

# Workshop Wizard Resources

Workshop Wizards are undergraduate students who maintain the labs, provide training to users, design new tools, and build parts for users. This page serves as a reference for documentation specific to lab employees and should not need to be referenced by general lab users.

## Supplies & Vendors

[Purchasing Resources](#)

## Workshop Wizard Handbook

The [Weekly Cleaning Guide](#) serves as a general resource for the weekly cleaning and maintenance performed by the Workshop Wizards. This must be completed once a week to insure tools are kept in like new condition and the lab is kept stocked, organized, and clean for all users.

The [Workshop Wizard Inventory Checklist](#) should be checked every week and done alongside the weekly cleaning. It lists all frequency used consumables and their suppliers along with the necessary number of each item. Should current inventory fall below the minimum quantity of items, Gateway should be used to purchase new consumables.

Use the [Gateway](#) portal to make purchasing procurements and assign carts to lab managers and PI's. Instructions on how to use Gateway for a variety of suppliers can be found [here](#).

Please use the [Projects Spreadsheet](#) to sign up for and track ongoing internal jobs.

## Training

The [Workshop Wizard Training Process Outline](#) provides an overview of the training process for both labs. Please study this before beginning planning for a training.

## Wiki Guide

[microfluidics\\_and\\_innovation\\_workshop\\_wiki\\_guide.pdf](#)

## SOPs

[Changing gas bottles and ordering gas](#)

[Moving gas cylinders](#)

## Changing Silane container

### [Refilling Solvent Squirt Bottles](#)

### SCA-1200HT Solution Change

## Handouts

### Training Sign In Sheet

### New User Orientation Handout

### End of Orientation LHAT Form

### [New User Training Sign In](#)

## Laser Cutter

### Creating New Recipes

To create a recipe for a new approved material, begin by doing research on what power and speed is generally used for your material. Be sure to account for the differences in speed and power of the printer you're using versus the printer which you found the material recipe for. Your recipe will be a Speed(0-100%) and Power(0-100%) setting for both engraving and cutting your material. Cutting will need significantly more power/less speed than engraving. Remember that a lower speed will result in a higher cutting intensity and vice versa. To make a new recipe, click the setting menu in JobControl select Material settings. Create a new recipe for each color indicating whether it is cutting or engraving. Many recipes are already available for use/reference in JobControl. Creating a new recipe for a material will require experimentation of different power and speed values. Always start conservatively so as not to cause a fire or damage the printer. Slowly move up in intensity(higher power, lower speed) until you reach the intended cutting intensity. For example, if the laser is not fully cutting through the material, either increase power or decrease speed. If part is overly burning/melting, decrease power or increase speed.

### Maintenance

#### Lens and Mirror Cleaning

Printer Lens and Mirrors must be cleaned weekly to remove the buildup of dirt and dust and prolong the life of the lens and mirror. There are two mirrors however mirror #2 requires removing the right side maintenance panel and should only be cleaned by IW staff. Always check Lens cleaning log before printing and ensure the lens was cleaned at least 2 weeks before. To clean the lens and Mirror #1:

1. Ensure Laser cutter is off
2. Wearing Nitrile gloves, remove the lens from the head with cloth/bubble wrap underneath incase lens is dropped.
3. Blow off any dust from lens with compressed air
4. Wipe lens once with lens cleaning solution and lens wipes found in the Laser cutter bin
5. Put a drop of lens cleaning solution on lens and let sit for a minute before wiping off
6. Repeat with other side of lens
7. Replace the lens in the correct orientation with concave side pointing up.
8. Remove the mirror using the set screws and clean in the same fashion as the lens. Replace mirror
9. Log the cleaning of the lens and any additional notes such as condition of the lens in the lens cleaning log

### Particulate Filter Change for Atmos Compact

1. Turn off the Atmos and unplug the main.
2. Open the filter housing, the black drawer will be seen on the left.
3. Unplug the measurement hose (connected to the front of the drawer) and carefully pull the drawer out of the housing.
4. Unscrew the front of the drawer, this area is the activated carbon housing.
5. Remove the activated carbon and the filter mats (located on the sides) into a disposable bag.
6. Place the new mats in, noting that the blue imprints should face the exterior of the drawer.
7. Pour in a limited amount of activated carbon. If the mats stay in position, proceed to fill the container with activated carbon.
8. Close the chamber with the fasteners.
9. Slide the drawer back into the filter housing. Make sure that the filter is sitting firmly and is attached airtight to the back of the housing.
10. To reset the error signal, press "+" and "-" on the control panel consecutively for 3 seconds. The LED should then read "Activated Carbon OK."

Note the following when conducting maintenance on the Atmos:

- All waste from the compact must be labeled as hazardous before disposal.
- A more detailed list of all the error commands on the exhaust system can be found on page 40 of the manual (linked at the beginning of the SOP).

## Archived Tools

Tools	Location	Training SOP
<a href="#">Stratasys Objet30 Pro Polyjet 3D Printer</a>	uFL 3430	<a href="#">Objet 30 Users Outline and SOP</a>
<a href="#">MiiCraft 50 DLP 3D Printer</a>	IW 2442	<a href="#">Miicraft 50 SOP</a>
<a href="#">Sonoplot Multimaterial Writer</a>	uFL 3430	
<a href="#">Carbide 3D Nomad</a>	REMOVED	<a href="#">Carbide 3D Training SOP</a>
<a href="#">Optical Microfluidics Punch</a>	uFL 3430	
<a href="#">Droplet Microfluidics Workstation</a>	uFL 3430	
<a href="#">Neytech Qex Furnace</a>	uFL 3430	
<a href="#">Laser Welder</a>	uFL 3430	
<a href="#">Power Supplies</a>	IW 2448	
<a href="#">Olympus AX-70</a>	in storage	

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