

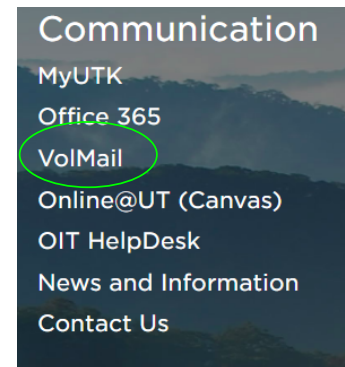
LASER CUTTER RESERVATIONS

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 (utk.edu). Scroll all the way down to the bottom and click on **VOLMAIL** underneath the communication tab on the bottom left.



STEP 2:

Scroll down and click on **OFFICE 365**. Google mail will **NOT** work for making reservations.



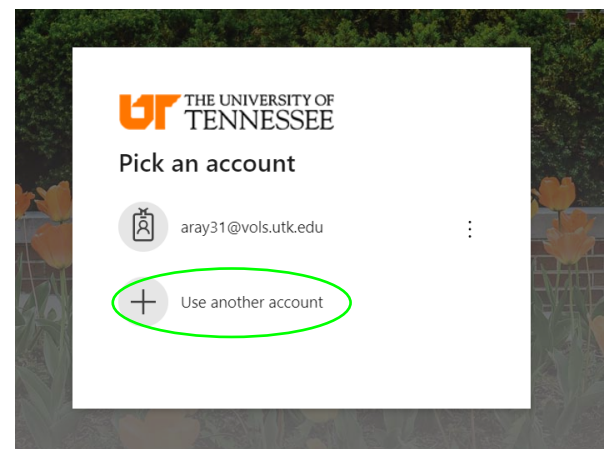
Checking email from your mobile device?
[Go to the mobile device setup instructions](#)

Want to use the full suite of Office 365 or G-Suite for Education?
[Log in to Office 365](#)
[Log in to Google Apps for Education](#)

Current students: Want to switch to another provider?
[Go to the Volmail Switch page](#)

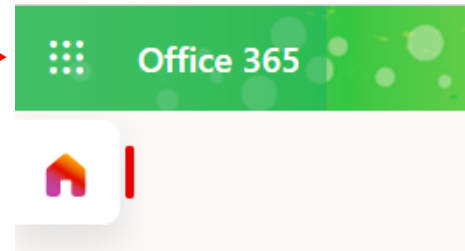
STEP 3:

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



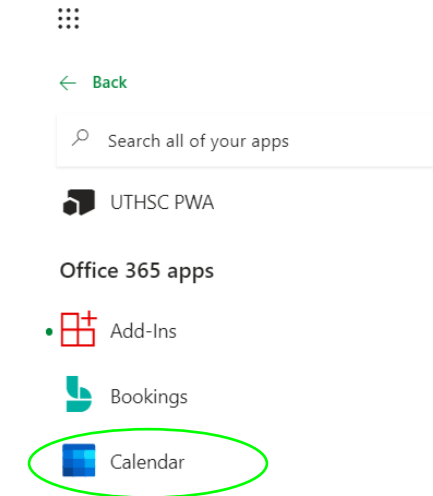
STEP 4:

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



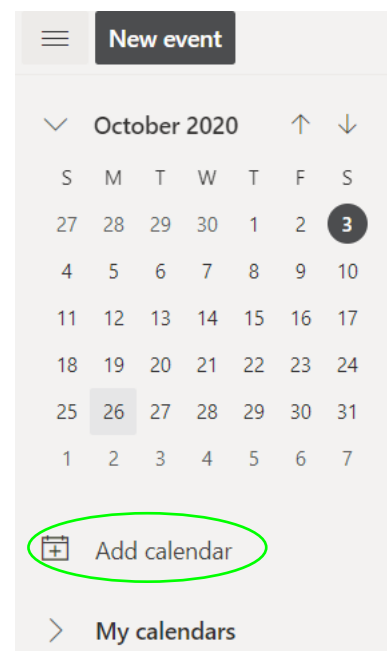
STEP 5:

Next, search for **CALENDAR** in the search bar to open the app, or click on the **CALENDAR** below option if available.



STEP 6:

On the Left toolbar, Click **Add Calendar**, which is above "my calendars".



STEP 7:

This step will add the laser cutters to your calendar view. In the **FROM DIRECTORY** section on the **left toolbar** of the pop-up menu *exactly (it is case sensitive, be mindful of spaces)* how it is shown below:

CoAD_FAB_Laser1

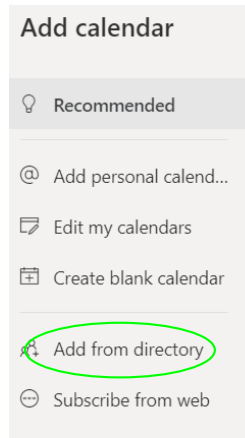
Now click **ADD**. This will add laser cutter 1. To add laser cutter 2, **REPEAT STEPS 6 and 7** then type in exactly what is shown below:

CoAD_FAB_Laser2

CoAD_AA_Laser1

CoAD_AA_Laser2

CoAD_AA_Laser3



Add from directory

Select a person, group, or resource from your organization's directory to view the associated calendar.

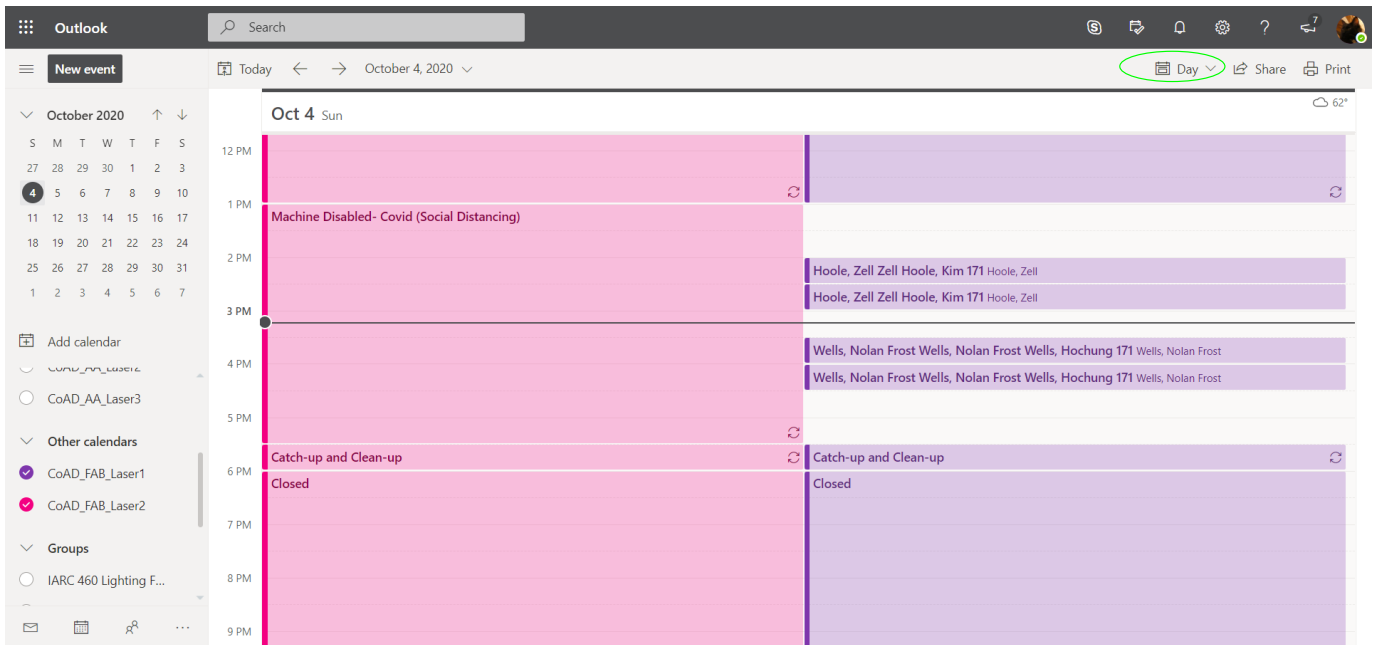
CoAD_FAB_Laser1 X

Add to

My calendars

Add

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



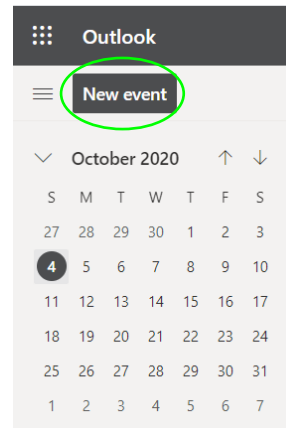
To make the printers and their availability easier to delineate, click on the **SPLIT VIEW** option in the day tab underneath the notification symbol.

MAKING A RESERVATION:

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

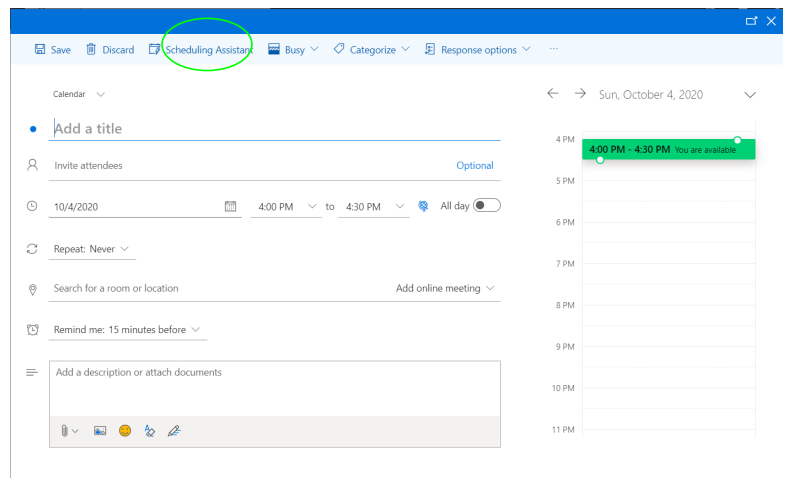
STEP 8:

Within the Calendar App, find the **TOOLBAR** on the left hand side of the screen. Click on the **NEW EVENT** button below the 9-SQUARE grid icon.



STEP 9:

Within the pop-up box, click on **SCHEDULING ASSISTANT** on the top toolbar. The pop-up will refresh.



STEP 10:

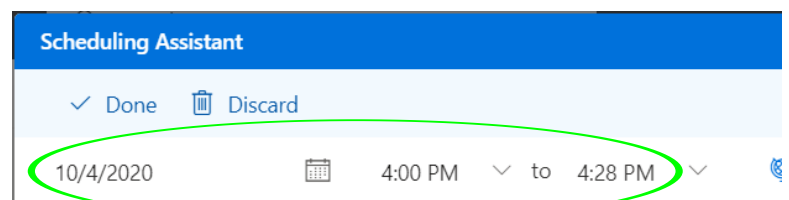
Now select the **TIME AND DAY** you would like to use the laser cutter.

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.

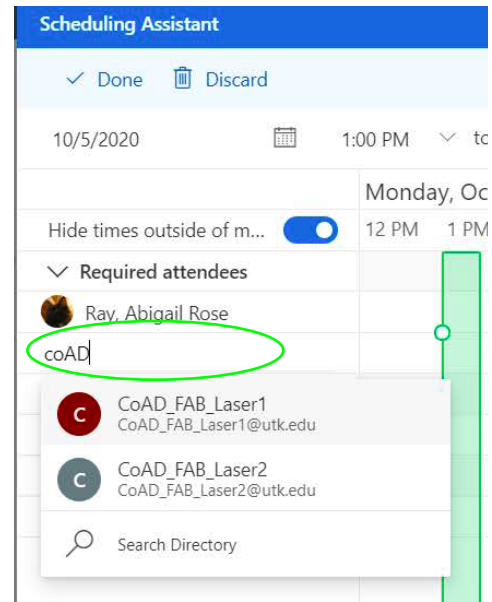


IMPORTANT

STEP 11:

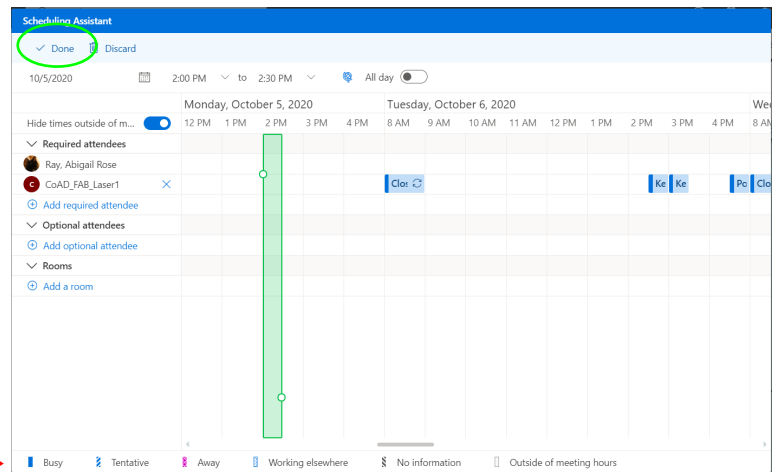
Click on the + required attendees option, type in the laser cutter you would like to use and select it.

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



STEP 12:

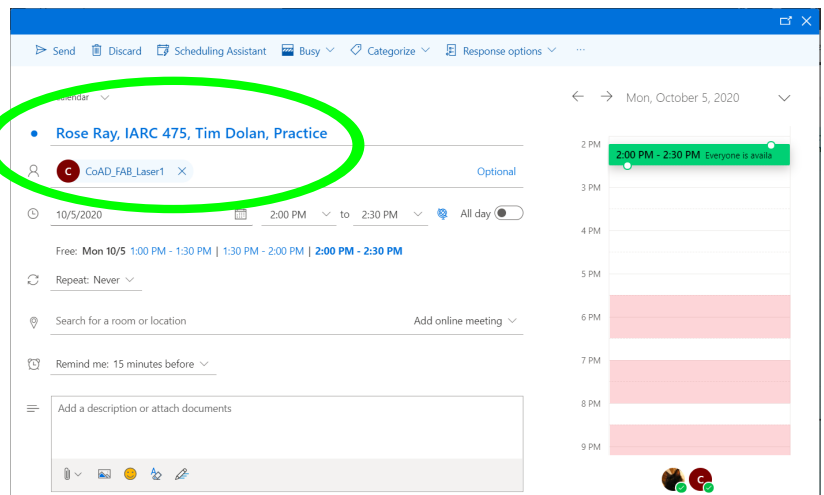
After selecting the laser cutter, make sure there are no scheduling conflicts within that time slot you have selected. The fill colors on the bottom of the pop-up screen are to help indicate whether or not the laser cutter is free to be scheduled at the time you chose. When you are finished, click **DONE** at the **TOP LEFT** of the pop-up box. (note: If you try to schedule the laser cutter and there is a time conflict, you will not be able to make the reservation.)



STEP 13:

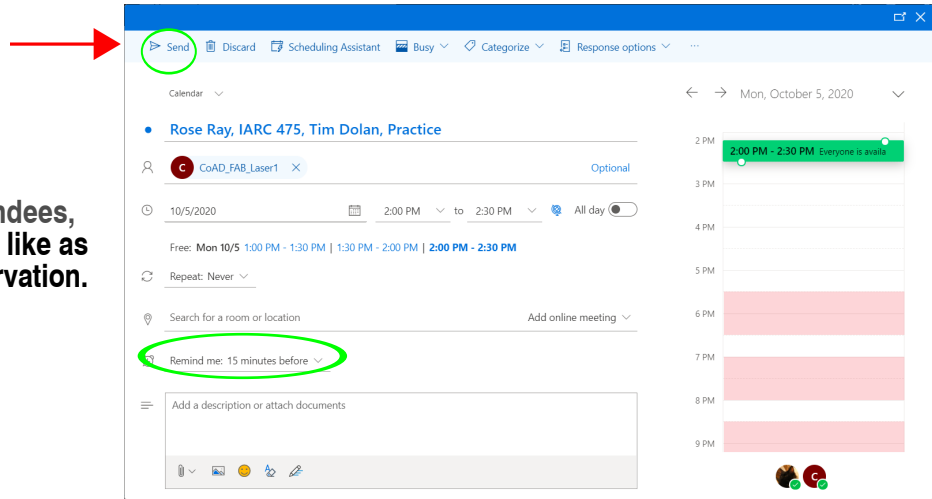
Make sure the laser cutter you select is shown as an **ATTENDEE** to the left, underneath the title slot. In the title slot, type in descriptive information that includes:

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.

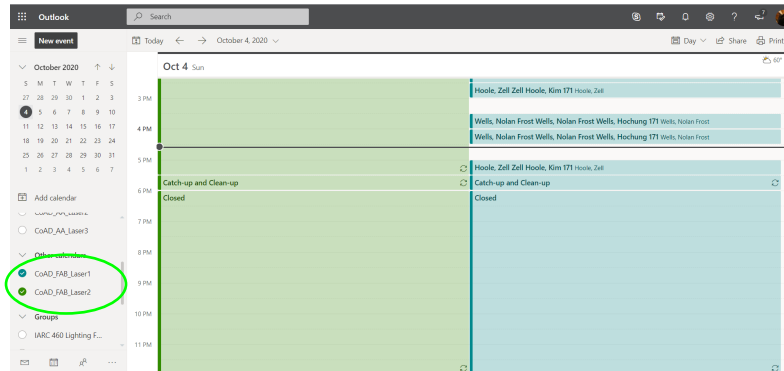


! IMPORTANT !

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").

NOTICE

IF YOU SHOW UP MORE THAN 5 MINUTES LATE TO YOUR APPOINTMENT, WE CANNOT GUARANTEE THAT THE LASER CUTTER YOU SCHEDULED WILL BE UNOCCUPIED.

IT IS YOUR RESPONSIBLTY TO MEET THE TENTATIVE SCHEDULE.

WE CANNOT KICK PEOPLE OFF THE CUTTER IF YOU CHOOSE NOT TO FOLLOW PROCEDURE.

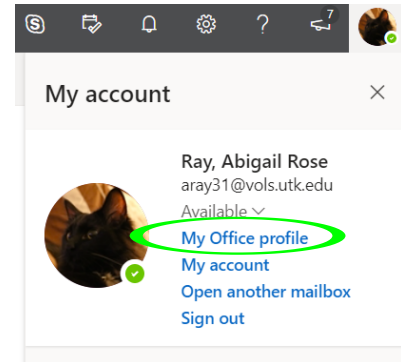
! IMPORTANT !

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 RESERVATION. FOLLOW THESE STEPS TO ACCURATELY SET IT.

STEP 1:

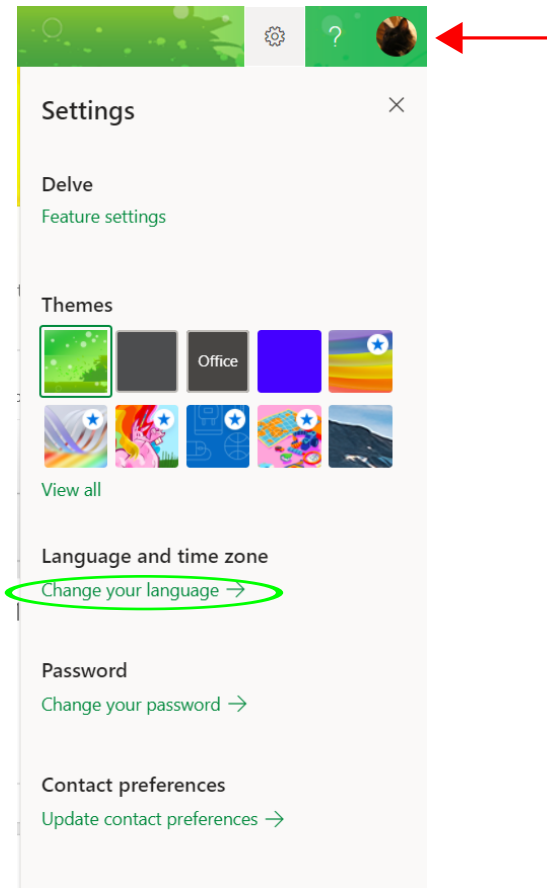
In the **TOP RIGHT CORNER**, click on your profile image to pull up your account. Then click on My Office Profile.



STEP 2:

You will be rerouted to nam.delve.office.com. In the upper right hand corner, click on the **SETTINGS GEAR** and under **SETTINGS**, click on change your language.

This will redirect you to your account to allow you to directly change your language and region information.



! IMPORTANT !

! IMPORTANT !

STEP 3:

Under **SETTINGS & PRIVACY**, go down to **REGION**.

Make sure under **TIME ZONE** it says **EASTERN TIME (US & CANADA)**. If it does not say Eastern Time, click Change time zone, and scroll down to **EASTERN TIME (US & CANADA)** or type **(UTC-05:00)** to navigate quicker.

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

Settings & Privacy

Language & Region (preview) Privacy

Languages

Display language
No Preference Set (English (United States))

Preferred languages

Region

Regional format
English (United States); 8/1/2021; 1:01 AM - 11:59 PM

Time zone
(UTC-05:00) Eastern Time (US & Canada)

Time zone
(UTC-05:00) Eastern Time (US & Canada)

Your Outlook calendar will use this time zone to effectively schedule meetings.

Change time zone

STEP 4:

After you click the right Time Zone, hit **SELECT** and then you're done :)

Time zone

(utc-05)

(UTC-05:00) Chetumal

(UTC-05:00) Bogota, Lima, Quito, Rio Branco

(UTC-05:00) Eastern Time (US & Canada)

(UTC-05:00) Haiti

(UTC-05:00) Havana

(UTC-05:00) Indiana (East)

(UTC-05:00) Turks and Caicos

Select Cancel

! IMPORTANT !