

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
COLLEGE OF APPLIED LIFE STUDIES
DEPARTMENT OF KINESIOLOGY

216A Freer Hall

10/29/02

Technology Equipment Loan Procedures

- Log onto kinesnet (www.kines.uiuc.edu/kinesnet).
 - Enter your name, e-mail, and password and click <[login](#)>.
 - First time users must click on <[If you have not registered, click here](#)>.
- Click on <[Ratifier](#)> located in the upper left hand corner and then choose the item that you would like to reserve and click <[ok](#)>.
- You will see a monthly calendar. Click on the <[date](#)> that you would like to reserve the equipment.
 - Please make sure that the correct equipment is listed at the top of the monthly calendar.
- You will see the daily listing of hours.
 - Please check all of the hours that you would like to reserve the equipment.
 - Click on <[Make Reservations](#)> (you will receive an e-mail indicating the equipment you have reserved).
 - <[Cancel](#)> will cancel current operation without reserving any equipment and return you to the KinesNet main menu page where you can exit or make a new selection.
 - <[GO BACK](#)> will return you to the monthly calendar page. (NOTE: there is a problem here and the equipment selected reverts to **make a selection**.
 - Until this problem is resolved you will need to select <[GO BACK](#)> to the [Make a Selection menu](#) and make the equipment selection again.
- Once you have the reservation, make sure that you have reserved the correct equipment.
 - Bring a copy of the e-mail to the Tech Center where you will pick up the reserved equipment.
 - You will need to find someone with a key (Ralph, Brian, Deb, Tina, Jesse, or Linda), if no one is in the Tech Center.
- You will then need to sign a check out sheet located on the door to room 216A. Please record the following:
 - Equipment Name (eg. Laptop #1).
 - Your Name.
 - The Check Out date.
 - The location where you will have the equipment.
- When you are done using the equipment, please sign the Check Out.
 - The Check In date.
 - The returned location.
 - If you are unable to find someone with a key to 216A, please keep the equipment locked in your office until someone can open 216A.
 - Please make a note if you have a problem with any equipment, and e-mail Geeseman@uiuc.edu stating what the problem was and giving a brief description.
- **It is extremely important the when connecting the cables to the computer and projector that you DO NOT force the connectors together. When the connectors are forced together, they will result in a bent or broken pin, and the equipment will not function correctly.**