

# Reserving Equipment in the AFL

This guide walks customers through the process of reserving time to use equipment in the AFL.

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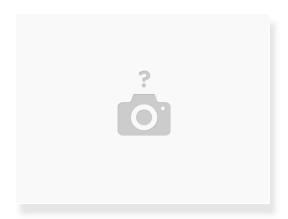
It to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

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				7p - 11p					
	Trivia and karaoke								

# Introduction

A Google Reservation Calendar is used to reserve time to use 3D scanning or laser cutting equipment in the AFL.

#### **Step 1 — Getting Trained**



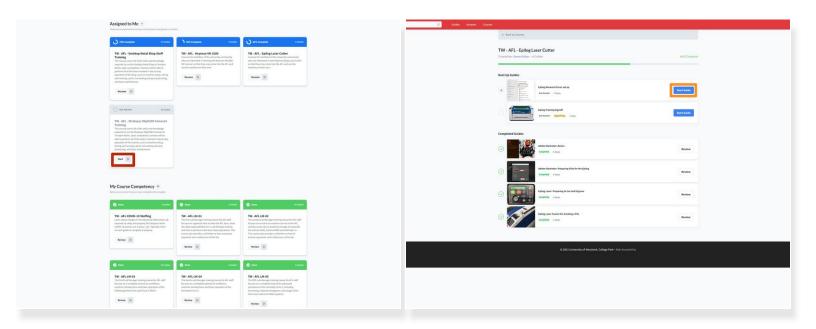
- In order to reserve a time to use equipment, you must already be trained on it
- If you are not already trained on the equipment you want to use, email us at terrapinworks@umd.edu to coordinate a time to get trained
- Before coming in for training, you must complete a dozuki course and an ELMS quiz (internal customers only) that will get assigned to you after we receive your email
- (i) See step 7 for pricing details

## Step 2 — Accessing Dozuki Courses



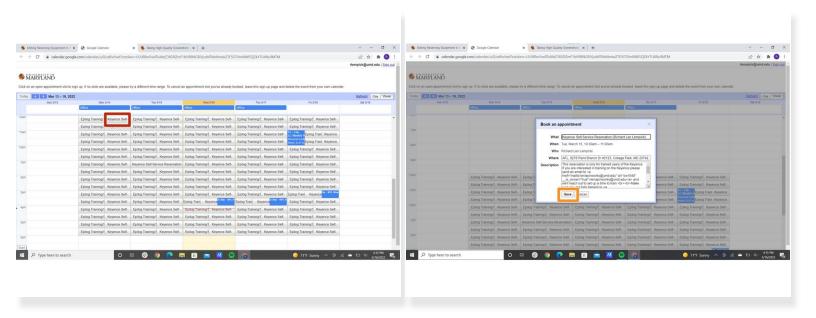
- (i) Dozuki is the platform we use to train people and keep track of those who are trained
- Access Dozuki at this <u>link</u>
- Select Sign in with SSO
- Select Courses
- Select My Courses
- Once you are assigned a training course, it will appear here under "Assigned to Me"

#### Step 3 — Completing Dozuki Courses



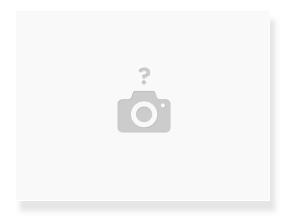
- Select start to begin the assigned course
- Read through every guide in the order they appear
- Select start guide to begin each guide
- (i) Some courses will require questions to be answered in the last guide and these answers must be reviewed by a staff member before the course will show 100% completion

### Step 4 — Making a Reservation



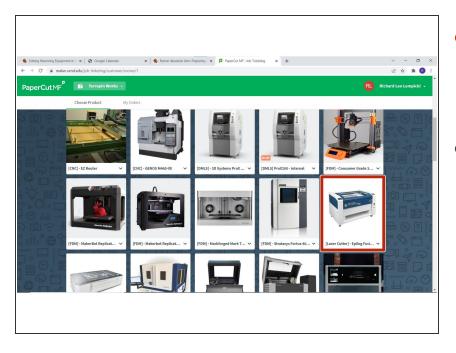
- Once trained, you can reserve equipment using the reservation calendar at this link: <u>http://ter.ps/aflreserve</u>
- Select the timeslot for the appropriate machine and time you'd like to reserve
- Read the description and select **save** when you've followed and understood those requirements
- (i) You will receive an invitation via email and the event will appear on your Google Calendar

#### Step 5 — Reservation Rules



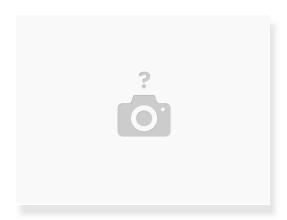
- You may use the equipment only during the timeslot you've chosen
- You must pay for the use of the equipment before leaving the lab

#### Step 6 — Epilog Workflow



- Those who want to use the Epilog must submit an order through
   PaperCut in addition to reserving a timeslot
- Users must pay for job run time and have a staff member mark the job as "picked-up" in PaperCut before leaving the lab

#### Step 7 — Pricing



- (i) Cost is listed on a per hour basis but can be calculated in 15 minute increments
- Pricing for UMD student personal use: \$25/hr for training; \$15/hr for use once trained
- Pricing for research and classes at UMD: \$25/hr for training and use
- <u>Pricing for non-UMD affiliations</u>: External users \$50/hr for training and use; Corporate users \$100/hr for training and use