

Laser Cutting Schedule Guide

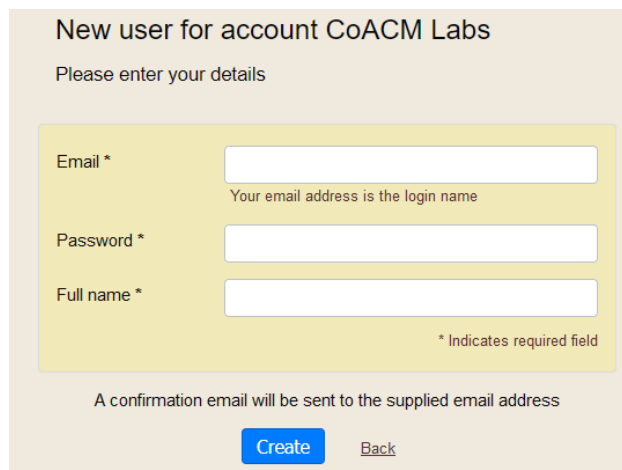
The [Laser Cutter Schedule](#) is used for reserving time for the CoACM Laser Cutters. While an appointment is not necessary for usage of the equipment, it is highly encouraged that students and faculty set up a laser appointment in advance. The scheduler can be accessed and viewed through your desktop or mobile web browser.

Laser Cutter Schedule Policy:

- Only the user signed up for the appointment may utilize the scheduled reservation
- Missed or late appointments will result in a 2-week ban from laser schedule access (walk-in usage will still be permitted)
- Reservations are limited to 2 slots (2 hours) a day, however if there are no scheduled appointments on the equipment, walk-ins are permitted to utilize the machines
- Reservations may be created up to 2 weeks in advance
- Please contact staff in advance if you have any questions regarding the scheduler or your appointments

To sign up for the scheduler as a new user:

1. Click "Sign In" in the upper right corner
2. Click "Create a new user account" below the Log In button
3. Enter your KSU email address (any other email will not work)
4. Enter your Password (please use a different password from your KSU login)
5. Enter your Name
6. Click "Create"
7. Check for an account confirmation email sent to your KSU email address and click the provided link to confirm



New user for account CoACM Labs

Please enter your details

Email *
Your email address is the login name

Password *

Full name *

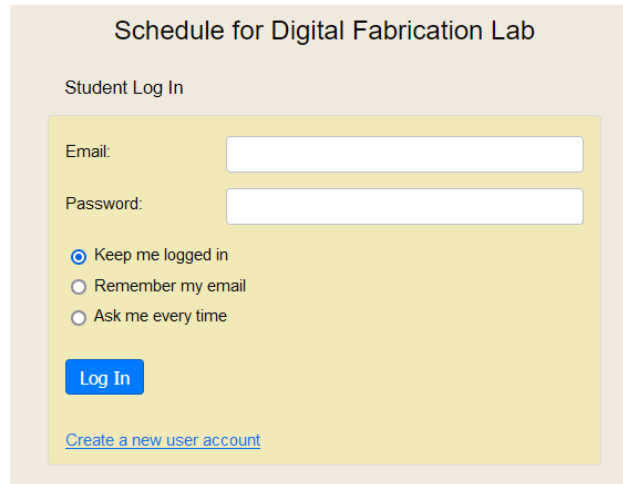
* Indicates required field

A confirmation email will be sent to the supplied email address

[Create](#) [Back](#)

To sign in as a current user:

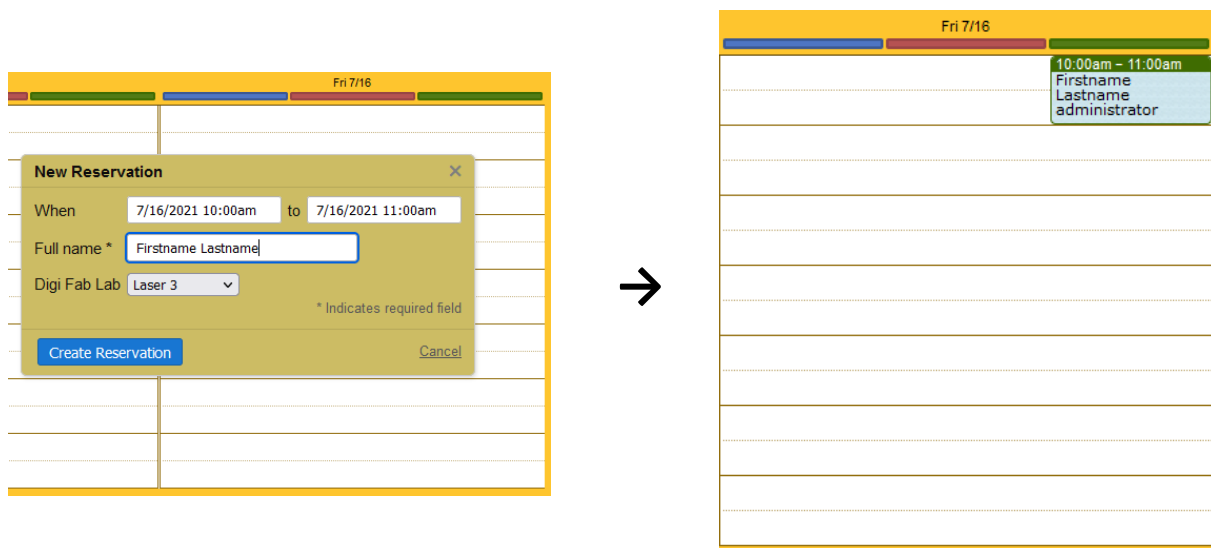
1. Click “Sign In” in the upper right corner
2. Enter your credentials from account creation



The screenshot shows a web form titled "Schedule for Digital Fabrication Lab" with a sub-section "Student Log In". It contains two input fields for "Email:" and "Password:". Below these are three radio button options: "Keep me logged in" (selected), "Remember my email", and "Ask me every time". A blue "Log In" button is positioned below the options. At the bottom left, there is a blue link that says "Create a new user account".

To create a laser appointment:

1. Login to the scheduler
2. Click the slot on the calendar for the time and laser you wish to reserve
3. Review the “New Reservation” pop-up window and confirm the provided information
4. Click “Create Reservation”
5. An email confirmation of your reservation as well as reminder emails leading up to your appointment will be sent to your KSU email address

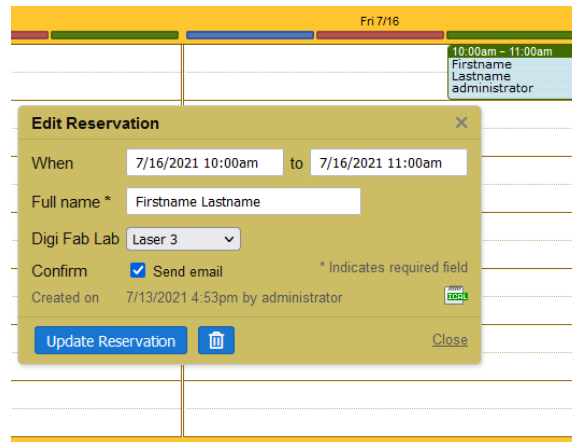


The diagram illustrates the reservation process. On the left, a calendar view for "Fri 7/16" shows a reservation slot highlighted in green. A "New Reservation" pop-up window is overlaid on the calendar. The window contains the following information: "When" is set to "7/16/2021 10:00am to 7/16/2021 11:00am"; "Full name *" is a text input field with "Firstname Lastname" entered; "Digi Fab Lab" is set to "Laser 3" via a dropdown menu. There are "Create Reservation" and "Cancel" buttons at the bottom. An arrow points from this window to the right, where the calendar view is shown again. The reservation slot is now filled with a blue box containing the text: "10:00am - 11:00am", "Firstname", "Lastname", and "administrator".

Last Edited: August 3, 2021

To update or delete your laser appointment:

1. Login to the scheduler
2. Click on the reservation you have made that you would like to update or delete
3. Review the “Edit Reservation” pop-up window
4. Make changes to your reservation and click “Update Reservation” or click the trashcan to delete the reservation
5. An email confirmation of your requested action will be sent to your KSU email address



The screenshot shows a scheduling interface with a yellow header bar displaying "Fri 7/16". A table below the header shows a reservation for "10:00am - 11:00am" with the user "Firstname Lastname administrator". An "Edit Reservation" pop-up window is overlaid on the table. The window contains the following fields and options:

- When:** 7/16/2021 10:00am to 7/16/2021 11:00am
- Full name *:** Firstname Lastname
- Digi Fab Lab:** Laser 3 (dropdown menu)
- Confirm:** Send email * Indicates required field
- Created on:** 7/13/2021 4:53pm by administrator

At the bottom of the pop-up window, there are three buttons: "Update Reservation" (blue), a trashcan icon (grey), and "Close" (grey).