

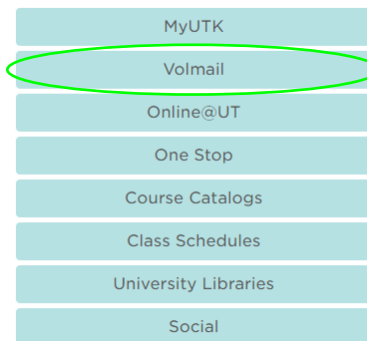
LASER CUTTER RESERVATIONS

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.

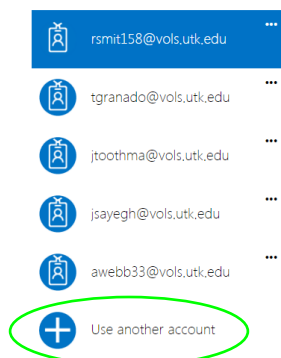
Using Office 365 for email? You can still log in to Google Apps for Education!
Log in to Google Apps for Education

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

Office 365

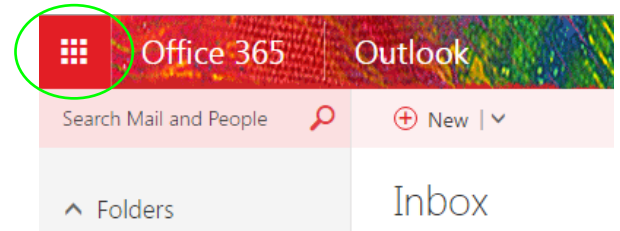
STEP 3:

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



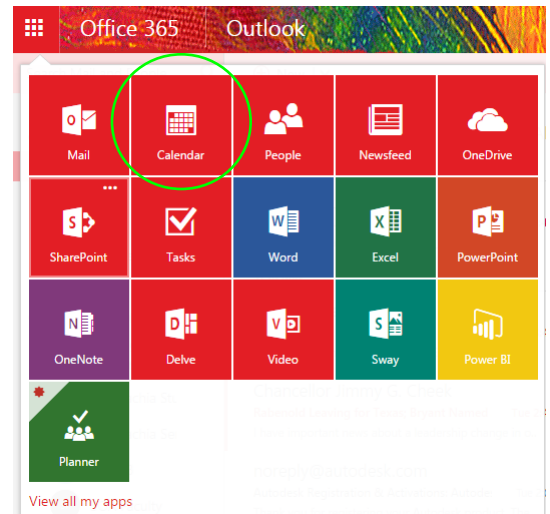
STEP 4:

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



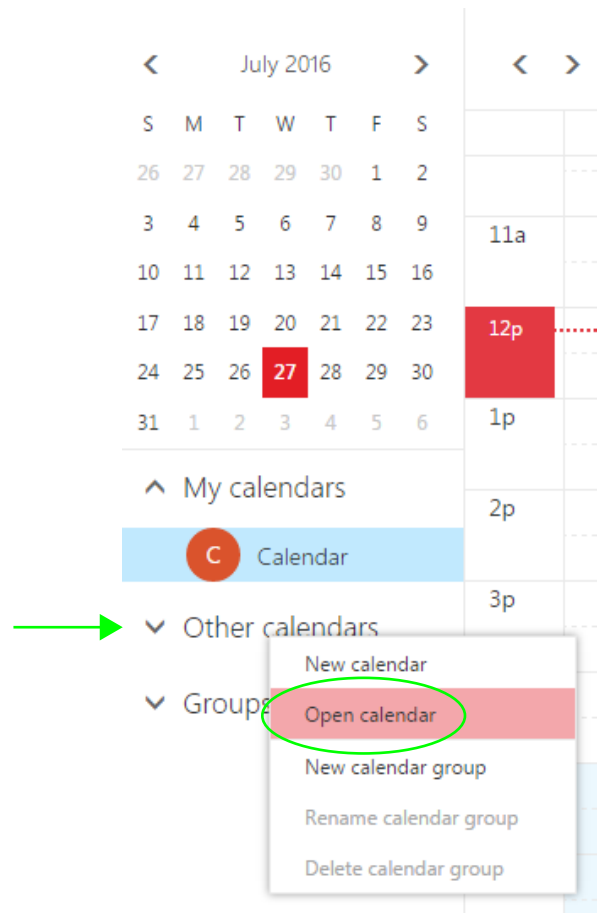
STEP 5:

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 CALENDAR**.



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:

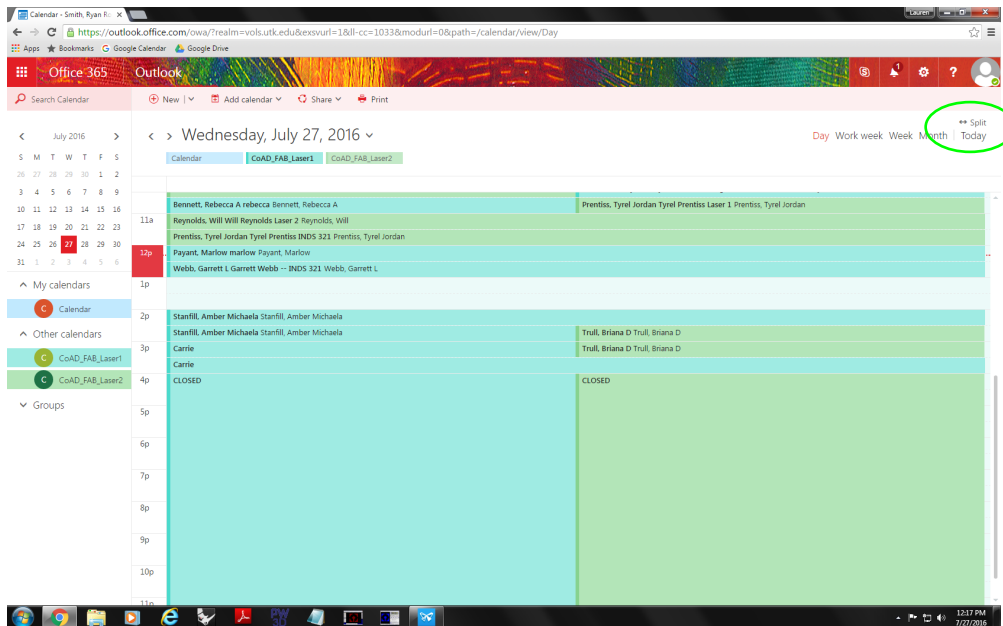
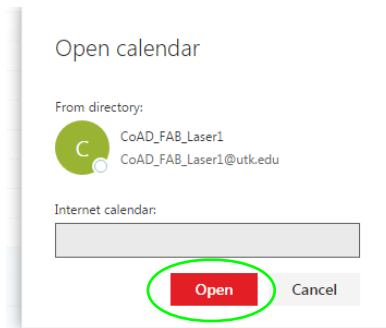
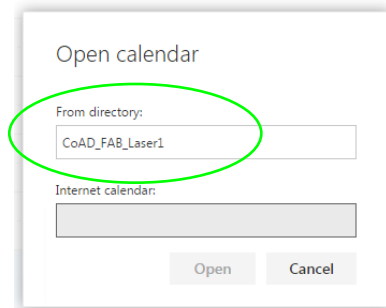
CoAD_FAB_Laser2 (Fab Lab)

CoAD_AA_Laser1 (A+A woodshop)

CoAD_AA_Laser2 (A+A woodshop)

CoAD_AA_Laser3 (A+A woodshop)

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.



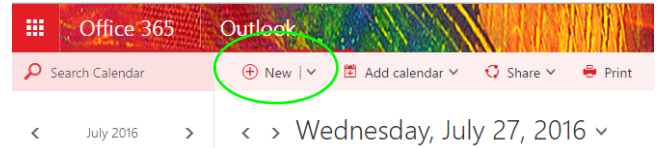
To make the printers and their availability easier to delineate, click on the **SPLIT** button in the top right corner beneath your profile picture.

MAKING A RESERVATION:

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

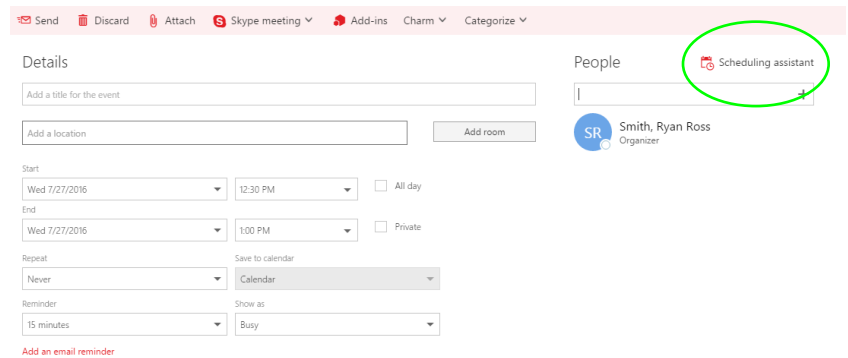
STEP 8:

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.



STEP 9:

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



STEP 10:

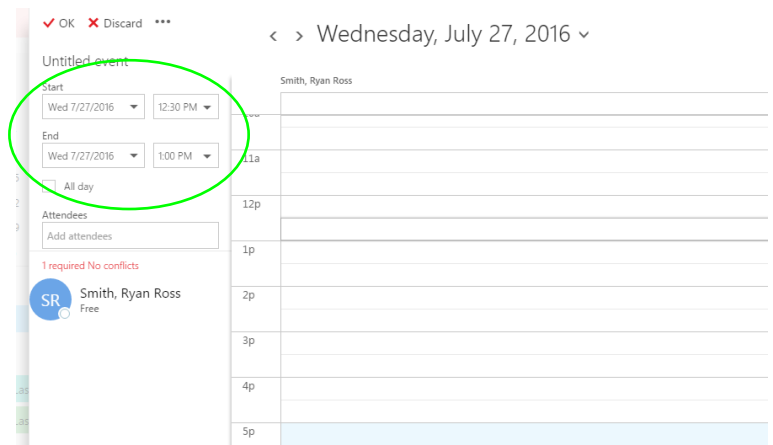
Now select the **TIME AND DAY** you would like to use the laser cutter.

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.





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!

STEP 12:

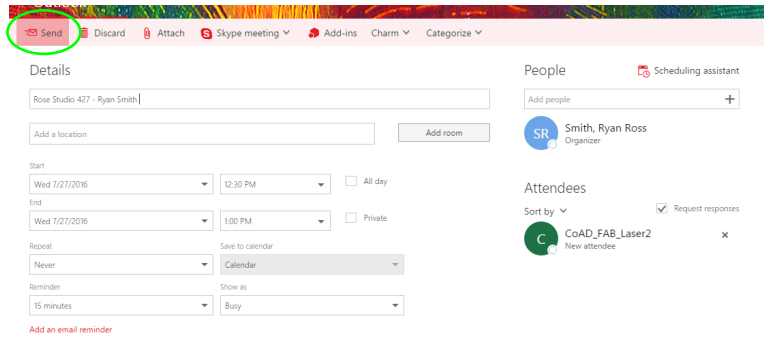
After selecting the laser cutter, make sure it says **FREE** beneath the name of the cutter and then click **OK** at the **TOP LEFT** of the pop-up box. (note: If it does not say free, you will not be able to make the reservation.)

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**

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



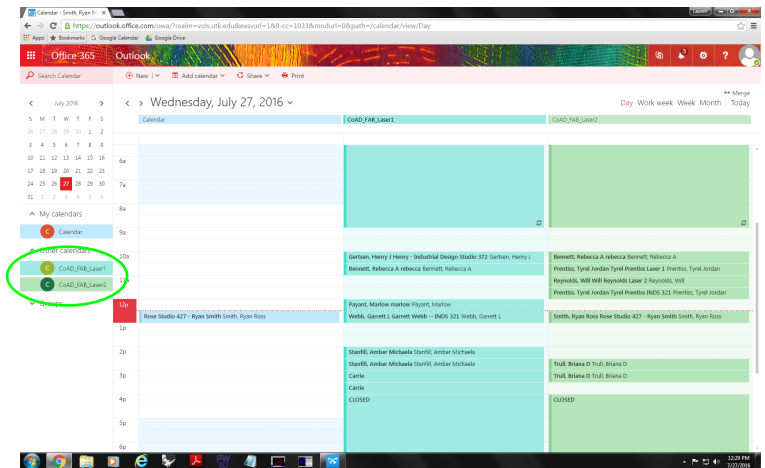
! IMPORTANT !

STEP 15:

A CONFIRMATION 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 UNSUCCESSFUL!**

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



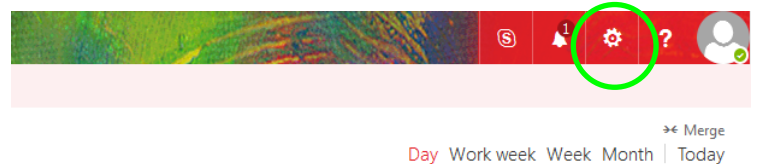
! IMPORTANT !

TIME ZONE SETTINGS

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.

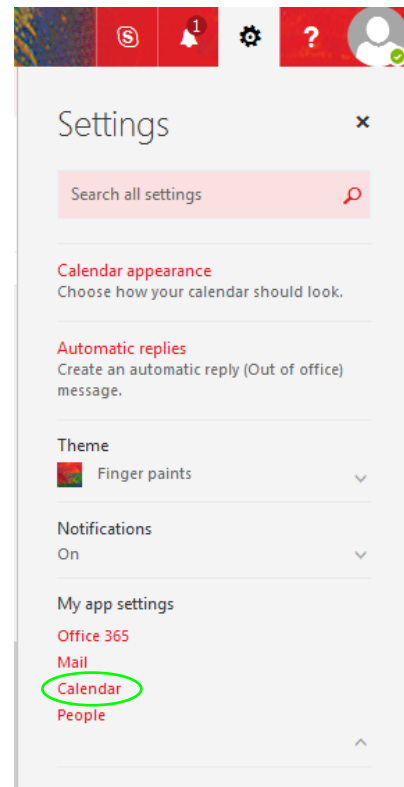
STEP 1:

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



STEP 2:

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



! IMPORTANT !

! IMPORTANT !

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.

Options

- Shortcuts
- General
 - My account
 - Change theme
 - Distribution groups
 - Keyboard shortcuts
 - Manage add-ins
 - Mobile devices
 - Offline settings
 - Light version
 - Region and time zone
 - Text messaging
- Mail
- Calendar
 - Automatic processing
 - Birthday calendar
 - Calendar appearance
 - Notifications
 - Reminders
 - Weather
- People

Save Discard

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.

Language: English (United States)

Date format (For example, 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 Time (US & Canada)

STEP 4:

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

Save Discard

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