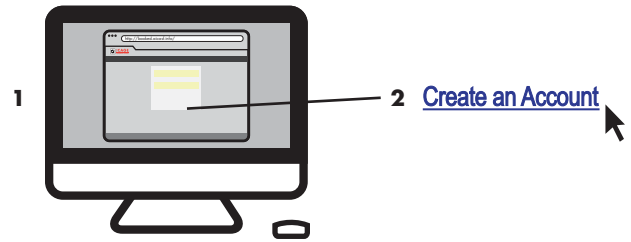


How to Get Equipment

- Point your browser to: booked.aicasf.info

Click the **Create an Account** link at the bottom. Follow through with the registration process.



Make sure to properly activate your account when you receive the activation email notification from Booked.

Please allow the Cage Staff a day or two to update your permissions before reserving gear.

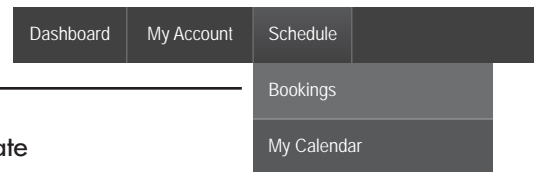
RESERVING GEAR


You need to reserve your equipment at least four hours before you want to pick-up.

- Once you've logged in to **Booked** and you're at the main window, you will see a tabbed menu:

Mouse over the **Schedule** tab, and click on **Bookings**.

The **10UN Studios** booking schedule will load, scroll back up and click the **blue** drop down arrow next to the **10UN Studios** title at the top center to find and switch to the **DFVP/AP/DPH Equipment** booking schedule. The full list of equipment will load and on the left you can activate **resource filters** to find the specific gear you want to book.



Once you have switched to the **DFVP/AP/DPH Equipment** booking schedule, you can scroll back up and click on the  near the top left of the screen to make the **DFVP/AP/DPH Equipment** booking schedule your default booking schedule.

| Monday, 07/14/2014 | Close | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 |
|--------------------------------|-------|---------|---------|----------|----------|----------|---------|---------|------|
| Cambo View Camera Kit | | | | | | | | | |
| Canon 5D Cinema Bundle Kit #01 | | | | | | | | | |
| Canon 5D Mark II Kit #01 | | | | | | | | | |
| Canon 5D Mark II Kit #02 | | | | | | | | | |
| Canon 5D Mark III Kit #01 | | | | | | | | | |

Find the equipment and select the time slot on the date you want to reserve. A 'Create a new reservation' window will open where you must specify the length and other options of the equipment reservation.

- YOU CAN RESERVE MORE THAN ONE ITEM PER RESERVATION**

Click the [More Resources](#) link next to the current item's title you are detailing, and in the pop-up window you can now select more equipment to add to the reservation. After you select all the checkboxes of the items you want to add to the reservation, click **Done**. If you need to request gear for different or a longer period of time, you will have to create a separate request.



You will need a completed Pre-Production form signed by your Academic Director (AD) for non-weekend orders longer than 24 hours, or any orders that are personal use. Multiple orders of the same gear prohibited without prior AD approval.

- REVIEW YOUR SELECTIONS BEFORE SUBMISSION, ADD CREW MEMBERS**

Before submitting your reservation, please check over your gear and dates. Add your team or crew members if they are in the system. Once you are certain that everything is correct click on the **Create** button and your reservation will be submitted.



You should receive an email that confirms your reservation request and your next step is to pick up your gear. Congrats.