

MATERIAL BOOKING AND MEDIA LABS

ACCESS TO WEB

SIMPLE BOOKING



The Media Labs of the European University of Madrid make available to their students and professors a loan service for photography, video, virtual reality, lighting, sound, etc. equipment, in addition to its multiple radio rooms, video editing and sound, television set, photography set ...

ESPECIAL BOOKING



For final degree projects (FDP), final master project (FMP), Certificate of Higher Education (HNC), final project (CFGS) external projects or personal projects, the reservation rules are modified **having to complete in the following form** under the

TV SET BOOKING



ONLY TEACHERS

Request for the needs of the TV Set after having reserved the set.

SIMPLE BOOKING

Access with you UE user

Narrow the search

Specify the “**Period / Range time**” section between 8:30 a.m. to 9 p.m. to see the availability of the material for the selected day. The color of each strip defines the state of the object. Depending on which warehouse we have assigned (photo / video) different materials will appear. It is recommended to activate “**Location: All**”.

Complete the information/Select time

It is mandatory to fill in the section with “phone”, “teacher” and “practice”. We set the pick-up and drop-off time for the selected equipment within the time slots enabled by the Studios (8: 30 -10: 30/13: 00 -15:30/19: 00-21: 00)

Add

Click the “Add” button to finalize the reservation. If you get an error message, please check the reserved material, the quantity, the information and the time. It will be pending authorization by the Studios.

1

2

My Info & Sign Out

Change the language and personalize your contact email.

3

4

Select main object

Click on the blank space in the grid corresponding to the material you wish to reserve. An auxiliary box will open. This will enable the accessories related to the main object when we create a bundle. It is recommended to take as the main object the material with the highest specific weight of the reserve.

5

6

Bundle

Depending on the selected main object, certain related equipment will appear. For example, if we have a photographic camera as our main object, we can add a lens, a tripod, flashes, etc.

7

If you put the cursor over each object, a legend will appear with the availability of that material.

1 Access with you UE user

Nombre de usuario

Contraseña

Registrarse

2 My Information & Sign Out

[My Information](#) [Sign Out](#)

3 Narrow the search

Reservar por tipo

CAMARAS DE VIDEO

Properties

CAMARAS DE VIDEO

Location

ALMACÉN VIDEO

Department

ALMACÉN 2

View

1 day 3 days 7 days

Date

< 13/03/2020 >

Time Range

10:00 21:30

Booking Rules

Minimum booking period is 0 days 1 hours and 0 minutes.
Maximum booking period is 5 days 0 hours and 0 minutes.

Search

6 Bundle

0 v Canon EF 40mm. 1:2.8 STM. Para todas...

0 v Canon EF 50mm 1:1.4. Para todas las cá...

0 v Canon EF 50mm 1:1.4. Para todas las cámaras - Only 2 item(s) is available in the selected time span.

0 v Canon EF 70-200mm. 1:4 L. USM. Para t...

0 v Canon EF 70-300mm. 1:4-5.6 IS USM. P...

Canon EF-S 10-22mm. 1:3.5-4.5. USM. ...

7 Add

Some instances of the booking violate booking rules!
Please check.
(you can override this rule)

+

Add

5 Complete the info / Select time

Add Booking

Telephone, teacher and practice

Start Date/Time

16/04/2020 13:10 v

End Date/Time

17/04/2020 13:10 v

Create a Bundle

Create Recurring

Booking Instructions

4 Select main object

> CANON 600D (FOTO-VIDEO)*

> CANON 6D + OBJ. EF 24-105mm. 1:2.8

reservasrtv@universidadeuropea.es
912115375

REGULATIONS AND SANCTIONS

- The material will be delivered **only to the student who appears in the reservation** and their accreditation will be required.
- **Reservations won't be authorized** in which the contact telephone number, teacher and practice do not appear.
- The pick-up and drop-off of material will take place between **8:30 - 10:30 / 13:00 - 15:30 / 19:00 - 21:00h.**
- All the material **will be removed** simultaneously, the one that is not removed is automatically canceled.
- At the time of pick-up, **the student must check** that the material works correctly, if he observes any damage, he must report it to the monitor at that time.
- **Maximum material per reservation:** Photo lens (2), lighting (8), microphones (2), video batteries (2), other material (1).
- **The reserved equipment must be returned in perfect condition.** Any damage / deterioration in the material must be reported to the monitors at the time of its return.
- The delay in returning the material, whether in its entirety or not, leads to a **penalty of 15 days** without removing material for each day of accumulated delay. **In the event of any setback,** notify the technical office at **912115375** from 8:30 to 21:00, from L to V (except holidays). **No reservations are made by phone.**
- Returning the material in poor condition due to negligence, misuse, breakage or loss of small elements, whether **intentional or not and involving the temporary withdrawal of the equipment** will have a **penalty of 30 days.**
- **Failure to return the material or drop-off it seriously damaged** due to misuse or negligence that implies the final withdrawal of the team will motivate the request to **open a file.**
- For any doubt or clarification, go to the Technical Office, call **912115375** (between 8.30 - 21:00), or write to **reservasrtv@universidadeuropea.es**