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Introduction

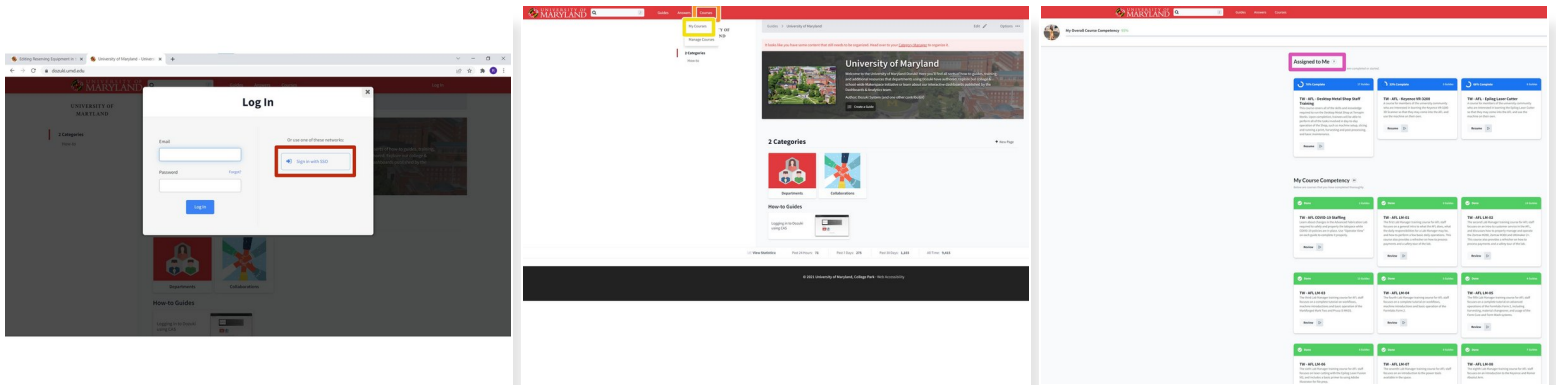
A Google Reservation Calendar is used to reserve time to use 3D scanning or laser cutting equipment in the AFL.

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
-  See step 7 for pricing details

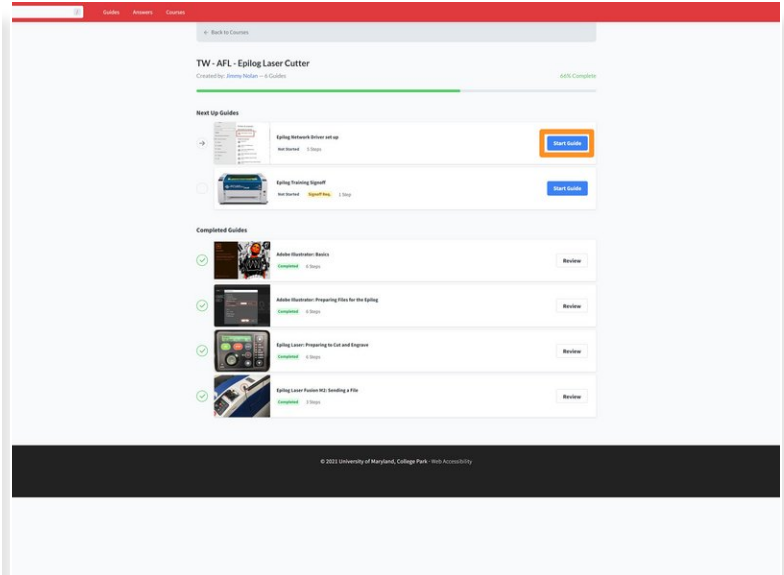
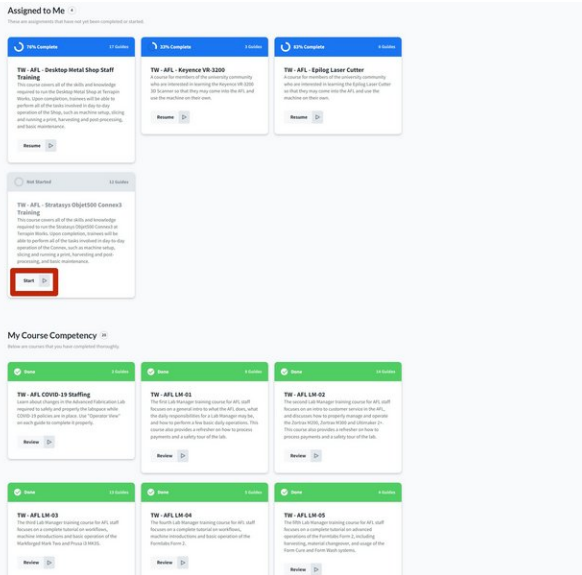
Step 2 — Accessing Dozuki Courses



 Dozuki is the platform we use to train people and keep track of those who are trained

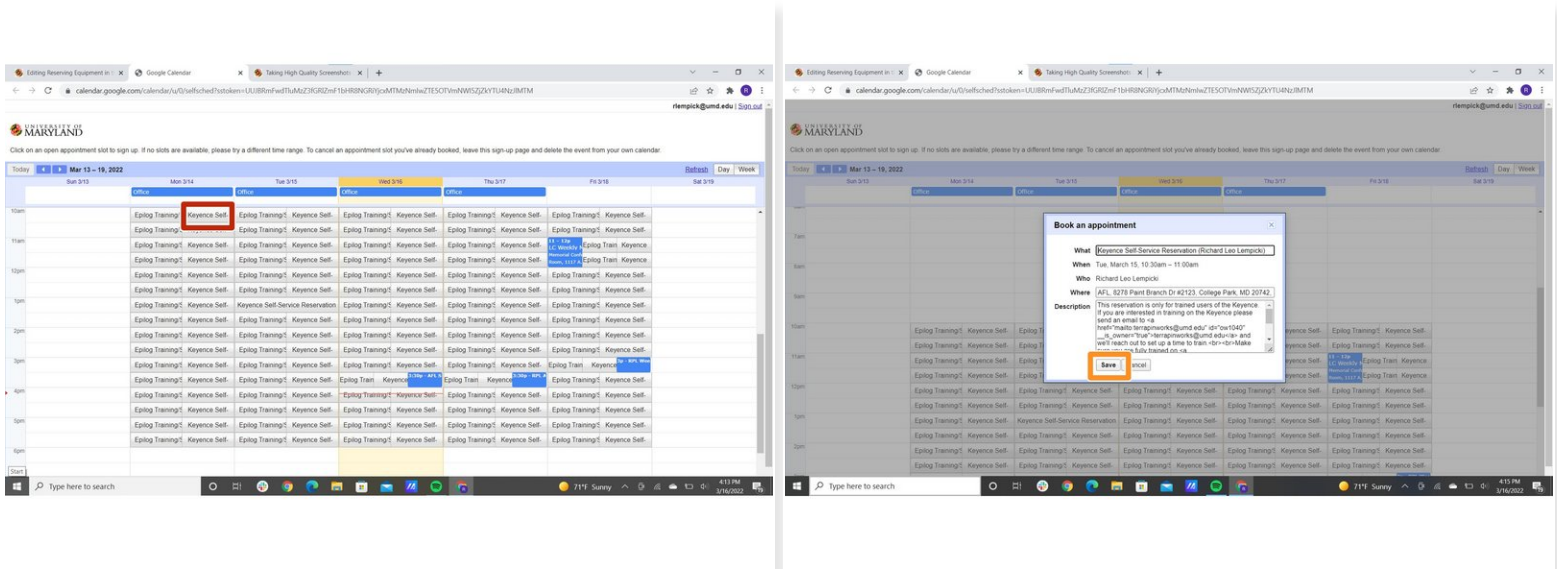
- Access Dozuki at this [link](#)
- Select **Sign in with SSO**
- Select **Courses**
- Select **My Courses**
- Once you are assigned a training course, it will appear here under "Assigned to Me"

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
- ① 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



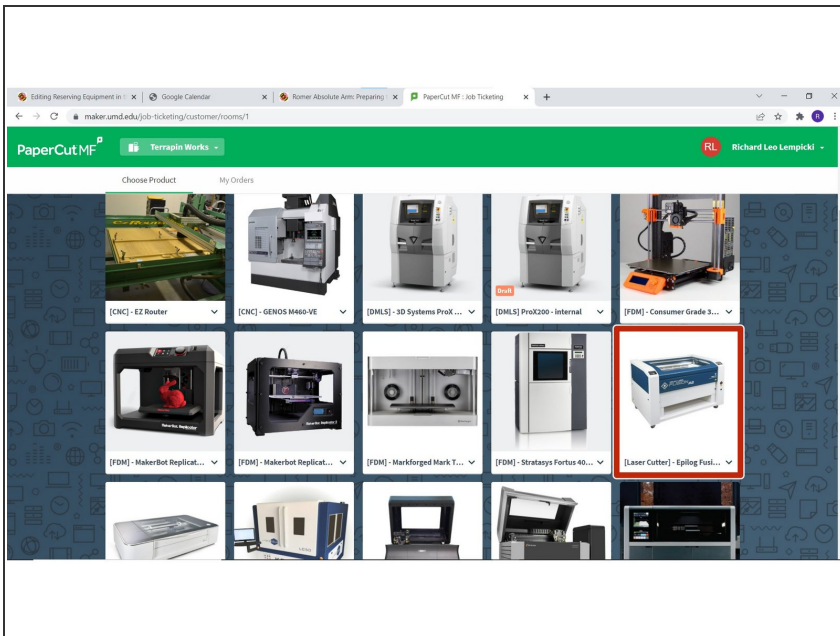
- Once trained, you can reserve equipment using the reservation calendar at this link: <http://ter.ps/aflreserve>
- Select the timeslot for the appropriate machine and time you'd like to reserve
- Read the description and select **save** when you've followed and understood those requirements
- ❗ You 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



- ① 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
- Pricing for non-UMD affiliations: **External users** - \$50/hr for training and use; **Corporate users** - \$100/hr for training and use