

Equipment Reservation Procedures – October 2018

To ensure equipment availability, reservations should be made 24 hours in advance

1. Save the Check-Out Form for Future Use:

- a. Go to www.uncw.edu/com/
- b. Open the Check-Out Form
- c. **Save the Blank** form to your desktop and **close** the blank form.
- d. **Reopen** the form **from your desktop** in [Adobe Reader](#), fill it out and save it.
 - i. You will upload this form to your reservation after the Recurrence step.

2. Create a Reservation Event: Make reservations 24hrs in advance.

- a. Go to www.uncw.edu/com/ and click on the SharePoint link, log in with your UNCW username and password.
- b. Choose the Audio & Video calendar.
- c. Click on the day, **see what is already reserved to determine what is available.**
 - i. If Canon 80D # 1 and 2 are reserved, you know #3 is available.
 - ii. Do NOT alter any other reservations.
- d. Decide on a checkout time **during equipment reservation hours** and double click that time on the calendar. A “New Item” box will appear.
- e. In the **Title** area, enter: YOUR NAME, specific equipment name and number and key accessories
 - i. **Example: Leah Davis, Panasonic 200 #1, Panasonic Tripod #1, etc...**
- f. In the **Location** area, enter your cell phone number, email address and location where you will be using the equipment.
- g. Using the date and time drop-down menus, select a start and end time for your reservation. Your pick-up time should not overlap any other pick-up times. Make a 10 minute gap between reservation times.
 - i. **This time range must occur on the same day.**
 - ii. Start = when you will be picking up equipment
 - iii. End = when you are returning **OR 11pm to indicate all-day reservation**
- h. In the **Description** window enter your course number, the project #, working title and a brief course of action.
- i. Recurrence – Check “Make this a repeating event” **if you are reserving equipment for multiple days.**
 - i. Select Daily
 - ii. Start Date = Check-out Date
 - iii. End By = Return Date
- j. Click on **Attach File** and attach your completed Check-Out Form. This must be done **after** you have set up the Recurrence.
- k. Click on **Save**. Your reservation should appear as a column during the day. If it appears as a row/bar across the top of the day check your Start and End dates (2-g).

3. Edit Recurrent Events:

- a. Go to the next weekday to edit your **Recurrent Reservation(s)**.
- b. **Always** check to see if someone has equipment reserved for the next day.

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- c. Double click on your reservation, a box will appear, select **Edit Item**
- d. Change the Start Time to 7:00 a.m.
- e. Change the End Time to 11:00 p.m. (to indicate an all-day reservation)
 - i. Click on **Save**. Look back at the calendar and make sure your reservation has posted in proper format.
 - ii. **Do this for all weekdays in-between your checkout day and your return day**

4. Edit Return Event:

- a. Go to the next weekday to edit your **Return Reservation**.
- b. Change the Start Time to 7:00 a.m.
- c. Change the End Time to the time you will be **returning** equipment
 - i. Equipment **must be returned during equipment reservation hours and prior to any reservations for the same equipment**.
 - ii. If you cannot return the equipment in time, notify the next user, your instructor AND COMReserves@uncw.edu