

Laser Cutter Reservations

Reserve a Laser Cutter

Use of the laser cutters is limited to students who have been [certified and paid for a Digital Fabrication Subscription](#).

Using the Reservation System

- Visit the 'Reserve a Laser Cutter' link above
- Not certified yet:
 - Select 'Laser Cutter Certification Training'
 - You must pass the Laser Cutter Certification quiz with a 13/13 before making this reservation
- Certified already:
 - If you're cutting any material other than cardboard, chip, Bristol, or museum board, select the ACRYLIC/WOOD reservation type
 - This lets us know which laser cutter ventilation system type you'll need for your material and prevents irreversible damage to the systems
 - **Cutting any material other than cardboard, chip, Bristol, or museum board on the standard reservation type will cause you to lose your reservation, be fined, and be placed on the Greylist* for the semester**
 - **If you're already on the Greylist*, you will be placed on the Blacklist****
 - Select a reservation length (options are 30, 60 & 90 minutes)
 - You must be on our list of certified users before making this reservation
- Select a day
 - You can reserve up to 3 days in advance
- Select a time
- Enter your full name, e-mail address, EID, and answer the additional questions
- Click "Book"
- You will receive an e-mail confirmation with a calendar event
- REMEMBER:
 - Plan to arrive at your reservation on time with your file ready and your materials in hand
 - You should arrive no later than 10 minutes (5 minutes for certifications) into your reservation
 - **No-show reservations will be canceled and fined \$5.00 per 30 minutes of the reserved time**

Expectations

Check-in and Check-out at the Service Desk

This helps us ensure that you've selected the proper reservation type for the material you're cutting.

Arrive On Time & Prepared

You need to have all 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, so please wrap up on time; that way the next person can begin their reservation on time. Don't begin another cut if your time is almost up.

Cancellations

If you need to cancel your reservation, visit us at the desk, [e-mail us](#), or call us at 512-471-1189.

- If you cancel your reservation by the Lab's closing time on the day before your reservation
 - There is no charge
- If you cancel your reservation on the same day
 - **More than 2 hours** prior to your reservation
 - You will be fined **\$2.50 per 30 minutes** of the reserved time
 - **Less than 2 hours** prior to your reservation
 - You will be fined **\$5.00 per 30 minutes** of the reserved time

Late Arrivals & No Shows

If you have not arrived within **10 minutes** (within **5 minutes** for certifications) of your reservation start time, we will cancel your reservation and you will be fined **\$5 per 30 minutes** of the reserved time. If you cannot or will not make your reservation, please notify the Tech Desk.

FAQ

- **Can I cut without a reservation?** COVID-19 has impacted this service. Only reservations are accepted for laser cutter use at this time.
- **Can I pick which laser cutter I want to reserve?** No – the system does not allow you to request a particular machine. The reservation types help us match you to the correct laser cutter ventilation system for your materials.
- **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. Signing up for more than 90 minutes per day will count as a policy offense.
- **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.
- ***What is the Greylist?** Students on the Greylist lose certain privileges to the Tech Lab. Being placed on the Greylist is a consequence of breaking Tech Lab rules.
- ****What is the Blacklist?** Students on the Blacklist lose all privileges to the Tech Lab equipment. Being placed on the Blacklist is a consequence of either breaking Tech Lab rules while already on the Greylist, or breaking a major rule.