# Reservation of the Library's (Mikkeli) study room computers in Tuudo and Peppi

There are four computers, which can be reserved through Tuudo or Peppi. Computers can be used also without reservation, but Tuudo and Peppi reservations always come first. Hole space can be reserved by reserving all four computers

There is a fifteen-minute grace period for reservations. If the person /group not present within the grace period, the reservation is invalid, and another group may use the workstation.

In these computers you can find the following programs:
- ✓ MS Office
- ✓ Adobe Digital Editions
- ✓ Adobe CC package: includes e.g. Photoshop, Premiere, Illustrator, InDesign and Lightroom
- ✓ IBM SPSS
- ✓ Solidworks
- ✓ Autodesk 3DS Max
- ✓ Autodesk AutoCad

# How to reserve and check reservations to Library's (Mikkeli) study room computers in Tuudo

1. In the Tuudo app, select **RESERVATIONS**

2. Search room by name or code:
   K113 (Kirjaston itseopiskelu / *Library study space*, Mikkeli)

3. Select the computer you want and press **Reserve**

4. Select time → **Confirm**

5. In the **Reservation title**\* -field, enter your name or your groups name

6. Finally, click **Reserve**

7. You can edit or cancel your reservation from the My reservations -section.
   - Note! Remember to delete your reservation, if you are not using the computer
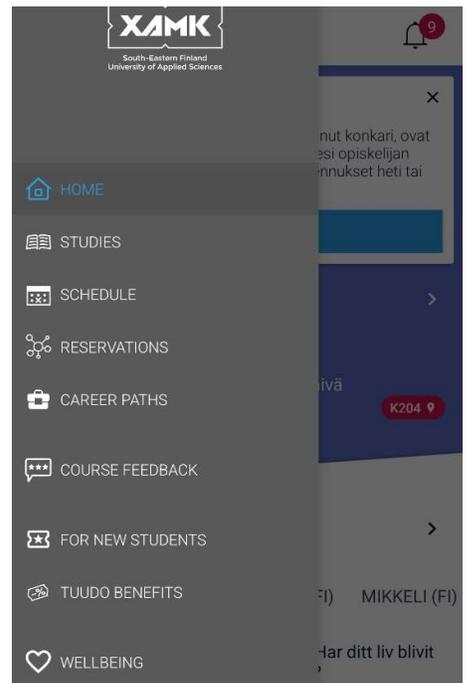
# How to reserve and check reservations to Library's (Mikkeli) study room computers in Peppi

1. Log in to **Peppi** with your Xamk ID
   https://opiskelija.peppi.xamk.csc.fi/
   (You can find Peppi also from Lux → Studies →
   Digital environments → Study planning systems →
   Peppi)

2. Choose **Teacher and room schedules**
   from **Student desktop**

3. You can find the library's reservable computers
   from **Rooms** by search word K113
   - From the calendar, you can check the
     reservations.

4. Make a reservation by choosing
   a computer and suitable date and time. Mark the
   following information:
   - **Aihe** *(Title)*: Your name or your groups
     name
   - **Aika** *(Time)*: Date and time of your
     choosing (Library is accessible Mon-Fri
     7-21)
   - **Kustannuspaikka** *(Cost center):*
     **Muokkaa** *(Edit)* and write in the leftmost
     -field *5330*. Then Save (press the little
     blue line before [+]-sign).
   - Leave everything else empty
   - Hox. Do not make repeating
     reservations!

5. When you are finished click **Save**

   Note! Remember to delete your reservation, if you are not using the computer.