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TRAINING CHECKLIST - BASIC LEVEL CO₂ LASER SYSTEM

Location :

Date : February 6, 2008

Approvals :

IDI Trainer :

Student / Customer Rep :

Item	Hardware Feature & Operation Knowledge	P	F
1	Identify the primary connections, cables, and switches for hardware power up & down; communication; and emergency pause/stop. Properly identify connection status via Router/Switch front panel.		
2	Identify location & define function of the 4 primary safety sensors & accessories:		
3	Demonstrate ability to adjust air filter flow-rate, remove/examine/install filter segments		
4	Demonstrate knowledge of optic component locations, cleaning materials & procedures		
5	Demonstrate ability to locate laser S/N, firmware version, network MAC & IP addresses		
6	Define the 3 primary factors affecting image quality with a CO ₂ laser		
7	Demonstrate ability to properly remove & install perforated stainless steel plate & honeycomb		
8	Demonstrate proper manual focus procedures		
9	Identify at least 2 scenarios when NOT to use the laser auto-focus feature		
10	Demonstrate ability to manually set a new laser home position, and then reset to the default home position.		
11	Define why one might want to adjust laser focus during laser operation.		
Item	Printer Driver Settings Knowledge	P	F
12	Demonstrate ability to open printer driver settings and identify the following parameters & current settings <ul style="list-style-type: none"> • laser %power / %speed / job type(raster, vector, combined) / resolution(dot/inch) • Auto Focus On / Off • Custom Configuration Filename & Location • Color Mapping On / Off 		
13	Demonstrate ability to locate and load pre-defined custom configuration files (*.DAT) for different materials.		
14	Demonstrate understanding of Raster, Vector, and Combined operation modes; and when to use each one.		
15	Demonstrate ability to determine current printer driver port settings		
Item	Bartender Software & Template Knowledge	P	F
16	Demonstrate ability to start Bartender program and perform the following: <ul style="list-style-type: none"> • Locate & Open existing IDI template library files • Select proper printer, review/change laser settings, and initiate print job • Change page/label size, and print with a least 2 different material types • Select, move, and resize existing template objects • Zoom in/out and fit to design window • Identify & use BT icons for aligning elements, creating text, lines, barcodes, and importing pictures • Select design item (text, barcode, etc.) and review individual property information 		
17	Properly load IDI's UID reprint template(s), scan existing barcode(s), and create copy(ies)		
Item	Additional Topics Discussed (See reverse Side)		

Item	Additional Topics Discussed		
Item	Customer Support Issues		