

## RCC-357 (Hybrid Lab) Vending Machine Sign-Up Form

(please return this document to your instructor)



First Name:	Middle Initial:	Last Name:
Student Email Address:		Expected Date of Program Completion:
Academic Program:	Instructor Name:	Applicable Course Code:
OneCard Bar code # (see example above):		Choose a 4 Digit (Numeric Only) PIN Code:
I agree to abide by the RCC-357 (Hybrid Lab) vending machine Conditions of Use (see below):		Instructor Initials:
<hr style="border: 1px solid black;"/> Student Signature:		

**Instructions:**

Please fully complete the above form to obtain access to the RCC-357 (Hybrid Lab) vending machine. Obvious (i.e., 0000) 4 digit pin codes will result in your application being rejected. Please select a random 4 digit code. This code will be required when obtaining items from the vending machine.

**Conditions of Use:**

I will not give my card or pin number to other students. I will immediately notify RCC staff (Barry: [bweather@ryerson.ca](mailto:bweather@ryerson.ca); Extension 7143) if my card is lost or stolen. I will not loan or give items I have obtained from the vending machine to students or other individuals.

I will abide by the Student Code of Academic Conduct, including sections A1 and A2-D (<http://www.ryerson.ca/academicintegrity/code.html>). I understand that the use of the vending machine is electronically monitored.

I will return all non-consumable and remaining consumable items to the vending machine (via the vending machine return slot). I will return all items in their original packaging. I will immediately notify RCC staff (see above) if items are lost or damaged.

I will return all vended items within 4 hours. I understand that I may be subject to fines if items are not returned in a timely manner or if I fail to adhere to the Conditions of Use. I accept that the Conditions of Use may change. I will adhere to any instructions posted on or near the vending machine or those provided by authorized RCC instructors/staff.

## Instructions for Using the RCC-357 (Hybrid Lab) Vending Machine

(please keep this document for future reference)

### Borrowing Items:

1. Place your OneCard face-up (with the Barcode positioned closest to the machine) within the pickup area of the LED Scanner. See the vending machine card guide for correct card placement. After your card has been verified, the system will instruct you to enter your four 4 digit PIN code. Enter your code, then press #. Contact your instructor or Barry ([bweather@ryerson.ca](mailto:bweather@ryerson.ca): Extension 7143/ RCC-364) if your card or PIN code does not work.
2. Enter the number of the item that you require.
3. The vending machine will dispense the item.
4. Retrieve the item from the vending machine tray (directly below the glass area). This area is identified by two embossed south-pointing arrows.

### Returning Items:

1. Return all items (within 4 hours) in their original packaging. In most cases, this packaging consists of a paper label and a plastic zip-lock bag or rubber band. If you have lost the original packaging please inform your instructor or contact or Barry ([bweather@ryerson.ca](mailto:bweather@ryerson.ca): Extension 7143/ RCC-364).
2. Drop the item to be returned in the vending machine RETURN slot.
3. Immediately place your OneCard face-up (with the Barcode positioned closest to the machine) within the pickup area of the LED Scanner. See the vending machine card guide for correct card placement. After your card has been verified, the system will instruct you to enter your four 4 digit PIN code. Enter your code, and then press #.
4. Enter item **10** on the keypad. A return card will be dispensed. Remove this card from the vending machine tray and immediately drop the item in the RETURN slot. This process electronically records that YOU have returned your item. Failure to complete this step will be logged and may result in a fine or suspension of machine privileges. Only return items using your card and PIN#.

**Note:** Please return the packaging of fully used consumable items (e.g., wire/tape etc.) to the drop-slot using the same process.

### Lost or Damaged Items:

If an item is lost or damaged, notify your instructor or Barry ([bweather@ryerson.ca](mailto:bweather@ryerson.ca): Extension 7143/ RCC-364).