

MACHINE LOCKOUT BOX INSTRUCTIONS

For members who wish to use a locked-out machine

The beta testing of our machine lockout program is ready to go live. The purpose of this program is to ensure your safety using more complex machines, reduce machine down time from operating complex machines incorrectly, and reduce costly repairs. You'll recall some machines requiring more expertise to use are locked out, and require help or certification to use them. There is no guarantee someone will be in the shop 24/7 to help you with access to a locked out machine. You may need to contact a key provider for help in advance of the time you wish to use the locked out machine. You can find out who can help on any machine by using the computer system even if you are not ready to use the machine. Steve Eikenberry and Brad Primeau are administering this program. If you have comments or questions, please see one of them.

Each shop uses the same application, PAD, and printer. The format for using the PAD to obtain a key to a locked out machine is the same at both shops, but the physical location of the devices at each shop are different. At Rolling Acres (RA) it's located in a cabinet on the wall between table saw #4 and the jig saws. At Brownwood (BW) it's located on the chain link fence wall across from special projects.

There will be a learning curve for all of us as we implement this program. We understand for some of us this may cause some inconvenience, and we ask your patience as we all learn this new system.

TO GET A KEY TO A LOCKED OUT MACHINE:

1. Locate the PAD and printer at the shop of your choice.
2. Using the keypad on the tablet, enter your Villages I.D.
3. Using the buttons on the left side, choose the machine you wish to use, and tap the button next to the machine you want to use. If you ARE authorized to use the machine, you will see a list of people who can give you the key, and if they are currently in the shop. If you ARE NOT authorized you will see a list of people who can help you with the machine. **EITHER WAY, using the print button, print out the screen view and take it to any key provider listed as "in the shop" on the print out.**
4. If you are not certified on a machine, a key provider may be able to help you with using the machine for your current project.
5. You can request to be certified on any machine, but you must have an active/ongoing project to be certified. The certification person will determine your eligibility to be certified.

AFTER YOU ARE FINISHED USING THE MACHINE:

It is YOUR responsibility to either notify the person who provided you the key if they are still in the shop...AND:

- a. Return the key to a key provider who is in the shop, or
- b. Lock up the machine and return the key to the RETURN KEY SLOT on the left of the cabinet.

NOTE: Failure to follow shut down instructions may result in shop restrictions.