LASER CUTTER: PRE-APPOINTMENT CHECKLIST

Making sure you have everything you need before you go into an appointment can be confusing, but it is an essential step for you to take the success of your project into your own hands. These worksheets are here to help you be as prepared as you can be to have a great experience, and are meant as a conversation starter between you and shop staff about your aspirations before making an appointment. **Completed worksheets are due at the time of appointment: students without completed worksheets at the time of appointments are subject to appointment cancellation.**

APPOINTMENT INFORMATION

Name: _____ **Date of Appointment:** _____

Class Title: _____ **Name of Faculty:** _____ _____

Time period reserved: _____

Intended Material: _____

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PRE-APPOINTMENT CHECKLIST

Before your appointment, please verify the following:

☐	I have a material that is suitable for the laser cutter (choose one):
☐	Wood
☐	Plexiglass/acryllic
☐	Glass
☐	Foamcore
☐	Leather
☐	Mother of Pearl
☐	Mattboard/cardboadr/paper
☐	Masonite/hardboard
☐	Other: \.............................. Research source: \..............................

**Shop staff reserve the right to refuse found material!!

☐	Made an appointment on 3dshop-appointments.mcad.edu 24 hours in advance
☐	I have cut my material to fit the bed to 18" x 32"

**Material thicker than .25" will not be able to be cut through, only scored/etched

☐	I have prepared and saved my laser cut file as an Adobe Illustrator file
☐	I have prepared my vector lineweights to .001
☐	I have assigned RGB red to vector data I wish to cut through my material
☐	I have assigned RGB blue to vector data I wish to score into my material
☐	I have iimported any raster images I wish to etch into my material as black and white data into AI

TECHNICAL CHECKLIST: TO BE COMPLETED AT TIME OF APPOINTMENT

Think youre ready to cut? Please check off tasks below to set up your material!

	Load your cut file onto the desktop connected to the laser cutter
	Turn on laser cutter by pressing the "ON" button on the machine until it wakes up and runs
	Turn on twin ventilation systems on either side of machine.
	Bring your file up in Illustrator and double check measurements
	Go to File>Print in the Illustrator drop down menu
	Select UCP from the printer drop downs (it should be the first one highlighted). Click Print.
	Open laser cutter print dialogue "UCP" application
	Verify all data you wish to cut, raster, and score are highlighted in their apporpriate color on the UCP print dialogu
	Go to Settings in the bottom right of the UCP dialogue and select material
	Using digital calipers, measure thickness of your material in decimal inches
	Enter material thickness in bottom left. Hit "Apply", then "Ok".
	Load material into bed of machine
	FIND SHOP TECHNICIAN BEFORE RUNNING PART TO VERIFY SETTINGS

For Shop Technicians Use Only:

Length of Job:	**Type of Material:**	
Number of Restarts:	**Reciept of payment received:**	
Size of Print:	**Technician Signature:**	