



Pandemic Job Pick-Up Procedures

In an effort to promote safety and limit exposure, Terrapin Works has set new guidelines for customers to pick-up their parts from our lab spaces.

Written By: Ashley Kathleen Recklein



Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today ◀ ▶ Jun 28 – Jul 4, 2020 Refresh Day Week						
Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4
	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
10am	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
11am	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
12pm	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
1pm	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
2pm	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
3pm	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	AFL Job Pickup	
4pm						
5pm						
6pm						
7pm						

Step 1 — Scheduling a Pick-Up Time

UNIVERSITY OF MARYLAND

Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today Aug 16 – 22, 2020 Refresh Day Week

Sun 8/16 Mon 8/17 Tue 8/18 Wed 8/19 Thu 8/20 Fri 8/21 Sat 8/22

9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm

AFL Pickup or Dropoff

Appointment calendar owner: Advanced Fabrication Lab

Book an appointment

What PC0000 (Johnny Smith)

When Mon, June 29, 10:00am – 10:30am

Who Ashley Recklein

Where

Description

Save Cancel

Tip: You can customize the details of the event after you save it.

- Reserve a time on the appointment page at: ter.ps/afljobpickup

⚠ If you are picking up parts from the **IFL** (waterjet, CNC, manual machining parts) you do not need to reserve using this appointment page. Your order is anytime pickup from the pickup box in front of the IFL. You **still must confirm** that your account has enough funds and your part has been charged.

- Add Papercut job number followed by your name in parentheses (eg. “PC0000 (Johnny Smith)”) to the “Title” of the appointment

⚠ Failing to include the Papercut job number can delay your pickup request

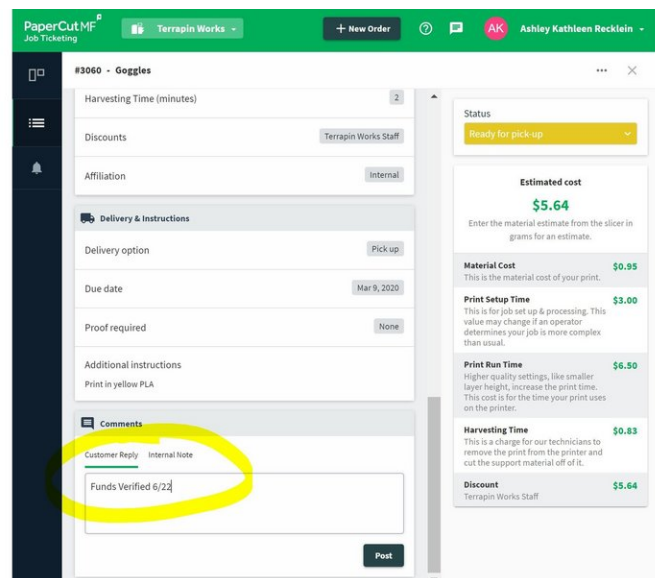
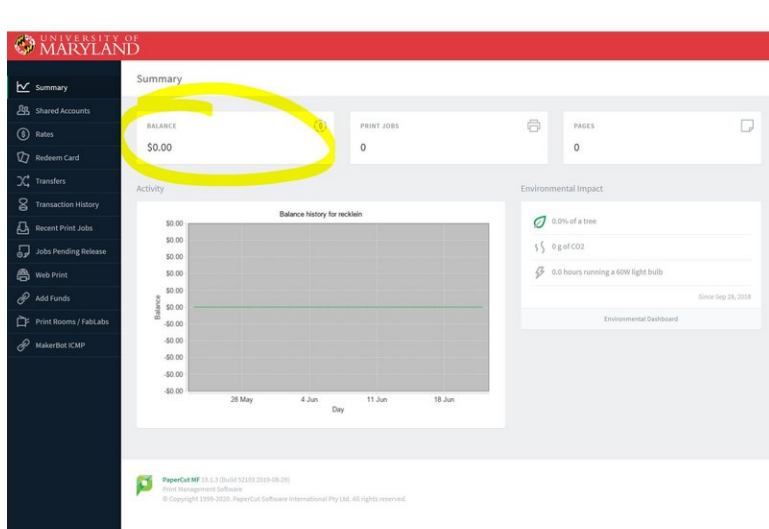
- Click “save” and you should receive a confirmation email

📌 If you need to change your appointment, please contact us through Papercut

⚠ Any communication with the event confirmation or changes to the appointment time will not be responded to or delivered to staff

⚠ Please do not schedule same-day pickup as this does not allow enough lead-time for staff

Step 2 — Before You Arrive

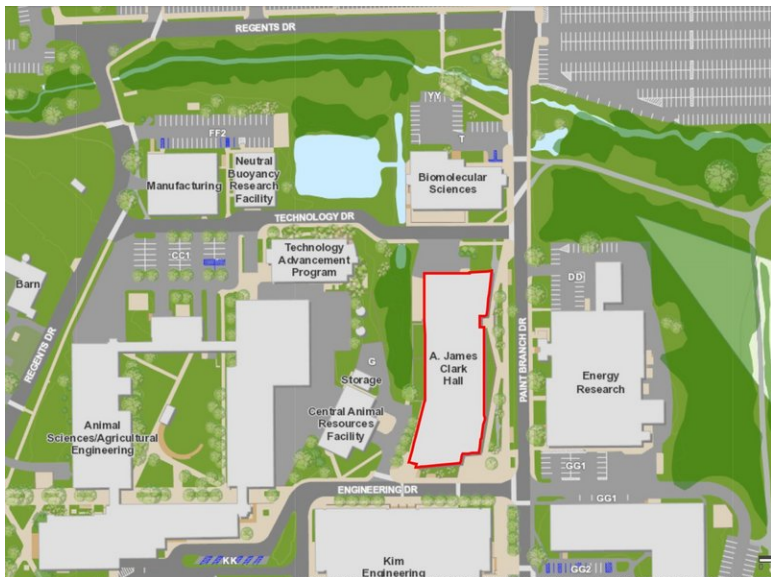


- Verify that there are sufficient funds in your Papercut account to cover the cost of the job (the cost of the job will be listed in your order history)
- You can add funds with a debit/credit card at: ter.ps/addfunds
- If you are using KFS make sure you have an account and the name of the requestor is an approved user for that account: ter.ps/PcutKFS
- Comment in your Papercut order stating that you have verified the funds in your account will cover the cost of the job

⚠ Without confirming payment, your order pickup may be delayed or cancelled

- **i** After this is done and verified, you will be approved for pick-up and receive another confirmation email within 1-2 business days, updating the status of your job in PaperCut

Step 3 — When you Arrive



- Call (301) 405-0519 to let the staff know you have arrived and let you in if you are unable to get into Clark Hall
 - Find the pickup and dropoff table near the couch on the upper concourse
 - Confirm the correct Papercut job number on the sealed plastic bag
- ⚠️ Remember to wear your mask in all public spaces!
- ❗ If there are any issues with your job request, then please contact us through your Papercut order comments or by email at terrapiinworks@umd.edu