**ICDC 機台使用規則**

1. 填寫使用申請表，向現場管理員登記機台使用
2. (1)每項機台一次借用時間至多為30分鐘，每一組加工完成或使用時間到，即通知下一組登記組別使用。

(2)使用完須確實整理工作環境，將設備機具復原，以維護下一位使用者權益。

(3)機台使用完後有10分鐘時間復原時間，不包含在使用時間內。

(4)通知組別使用後，將有10分鐘保留機台時間，若10分鐘內未到場使用機台，則由下一組登記組遞補使用。

(5)登記後不使用機台組別，則停用該機台當日使用權。

(6)使用完該機台後，才可登記下一次借用。

1. 雷射切割/雕刻機-每次每組使用1小時為限，3D列印機則依使用時間計價收費 (70 NTD/ Hour)。
2. 請遵守工廠使用規則及安全規範，否則將無法進入工坊使用。
3. 管理人員有視情況停用機台及制止使用者使用權利。
4. 工作人員不代為操作，僅提供協助指導

**ICDC machine instructions**

1. Filling in the application form to administrator who is on site when you are going to use the machine.
2. (1) Each machine only can borrow 30 minutes at most. Please notified the next group that they can use when you are finished or when the time is up.

(2) Please make sure that the working area is all clean and also restore the equipment to its original state in order to protect the rights of the next user.

(3) After you finished using the machine, there will be 10 minutes for restoring not including the use time.

(4) We’ll hold your using time for 10 minutes after you are notified by others. If you don’t show up within 10 minutes, then it will be used by the next group.

(5) If you don’t use the machine after registration, the right to use the machine will be deactivated.

(6) Only when you finish using the machine can you continuously borrow next time.

1. Industrial Laser Cutting & Carving Machine- Each group only can borrow 1 hour each time. 3D Printer- It charge depending on how much time you spend (70 NTD/ Hour).
2. Please follow the factory rules and regulations and safety rules. Otherwise, entering the workshop is not allowed.
3. Administrator can power off the machine and stop the user to use it as appropriate.
4. The staff will not act on their behalf and only provides assistance and guidance.