

Cougar Ridge Workroom Instructions

- Be considerate of others, if you have a long job let someone with a short job interrupt you. If teachers/staff come in and need to get something done, let them go ahead of you.
- Don't use the workroom from 8:00 am to 8:45 am or 2:45 pm to 3:45 pm.
- Ask for help but be considerate of what others need to get done.

Equipment

- Paper Cutter
- Hold Punch
- Pencil Sharpener
- Stapler
- **Riso Copy Machine Request**
 1. Must need to do at least 80 copies per original
 2. Volunteers don't do the actual copying - only staff.
 3. Fill out a purple request and leave it in the bin.
 4. If copying to Tagboard or Construction paper then RISO must be used.
- **Xerox Copies**
 1. Usually you make them yourselves.
- **Laminate Request**
 1. Volunteers don't use the laminating machine.
 2. Leave what you need laminated with a note next to the laminating machine.
- **Copiers** (both copiers need ID #)
 1. Enter the ID number of your teacher. When you are finished press ID again to clear your teacher's ID number. Your teacher has to "pay for" each copy made.
 2. Always run 1 test copy before you run a large number. This way you can know that all of your settings are correct. Remember your teacher must pay for each copy from her budget.

Smaller copier (next to Riso copier):

 1. 2 sided copies can be made. Press the 2 to 2 button. Then press the button for the kind of two sided copies (2 to 2 or 1 to 2).
 2. Press R for reduce, then pick the option you want.
 3. Press E for enlarge, then pick the option you want. Make sure to see if the paper is set correct.
 4. Direct (DIR) takes things back to regular ?
 5. Collate and staple

Large copier (wall next to staff lounge):

 1. Press "copy ratio" to reduce or enlarge copies.
 2. Press collate or staple for these options.

3. If the copier runs out of paper please refill it. 8.5x11 in cabinets of center work table, 11x17 on North wall, 8.5x14 on West wall
4. If your original is colored paper, press special features and then photo.
5. If the machine jams and you feel comfortable reading the messages then go ahead and try to clear it. If you don't feel comfortable, then ask for help. Please don't leave the jam in the machine.

- **Die Cut Machine**

1. Die tools are very sharp and will cut you if you mishandle them.
2. Always pick them up by the sides.
3. Put them back in the same place you found them, label side up.
4. Teachers usually send their own paper but could use 8.5x11.
5. Directions are on the cabinet above.
6. Can cut 2-3 pages at a time.
7. Put the die cut on the silver tray black **foam side up**.
8. Place the paper on top of the die.
9. Push die/tray towards roller until contacts. (you can place the die cut on either side of the roller.)
10. Center it under the tool.
11. Turn the handle until the die appears on the other side.

- **Binding Machine**

1. Combs are in cabinet. Check around for correct size. If you need it shorter they can be cut.
2. Push teeth in to punch hole, pull them out so they won't cut a hole.
3. Make sure you push your paper all the way in. Pull handle forward.
4. To put paper on comb slide the comb between the teeth with the circle set to open toward you.
5. Push handle away from you. Slip paper on. Pull handle toward you. Slide comb off.
6. To remove paper from a comb just do number 5 in the opposite order.