

3D Shop FAQ

When can I come in to work in the 3D Shop?

If you are enrolled in a 3D class (e.g. Foundations 3D), the shop is open to you during your 3D class time. Outside of class time, the 3D shop has open access hours available. These open access hours are usually mornings, evenings and weekends (Please check with shop staff for current open access hours.) When a class is scheduled in the 3D Shop, they have priority. The space and resources are reserved for the scheduled class. You can check with shop staff as to if the shop is available for use. If you have come into the shop when another class is working and they are extra busy, you may be asked to come back another time. Please talk to shop staff if you have any questions.

What tools do I have access to and how can I get more access?

Please come talk to shop staff about the project you have in mind. We can work with you to find a solution for your project and gain an understanding of your tool knowledge.

Undergrad: You must be enrolled in or have taken a Foundations 3D class. This gains you access to general tools. You must have a demo through your class or with a shop technician to be able to use the tools. This ensures knowledge of how the tool operates and proper safety procedures. There are some tools labeled as advanced tools. These require taking an advanced 3D class or working with a shop technician to learn.

Graduate: Please come talk to shop staff. We can figure out what tools and processes will be best for your project. We will also train you in those tools and processes. This ensures knowledge of how the tool operates and proper safety procedures.

Faculty and Staff: If this is for a class you are teaching, please come talk to shop staff. We will be able to set up a demonstration for your class on the tools or processes that are appropriate. If this is for a personal project, please come talk to shop staff. We can figure out what tools and processes will be best for your project. We will also train you in those tools and processes. This ensures knowledge of how the tool operates and proper safety procedures.

What tools are available for use after hours?

Any hand tools that can be checked out during shop hours can be used after the shop has closed. This includes tools that are in the tool lockers or checked out from the office. The sandblaster is also accessible after hours as well.

*The stationary tools located in the wood and metal shop ARE NOT available for use after hours.

How do I check out tools?

To check out tools in the 3D Shop, you must:

1. Come in during open shop hours.

2. Find a shop sta member to open the locker.
3. Provide your MCAD ID so shop staff can check the tool out to you with our digital check out system.
4. Make sure the tool is returned within 24 hours of the check out time (find a shop staff member who will check the tool back in)

When do checked-out tools have to be returned?

Tools need to be returned to the shop 24 hours from the time you checked it out. Failure to return tools on time will result in a \$5 per day late fine. You will receive an email reminder of when your tool is due back.

What if a tool breaks or I find a tool already broken?

Report any and all broken tools to a shop sta member as soon as possible.

How do I schedule a demonstration?

As a STUDENT: Go to the 3D Shop Appointments link on the MCAD Intranet home page and click the **Tech Appointments** dropdown menu to sign up for a one-on-one demonstration with a shop sta member. ***Note - appointments must be made at least one day in advance.**

As a FACULTY: All demonstration requests for classes must be submitted one week in advance, via e-mail to don_myhre@mcad.edu. For a one-on-one demonstration, go to the 3D Shop Appointments link on the MCAD Intranet home page and click the **Tech Appointments** dropdown menu. ***Note - appointments must be made at least one day in advance.**

How do I schedule an appointment for the Digital Lab (laser cutters, CNC, 3D Printers)?

Go to the 3D Shop Appointments link on the MCAD Intranet home page and click on the **Digital Lab** drop down menu to sign up for an appointment. ***Note - appointments must be made at least one day in advance.**

What if I'm nervous about being in the 3D Shop or using the tools?

The 3D Shop staff are here to help you feel more comfortable with the tools and the space. You are always welcome to make an appointment with a shop technician to go through how to use tools. If you let us know of your concerns we are happy to help you through the process in a way that makes it less intimidating.