


Cheqroom Borrowing Instructions (Desktop Version)

For all those wanting to borrow MADA AV equipment, we have a booking system in place called Cheqroom. Equipment cannot be borrowed without a booking. If you would like to book and borrow equipment, please email mada-av-enquiries@monash.edu requesting to be added to Cheqroom. Please include the unit code of units you are enrolled in (or teaching) as you will have different access for different units/departments. You will then receive an email invitation with a link to set up a username and password.

DO NOT go to the Cheqroom website and click on “sign up”

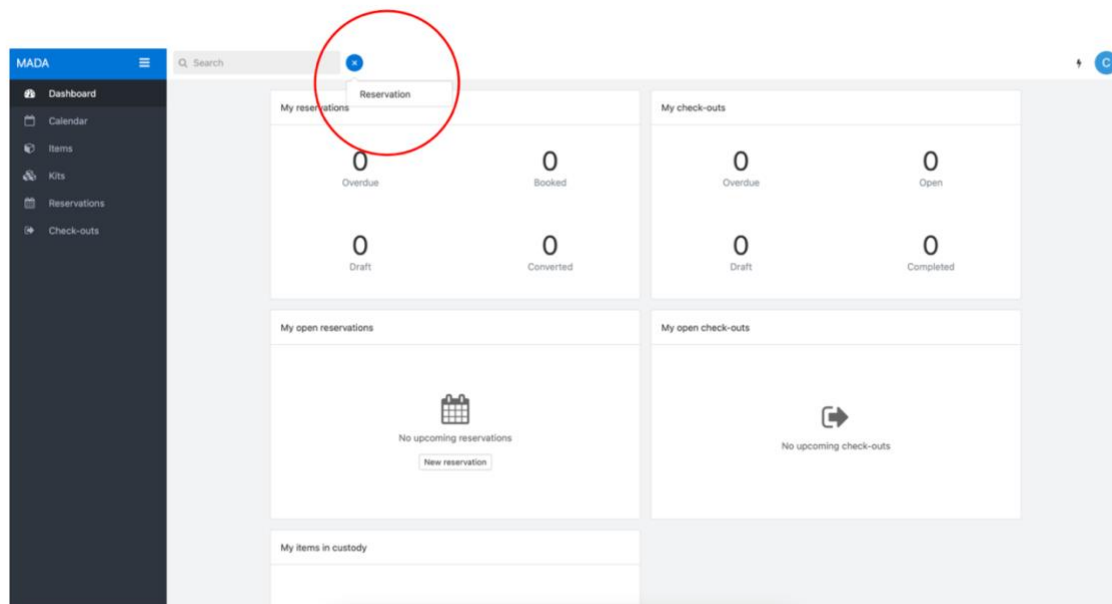
Once you have set up your username and password, go to app.cheqroom.com and log in.

Log in to CHEQROOM



[Forgot your password?](#)

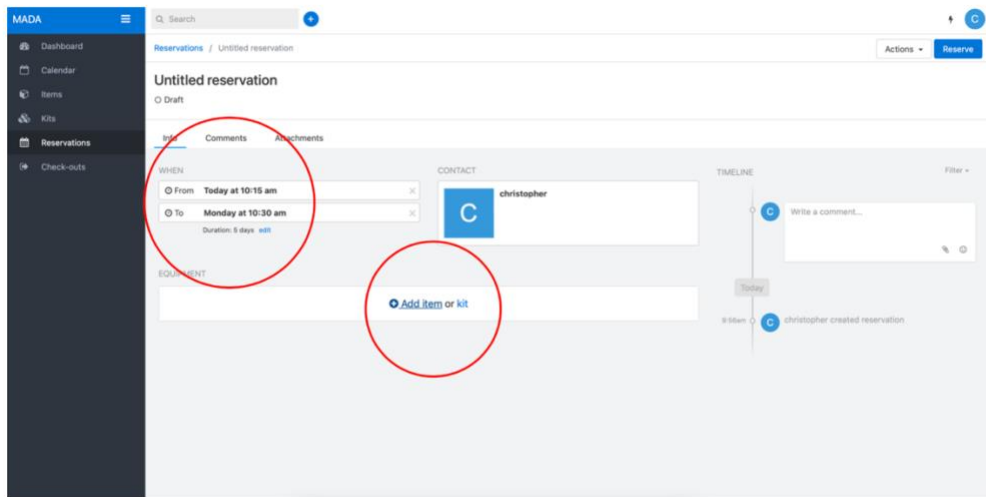
When you have logged in you will be on the Cheqroom homepage. Click on the blue “+” sign next to search and click on **Reservation**. This will take you to the page that shows the equipment that can be borrowed.



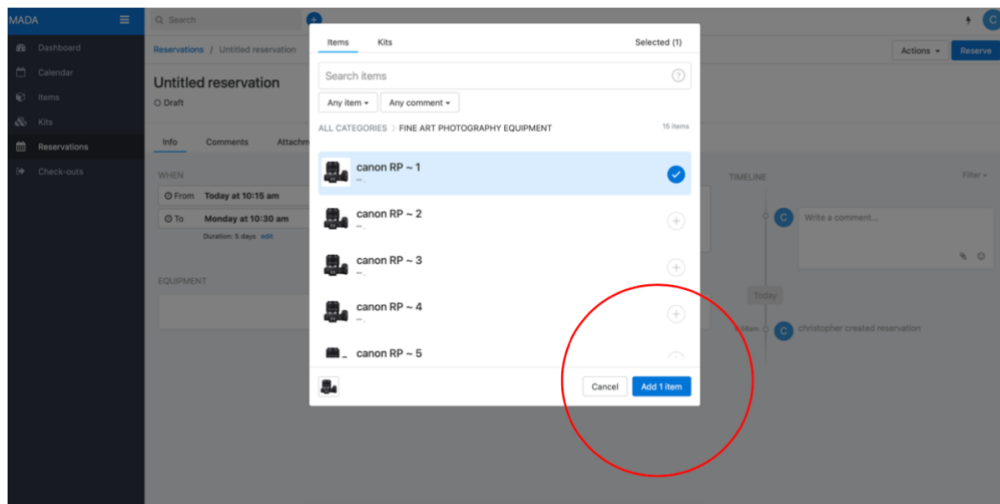
On the next page (below), put in the day and time you would like to pick up the camera and the day and time when you will be returning the camera (in the ‘From’ and ‘To’ drop down menus)

Note: these times must be during Cheqroom opening hours (see below. Borrowing durations will be 48 hours unless specified otherwise by your lecturer(s)).

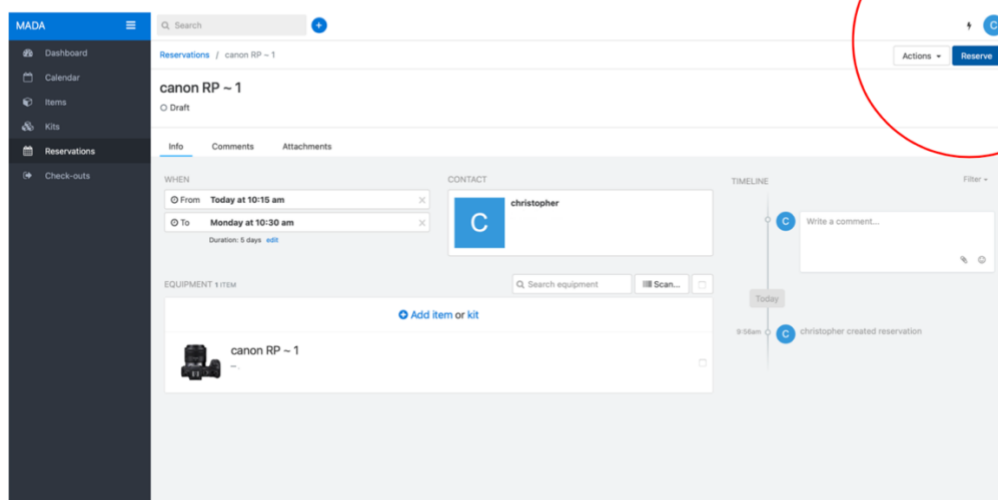
Then click on **Add item**



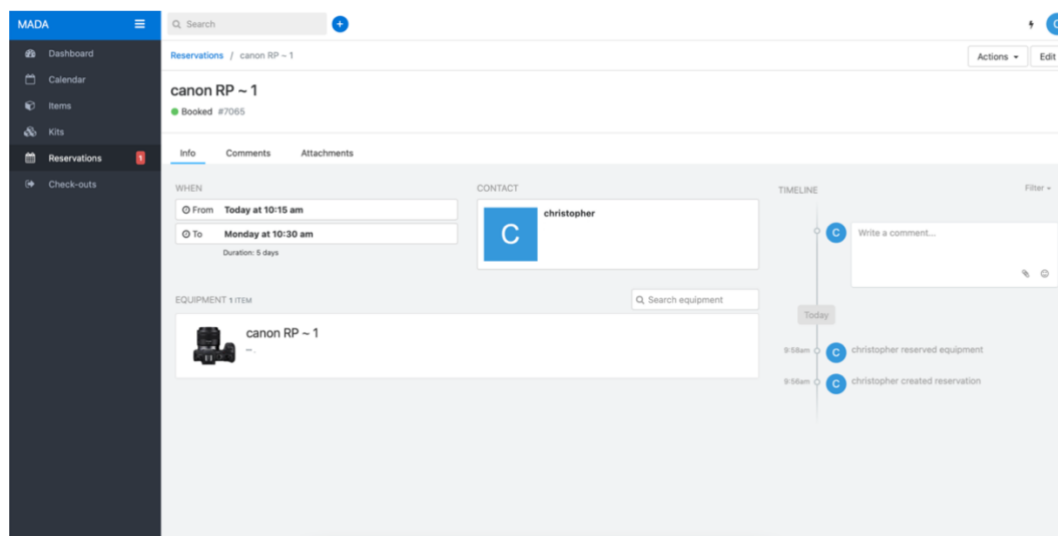
This will show a pop-up box that shows all available camera equipment for that time. Click on an item and click 'Add 1 item'



After you click on a camera and add it as an item (below) click on 'Reserve'



The next page will show that you have booked a camera.



Borrowing durations will be negotiated by lecturers and must be strictly adhered to. Unless otherwise specified or negotiated, most borrowing periods will be **48 hours**.

Late items will result in **borrowing privileges being revoked**. This system is based around students returning equipment **on time**. It is extremely unfair to students who have booked equipment after you if it is not returned on time as they will miss out. If for some reason you can't return equipment on time, please email mada-av-enquiries@monash.edu and let us know.

If you have 48 hour borrowing durations, this will not include weekends. Any equipment taken on Fridays will not be due back until the following Monday.

Once you have made your booking, equipment can be picked up and checked out from **B6.61C** (or other locations depending on your access) during opening times. Opening times will be listed on the door of B6.61C and listed as a separate document for each semester.

When you return equipment a thorough inspection will be done to make sure all items in kits are accounted for. Any items found to be missing or damaged will be the responsibility of the borrower. We will not check in items that are missing components, you will have to attempt to find the missing items and return them in a complete state at a later time.

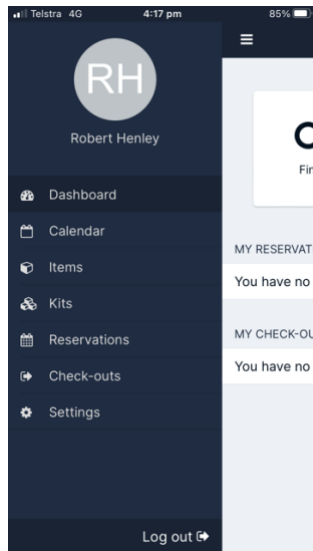
If your equipment is located in another room other than B6.28, please liaise with staff from that area to organize your pick-up and drop-off times.

If you have any questions about how to use Cheqroom to make bookings, please contact mada-av-enquiries@monash.edu. Please note that bookings can also be made using the **Cheqroom mobile app** (refer instructions below).

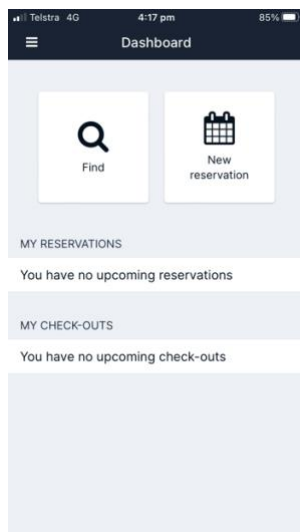
MOBILE APP Version

Download the Cheqroom App (IOS and Android) and log in using your username and password.

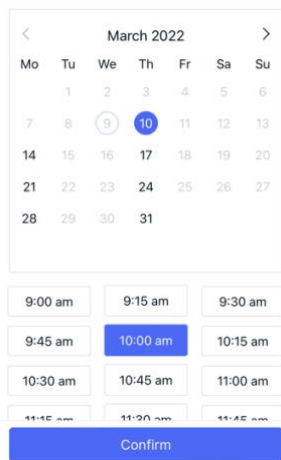
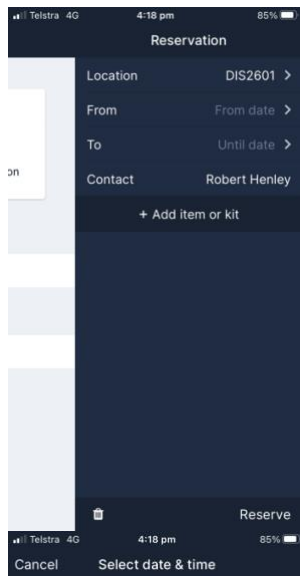
Click on **"Dashboard"**



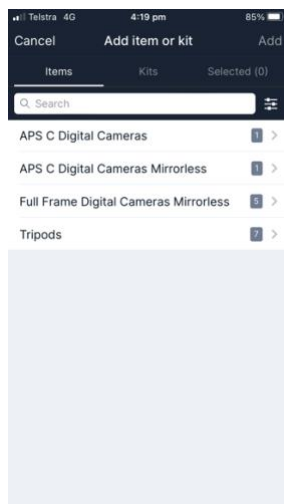
Once you are in Dashboard view, click on **"New Reservation"**.



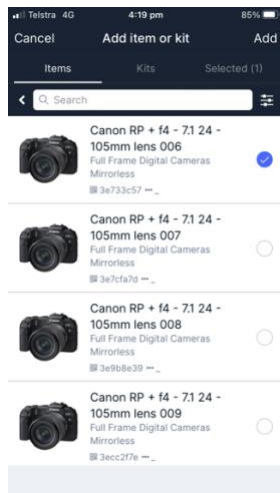
Enter the **dates** you want to borrow and return equipment.



Click on **+ Add item or kit**. Select from the list of item categories.

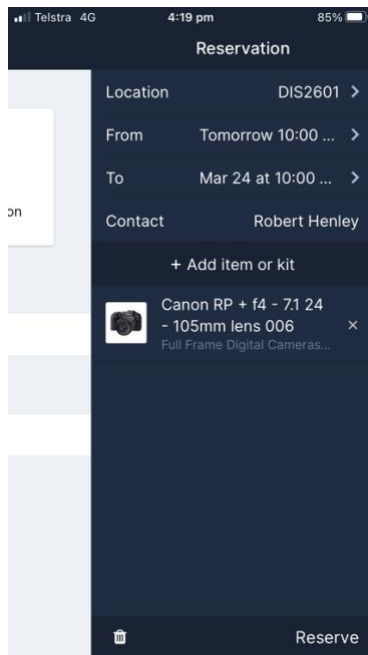


Select the item you want to add to your reservation.

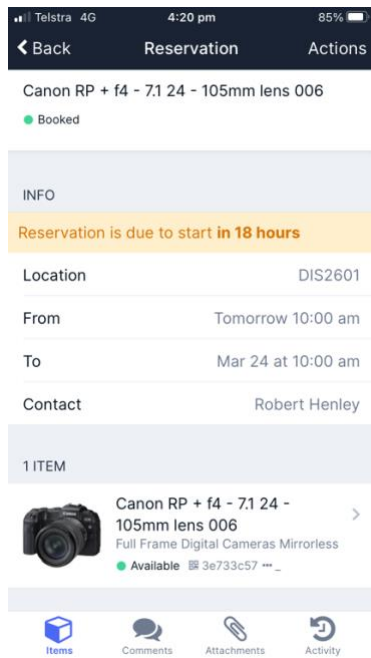


Add more items to your reservation if needed.

Once you have finished adding items, click on **“reserve”** on the bottom right of the screen.



You will then see the details of your reservation.



If you click on **“back”**, this will take you back to your dashboard and you can make new reservations or see existing reservations.

If a reservation is no longer needed or if you need to change the borrowing times/dates, you can edit your reservations by clicking on **“actions”** at the top right of your reservation details.