

**Department of Communication Studies**  
***Digital Video Production Equipment Reservation Procedures***  
Updated January 9, 2006

**Notes regarding reservations.**

1. You may change the calendar **View** from **Daily** to **Weekly** if it is more convenient. Some systems will enable you to look at the entire month.
2. **Always check to see if someone has your camera reserved the next day.**
3. Cameras and accessories **MUST BE RETURNED** to the equipment room by 10 a.m. the day following your overnight reservation **OR** before the next reservation for the same equipment, **whichever comes first.**
4. Equipment pick-up may be done between the hours of 8:00 a.m. and 4:45 p.m.
5. **If you are reserving equipment for more than one day at a time, make a separate reservation for each day. That is, never make a reservation for 24** or more hours **AND** never activate the **All Day Event** check-box. Instead, make your reservation from pick-up time to 11:30 p.m.
  - a. Then – duplicate the reservation for the next day. (Reservations longer than 24 hours are difficult to see on the calendar.)
  - b. If you reserve the cameras over a weekend, make the Saturday and Sunday reservations from 8 a.m. to 11 p.m.
6. **Never delete someone else's reservation.**
7. If you exchange equipment with another producer/group, please indicate so in the reservation system.
8. If you keep a camera overnight, **recharge the batteries at home**, do not wait until you get to school to recharge them.
9. Edit session reservations are limited to four consecutive hours. (You may continue editing if no one is scheduled to use your system.)
10. Do **NOT** keep equipment longer than your listed reservation. Return it promptly and in good condition.
11. Equipment use is limited to projects completed for Communication Studies courses. Any other use is forbidden unless explicitly approved by production faculty or the department chair.

**Equipment Reservation Procedures**

1. Log on to **Outlook** using your campus account and password
2. Locate and click on the **Public Folders** folder
3. Locate and click on the **Communication Studies** folder
4. Locate and click on either of the following folders depending upon the type of reservation you wish to make:
  - a. **Edit Suites**
  - b. **Video Equipment Reservations**
5. Locate the monthly calendar on the screen and click on the day on which you wish to make a reservation.
6. The reservations for the day will be displayed on the screen.
  - a. Locate and click the **New** icon at the top of the screen (make sure the adjacent drop-down menu says **Appointment** and not **Folder**).
  - b. This will activate a blank reservation (appointment) form.
  - c. In the **Subject** area enter: camera name and number (DVX#2, GL1#2), your name, your phone number (cell preferably) and your email address. Also enter any accessories other than a tripod.
  - d. In the **Location** area enter where you will be using the equipment (not necessary for edit suite reservations).
  - e. Using the date and time drop-down menus, select a **start and end time** for your reservation.
  - f. Add any important notes in the open window at the bottom of the screen.
7. Locate and click on the **Save and Close** icon. This inserts your reservation onto the daily calendar. Double check the details. If corrections are needed, simply click on the reservation and make them.