



Certification Test - Prep

Copying CDs with the Micro Orbit Burner

To prepare for the CD Copying test:

- Read the Micro Orbit Operation Manual thoroughly.
- Watch the demonstration.
- Practice with the burner, including taking it out the box correctly and correctly returning it to the box.
- Know what all the beeps and blinking or solid lights mean.
- Know how to load CDs and in what order.
- Know how to correctly handle CDs and which side is safe to touch and write on.
- Know what might happen if you touch the side that the laser reads.
- Know how to run the machine in COPY mode and in TEST mode and why you might use the TEST mode.

Here is the hands-on part:

1. Remove the burner from the box, handling it correctly so as not to injure the machine.
2. Plug in the burner.
3. Remove the spindle and put it in position to accept CDs.
4. Demonstrate correct handling of CDs.
5. Demonstrate which side of the CD you can touch and write on.
6. Take the three CD masters and set up the spindle to create 5 copies of CD1, 3 copies of CD2 and 10 copies of CD3.
7. Place the spindle in the machine, explaining how you know it is in correctly.
8. Turn on the burner in TEST mode.
9. As the first two discs drop, explain which disc it is (master or blank copy) and what is happening.
10. Explain how you would turn on the machine in COPY mode.
11. Explain how you will know that the CDs are all copied and the job is done.
12. Explain what is wrong if there is a constant beeping noise & what should you do about it.
13. When the machine indicates that the job is done, demonstrate correct handling of the CDs as you put them in cases, the write-on side up, and show how you would label them. Be careful to keep the copies with their master!

14. Unplug the machine and remove the power cord from the machine
15. Place the burner and cord back in the box (don't forget the packaging).

Here is the **Score sheet for Hands-on CD Copying Certification** with which your evaluator scores you:

- Removes the burner from the box with one hand on the bottom, not just grabbing the black part.
- Is able to plug in burner.
- Turns spindle upside down (black side down) and sets it down.
- Turns the end of the spindle so that it is even with the rest of the shaft and CDs will slide smoothly onto the spindle.
- Shows that CDs should be handled only by holding the outside edge, or the center -- no fingers on the shiny side that the laser reads.
- Knows which side can be touched and written upon.
- Puts the CDs on in one of the following orders:

5 blanks (put on spindle first)	10 blanks (put on spindle first)
CD1	CD3
3 blanks	3 blanks
CD2	CD2
10 blanks	5 blanks
CD3 (on top - will drop first)	CD1 (on top - will drop first)
- Loads discs so that the recording side of the disc is up.
- Turns the end of the spindle so that it is offset and will keep the CDs from falling off when turned over.
- Places hand between spindle top and the black plate and moves discs up against the offset post before turning the spindle over.
- Carefully turns spindle over without any CDs falling off. (May retry if CDs fall)
- Places spindle in the burner with the arrow aligned with the front of the machine and notes when it locks in place.
- Able to locate on/off button
- Turns burner to TEST mode by pressing and holding the button until the system beeps once, pauses and then beeps twice, then lets go of the button
- As first disc drops, explains that it is the master and the machine is copying it onto the hard drive.
- As the 2nd disc drops, explains that it is the first blank disc and the machine is copying the first master onto it.
- Explains how to turn burner on in COPY mode: Press the button one time and the system will beep once and the green LED will start to blink.
- Explains how you know when the job is done and what to do: The system will beep once when the job is complete. Press the button once and the LED becomes solid and the system is ready for the next job.
- Explains why you might hear a constant beeping noise: There is an error of some

- sort - most likely the system detects a bad disc.
- Explains what to do if there is a constant beeping noise: Remove the completed discs from the output bin and press the button. The failed disc will drop. Remove the failed disk. If need to make more copies, put the master back on and begin the copy process again.
 - Handles CDs correctly as removing them from the output bin.
 - Places CDs in cases with label side up.
 - Keeps copies with their master so they don't get confused.
 - Shows how one would label the CDs with a marker.
 - Turns machine off and unplugs it.
 - Unplugs power cord from the machine
 - Stores burner in its box, in the correct direction.
 - Handles burner by the bottom and the black part.
 - Gets the bin and the power cable stored correctly in the box.
 - Puts packing material on top and closes box.