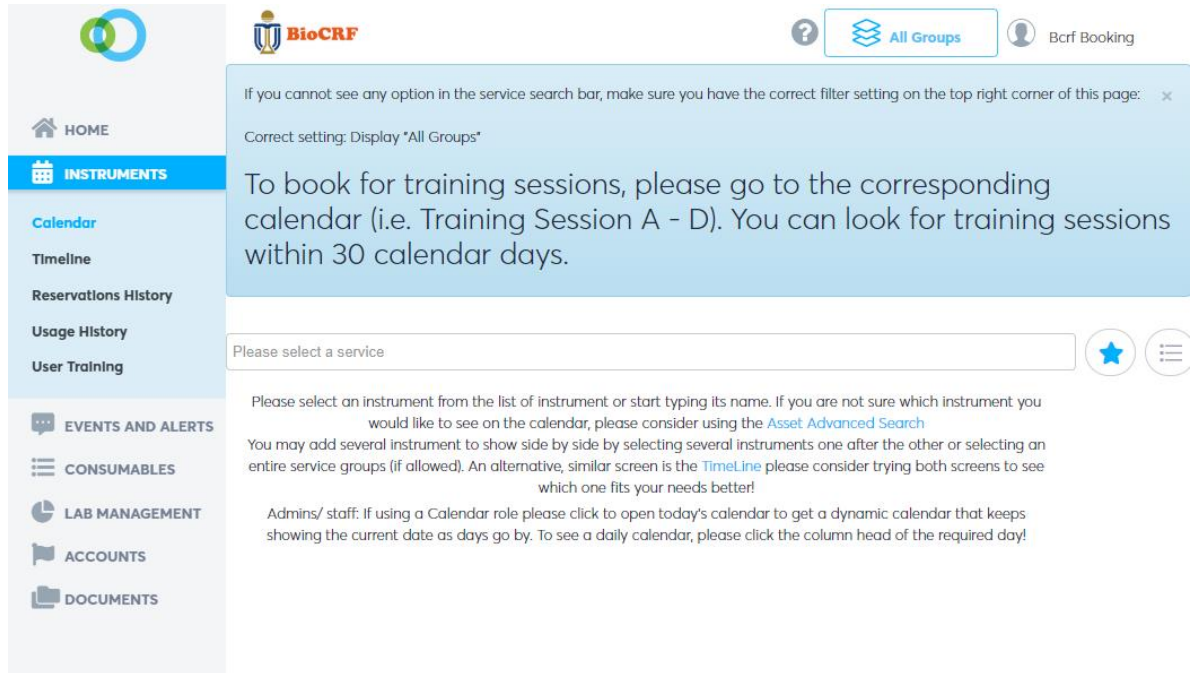
2. On the "Please select a service" bar, search for "Revos Tissue Processor (Training A)" and click.

3. You should see empty time slots on Tuesdays only. Click on the empty time slot on the preferred week.

4. Fill in the reservation form as follow:

For the top of the page
- Set START TIME and END TIME to 17:00 and 18:00 respectively
- Select ACCOUNT NUMBER

For the bottom of the page
- Fill up all items according to the instructions on the page

If Custom Program has been chosen as the preferred program, you can download our program template (click here to see how), modify accordingly and upload it during your reservation creation, as follow:

(1) Click **Choose File**

(2) Select file (.doc files only) and click **Open**
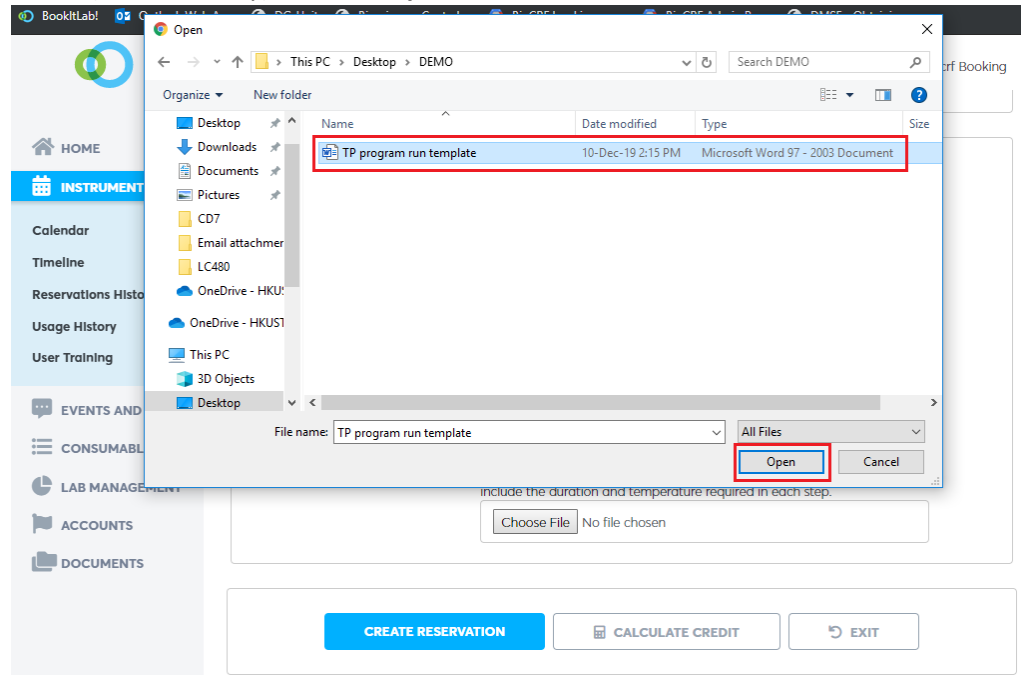
(3) When upload is successful, the file name will be shown next to the "Choose File" button

5. After filling in the reservation form, click **CREATE RESERVATION**.

6. Upon successful reservation, you should receive an email notification (reservation approved) from the booking system.

7. If you go back to **Calendar** and move the mouse over your reservation, you should see your reservation details.

B. Downloading program template and default program details

1. Click **Documents**.
   - Download template by clicking "TPprogramruntemplate.doc"
   - Download default program details by clicking "TPprograms.pdf"

Program Run Template:

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Please pay attention to these rules

Note:

- Change time or temperature only.
- Duration of each step shall be selectable from 1 min to 99hr 59 min.
- To skip certain steps, highlight the row and ~~strikethrough~~.

Step	Reagent	Time (hrs)	Temperature (Celsius)	Remarks on temperature setup:
1	70% alcohol	0:16	Ambient	Adjustable from ambient to 55C
2	75% Alcohol	0:19	35	Adjustable from ambient to 35C
3	90% Alcohol	0:19	35	Adjustable from ambient to 35C
4	95% Alcohol	0:26	35	Adjustable from ambient to 35C
5	100% Alcohol	0:19	35	Adjustable from ambient to 35C
6	100% Alcohol	0:19	35	Adjustable from ambient to 35C
7	100% Alcohol	0:28	35	Adjustable from ambient to 35C
8	Xylene	0:21	35	Adjustable from ambient to 35C
9	Xylene	0:21	35	Adjustable from ambient to 35C
10	Xylene	0:21	35	Adjustable from ambient to 35C
11	Wax	0:21	62	Adjustable from 40 to 65°C
12	Wax	0:21	62	Adjustable from 40 to 65°C
13	Wax	0:28	62	Adjustable from 40 to 65°C

Default Program Details:

Thermo Fisher Scientific Revos Tissue Processor – Available Programs
BioCRF

1. Routine Surgical

Total run time (hrs)	5
Tissue thickness (mm)	3

Step	Reagent	Time (hrs)	Temperature (Celsius)
1	70% alcohol	0:16	Ambient
2	75% Alcohol	0:19	35
3	90% Alcohol	0:19	35
4	95% Alcohol	0:26	35
5	100% Alcohol	0:19	35
6	100% Alcohol	0:19	35
7	100% Alcohol	0:28	35
8	Xylene	0:21	35
9	Xylene	0:21	35
10	Xylene	0:21	35
11	Wax	0:21	62
12	Wax	0:21	62
13	Wax	0:28	62

2. Rapid Biopsy

Total run time (hrs)	2
Tissue thickness (mm)	1-3