

Laser Engraver/ Cutter Policies

- Files, with appropriate names, **MUST be placed in a folder that is labeled with your last name** and submitted to the PC network share drive\\AIPS06\LaserDopBox. File names such as “Graphic 1” or “Graphic 2” will not be accepted!!!
- AutoCAD files must be converted to a polyline (see Helpful Hints brochure).
- Files must be saved in a CorelDraw (.CDR) format.
- Files must have a page size that matches the size of the stock material being used (maximum page size is 32” x 18”).
- Allow ¼” around outside perimeter of stock to ensure complete parts.
- All files are processed on a first come, first serve basis. There is a 24 hour turn around time on all jobs.
- Industrial Design employees are not responsible for files that are not accepted by the machine, or files that are not set-up properly to achieve a desired result. Students are responsible for re-submitting corrected files.
- Students must complete and submit an Output form for each laser job at the tool room counter.
- Finished jobs may be picked up and forms may be submitted at the tool room during the following hours:
 - Monday – Friday: 8:00AM – 9:30 PM
 - Saturday 8:00 AM – 4:30 PM
- Industrial Design Supervisors reserve the right to deny any submitted jobs that do not pertain to class projects.

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- Students must complete and submit an Output form for each laser job at the tool room counter.
- Finished jobs may be picked up and forms may be submitted at the tool room during the following hours:
 - Monday – Friday: 8:00AM – 10:00 PM
 - Saturday 8:00 AM – 5:00 PM
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