LASER CUTTER RESERVATIONS

ADDING PRINTER TO CALENDAR:

Steps 1-7 will help you add the laser printer calendars to your calendar app within OFFICE 365. This will make it easy to see what times are available. If you have already done these steps before, skip to step 8.

STEP 1:

Go to the UTK homepage. Scroll down and click I AM A CURRENT STUDENT then click on VOLMAIL within the blue boxes.

STEP 2:

Click on OFFICE 365. Google mail will not work for making reservations.



Log in to Your Volmail Account



Checking email from your mobile device? Go to the mobile device setup instructions. Using Office 365 for email? You can still log in to Google Apps for Education! Log in to Google Apps for Education

Current students: Want to switch to Gmail? Go to the Volmail Switch page





STEP 3:

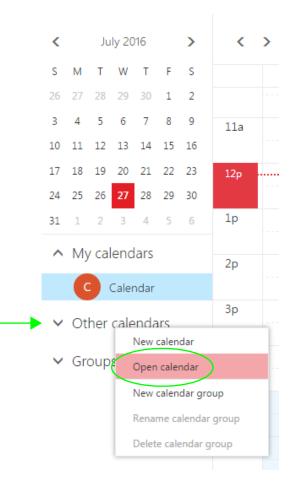
Select the account you would like to use. If this is your first time going through these steps, click on USE ANOTHER ACCOUNT.

STEP 4:

After logging in find the toolbar at the top of the screen. In the TOP LEFT, click on the 9-SQUARE GRID ICON.

	Office 365		Outlook
Searc	h Mail and People	Q	🕂 New 🗸
^ F	olders		Inbox

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Mail		People	Newsfeed	ConeDrive
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Planner iew all my apps				



STEP 5:

Next, select CALENDAR from the app menu.

STEP 6:

Find the TOOLBAR on the LEFT SIDE of the screen. RIGHT CLICK on OTHER CALENDARS and select OPEN CLAENDAR.

STEP 7:

This step will add the laser cutters to your calendar view. In the FROM DIRECTORY section of the pop-up box, type in the following exactly (it is case sensitive) how it is shown below:

CoAD_FAB_Laser1 (Fab Lab)

Now click OPEN. This will add laser cutter 1. To add laser cutter 2, REPEAT STEPS 6 and 7 then type in exactly what is shown below:

CoAD_FAB_Laser2 (Fab Lab)

CoAD_AA_Laser1 (A+A woodshop)

CoAD_AA_Laser2 (A+Awoodshop)

CoAD_AA_Laser3 (A+Awoodshop)

Click OPEN. Laser cutter 1 and 2 at teh Fab Lab and Lasers 1-3 at teh A+A building should now appear in your calendar view.

CoAD_FAB_Laser1		
Internet calendar:		
	Open	Cancel
	AB_Laser1 AB_Laser1@utk.e	du

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		W/ I I I I 27 2010	** Split
July 2016 >	<	> Wednesday, July 27, 2016 ~	Day Work week Week Month Today
MTWTFS		Calendar CoAD_FAB_Laser1 CoAD_FAB_Laser2	
27 28 29 30 1 2			
4 5 6 7 8 9		Bennett, Rebecca A rebecca Bennett, Rebecca A	Prentiss, Tyrel Jordan Tyrel Prentiss Laser 1 Prentiss, Tyrel Jordan
11 12 13 14 15 16	11a	Reynolds, Will Will Reynolds Laser 2 Reynolds, Will	
18 19 20 21 22 23 25 26 27 28 29 30		Prentiss, Tyrel Jordan Tyrel Prentiss INDS 321 Prentiss, Tyrel Jordan	
_	12p	Payant, Marlow marlow Payant, Marlow	
1 2 3 4 5 6		Webb, Garrett L Garrett Webb INDS 321 Webb, Garrett L	
My calendars	1р		
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C CoAD_FAB_Laser1		Carrie	
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Groups			
Groups	5p		
	6р		
	7p		
	8p		
	9p		
	10p		

To make the printers and their availability easier to delineate, click on the **SPLIT** button in the top right corner beneath your profile picture.

MAKING A RESERVATION:

Steps 8 through 15 will help you make a reservation for one of the laser cutters.

STEP 8:

Within the Calendar App, find the TOOLBAR at the top of the screen. Click on the NEW button to the right of the SEARCH CALENDAR bar.

	Office 36	5	Outlook			
P Se	arch Calendar		🕀 New 🗸	🗄 Add calendar 🗸	🗘 Share 🗸	🖶 Print
<	July 2016	>	< > We	dnesday, Jul	y 27, 201	6 ~

STEP 9:

Within the pop-up box, click on SCHEDULING ASSISTANT on the RIGHT SIDE of the box. Another pop-up box will open.

🖻 Send 🏾 💼 Discard 🛛 🔒 Attai	ch 🔇 Skype meeting 🗸	🌲 Add-ins 🛛 Charm 🗸	Categorize 🗸	
Details				People 🔀 Scheduling assistant
Add a title for the event				
Add a location			Add room	SR Smith, Ryan Ross Organizer
Start				
Wed 7/27/2016	▼ 12:30 PM	▼ All day		
ind				
Wed 7/27/2016	▼ 1:00 PM	▼ Private		
Repeat	Save to calendar			
Never	▼ Calendar	~		
Reminder	Show as			
15 minutes	▼ Busy	-		
Add an email reminder				

STEP 10:

Now select the TIME AND DAY you would like to use the laser cutter.

You are limited to:

2 consecutive 30-min time slots 2 hours of time per day 6 hours of time per week

You must leave at least one time slot after 2 consecutive reservations before scheduling 2 more. Outside of reservations, Drop-Ins are still allowed.

Please be mindful of others as well.

✓ OK 🗙 Discard 🚥	< > Wednesday, July 27, 2016 <
Untitled event	
Start	Smith, Ryan Ross
Wed 7/27/2016 🔻 12:30 PM 👻	
End	
Wed 7/27/2016 🔻 1:00 PM 👻	11a
All day	
Attendees	12p
Add attendees	
	1p
1 required No conflicts	
SR Smith, Ryan Ross	2p
	3р
	4p
	5p

IMPORTANT A --

STEP 11:

In the **ATTENDEES** box, type in the laser cutter you would like to use and select it.

Failure to do this step will result in an incorrect reservation!

Untitled event		
Start		Smith, Ryan Ross
Wed 7/27/2016 🔹 12:30 PM 👻		
End		
Wed 7/27/2016	11a	
All day		
	12p	
Attendees	>	
CoAD	10	
CoAD_FAB_Laser1		
C CoAD_FAB_Laser1@utk.edu		
C CoAD_FAB_Laser2		
CoAD_FAB_Laser2@utk.edu		
Search Directory		
	5p	
	6p	

STEP 12:

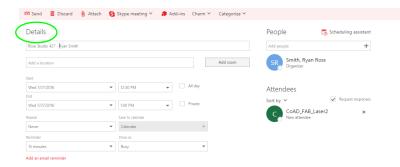
After selecting the laser cutter, make sure it says FREE beneath the name of the cutter and then click OK at the TOP LEFT of the pop-up box. (note: If it does not say free, you will not be able to make the reservation.)

VOK X Discard •••	< > Wednesday, July 27, 2016 ~
Untitled event	
Start	Smith, Ryan Ross
Wed 7/27/2016 🔻 12:30 PM 👻	200
End	
Wed 7/27/2016 🔻 1:00 PM 👻	11a
All day	
Attendees	12p
Add attendees	1p
2 required No conflicts	
SR Smith, Ryan Ross Free	2р
C COAD_FAB_Laser2 x	Зр
	4p
	5p

STEP 13:

Make sure the laser cutter you select should be shown as an ATTENDEE to the right. Below the DETAILS section, click on the type box. Type in descriptive information that includes:

> YOUR NAME STUDIO PROFESSOR COURSE NUMBER



STEP 14:

Double check the information (time, attendees, details). Change the reminder time if you like as well. Now click SEND to finalize the reservation.

Details			People	Co Scheduling assistar
Rose Studio 427 - Ryan Smith			Add people	+
Add a location		A	Add room Smith, Organiz	, Ryan Ross er
tart				
Wed 7/27/2016	▼ 12:30 PM	▼ All day	Attendees	
Ind			Sort by 🗸	 Request respons
Wed 7/27/2016	▼ 1:00 PM	 Private 		
lepeat	Save to calendar		C COAD	_FAB_Laser2 × endee
		Ψ.		
Never	Calendar			
Never	Calendar Show as			



STEP 15:

A CONFIMATION EMAIL should be sent to your email address if the reservation was successful. To check and see if your name appears on the laser cutter, refresh the calendar by DOUBLE-CLICKING ON the laser cutter you chose. Your name should appear.

IF YOU DO NOT RECEIVE AN EMAIL, YOUR RESERVATION WAS UNSUCESSFUL!

Your reservation has now been made. Try to show up 15mins beforehand with material cut to fit the printer (dimension are 18" x 32").

II Office 365	Out	ook	112222		6 🕹 🕫 ?
O Search Calendar	۲	New 🖂 🖬 Add calendar 🛩 🖸 Share 🛩 🖶 Print			
< July 2016 >		> Wednesday, July 27, 2016 -			++ Mi Day Work week Week Month To
SMTWTFS			la se		
		Calendar	COAD_FAB_Laser1		COAD_FA8_Laser2
3 4 5 6 7 8 9					
0 11 12 13 14 15 16 7 18 19 20 21 22 23	6a				
_					
	7a				
1 1 2 3 4 5 6	84				
 My calendars 	89		······		
C Calendar	98			C	
•					
 Other calendars 	109		Gertsen, Henry J Henry - Industrial Design Studio 372 Gertsen, H	kov.	Bennett, Rebecca A rebecca Bernett, Rebecca A
CoAD_FAB_Laser1	\mathbf{N}		Bennett, Rebecca A rebecca Bennett, Rebecca A		Prentiss, Tyrel Jordan Tyrel Prentiss Laser 1 Prentiss, Tyrel Jordan
C CoAD_FAB_Later2	13				Reynolds, Will Will Reynolds Laser 2 Reynolds, Will
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V Groups	12p		Payant, Marlow marlow Payant, Marlow		
		Rose Studio 427 - Ryan Smith Smith, Ryan Ross	Webb, Garrett L Garrett Webb INDS 321 Webb, Garrett L		Smith, Ryan Ross Rose Studio 427 - Ryan Smith Smith, Ryan Ross
	1p				
	2p		Starfil, Amber Michaela Starfil, Amber Michaela		
			Stanfill, Amber Michaela Starfill, Amber Michaela		Trull, Briana D Trull, Briana D
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PLEASE TRIPLE CHECK YOUR TIME ZONE. IF THE TIME ON THE CALENDAR IS NOT THE SAME AS THE TIME ON YOUR PHONE, YOUR TIME ZONE IS NOT SET CORRECTLY. THIS WILL LEAD TO SCHEDULING CONFLICTS. THE FABLAB IS NOT RESPONSIBLE FOR AN INCORRECT RESERVERATION. FOLLOW THESE STEPS TO ACCURATELY SET IT.

STEP 1:

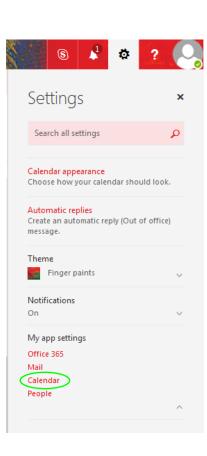
In the TOP RIGHT CORNER, click on the GEAR SYMBOL to open the settings tab.

→€ Merge Day Work week Week Month | Today

(5)

STEP 2:

In the settings toolbar, click on CALENDAR under MY APP SETTINGS.





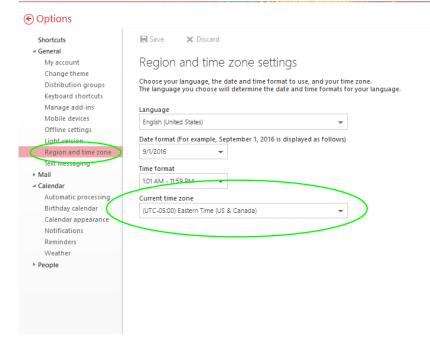


STEP 3:

Under GENERAL, click on REGION AND TIME ZONE.

Make sure under CURRENT TIME ZONE it says EASTERN TIME (US & CANADA)

If your time zone shows EASTERN TIME but is still incorrect switch to ANOTHER TIME ZONE and the SWITCH BACK to Eastern.



STEP 4:

After you set the correct time zone, click SAVE at the top left of the box.



Region and time zone settings

Choose your language, the date and time format to use, and your time zone. The language you choose will determine the date and time formats for your language.

English (United States)	•
Date format (For exam	ple, September 1, 2016 is displayed as follows
9/1/2016	•
Time format	
1:01 AM - 11:59 PM	-
Current time zone	
(UTC-05:00) Eastern Ti	me (US & Canada) 👻

