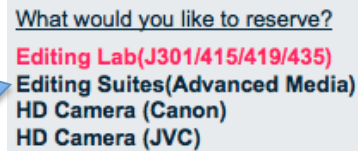


Dole Media Lab Equipment & Computer Reservation Instructions

You must have a valid KU email account to make reservations.

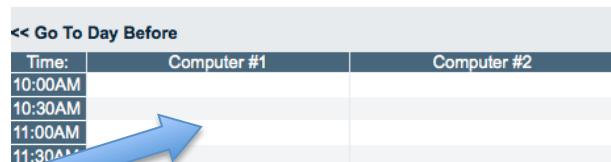
- 1) Logon to the reservation system (<http://reservations.journalism.ku.edu/>). Choose the type of resource you want to reserve.



What would you like to reserve?
Editing Lab(J301/415/419/435)
Editing Suites(Advanced Media)
HD Camera (Canon)
HD Camera (JVC)

A blue arrow points from the text in step 1 to this screenshot.

- 2) You will see a grid with all resources available across the top and time periods across the left side. Click on the location that corresponds to your start time.

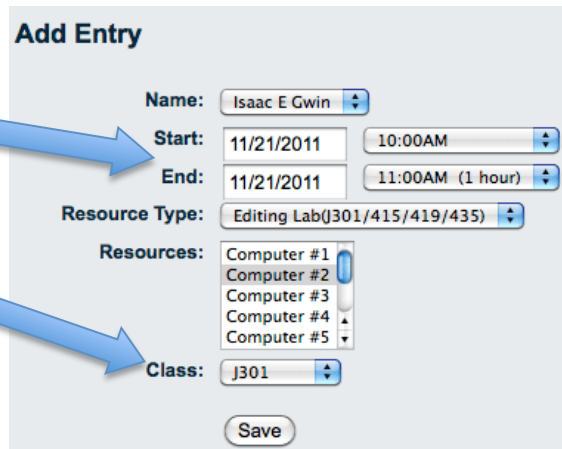


<< Go To Day Before

Time:	Computer #1	Computer #2
10:00AM		
10:30AM		
11:00AM		
11:30AM		

A blue arrow points from the text in step 2 to this screenshot.

- 3) Choose your start and end times for the reservation. Reservations cannot exceed 3 hours.
- 4) Choose the class you are enrolled in and click save.



Add Entry

Name: Isaac E Gwin

Start: 11/21/2011 10:00AM

End: 11/21/2011 11:00AM (1 hour)

Resource Type: Editing Lab(J301/415/419/435)

Resources: Computer #1, Computer #2, Computer #3, Computer #4, Computer #5

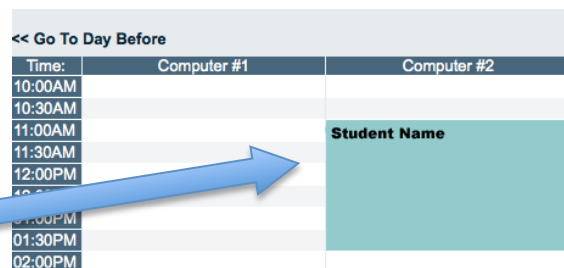
Class: J301

Save

A blue arrow points from the text in step 3 to the Start/End fields. Another blue arrow points from the text in step 4 to the Class field.

If making an overnight reservation, reserve the camera for the time you intend to pick it up. It must be near the end of the day. A signed overnight check out form will be required.

- 5) Your reservation is confirmed if you see it on the grid. Reservations made for times outside of lab hours **WILL NOT** be honored.



<< Go To Day Before

Time:	Computer #1	Computer #2
10:00AM		
10:30AM		
11:00AM		
11:30AM		
12:00PM		
12:30PM		
01:00PM		
01:30PM		
02:00PM		

A blue arrow points from the text in step 5 to the grid. A teal box labeled "Student Name" is overlaid on the right side of the grid.

To modify a reservation, click on it and choose **edit** or **delete**.