

Laser Cutting Policies

Scheduling

- Students may schedule a laser cutting sessions either online or in-person
- Student ID is required when checking in for a session.
- If you are letting another student use all or a portion of your time, you must notify the Lab Assistant on duty (we will only be able to charge one student account).
- Students may only sign up for a minimum of 30 minutes up to a maximum of 90 minutes in any one day.

- **Online Scheduling**
 - All students that schedule their appointments online will be charged for their session within 24 hours prior to the reserved start time. No refunds.
 - Sessions may be scheduled up to 15 minutes before the session begins
 - Students may not sign up for consecutive sessions or consecutive sessions across multiple laser systems
 - **NOTE:** Online scheduling will only permit one appointment per student per day. Students may schedule multiple sessions on the same day up to a total of 90 minutes, students will need to schedule multiple same day appointments in-person.
 - Students will not be able to make any changes to their reserved session within 24 hours of the reservation.
 - **NOTE:** Students making reservations within 24 hours of their session will not be able to make any changes to their session once it is scheduled. All changes within 24 hours of the session will need to be made either in person or by phone with the Digital Lab.
 - All sessions begin at the beginning of the reservation time, not when the student arrives.
 - Sessions may only be scheduled up to 5 days out.

- **In-Person Scheduling**
 - Students are not allowed to sign up for someone else; all sessions must be scheduled by the individual student. Since charges are being made to the student's account only the student can authorize these fees.
 - Students must agree to the terms and conditions when scheduling a session in person.
 - Appointments can be scheduled during any available session within the scheduling parameters.
 - Walk-In sessions are available according to availability.

- **Phone Scheduling:**

- Students may make changes to their currently reserved sessions by phone but may not schedule a new session by phone. Students must agree to the terms and conditions online or in person for a new session to be made.

Late Policy:

- If the student has not arrived within 15 minutes of their reserved session then the session and collected monies will be forfeited.

Materials

- Students are only permitted to use the laser cutter with approved materials; all other materials must be approved by the Lab Assistant before they can be used.
- Approved materials
 - Wood
 - Paper
 - Chipboard
 - Polystyrene
 - Extruded Sheets
- Banned Materials
 - Any Glued Materials
 - Any Painted Materials
 - Acrylic / Plexiglas
 - Plywood
 - Masonite
 - MDF
 - Foam

Laser Cutter Operation

- Students should come to the laser cutter ready to cut. The laser cutter workstation is not a place to make extensive changes to your files.
- Students **MUST** be actively watching the laser cutter at **ALL** times, due to the fact that your material may catch on fire.
- Fires
 - Small flames are to be expected
 - If your material catches fire and remains on fire you must immediately stop the laser cutter using the main power switch and notify a Lab Assistant.
- After your part is completed, keep the lid of the laser cutter closed for **30 seconds** to allow smoke or vapors to be vented.
- Clean up your workstation when you are finished. You may not leave materials of any kind in or around the laser cutter.
 - Please place all recyclable materials in the recycling bins in the Digital Lab