Laser Cutter Reservations

Beginning in Summer 2018, we are scheduling reservations for the Laser Cutters. Reservations can be made from any device.

**Reserve a Laser Cutter**

**Using the Reservation System**

- Visit the link above
- Select a reservation length (options are 30, 60 & 90 minutes)
- Select a day (you can reserve up to 3 days in advance, but no same-day reservations are allowed)
- Select a time
  - Click Confirm
  - Enter your full name, e-mail address, and EID
  - Click Schedule Event

You will get an e-mail with a calendar event. You have 10 minutes to arrive for your reservation. No-show reservations will be cancelled and fined $5.00 per 30 minutes of reserved time.

**Expectations**

**Check-in and check-out at the Service Desk**

This will help us ensure that your reservations are secure and accurate. Additionally, if you finish early we can delete your remaining reservation time so that we can make the system available to other students.

**Arrive On Time & Prepared**

You need to have all of your prep work: files, templates, materials, etc. completed BEFORE the start of your reservation! If you leave the laser cutter room to go purchase materials, etc. you will lose your reservation.

**Finish On Time**

You know how long your reservation is, please wrap-up on time so that the next person can begin their reservation on time.

**Cancellations**

If you need to cancel your reservation, visit us at the desk or call us at 512-471-1189. As long as you cancel your reservation by Lab closing time on the day before, there is no charge. If you cancel your reservation on the same day, but at least 2 hours prior to your reservation, you will be charged $2.50 per 30 minutes of reserved time. If you cancel with less than 2 hours preceding your reservation, you will be fined $5.00 per 30 minutes of reserved time.

**Late Arrivals & No Shows**

If you have not arrived within 10 minutes of your reservation start time, we will cancel your reservation and allow other students to reserve and use the system. If you cannot or will not make your reservation, please cancel it so that others can reserve and use the machines. If you do not cancel your reservation 2 hours prior and/or do not show up for your reservation within 10 minutes of your appointed start time, you will be charged $5 per half hour of your reservation.

**FAQ:**

- Can I cut without a reservation? Yes, you can walk up to any unreserved laser cutter and use it. We do not allow same-day reservations, so all free time on the calendar that day is open to walk-in use.
- Can I pick which laser cutter I want to reserve? No -- the system does not allow you to request a particular machine. However, in practice you can look at the individual calendars and sometimes you will be able to request a reservation time slot that could only apply to one of the systems
- Can I sign up for back-to-back timeslots? No – we only allow 90 minutes of reserved laser cutter time per day. If you need longer, schedule your cuts over multiple days or cut on low-volume days when the laser cutters are free.
- But Laser Cutter #X doesn’t work well! If you are having problems with the performance of one of the laser cutters, please let the Service Desk Staff know immediately so that we can have the problem fixed.

**Previewing Availability**

Each Laser Cutter has its own calendar. While our reservation system uses round-robin style assignments and you cannot choose which Laser Cutter that you want, you can view each calendar here. (soa.utexas.edu/lasercal)