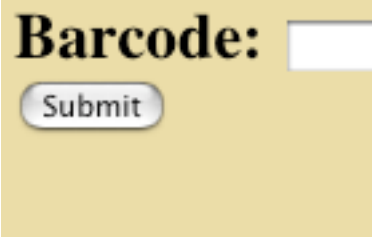




Studio B Equipment Check In / Check Out

1. Make sure the computer is on. If not, turn it on and let Windows load. It will automatically take you to a screen this looks like this:
2. Find the barcode on the equipment that you wish to check in or out. The barcode you're looking for has "STBxxx" (where the x's are numbers) printed below it. It will look something like the image at the right.
3. Place the barcode scanner against the barcode and click the trigger. If you've scanned successfully, you will hear a beep and the light on the scanner will blink. If it doesn't work, try moving the barcode scanner up and down a little bit. There is a test barcode on the top of the monitor that you can use to get comfortable with the scanner.
4. The screen on the computer will not display information about the equipment you have scanned. If the equipment is scheduled by multiple people on the same day, you will be asked to select the name of the person who is checking it out. Then you will be asked to enter your name and any comments. If there is anything noticeably damaged on the equipment, be sure to note it here. Click the button and you're finished. The procedure is the same for both Check In and Check Out.