

Booking equipment from Sandberg Instituut/medialab

Take your browser here:

<https://rentals.sandberg.nl>

Username: `firstname.lastname`

Default password: `1234`

You are expected to change this password before making an order

NB. changing this password has NO effect on your email/cms/computer password

leihS

Login

Username

Password

Login

After logging in, you'll see categories of equipment

leihS Search Inventory Pools Borrow J. van Kampen

Start

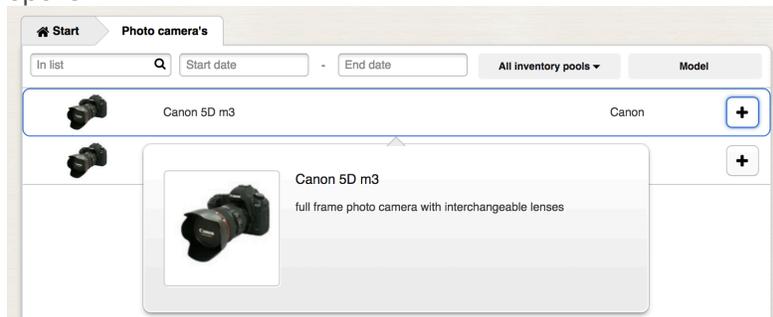
Order
Nothing selected

 Accessories	 Cables	 Display
 Light	 Photo	 Players
 Sound	 Video	

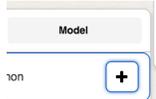
When clicking one of the categories, we see a dropdown menu for further selection.
Eg. We want to order a Canon 5D mk3 photo camera and select **Photo camera's**



A new page opens



Select the item and the renting period, click the **+** button



(In case it's currently borrowed, the item will be greyed out)

Select **Start date** (pickup) and **End date** (return) in the calendar, a **red** field indicates that the item is not available for this period, so you'll have to make a reservation for another timeslot

Add to order
Canon 5D m3

Cancel **Add**

Start date: 23/01/2018 End date: 25/01/2018 Quantity: 1 Inventory pool: General (max. 1)

January 2018

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Feb 1	Feb 2	Feb 3	Feb 4
Feb 5	Feb 6	Feb 7	Feb 8	Feb 9	Feb 10	Feb 11

After selecting the times, click the green **Add** button to continue. You may now proceed with other items, or **Complete** your order

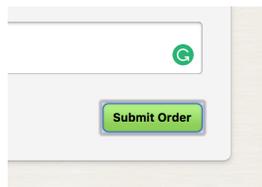


Fill in a **purpose**:

Purpose of the order *

My mother's (artsy-) wedding!

Finally, **submit** your order:



Your order has been successfully submitted, but is NOT YET APPROVED.

Your order will normally be approved by the medialab, and you will receive a notification by email.