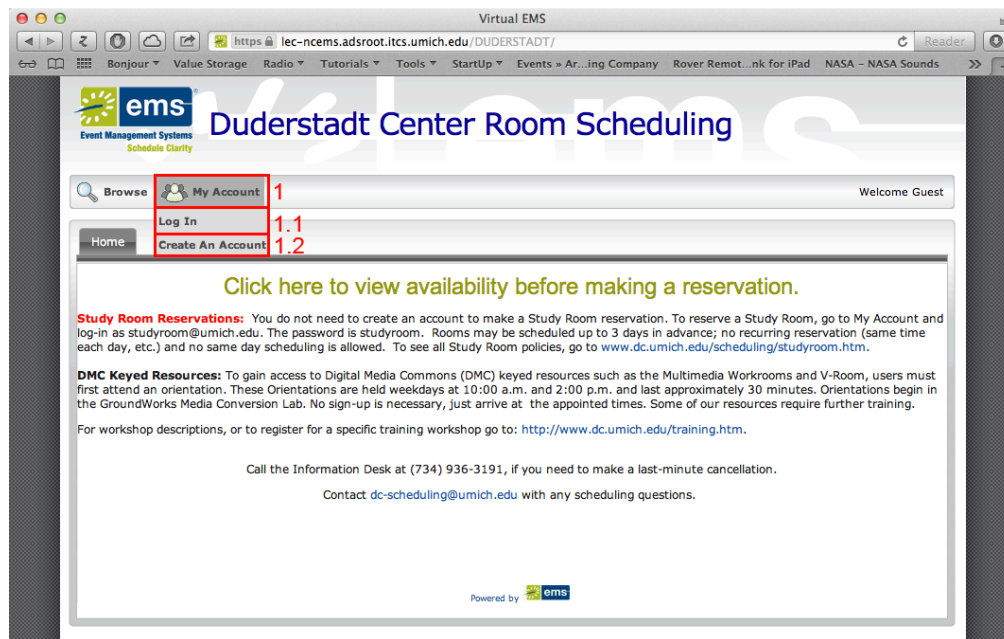


To schedule a Cube 3D printer go to <https://lec-ncems.adsroot.itcs.umich.edu/DUDERSTADT/>



Click on My Account (1) in the upper left corner and log in (1.1) if you have an account. Your User ID is the email address you specified when you created your account. The password is the one that you picked during the account creation.

If you don't have a user account select My Account > Create An Account (1.2). This will take you to a page where you specify your email address, your name and your password as the required information. Type the code show and save the information. You will receive an email when your account has been enabled.

Select Browse (3) > Browse for Space (3.1) to see which printer are available, use the little green arrows (3.2) to move the timeline.

ems Event Management Systems Schedule Clarity

Duderstadt Center Room Scheduling

3 Browse Reservations My Account Help Welcome Heise, Steffen

Browse Events

3.1 Browse for Space

Thursday, September 12, 2013 - Friday, September 13, 2013 16 Hours | Filter

Room	Cap	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10
Duderstadt Center																
1180 Room	38	Maintenance - Bluewater														
3D Printer 01	NA															
3D Printer 02	NA															
3D Printer 03	NA															
3D Printer 04	NA															
3D Printer 05	NA															
3D Printer 06	NA															
Advanced Graphics & Media Mac Training Room	24															
Audio Studio	15	William Lucas														
Conference Room 2	12															
Conference Room 2390 Group	0															
Conference Room 3	10															
Conference Room 4	14															
Electronic Music Studio A	4															
Electronic Music Studio B	15															
Multimedia Workroom 1	6															
Multimedia Workroom 2	4															
Multimedia Workroom 3	4															
Podcast Room	8															
Recording Booth	NA															
Study Room B 454	NA															
Study/Interview Room 01	NA															

Powered by EMS

If there are printers available go to Reservations > Room Request.

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Duderstadt Center Room Scheduling

Browse Reservations My Account Help Welcome Heise, Steffen

Room Request

Home View My Requests

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Room Request

Info Location **Details**

When and Where

Date: *
9/14/2013 Sat Recurrence

Start Time: * End Time: *
10:00 PM 2:00 AM

Facilities:
Duderstadt Center

Setup Information

Attendance: *
1

Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
9/14/2013 Sat		10:00 PM	2:00 AM	3D Printer 01	Reserve	1	

List Grid


Saturday, September 14, 2013 - Sunday, September 15, 2013 16 Hours

Room	Cap.	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
Duderstadt Center																
3D Printer 01	NA															
+ 3D Printer 02	NA															
+ 3D Printer 03	NA															
+ 3D Printer 04	NA															
+ 3D Printer 05	NA															
+ 3D Printer 06	NA															

Continue

Fill the date and time you will need the printer. There is a time limit of eight hours. Click on Find Space. On the right side you will see the printers and their schedule. Use the green arrows to move the time line to find your requested time block. Click on the plus sign to add a printer to your reservation. There is a limit of one printer that can be requested.

Click Continue.


Duderstadt Center Room Scheduling

[Browse](#) [Reservations](#) [My Account](#) [Help](#)
Welcome Heise, Steffen

Room Request

Info Location **Details**

When and Where

Date: *
9/14/2013 Sat Recurrence

Start Time: * End Time: *
10:00 PM 2:00 AM

Facilities:
Duderstadt Center

Setup Information

Attendance: *
1

Find Space

Event Details

Event Name: * Event Type: *

School/Org Details

School/Org: *

1st Contact: *

Phone: * Fax:

Email: *

2nd Contact:

Phone: Fax:

Email:

Submit

Specify an Event Name and fill in all required information (name, phone number and email address). Click Submit. You now see a confirmation of your booking. Even so the system promises you an email confirmation, none will be send.

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Schedule Clarity

Duderstadt Center Room Scheduling

Browse Reservations My Account Help Welcome Heise, Steffen

Reservation Details Attachments [Back to My Requests](#)

Reservation Id	97381	School/Org Name	Digital Media Commons	Edit Reservation
Event Name	3D Print	1st Contact Name	Heise, Steffen	Add Booking
Event Type	3D Printers	Phone	734-647-5746	Cancel Bookings
		2nd Contact Name		Cancel All Bookings
		Phone		Booking Tools

All **Current** Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		9/14/2013 Sat	10:00 PM - 2:00 AM	3D Print	3D Printer 01	Web - Confirmed	(none) (1)

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Click Reservations > View My Requests to see all you reservations.

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Browse Reservations My Account Help Welcome Heise, Steffen

Room Request [View My Requests](#) [dar](#)

Reservation Id: Event Name: Show Cancelled

ID	NAME	SCHOOL/ORG	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
97386 test		Digital Media Commons	9/13/2013 Fri	9/13/2013 Fri	Web - Confirmed	Duderstadt Center - 3D Printer 02	No
97387 test		Digital Media Commons	9/13/2013 Fri	9/13/2013 Fri	Web - Confirmed	Duderstadt Center - 3D Printer 03	No
97381 3D Print		Digital Media Commons	9/14/2013 Sat	9/15/2013 Sun	Web - Confirmed	Duderstadt Center - 3D Printer 01	No

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