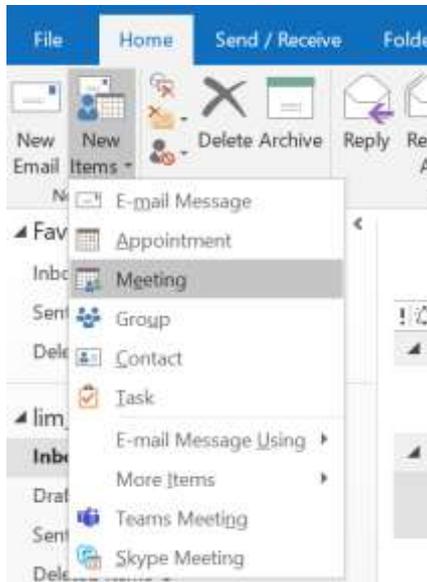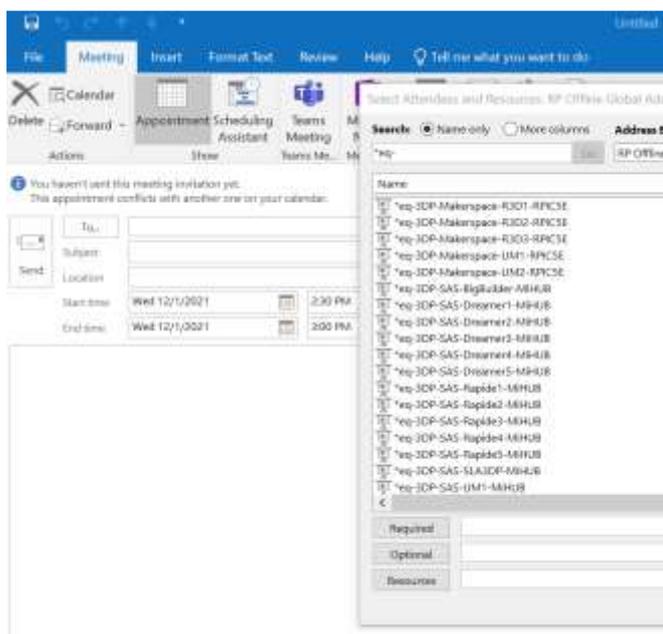## Booking of Facilities in Makerspace

1. Create a new Meeting Invite in Microsoft Outlook

2. Click on the "To" tab. Followed by clicking on the "Resource" tab in the pop-up window, and choosing the respective facility that you plan to book.

   Select the facility that you plan to book (see complete list on next page). Key in a meaningful subject.

Makerspace facilities available for booking via Outlook

S/N	Description	Name in Outlook
1	Photography booth	*eq-photography-Makerspace-P1-RPIC5E
2	Canon D750 DSLR	*eq-DSLR-Makerspace-C1-RPIC5E
3	Canon imagePROGRAF PRO-500 color printer	*eq-photoprinter-Makerspace-C1-RPIC5E
4	Raise3D N1 3D Printer 1	*eq-3DP-Makerspace-R3D1-RPIC5E
5	Raise3D N1 3D Printer 2	*eq-3DP-Makerspace-R3D2-RPIC5E
6	Raise3D N1 3D Printer 3	*eq-3DP-Makerspace-R3D3-RPIC5E
7	Ultimaker 3 3D Printer 1	*eq-3DP-Makerspace-UM1-RPIC5E
8	Ultimaker 3 3D Printer 2	*eq-3DP-Makerspace-UM2-RPIC5E
9	Einscan Pro 3D Scanner	*eq-3DS-Makerspace-ESP1-RPIC5E
10	Electronic Workbench	*eq-Electronic-Makerspace-E1-RPIC5E
11	Juki overlocking sewing machine	*eq-Sewing-Makerspace-B1-RPIC5E
12	Brother 16 needle embroidery machine	*eq-Embroidery-Makerspace-B1-RPIC5E
13	Brother sewing cum embroidery machine 1	*eq-SewingEmbroidery-Makerspace-B1-RPIC5E
14	Brother sewing cum embroidery machine 2	*eq-SewingEmbroidery-Makerspace-B2-RPIC5E
15	Brother sewing cum embroidery machine 3	*eq-SewingEmbroidery-Makerspace-B3-RPIC5E
16	Brother sewing cum embroidery machine 4	*eq-SewingEmbroidery-Makerspace-B4-RPIC5E
17	Brother sewing cum embroidery machine 5	*eq-SewingEmbroidery-Makerspace-B5-RPIC5E
18	Heat Transfer Printer+ScanNCut+FujiPrinter	*eq-HeatTransferPrint-Makerspace-H1-RPIC5E
19	Epilog Fusion M2 laser cutter	*eq-LaserCutter-Makerspace-L1-RPIC5E
20	makerspace@epic, open access area	*rm-RPIC 5E
21	makerspace@epic, open access area	*rm-RPIC 5F
22	makerspace@epic, mechainical workshop	*rm-RPIC 5G

3. Click on "Send" and **wait for your booking to be accepted** before heading over to use the facilities.