



Before You Make A Reservation

55 West 13th Street, Room 921
Phone: 212.229.5300 x 4556
eqc@newschool.edu

- Check your access to equipment:
www.newschool.edu/information-technology/equipment-center
- Disable your browser's pop-up blocker

Reservations Are Made in MyNewschool

1. Sign in to **my.newschool.edu*** with your NetID(lowercase only). Click on the  icon in the top right of the page and click "Equipment Reservations".
2. Read the guidelines and policies carefully before clicking "I Agree". These policies help ensure equipment available for you and others. Failure to follow policies can result in fees.
3. Enter your NetID and password in the login box provided.
4. Click on "EQC - Arnold Hall 9th Floor".
5. You will be taken to the webcheckout home page. All reservations and current checkouts are displayed here along with pickup/return times. Click  to make a new reservation.
6. At the top, type the reservation pickup and return date/time. Leave pickup option how it is.
Tip: You can only make a reservation for a max of 4 days and 24 before the pickup time.

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User ID
 Password

Choose Checkout Center

☒ EQC - Arnold Hall 9th Floor 4
☐ Making Center L3 Laser Lab
☐ Making Center Equipment Resource Center
☐ Making Center L2 3D Print Lab
☐ Making Center L3 CNC / Machine Shop
☐ edu Services Arnhold Hall 8th Floor

Start
 End
 Pickup Option 6

7. Under the time constraints in the left column, find all the resources/equipment you want to reserve.
8. Once you select the item, the right column will show the availability.
9. If you are able to reserve for the time you entered in, a button labeled "Reserve One of This Type" will appear in the top right of the column. Click it to add the item to your reservation.

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▼ Browse Resources

Computer Accessories

Field Audio

Lighting

Miscellaneous Accessories

Photo and Video

▼ Cameras

▼ DSLR Cameras

Canon 6D Kit

Canon 70D Kit

Video Cameras


DSLR Lenses

L-Series DSLR Lenses

Photo and Video Accessories

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Canon 6D Kit - 1 on reservation



Digital SLR Camera Canon EOS 6D with EF 24-105mm lens, camera strap, UV filter, lens cap, battery charger, 4-6 pin USB cable, 3-way RCA cable, 2 batteries, backpack carrying case

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☐ Open
☐ Closed
☐ Reserved

☐ Reserved For You
☐ Checked Out
☐ Unavailable

Canon 6D Kit_001
 Canon 6D Kit_002
 Canon 6D Kit_003
 Canon 6D Kit_004
 Canon 6D Kit_005

10. A hand icon in the bottom right corner may appear red to show any problems or conflicts that may occur as you choose dates and times for your reservation. Please adjust your schedule and/or requested resources to resolve conflicts, or contact the Equipment Center for assistance.
11. If you click the cart in the top right it will show you the equipment in your reservation and will allow you to easily edit the quantity or remove them.

10

Errors

- ▶ Closed at return time
- ▶ Min. reservation lead time
- ▶ Resource type limit
- ▶ Resource unavailable

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Selected Resources

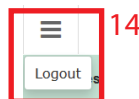
1 Any type of resource: Canon 6D Kit

12. Once you are ready and if there are no problems/conflicts, click confirm in the bottom right to complete your reservation. (you will get a pop up message notifying you of confirmation)



13. You will be brought back to the original page where you can see the reservation you just made. If you decide to cancel or edit (must be done 24 hours before pickup time), you can click it and a popup window will give you those options.

14. Once you are done, click the logout button in the top left hand corner of the page.



Walk-in Checkouts

- If you are unable to reserve equipment, you may be able to checkout equipment on a walk-in basis for up to 48 hours, pending availability. Walk-in checkouts are made on a first-come, first-serve basis. Please allow up to 30 minutes for staff to prepare your order.
- Students: you may have only one reservation or checkout at a time. If you have an outstanding checkout or upcoming reservation, you must complete or cancel the checkout before scheduling another.

Pick-up Equipment

- On the date of your reservation, pick up your equipment in person at the Equipment Center (55W 13th Street, 9th floor, Room 921) within 3 hours of the scheduled reservation start time. You will need to show your New School Newcard photo ID. Reservations not picked up within 3 hours of the start time will be automatically cancelled.

Return Equipment

- Return all equipment before the scheduled reservation end time. There is a 3 hour grace period for returns. Late return fees will apply to reservations that are more than 3 hours overdue. Allow 30 minutes for staff to test equipment. After testing, staff person will give you a receipt, which you both initial.