PROCEDURE FOR DAMAGED EQUIPMENT
DURING CHECK-OUT / IN-HOUSE

1. Log in to the reservation system here:
   https://mz.unic.ac.cy/reservations/login.php

   Username: DamageReport
   Password: Mediazone123!

2. Find the equipment in the left sidebar under **Equipment Reservation**.

3. Book the equipment.

4. Return to https://mz.unic.ac.cy/admin.

5. Log in with your SA credentials.

6. Report the damage for the reservation.