

# Laser Cutter/Mimaki Policies and Procedures

Access to the laser cutter in the New York City College of Technology is **a privilege, not a right**. This Privilege can be revoked at **ANY TIME**, without appeal.

The Laser Cutter and Mimaki are powerful, dangerous and industrial machine. Misuse is very likely to result in a fire or even damage to the laser cutter itself. They are a valuable resource to the community and must be used responsibly and respectfully by all. Please treat it as such and help ensure it remains available by making sure your peers use it in a safe and responsible manner.

## **Appointments:**

Appointments are made using your City Tech email through the web site **NYCCTfab.com**. Reservation periods are for **30 minutes** and each user is limited to a maximum of 2 slots a day for each machine. **If appointments that are not claimed within 15 minutes of the reservation start time, then the appointment is forfeited and the machine may be used on a first-come-first-served basis.**

**Missing 2 appointment will result in a email warning the student. Missing 3 appointments will result in a permanent ban of the machinery for the remainder of the academic year.**

## **Policies:**

You are responsible and accountable for the use and care of the laser during your reservation. Any policy violations and penalties will be directed to you during this time.

**You must be present for all the cuts- leaving the room during a cut is unacceptable.** This applies to individual work and group work.

You can only use the machinery during times that you have reserved. **Reservations cannot be transferred or exchanged between students. If you reserve for another student, YOU must also be present.**

The computer is for operations of the laser only. Do not use these computers for working on your project.

**Beverages and Food are not permitted in the Lab.**

The laser cutter is available during pre approved fabrications hours **ONLY**.

## **Penalties for improper usage:**

Failure to operate the machinery safely may result in loss of access to the machine. The laser cutter workstations has all of the necessary software to perform the cuts and/or etch. **Attempting to hook up a personal computer to the laser will result immediate loss of access to the machinery for the remainder of the academic year.**

# Roles and expectations

## **Laser Monitors/CLT Services:**

The Laser Cutter Monitor is authorized to **revoke** machine access privileges or demote user levels immediately for **safety reasons or policy violations**.

The Laser Cutter Monitor has **final say on materials** and operations of the Laser Cutter or Mimaki and can prohibit use at any time.

May only operate the machines during approved fabrication times.

## **Users:**

Must have gone through basic laser file setup training.

Must come to appointments with all materials and files that are prepared for use.

**Will not be able to modify incorrect files on the management workstation during appointment time.**

## **Materials:**

Only Materials listed under Acceptable Materials may be used in the laser cutter or Mimaki. **If you have any doubt as to whether your material is on the Acceptable Material list or how your material your material will behave in the laser cutter ask the Monitor before using the machine.**

## **Material Preparation:**

**Use flat materials only.** Surfaces that are not flat may block the movement of the machine head, both of which may cause damage to the machinery. Non-flat materials also will not cut/engrave properly due to the changing focal length across the material.