## Equipment Reservations and Checkout

The Technology Lab has a selection of portable electronics available for checkout: laptops, projectors, universal slideshow remotes, video cameras, light meters, and much more. The full list is available in Usher, where you can also request an equipment reservation in advance of checkout at the service desk.

To get started, log into Usher using your EID credentials, click the SOA icon (labeled ‘Equipment Reservations’), and you will be directed to the SOA Equipment Reservations landing page. The landing page describes our hours and policies as well as shows messages about service changes, including special hours.

### Making an Equipment Reservation

1. From the landing page, choose a pickup date and time and choose **Set Dates**.

---

**Welcome to Equipment Checkout**

**SOA Equipment Checkout - SOA - Located in SOA**

**Summer hours:**
Monday–Friday: 8am–5pm

**Reduced hours, July 20–28th:**
10am–3pm

**PLEASE READ BELOW FOR HELP:**
- All reservations have a maximum of 24 hours, unless you have express permission from a member of staff. When making a reservation online, be sure to choose a range of 24 hours or less. If you choose a time outside our operating hours or for a period longer than 24 hours, the system will display a yellow error box.
- **Pickup/Return:** The latest pickup is 22 minutes before closing. You cannot schedule a pickup/return at the closing time for a given day.
- **Search:** Use only one of the search fields at a time. Using a keyword in the ‘Item’ field and also choosing a category or brand will yield poor results. **Search not returning any results** Under the ‘Available’ box and results will appear, regardless of availability.

**Hours of Operation - SOA**

<table>
<thead>
<tr>
<th>Day</th>
<th>AM</th>
<th>PM</th>
<th>245 PM – pickup/return cutoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 AM</td>
<td>3:00 PM</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 AM</td>
<td>3:00 PM</td>
<td>2:45 PM – pickup/return cutoff</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00 AM</td>
<td>3:00 PM</td>
<td>2:45 PM – pickup/return cutoff</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 AM</td>
<td>3:00 PM</td>
<td>2:45 PM – pickup/return cutoff</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 AM</td>
<td>3:00 PM</td>
<td>2:45 PM – pickup/return cutoff</td>
</tr>
</tbody>
</table>

Online reservation durations are limited to 1 day.
a. Note: All reservations have a maximum of 24 hours (DSLRs have a maximum of 6 business hours), unless you have express permission from the Technology Services Coordinator. When making a reservation online, be sure to choose a range of 24 hours or less. If you choose a time outside our operating hours or for a period longer than 24 hours, the system will display a yellow error box, indicating there are no items available. Reservations made in excess of the maximum length will be canceled by staff.

b. To adjust the reservation period, click **Change Dates**.

2. This will display the 'Search for Equipment' tool, where you can enter the name or model of the item or browse by choosing the category or brand. Once you have entered/selected a search term, be sure to click **Find Equipment**.

![Search for Equipment](image)

3. From the list of results, click **Add to Cart** on the line for each item you would like to reserve.

4. Once all the items you wish to reserve are in the cart, click **Proceed to Checkout**.

5. If you are ready to complete your reservation request for the chosen time period, click **Reserve these Items**.

6. You will be asked to confirm your acceptance of the checkout policies but checking the box next to **I agree to comply with these rules** and clicking **Continue**.

7. On the following page, fill in **What is this reservation for?** with a brief description of why you need the equipment. You can also add any of the relevant details below, and while they are not required, they may be helpful. Once you are done filling in these details, click **Continue**.

8. On the last page, you will see a confirmation and summary of your reservation, including contact details for the Technology Lab service desk, in case you need to discuss the reservation. You will also receive an email with this information.

   a. Note: Reservations can be canceled by going to **Reservation History** and clicking either **Cancel item** or **Cancel entire reservation**.