SECTION 9 : TEAMUP BOOKING CALENDAR
SECTION 9.1: BOOKING A ZORTRAX PRINTER

- This is the homepage for the Zortrax 3D Printing Booking Calendar, which is separate from the Ultimaker 3D Printing Booking calendar.

- All Zortrax 3D Printers are listed on this calendar.

M200: 200 x 200 x 200 mm
M300: 300 x 300 x 300 mm
SECTION 9.1: BOOKING A ZORTRAX PRINTER

Using the TeamUp Booking Calendar

- You will notice that the Zortrax 3D Printing Booking Calendar is split into 7 distinct columns. When you make a booking, your booking will appear in the appropriate column. Take note of the colours of these machines when booking, to easily locate the machine within the D-FAB workshop.

- An easy way to identify which machine you have booked into is to remember that the colour system remains consistent for each machine.

- As we have a large number of machines operational, it is important that you remember your booking details. We recommend taking a note of the machine on your device/ notepad to avoid confusion.
SECTION 9.1 : BOOKING A ZORTRAX PRINTER

Using the TeamUp Booking Calendar

1. When you are ready to make a booking, click and drag on the column of your chosen machine.

2. Enter your FULL NAME, do not use nicknames, initials or first name only.

3. Check the DATE and TIME of your booking and confirm that they are correct. This is very important, as you will not be able to make any changes to your booking or delete it once you have made it. If you need to change the time/ date/ delete your booking, you must email the staff at mada.3dfab@monash.edu

4. Double-check the machine, if you have chosen the wrong machine, you can use “x” to deselect a machine and select the correct one from the drop down menu. Please note: if you do not delete the incorrect machine, you will have multiple bookings, which may result in all your bookings being deleted.

5. Finally, please enter your Student email & Click Save

- Once you have sliced your model ensure you are booking the correct printer.
  
  .zcode files prepared for the M200s can only be printed using the M200 printers
  
  .zcode files prepared for the M300s can only be printed using the M300 printers
  
- Only book your Estimated Print Time + 30 Minutes
  
  This additional 30 minutes allows for all printer issues to be resolved or material changes to occur
SECTION 9.1 : BOOKING A ZORTRAX PRINTER

Using the TeamUp Booking Calendar

Your booking should now appear on the calendar.

- Always ensure you are ONLY booking ONE machine at a time. Throughout the semester 3D printer demand is high and it is unfair to be using multiple machines.

If you are in a group ensure each member has completed all 3D printing training and books their own printing session.

DO NOT make a booking that commences after 9PM. All prints running overnight must be commenced before or at 9PM.
SECTION 9.1 : BOOKING A ZORTRAX PRINTER

Using the TeamUp Booking Calendar

- **DO NOT** make multiple bookings, staff will delete it.
- **You cannot** under any circumstances, book for another student.
SECTION 9.2: BOOKING AN ULTIMAKER PRINTER

Using the TeamUp Booking Calendar

- This is the homepage for the Ultimaker 3D Printing Booking Calendar, which is separate from the Zortrax 3D Printing Booking calendar. If you require the an alternative calendar, please return to the sidebar and navigate to the correct link.

- All Ultimaker 3D Printers are listed on this calendar.

ULTIMAKER 2 EXTENDED+: 223 x 223 x 205 mm
ULTIMAKER 3 EXTENDED: 215 x 215 x 300 mm
SECTION 9.2 : BOOKING AN ULTIMAKER PRINTER

Using the TeamUp Booking Calendar

- You will notice that the Ultimaker 3D Printing Booking Calendar is split into 5 distinct columns.

When you make a booking, your booking will appear in the appropriate column. Take note of the colours of these machines when booking, to easily locate the machine within the D-FAB workshop.

- An easy way to identify which machine you have booked into is to remember that the colour system remains consistent for each machine.

- In this example, you will notice that Ultimaker2E+ #2 is Blue, which appears on the left hand side scroll menu, as well as the top bar, and finally once you make a booking – your booking will also appear in the same yellow colour.

- As we have a large number of machines operational, it is important that you remember your booking details. We recommend taking a note of the machine on your device/notepad to avoid confusion.
- Once you have sliced your model ensure you are booking the correct printer. UM2E_[xxxx].gcode files can only be printed using Ultimaker 2+ printers. UM3E_[xxxx].gcode files can only be printed using Ultimaker 3 Extended printers.

- Only book your Estimated Print Time + 30 Minutes

  This additional 30 minutes allows for all printer issues to be resolved or material changes to occur.

1. When you are ready to make a booking, click and drag on the column of your chosen machine.

2. Enter your FULL NAME, do not use nicknames, initials or first name only.

3. Check the DATE and TIME of your booking and confirm that they are correct. This is very important, as you will not be able to make any changes to your booking or delete it once you have made it. If you need to change the time/ date/ delete your booking, you must email the staff at mada.3dfab@monash.edu.

4. Double-check the machine, if you have chosen the wrong machine, you can use “x” to deselect a machine and select the correct one from the drop down menu. Please note: if you do not delete the incorrect machine, you will have multiple bookings, which may result in all your bookings being deleted.

5. Finally, please enter your Student mail & Click Save.
SECTION 9.2 : BOOKING AN ULTIMAKER PRINTER

Using the TeamUp Booking Calendar

- Always ensure you are ONLY booking ONE machine at a time. Throughout the semester 3D printer demand is high and it is unfair to be using multiple machines.

If you are in a group ensure each member has completed all 3D printing training and books their own printing session.

**DO NOT** make a booking that commences after 9PM. All prints running overnight must be commenced before or at 9PM.
SECTION 9.2 : BOOKING AN ULTIMAKER PRINTER

**Using the TeamUp Booking Calendar**

- **DO NOT** make multiple bookings, staff will delete it.

- **You cannot**, under any circumstances, book for another student.
SECTION 9.3 : FINAL 3D PRINTING CHECKLIST

This handy checklist is included to help you identify issues you may encounter while 3D Printing here at the D-Fab workshop. The items highlighted in red are examples of errors that are easily identified and must be rectified prior to starting your job.

It is strongly recommended that you browse the table and double check that you have followed correct procedure – as this can save much time and prevent unnecessary stress!

So please check if...

<table>
<thead>
<tr>
<th>Your M-Pass with the correct sticker is clearly visible?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not 3D printing a simple geometry such as a cube, hollow cube, sphere, tube or pipe?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have booked for the duration of your estimated print time plus 30 min ONLY?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have not booked multiple printers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your estimated print time is under 10 hours?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have the correct storage device for the printer you are using?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You can remain in the workshop for the first ten layers of your print – regardless of duration?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have checked if there is sufficient material in the printer spool?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have checked if the material in the printer spool matches your sliced material?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have followed the 3D modelling guide?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have followed the 3D slicing guide?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If any of the items above are marked with a red dot, please rectify the issue before proceeding.

<table>
<thead>
<tr>
<th>Your M-Pass with the correct sticker is clearly visible?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not 3D printing a simple geometry such as a cube, hollow cube, sphere, tube or pipe?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have booked for the duration of your estimated print time plus 30 min ONLY?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have not booked multiple printers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your estimated print time is under 10 hours?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have the correct storage device for the printer you are using?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You can remain in the workshop for the first ten layers of your print – regardless of duration?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have checked if there is sufficient material in the printer spool?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have checked if the material in the printer spool matches your sliced material?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have followed the 3D modelling guide?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have followed the 3D slicing guide?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If any of the items above are marked with a red dot, please rectify the issue before proceeding.

Proceed...