

Printmaking and Book Arts Studio Press Reservation Guide

1. Sign into my.newschool.edu with your NetID (lowercase only.) Click on the Student or Faculty tab. In the Information Technology Services box, select: Book Equipment for Pick-up at the Equipment Center.
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. Select the **Making Center Print Shop**
5. You will be taken to the Web Checkout homepage. 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.

Start End Pickup Option

7. Under the time constraints in the left column, select Press Reservations, then your studio (either Printmaking Rm 000 or Book Arts M100) and the printing press you want to reserve.

- ▼ Press Reservations
 - Book Arts M100
 - ▼ Printmaking Studio Rm 000
 - Etching Presses
- ▶ Relief

<ul style="list-style-type: none"> ☐ Open ☐ Closed ☐ Reserved 	<ul style="list-style-type: none"> ☐ Reserved For You ☐ Checked Out ☐ Unavailable 	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="font-size: 1.2em; margin-right: 5px;">+</div> <div style="font-size: 0.8em; margin-right: 5px;">1/30/2018</div> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="font-size: 0.8em;">12:00 AM</td> <td style="font-size: 0.8em;">6:00 AM</td> <td style="font-size: 0.8em;">12:00 PM</td> <td style="font-size: 0.8em;">6:00 PM</td> </tr> <tr> <td colspan="2" style="font-size: 0.8em;">Tuesday</td> <td colspan="2" style="font-size: 0.8em;">Wednesday</td> </tr> </table>					12:00 AM	6:00 AM	12:00 PM	6:00 PM	Tuesday		Wednesday	
12:00 AM	6:00 AM	12:00 PM	6:00 PM											
Tuesday		Wednesday												
<ul style="list-style-type: none"> ⊕ Lithography Press #1 ⊕ Lithography Press #2 ⊕ Lithography Press #3 ⊕ Vandercook Press 														

8. Once you select the item, the right column will show the availability. Click the (+) to the left of your desired item to add it to your reservation.

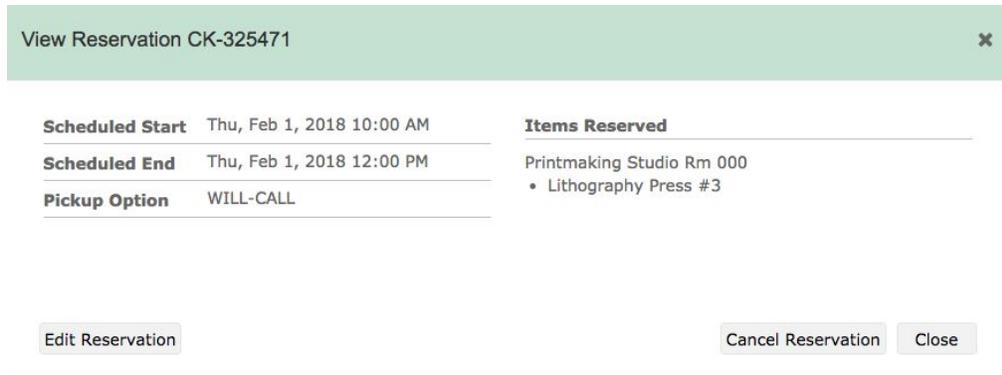
9. A hand icon in the bottom right corner may appear red to show any problems or conflicts that may occur as you choose dates and times for your reservation. Please adjust your schedule and/or requested resources to resolve conflicts, or contact the Printmaking Studio for assistance.



10. 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.

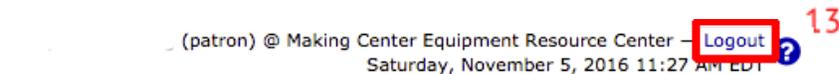


11. Once you are ready and there are no problems/conflicts, click confirm in the bottom right to complete your reservation. (you will get a pop up message notifying you of confirmation.)



12. 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.

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



Open Studio Hours

When coming in to print on your designated day/time, first present your ID to the tech on duty and let them know which press you have reserved as well as what you will be printing.

**reservations will held for 15 minutes after the start time, after that the press will be opened up to other students who wish to reserve during Open Studio time.*

Once you are done printing, be sure the press and your work area are clean and check in with a tech to clear your reservation.

Walk-in Checkouts

If you are unable to reserve a press prior to coming into work in the studio, you may be able to reserve a press on a walk-in basis, pending availability. Walk-in reservations are made on a first-come, first-serve basis.

If you have an outstanding checkout or upcoming reservation, you must complete or cancel the checkout before scheduling another.