SECTION 8 : TEAMUP BOOKING CALENDAR
SECTION 8.1 : TEAMUP INTERFACE

1. Find link on website

2. This is the homepage for the Laser Cutting Booking Calendar, which is separate from the 3D printing booking calendar. If you require the 3D printing booking calendar, please return to the sidebar and navigate to the correct link.

3. Please note the naming convention of the Laser machines, as this is a handy shortcut for you to decide which machine is appropriate for your material.

   - The machine naming convention is split into:
     - Number of the machine (maximum sheet size that machine can fit)
     - Power in Watts to indicate the maximum thickness that machine can cut

   - For example, Laser#3 can (cut a material that is 1000mm in width and 700mm in height) (which is up to or less than 3mm thick)

   - 75W = 3mm
   - 120W = 6mm
- You will notice that the Laser Cutting Booking Calendar is split into seven distinct columns, each column representing machines #1 - #7, starting from the left hand side and moving across and are colour coded specifically for each machine. When you make a booking, your booking will appear in the appropriate column.

- 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 Laser #3 is Yellow, 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.
- When you have consulted the "Laser Cutter Table" in the "Laser Cutting Standard Procedure" section of the guide and have identified the machine that is suited to the thickness and size of your material, you can make a booking on the system.

- You can only book a maximum of ONE HOUR per week, and you must adhere to this rule.

While the system itself won’t restrict you from making a booking that does not follow this rule, staff continuously monitor the system and will delete any booking that deviate from correct booking procedures.

- This, and other incorrect booking procedures are discussed further down in this section, any of which will result in your booking being deleted.

When you are ready to make a booking, hover your mouse/click on the column of your chosen machine.

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

2. 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

3. 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.

Finally, please enter your Student mail & Click Save.
SECTION 8.2 : MAKING A BOOKING

Your booking should now appear on the calendar.

- We encourage you to think about how best to utilise the hour you have per week, as this is not a huge amount of time.

- The best way to ensure you make the most of it is to come fully prepared with a file that you can load onto the workshop PC and start cutting straight away.

- Please refer to the "PRE-CUT CHECKLIST" table found in the "Standard Procedure" section of this guide to ensure you do not inadvertently misuse the equipment or the booking system.

DO NOT make a booking that extends beyond one hour, staff will delete it.
SECTION 8.3 : PROHIBITED BOOKING PRACTICE

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

- You cannot, under any circumstances, book for another student.

When you make booking, you are deemed responsible for the safe operation of the machine for the duration of that period and must be PHYSICALLY PRESENT during that time.

If you are completing a group project, the group member who is physically present in the workshop must be the person to book the machine using their details, i.e. they must have gone through the process of mandatory training and can display the correct colour sticker on the M-Pass.
SECTION 8.4 : PRE-CUTTING CHECKLIST

This handy checklist is included to help you identify issues you may encounter while Laser Cutting 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 cutting 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>Your material not listed on the prohibited materials list?</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Your material is correctly sized/ cut down to fit the machine?</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Your material is flat?</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>You have chosen the appropriate material setting on the workshop PC?</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>You have paper masking tape with you?</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>You know where the extraction switch is?</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>You have checked that the extraction switch is on and the green light is apparent?</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Your laser job does not exceed the 1 hour maximum rule? (checked on the machine display)</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>You have booked in with all the required details on the TeamUp booking system?</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>You have not booked for another student?</td>
<td>●</td>
<td></td>
</tr>
</tbody>
</table>

RECTIFY

PROCEED