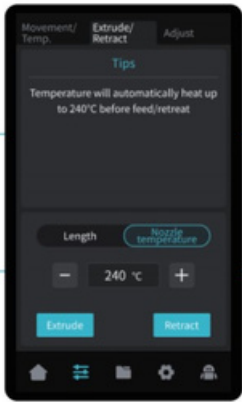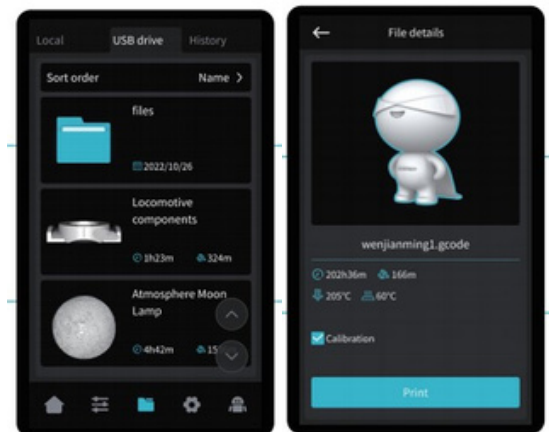# CHANGING THE FILAMENT

1. Power on the printer using the red power switch located on the left hand of the machine
2. The control panel is a touch screen, touch anywhere on the screen to wake it up
3. Select the "Prepare" icon at the bottom of the screen (3 lines with dots on them)
4. Select the "Extrude/Retract" tab at the top of the screen
5. to remove the old filament select the "Retract Button" this will start the nozzle heating, once it has heated up to the proper temperature the filament will automatically start to retract
6. once the filament is fully retracted you can pull it the rest of the way out of the extruder
7. **Always remember to wind up the old filament and tuck the end through one of the holes on the spool!!!!**
8. Place the new filament on the holder and thread the filament first through the filament detector then down into the extruder
9. Touch the "Extrude" Button and the nozzle will begin to heat up, once it has heated to the proper temperature the filament will start to extrude

WATCH FILAMENT TUTORIAL:

PRINTER SET UP

1. Make sure the printer bed and nozzle are free of any debris, **with the new printers you no longer need to use glue on the bed!!!**
2. Place the USB into the slot on the side of the control panel
3. Make sure the printer is turned on using the red power button on the left hand side of the machine
4. The control panel is a touch screen, touch anywhere on the screen to wake it up
5. Select the "File" icon at the bottom of the screen
6. Select the "USB Drive" tab at the top of the screen
7. Select your file from the list
8. A screen will show your file details
9. Select the "Print" button
10. This will start the printing process, first the printer will auto-level the bed then heat up to the proper temperature after that your file will start to print

IMPORTANT PRINTER CHANGES!

All of the printers in the lab have been upgraded!!

- Glue or hairspray is no longer needed for the print bed
- Bed leveling is now automatic
- The beds are magnetic, to remove your print simply lift off the bed and gently flex until your print pops off
- Fill out the dry erase board in front of the printer you are using with your contact info, that way if anyone is in the lab and notices a problem with your print they can notify you if you are in the lab and notice a print is failing send the user an email