

# CNC Project Form

- Fill out the form below and email along with your file(s) to [digitallab@mcad.edu](mailto:digitallab@mcad.edu)
- Access to the CNC is through approved classes (i.e. Digital Fabrication or Post Digital Printmaking)
- CNC machining is an involved process. You will be scheduling multiple appointments with digital lab staff. Please allow 1-2 weeks for completion of your project.
- Watch you email for communication from digital lab staff. Slow responses may delay completion of your CNC Project
- To be ready to run the CNC you must:
  - Prepare a 2D or 3D file (Illustrator or stl)
  - Fill out the CNC Project Form
  - Prepare your file for the CNC by setting up toolpaths
  - Receive approval of your file from digital lab staff
  - Receive an estimate of time for your CNC cut
  - Schedule an appointment with the CNC
  - Be present for the set up and start of your project as well as the finish and clean-up of your project
- Check the [Digital Lab website](#) for more information on preparing your project.
- The limits for the CNC are 48" x 96" x 2" thick. Please check in with digital lab staff as to if your material is appropriate for the CNC.
- The cost to run the CNC is \$5 per session. With this we provide bits, spoil board and tape.
- Digital Lab staff are not responsible for training you to use software. Please check in with your faculty if you have any questions on how to prepare your file.
- If you have any questions on your project, appointments are available with digital lab staff. Email [digitllab@mcad.edu](mailto:digitllab@mcad.edu) or stop in to the 3D Shop Digital Lab.

# CNC Project Form

Please fill out and email this form along with your files to [digitallab@mcad.edu](mailto:digitallab@mcad.edu)

\*Please watch your email for any questions from Digital Lab staff\*

Preferred Name (and optional pronouns):

Class:

Appointment:

\*You will have multiple appointments with digital lab staff. Please indicated a few times you would be available for you first appointment to set up your tool paths.

File Name(s):

Size(s):

Material:

Copies (if applicable):

Run Time of CNC:

Notes: \*Please include any additional information on your project

## For Digital Lab Staff

Status Checklist:

- STL or Illustrator File Ready
- Tool Paths Prepared
- Material Approved
- Run Time Provided
- Papercut Charged
- CNC Run Appointment Scheduled
- CNC Complete
- Clean Up Completed

Cost:

Paid: