

# Rules and Policies of the Digital Lab

## Printing Policies:

All printing must be related to class or studio work- no printing of copyrighted material, no personal printing.

No printing on special paper unless approved in advance, also it needs to be done at a time the lab is not busy (to be determined by the lab assistant on duty).

All printed material must be picked up by 12 noon the next day.

Students are not allowed to sit at the “print only” workstation with their laptop (When you sit at the “print only” workstation you must be ready to print with e-mail or Flash drive).

Students are not allowed to release print jobs from the print server (lab assistant only).

All print jobs are released in the order they are received (first come, first print).

Exception: If the print job is lost due to a printer problem (printer turned off, out of paper, out of ink), then a job can be pushed ahead of older print jobs.

No moving or removing of any of the lab equipment.

We reserve the right to check student IDs

No disruptive behavior will be allowed.

All printing in the print lab will stop 15 minutes before closing time.

# Laser Cutting Policies:

Students can have 4 (1/2 hour) appointments per week, and 2 appointments per day, 2 appointments can be back to back.

A student must be at the lab 5 minutes before their appointment, if the student is not in the lab at this time, the appointment is forfeited and is available for students to make an appointment.

If you take the appointment of a student that did not show, you will have one ½ hour to laser cut.

If a student misses 2 appointments without canceling (4 hours before) the student will lose laser cutting privileges for 7 days.

How to cancel Laser cutting appointments: in person, or phone 305-348-2960

A student cannot laser cut unless the student has taken the required training. Please come to the digital lab to schedule your training

All materials to be cut must be on the Approved material guide sheet, available in the digital lab or below.

All laser cutting must be related to studio work- no personal laser cutting.

The students are responsible and accountable for the use and care of the laser during their 1/2 hour appointment.

The student must be present for all of their cutting; this applies to individual work and group work.

Each student must make their own appointment; the appointment cannot be transferred or exchanged between students or reserved for other students.

The computers are for use with the laser cutter only. Do not use these computers for work not related to laser cutter.

Beverages and food are not permitted in the lab.

The laser cutter is available during lab hours only

## Approved material guide sheet for laser cutting

mat board

chipboard

museum board

cardboard

plywood

balsawood

basswood

## **Open Cutting**

**Please come to the Digital lab for open cutting hours or look at the Google calendar.**

You must sign the open cutting list; no other student can sign for you. The student will be on the open cutting list until the student cuts or until the lab closes that day.

A student can only sign the open cutting list a second time after he/she is finished with the first 1/2 hour of cutting.

Laser cutting appointments will always override open cutting.

Open cutting list will be started new every day (old list will be discarded).

# 3D Printing

## To make 3D printing appointments come to the Digital lab

All 3D printing must be related to studio work - no personal 3D printing.

Each student has the first 20 hours of 3D printing for the semester free, after the 20 hours the student will have to have their own filament to 3D print. Come talk to mike in the lab for more information on purchasing filament.

You are responsible and accountable for the use and care of the 3D printer during your appointment. You are responsible for proper cleanup of the 3D printer

Student can only use the 3D printer during times that they have reserved. The appointment cannot be transferred or exchanged between students, or reserved for other students.

If the student stays with the 3D printer and the print job fails to print properly, we can start it over again at no time loss.

The student must remove his\her print job and have the printer cleaned up before the next scheduled 3D printing appointment. Lab assistant are not reasonable for any damage done to the model if the lab assistant has to remove the model from the 3D printer.

MakerBot1, and 2 will use only PLA filament, recommended to buy for MakerBot

Height 6.1 in

Length 11.2 in

Depth 6.0 in

MakerBot 3 will use only ABS filament, recommended to buy for MakerBot

Height 6.1 in

Length 11.2 in

Depth 6.0 in

MakerBot 4, and 5 will use only PLA filament, recommended to buy for MakerBot

Height 18 in

Length 11.8 in

Depth 12 in

If you have any question please come talk to mike.