

Manual for AV-Rental in the Video Workshop of HSLU Art & Design

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1. Important notes for AV-Rental

Online reservations must be done in minimum 1 days before collection date!
Reservations of material, which have not been collected, will be deleted after one day from our rental system.

The opening hours of AV-Rental for students and employees are from Monday to Thursday
from 1:15 pm to 5:00 pm.

2. How to find the online AV-Rental

At www.hslu.ch click Design & Kunst / Degree Programmes /
"Werkstätten" or directly at <https://ausleihe.hslu.ch>

3. Registration on the online portal Important!

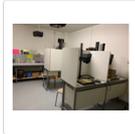
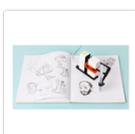
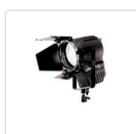
The first step to borrow equipment is to Login to our online portal.
Once you have logged in, you`ll be able to book equipment.

The image shows a screenshot of the HSLU AV-Rental online portal. On the left, there is a header for "Geräte-Ausleihe und Inventarverwaltungssystem" with a sub-header "Inventar verwalten, Gegenstände reservieren und abholen". Below this, there are icons for various AV equipment like a smartphone, a laptop, a camera, a microphone, and a projector. On the right, there is a login form. The form has a header with "HSLU Hochschule Luzern" and "PH LUZERN PÄDAGOGISCHE HOCHSCHULE". Below the header, there is a section for "Anmelden" with two input fields: "Name.Nachname@hslu.ch" and a password field. A blue arrow points from a text box "Log in with you HSLU e-mail address." to the email field. Another blue arrow points from a text box "HSLU- Passwort" to the password field. Below the input fields is a blue "Anmelden" button. At the bottom of the login form, there is a note: "Verwenden Sie bitte die E-Mail-Adresse und das Passwort Ihres HSLU/PHLU Kontos. Passwort vergessen? -> <https://passwortwechsel.hslu.ch>".

4. How the online AV-Rental works

The entire rental inventory is divided into categories (for example audio, computer, light, ect.)
By clicking on one category, you'll get a more detailed overview of the equipment stock.

Categories

 Akku	 Analog-Fotolabor	 Audio	 Camera Arts
 Computer	 Diverses/Zubehör	 Film	 Fotografie
 Fotostudio	 Illustration	 Licht	 MediaDock

Film

Search... Filter

Sub-categories ^

Items v

 Adapterring für Kompendium (V) 114-77mm Arri	 Adapterring für Kompendium (V) 114-82mm Arri	 Adapterring für Kompendium (V) 52mm Arri	 Adapterring für Kompendium (V) 58mm Arri
 Adapterring für Kompendium (V) 67mm Arri	 Adapterring für Kompendium (V) 72mm Arri	 Adapterring für Kompendium (V) 80mm Arri	 Adapterring für Kompendium (V) 95mm ARRI
 Akku-Adapter, Anton Bauer - EX1 QRP-EX1 Anton Bauer	 Akku, bebob (V) V-Lock V140 C bebob	 Apple Box Set, Kupo (V) 4-in-1 Nesting Kupo	 Apple TV

Film

Search... Filter

Sub-categories v

- Film-Filter >
- Filmkameras >
- Filmmischer >
- Film-Objektive >
- Filmrecorder >
- Film-Stativ >
- Film-Switcher >
- Filmzubehör >
- Filmzubehör/Diverses >
- Videoverteiler >

Filmkameras

Search... Filter

Sub-categories v

- DV-Kameras >
- Solidstate-Kameras (SD,CF,HDD) >

Items v

 D-Link HD Wi-Fi Camera D-Link	 Fotokamera, Alpha 7 MKIII Sony	 GoPro, Action-Cam Hero 7 GoPro	 Go Pro Kit GoPro Hero 7 Black Premium Kit GoPro
 Kamera, Blackmagic (V) Pocket 6K Blackmagic Design	 Kamera, Canon XF 205 Canon	 Kamera, Sony PXW-X70 Sony	 Kamera, Sony (V) FX6 Sony

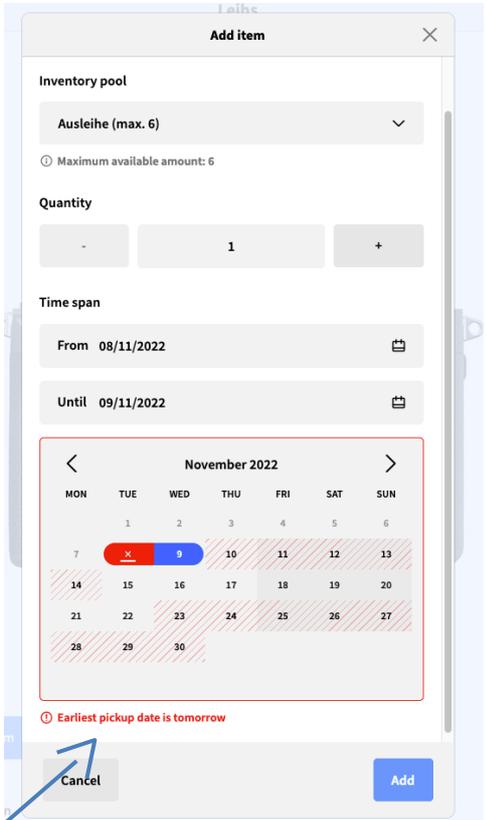
Select the desired item by clicking. A window with additional information will open. By clicking on “add item” field, you can check the availability of the item and add it to your order.

Fotokamera, Alpha 7 MKIII



Add item

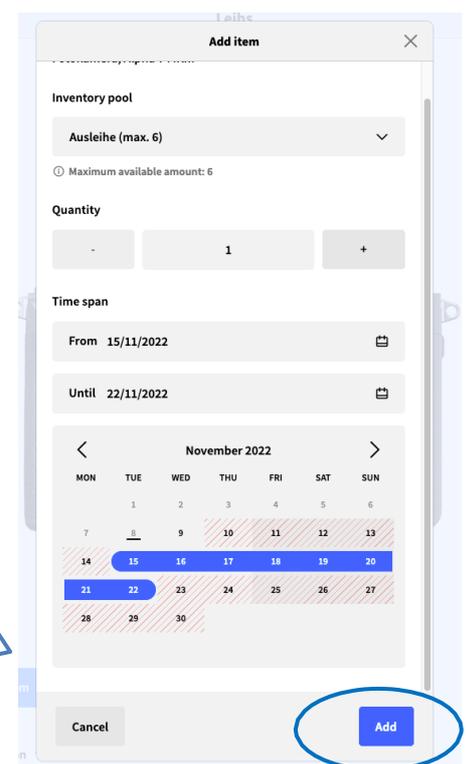
→



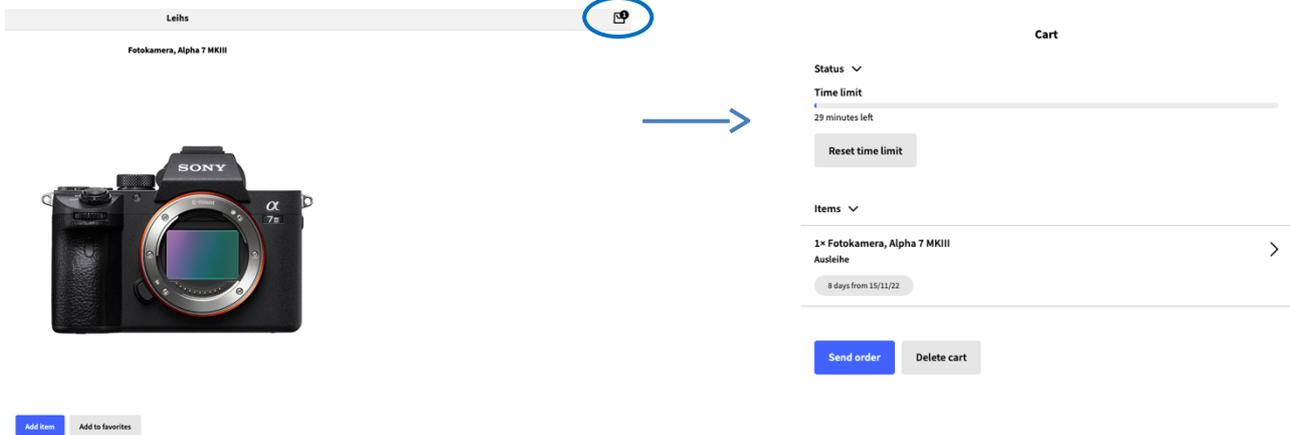
A window opens with a calendar view. Enter the number of items you need and then click on a start and end date for your reservation.

A red field can mean that the video workshop is closed on that day. It can also mean that the maximum number of online reservations per day has been reached. Try again the following day.
It may turn red if the number of items is not available.

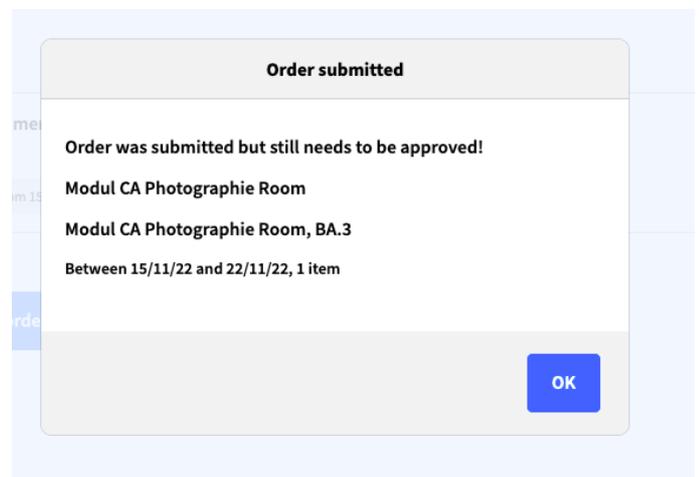
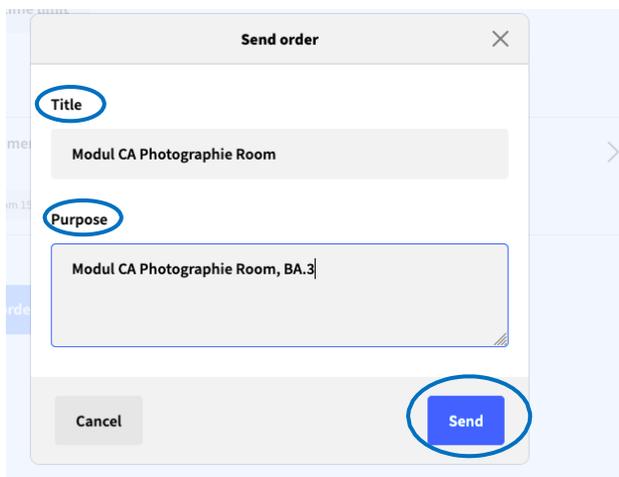
If the number of units you want are available for the specified period, their reservation will be highlighted in blue. Click on "Add" to enter the order.



When you have reserved all the items you want, you can click on "Shopping cart".



Check your order list. If an item is not correct, you can remove it from the order list. **Important!** State a title and purpose for your order (mandatory field). Without a purpose, the order cannot be approved. At the end, you can send the order.



5. Approval of the equipment reservation

Your order will be checked by the AV-Workshop Team within 1-2 business days. If everything is correct you'll receive a confirmation by e-mail. **Important!** No reservations lasting more than 4 weeks will be accepted. Exceptions are only accepted with a written request. If your reservation is confirmed, you can come over at the AV Workshop during the regular opening hours and pick up your items for the desired period.

6. Careful handling of the equipment

Important! Students and employees are fully responsible for returning the items in the same condition as at the time of delivery. Returning media items will be checked for their completeness and functionality.

7. Return

One day before the return date of the borrowed equipment, you automatically receive a reminder by e-mail. If the borrowed equipment is not returned on the due date, you'll automatically be suspended from further borrowing. To remove the suspension, you must contact the head of your department. He or she has to send us an email requesting the release of the suspension.

Luzern, November 2022