Log on to the UNL Room reservation page. [https://unlscheduling.nebraska.edu/](https://unlscheduling.nebraska.edu/)

A list of rooms you are able to reserve will be listed. Architecture Laser cutter reservations are split into “Daytime” and “Night” due to different reservation limitations. (see “about” link below)

After you click the “book now” button you can select the date and time you wish to reserve a laser cutter. Clicking on the hour or minutes allows you to easily adjust your time slot.
If you select a duration that is not allowed you will see this message at the top of the screen.

Once you have entered the date and time for a requested time slot, click the search button.

Click the + sign next to the laser cutter you wish to reserve to add it to your cart. Now that laser cutter has been added to you “Selected Rooms” list. Now click “next step”.
Complete the form, read and check the box to accept the “terms and condition”. Finish by clicking the green “Create Reservation” button.

You will receive this message if the “terms and agreements” box is not checked.

**terms and conditions**

I acknowledge that I have completed the College of Architecture laser cutter training. I am responsible for being on time for my reservation, and being finished with the laser cutter at the end of reservation. I will not leave the laser cutter unsupervised while it is running. In case of fire, I will stop machine to extinguish fire. I will clean up any scrap material from inside the laser cutter and surrounding area that I am responsible for. I will abide by the approved materials list.

I understand that any scheduled time between the hours 8:00PM and 8:00AM will not include assistance from a Media Center worker. Any job that I sent to the laser cutter will automatically be charged to my PaperCut account during these hours. Lens plates will be left installed in the laser cutters when the Media Center is not staffed. Any student using the laser cutter without first reserving that time must relinquish control immediately if a student has reserved that time.
You will receive an email from architecture@unl.edu as a confirmation of your reservation.
Delete or edit Lasercutter reservations

Log on to the UNL Room reservation page. [https://unlscheduling.nebraska.edu/](https://unlscheduling.nebraska.edu/)

Click the “My Events” link

![Image of UNL Room reservation page]

Click the reservation you wish to delete or modify.

![Image of reservation details]

Clicking the “–” button will delete the reservation. Click the pencil to edit the date or time.
Click the blue “Update Booking” to confirm changes.