Opening Procedures

Staff scheduled for the morning shifts Monday – Saturday and the afternoon shifts on Sunday are responsible for opening the Studio. Please know when you are scheduled to work in the Studio and arrive before the library opens. The Studio is a public service desk, so you should be at your station ready to work.

1. The library opens at 9:00 a.m. Monday – Saturday and 1:00 p.m. on Sunday. Please arrive minimum 5 minutes before opening to clock in.

2. Turn on lights; the switch is located to the right of the sink.

3. Turn on:

a. **3D printer** - power switch is red and on the front of the machine.

b. **Mac desktop computers** - power button is on the back right corner of the Mac mini.

c. **Large touchscreen** (Markoboard) - This is a small computer hooked up to a touch monitor -

4. Turn on the staff laptop:

5. On the staff laptop, open:

a. **Workflows**

b. **3D print queue** (Excel document on Desktop)

c. **Guest Pass** (clock icon on Desktop)

d. **Outlook** (should startup automatically)

6. Print guest passes for patron use of the computers. Select batch print, print 5 passes.

a. PLEASE NOTE the passes sometimes expire. Print out more as needed.

7. Start the next job in the 3D Print Queue. For more information, refer to the 3D Print Queue Procedure.

8. Reply to patron emails, both from overnight and those received during your shift.

9. Straighten up the space and put away supplies. Make sure the DIY Bar is stocked and organized.

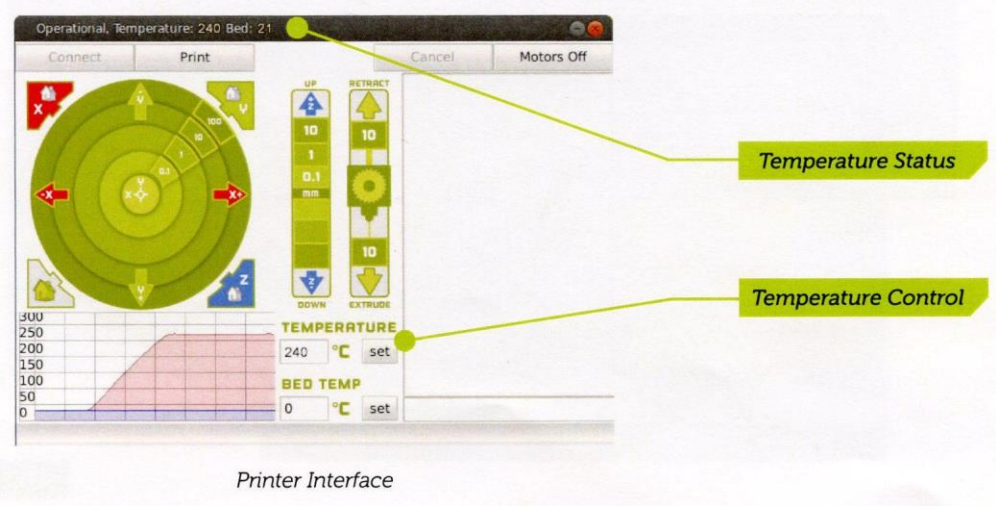
10. Make sure all the laptops are plugged in and charged.

Remember: *Our number one priority is customer service. Please greet all patrons entering the space and inquire about their needs. If you are helping someone when a patron arrives, please say hello and that you'll be with them momentarily. If you are working on a project, please stop and help the patron. Ask for assistance when necessary.*

Changing Filament

(WE USE PLA FILAMENT, PLA PRINTING TEMPERATURE IS 200°C, PRINT BED TEMPERATURE IS 65°C)

1. Click the **CONTROL** button on Cura to open the **PRINTER INTERFACE**.



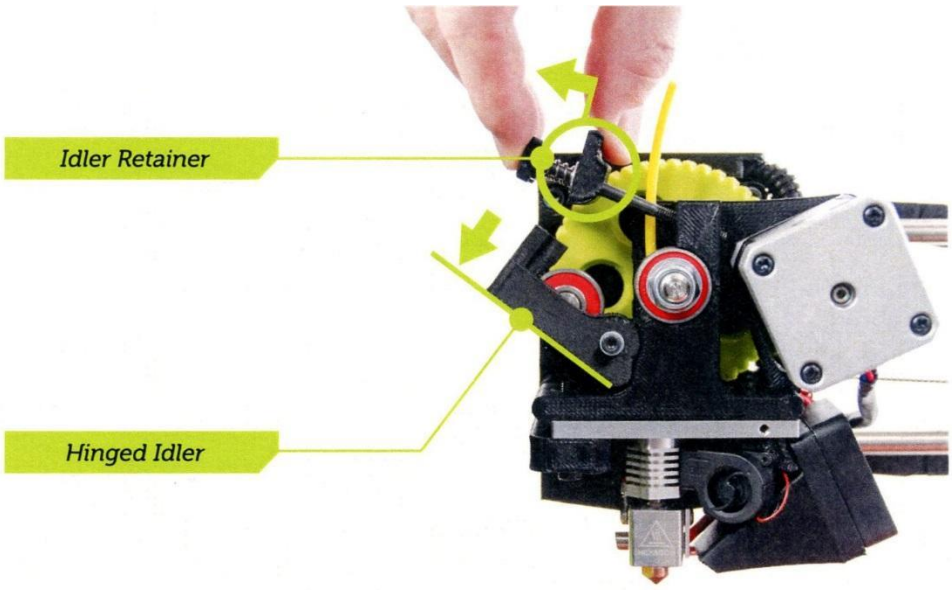
Printer Interface

2. Type 200 in the "Temperature" box and click **SET**. The **TEMPERATURE STATUS** bar will change as the heat increases.

3. Please be cautious because the hot end could burn your skin.

4. Wait for the **TEMPERATURE STATUS** bar to display 200°C.

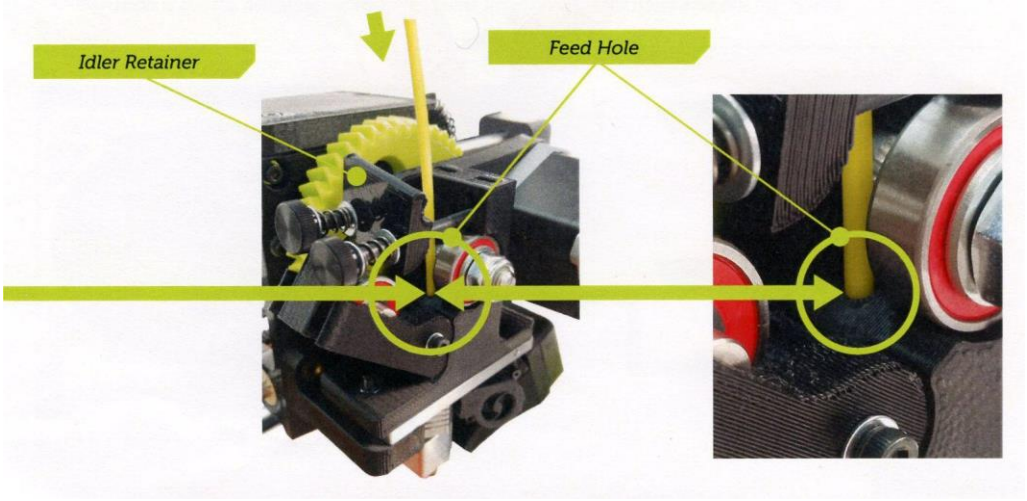
5. Locate the tool head of the LulzBot Mini. Using the **IDLER RETAINER** (a hinged part securing the filament), push in the springs with your thumb and slide up. This allows the **HINGED IDLER** to move freely. Then lower the **HINGED IDLER** counter-clockwise (see picture below).



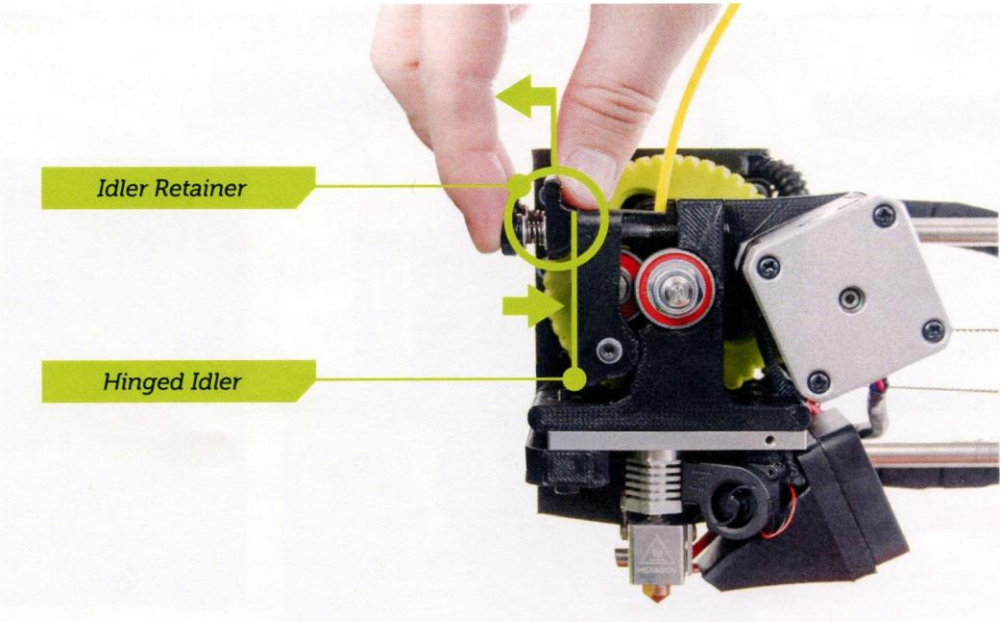
6. Once the Temperature reaches 200°C, pull the filament up and out. Remove the spool from its holder and store it in the appropriate box.

7. Snip off 2-3" from the new filament before installing. This will ensure the gears can grasp a clean edge and also to allow for better extrusion. Place filament on the holder.

8. Load the filament in the feed hole and push until filament oozes from the hot end. Use some muscle because it is not easy to push it through.



9. Use your thumb to compress the **IDLER RETAINER** and rotate it clockwise to an upright position. Slide the **IDLER RETAINER** back down to lock the **HINGED IDLER** in place.



10. Click the **Extrude 10** button in the Printer Interface and watch for filament to extrude. This will verify that the LulzBot Mini is ready to print.

11. If filament does not extrude, please go to **STEP 15** and start again.

12. If the filament extruded, press **PRINT** to start the job.

13. Please note the 3d printer goes through a cooling process for approx. 5 minutes before starting a job.

14. During that process, the hot end is cooled, the bed temperature raised, the hot end wiped and cleaned (rubbing the felt pad at the back of the bed). It also has a leveling process that checks the sensors (silver washer things at the corners of the bed).

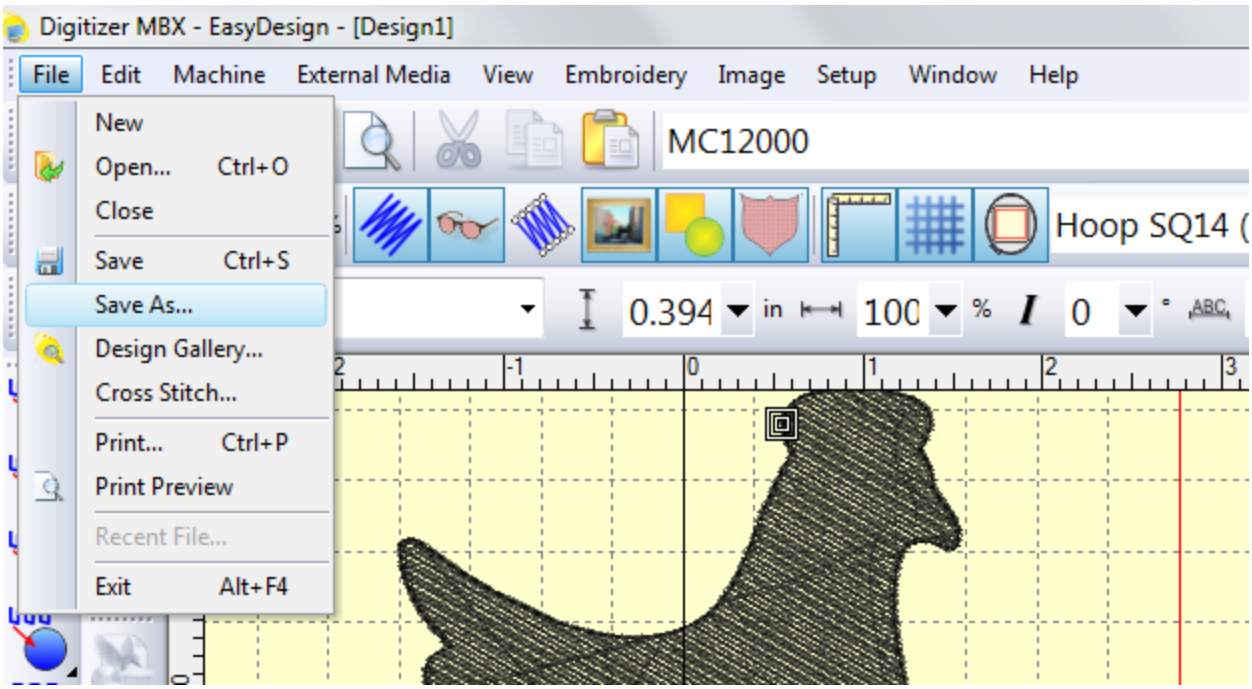
Saving/exporting from EasyDesign

EasyDesign files can be saved in two ways:

- **Saving** - this saves the file in a format that the **EasyDesign software can understand,** but that the embroidery machine can't. Save this file type in case the design needs to be modified in the future. (.JAN extension.)
- **Exporting** - this saves the file in a format that the **embroidery machine can understand**, but that the EasyDesign software can't. Export this file when you're ready to embroider the design. (.JPX extension.)

Saving

Go to the File menu in the upper left, and choose Save As. Save it in the .JAN format (the default):

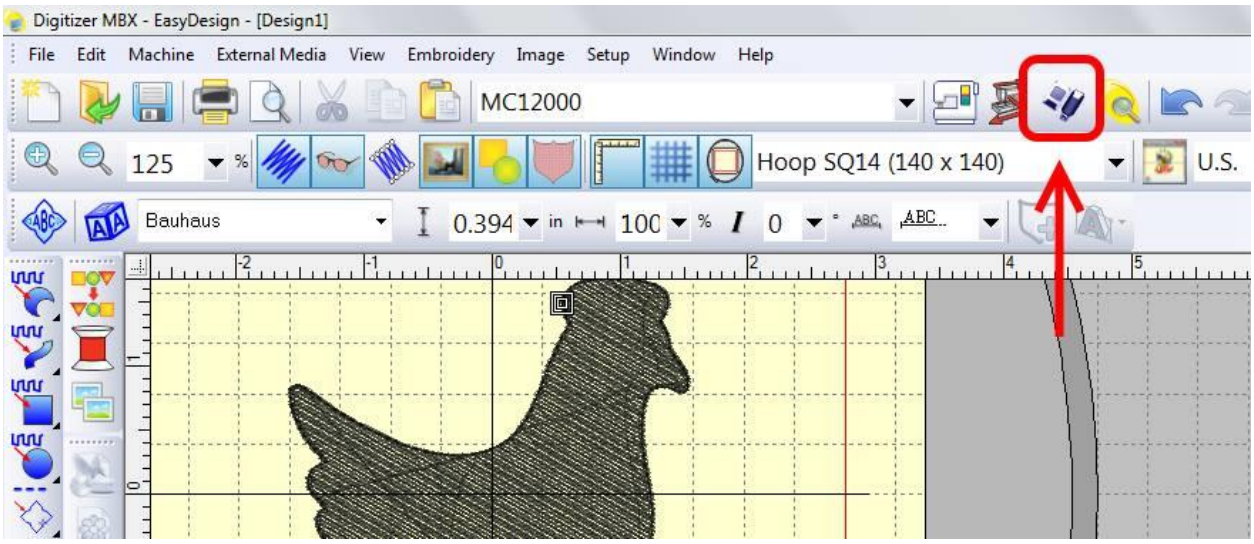


Exporting

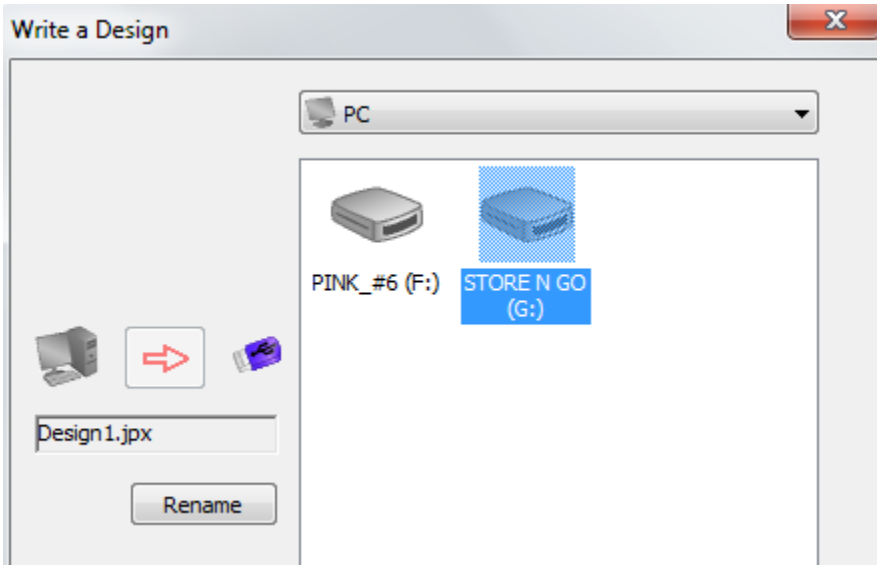
1. The exported file is transferred to the machine via USB drive. Patrons can either use their own drive, or use one provided by The Studio. There is a **dedicated drive** for this purpose, stored in the front drawer of the embroidery machine:

2. There are two blue drives; for this type of project, use the one labeled Patron:

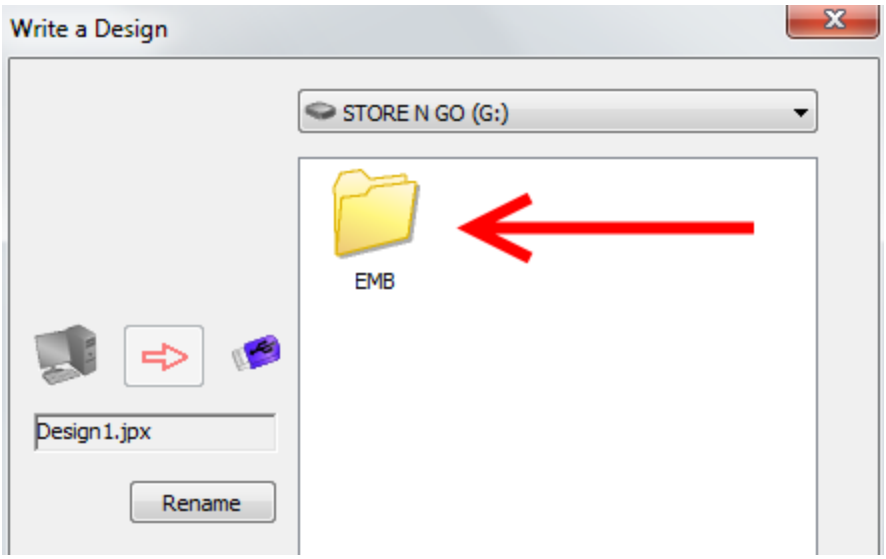
3. Once the drive is inserted into the computer, click on the thumb drive icon in the top toolbar:



4. Double click on the drive you'd like to export the file to:



5. Then double click on the EMB folder. The file **must be in the EMB folder** for the embroidery machine to read it. If using a new drive, the EMB folder will be automatically generated during this export process.



6. Finally, click the red arrow icon to send the design to the thumb drive. Click 'Rename' if you'd like to name the file before transferring the file.