

Instruction Manual for Check In Helper

1. Switch on the main switch on the floor at 9:00am (if you're the 1st Service Helper).
2. Log into the system
 - a. Click on "Explorer" and type "Lambsl.com" at the address bar. (the browser might point you directly to Lambsl.com)
3. Go to "Member Log In" and type in the
 - a. User = graceland4kids@gmail.com
 - b. Password = XXXXXXXX
4. Go to "Registration" Menu and click "**Self Check In.**" (only allow phone # or key tag check in)

5. What to remind?

- a. Ask kids or parents to **always click "DONE"** before they leave so that the screen will go back to the original check in screen.
- b. Ask kids or parents to **use mouse** rather than touch screen to speed up the process. (if the touch screen is not responding)

6. What to Avoid?

- a. To avoid paper jams:
 - i. DO NOT let kids at 1st grade and below to tear the labels.
 - ii. Make sure kids/parents **tear it the right way** – pull down and tear toward the right. (DON't pull up)
 - b. To avoid long queue, ask parents to use their key tag instead of entering phone #.
 - c. **Click on "X" to close any other programs/windows that pop up.**
7. Log out the system and switch off the machines at 11:00am (if you're the 2nd Service Helper).

8. New Comer Procedure

- a. Ask parents to fill out the form(s) and label(s) – from the bulletin board – one form/label per child.
- b. Place the completed form(s) in the "Folder 2" and help the parents to fill out the room number on the label(s).
- c. Ask help from other CCIC's parents to direct them to the correct room.

9. Trouble Shooting

Sometimes the printer doesn't respond to the print command. What you need to do is:

1. Check for the printer icon at the right bottom of the screen and click on it to see whether there are some files lining up to print.
2. Clear all the printings.
3. Unplug the printer cable and replug it in again to reinitialize the machine.
4. Go to "Set Up" Menu and select "Printing" and then "Quick Label" and type in some texts to test print. The printer should work after taking these steps.

10. What if you need help?

- a. Call Pauline or text her at 408-667-4338.
- b. Turn off the particular machine if the printer still cannot print after taking the above steps.