



MAKING CENTRE

# **E4 LASER LAB**

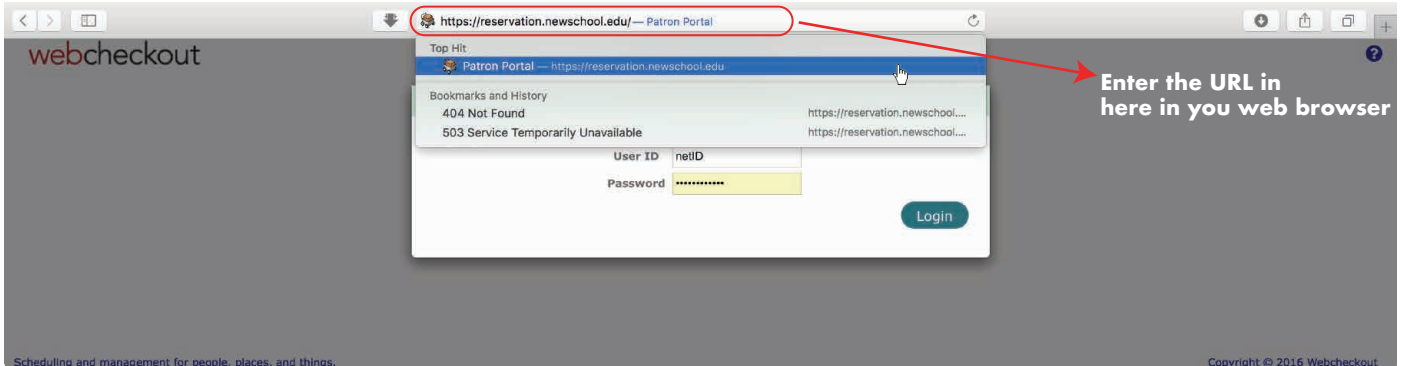
WEBCHECKOUT RESERVATION MANUAL

# PART ONE

# OPENING WEBCHECKOUT & LOGGING IN

## STEP 1: (fig 1.1)

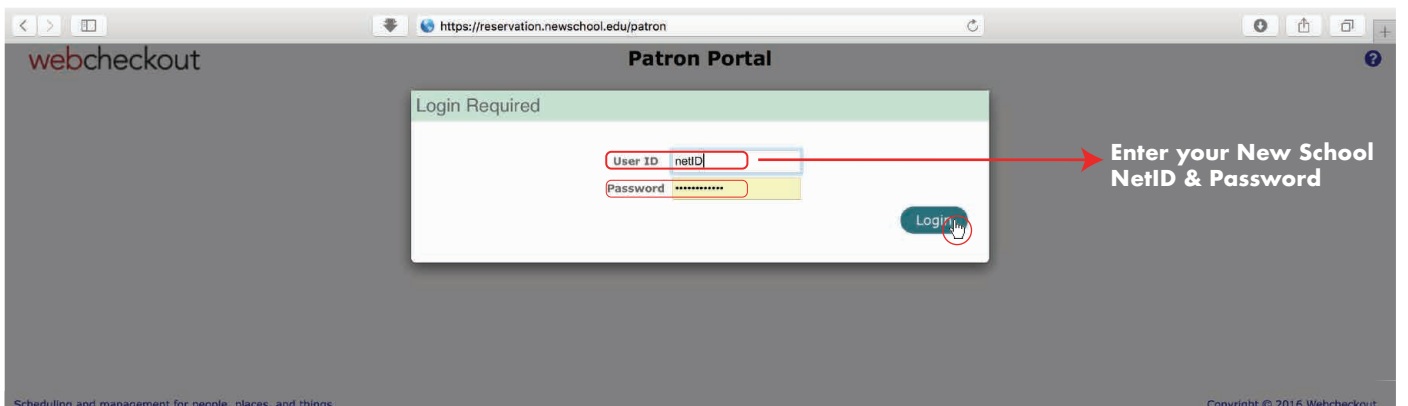
Type the following in your preferred web browser <https://reservation.newschool.edu/webcheckout/patron/> or [Click Here](#) to be redirected to the Login Page



(fig 1.1)

## STEP 2: (fig 1.2)

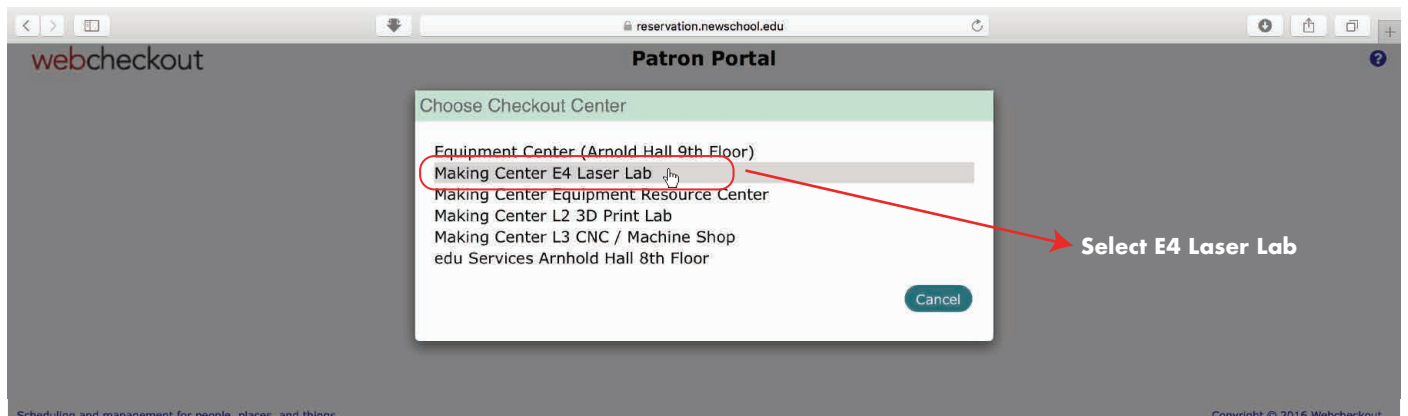
Enter your newschool netID and password. Click on the Login button or press Enter.



(fig 1.2)

## STEP 3: (fig 1.3)

Select the option of "Making Centre E4 Laser Lab" from the pop-up window.



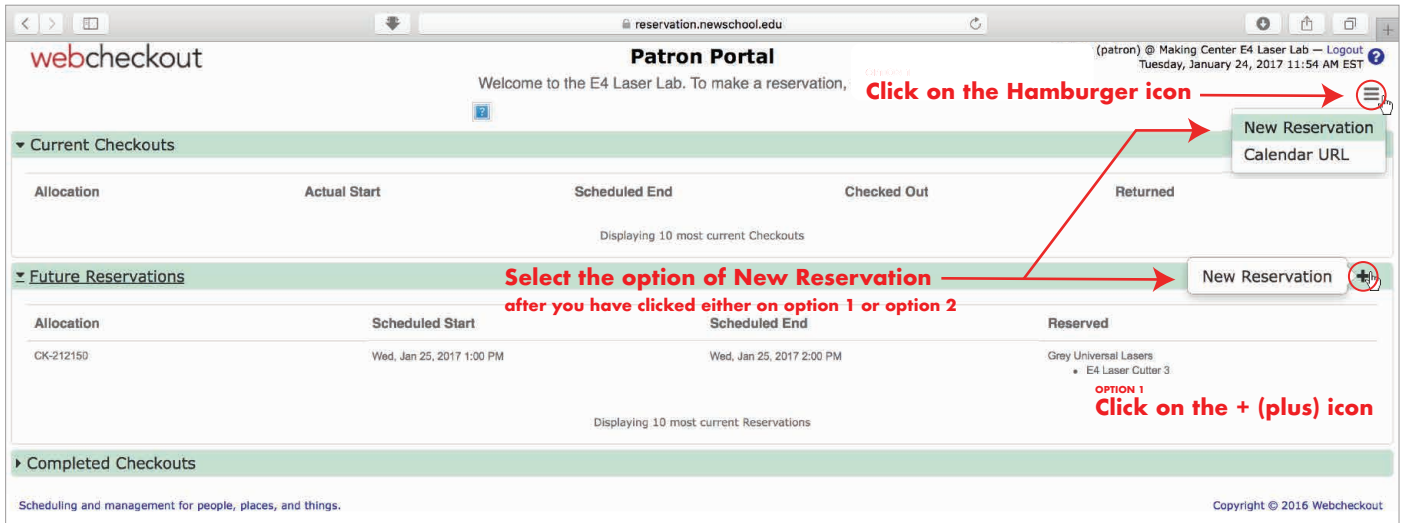
(fig 1.3)

# PART TWO

## CHECKING AVAILABILITY & MAKING A RESERVATION

### STEP 4: (fig 1.4)

Click on the Hamburger icon or the +(plus) icon and then select the option of New Reservation.

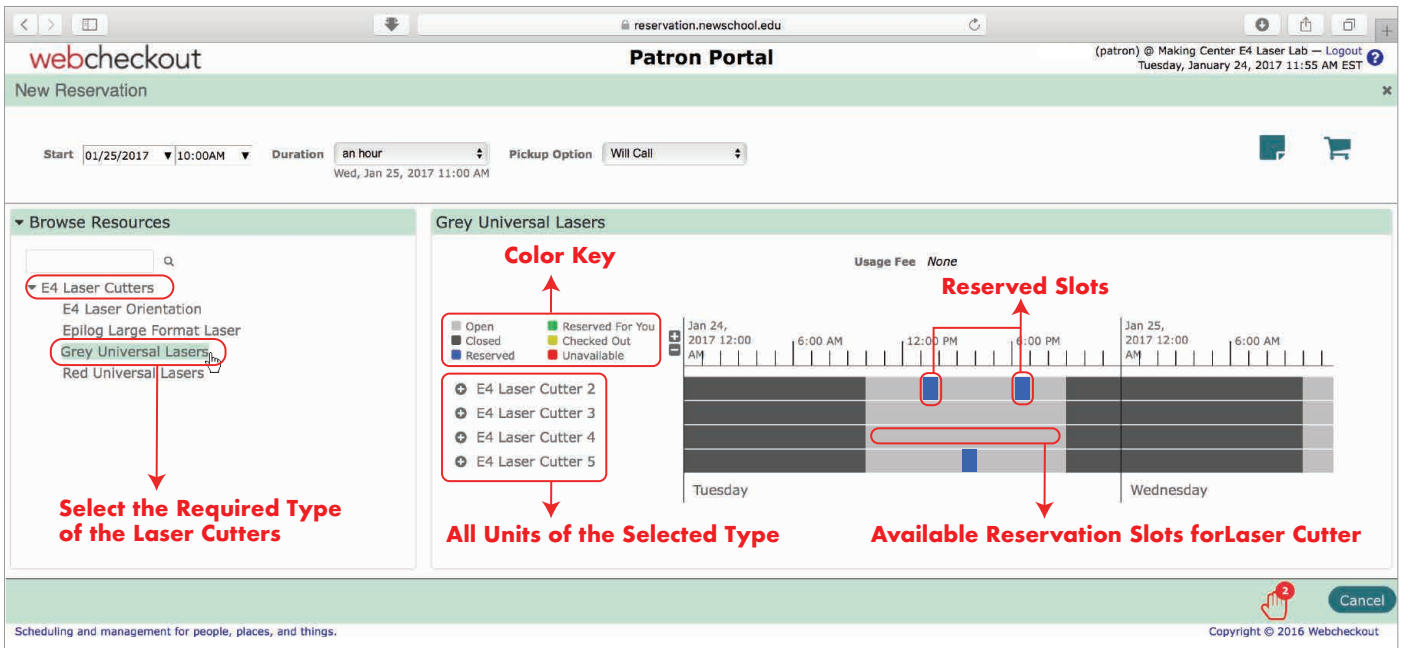


(fig 1.4)

### STEP 5: (fig 1.5)

Click on the E4 Laser Cutters & then select your desired type of laser cutter to view the availability schedule of its units.

The Blue Boxes are reserved by other students;  
& the Light Grey Boxes are the ones available for reservation.



(fig 1.5)

## STEP 6: (fig 1.6)

Select the Required Time Slot and Date of reservation in the Duration drop down menu. Click on the + (plus) icon to reserve the required Laser Cutter Unit for the selected date & time.

webcheckout Patron Portal (patron) @ Making Center E4 Laser Lab — Logout  
Tuesday, January 24, 2017 11:55 AM EST

New Reservation

Start 01/25/2017 02:00PM Duration an hour Pickup Option Will Call

Wed, Jan 25, 2017 3:00 PM

Grey Universal Lasers

Usage Fee None

Click on the + (plus) icon to Reserve the required Laser Cutter Unit

Select Required Time Slot & Date for Reservation

E4 Laser Cutters

- E4 Laser Orientation
- Epilog Large Format Laser
- Grey Universal Lasers
- Red Universal Lasers

E4 Laser Cutter 2

E4 Laser Cutter 3

E4 Laser Cutter 4

E4 Laser Cutter 5

Legend: Open, Closed, Reserved, Reserved For You, Checked Out, Unavailable

Jan 24, 2017 12:00 AM to 6:00 PM, 12:00 PM, 6:00 PM

Jan 25, 2017 12:00 AM to 6:00 PM

Tuesday Wednesday

Cancel

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(fig 1.6)

## STEP 7: (fig 1.7 & 1.8)

Select the Cart icon to make sure of the Laser Cutting Unit for the reservation and click Confirm to reserve to reserve the machine for the slot. A popup will appear confirming your reservation.

webcheckout Patron Portal (patron) @ Making Center E4 Laser Lab — Logout  
Tuesday, January 24, 2017 11:56 AM EST

New Reservation

Start 01/25/2017 02:00PM Duration an hour Pickup Option Will Call

Wed, Jan 25, 2017 3:00 PM

Click on the Cart icon to view Details

Browse Resources

Grey Universal Lasers - 1 on reservation

Usage Fee None

Selected Resources

1 E4 Laser Cutter 3

Selected Laser Cutter Unit

E4 Laser Orientation

Epilog Large Format Laser

Grey Universal Lasers

Red Universal Lasers

E4 Laser Cutter 2

E4 Laser Cutter 3

E4 Laser Cutter 4

E4 Laser Cutter 5

Legend: Open, Closed, Reserved, Reserved For You, Checked Out, Unavailable

Jan 24, 2017 12:00 AM to 6:00 PM, 12:00 PM, 6:00 PM

Jan 25, 2017 12:00 AM to 6:00 PM

Tuesday Wednesday

Click Confirm to Reserve for the required Time Slot & Date

Confirm Cancel

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(fig 1.7)

webcheckout Patron Portal Kaber (patron) @ Making Center E4 Laser Lab — Logout  
Tuesday, January 24, 2017 11:56 AM EST

New Reservation

Start 01/25/2017 02:00PM Duration an hour Pickup Option Will Call

Wed, Jan 25,

Your reservation has been confirmed.

Close

Browse Resources

E4 Laser Cutters

E4 Laser Orientation

(fig 1.8)