

# How to Reserve a Laser Cutter

There are two types of Laser Cutter reservations, each with durations of 30, 60, and 90 minutes. The minimum lead time to book a Laser Cutter reservation is 30 minutes

- Acrylic/Wood
  - Cutting or etching acrylic or wood, or etching marble, glass, or metal
    - Using these materials on a Regular reservation counts as a policy offense, as the filtration system isn't equipped to handle them
- Cardboard/Chipboard
  - Cutting cardboard, chip, Bristol, or museum board

## How to Reserve a Laser Cutter on Patron Portal

### If You're Already Certified

1. Visit Patron Portal and follow the [How to Reserve Resources](#) guide, along with the details below
2. Select a day
  - a. You can reserve up to 3 days in advance
3. Select a time
  - a. You may not reserve more than 90 minutes of Laser Cutting time per day
4. Open the Catalog and go to Fabrication to select a Laser Cutter type
5. If you're cutting any material other than cardboard, chip, Bristol, or museum board, select the Acrylic/Wood type
  - a. This lets us know which laser cutter ventilation system type you'll need for your material and prevents irreversible damage to the systems
  - b. **Cutting any material other than cardboard, chip, Bristol, or museum board on the Cardboard/Chipboard reservation type will cause you to lose your reservation, lose your Certification, and be placed on the Blacklist for 2 weeks\***
6. You will receive an e-mail confirmation
7. REMEMBER:
  - a. Plan to arrive at your reservation on time with your file ready and your materials in hand
  - b. You should arrive no later than 5 minutes into your reservation
  - c. **No-show reservations will be canceled and fined**

### Check-in and Check-out at the Tech Desk

This is the only way to start your reservation and avoid late fines. We will also check that the material you wish to cut is approved.

### 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 have not arrived within **5 minutes** (on time for certifications) of your reservation start time...

- We will **cancel** your reservation
- You will be fined **\$10 per 30 minutes** of the reserved time
- You will be added to the Greylist\*

If you leave the laser cutter room to go purchase materials, etc...

- Your reservation will be canceled

### Perform Material Tests

Due to material variations inherent in production and to each laser's power (affected by usage), you must complete a materials test before every new cutting session. It's not always possible to use the exact same settings from day to day or from machine to machine.

### 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. The final reservation for the day ends at 7:45 p.m. so that our staff can perform closing duties and leave on time.

### Cancellations

If you cancel your reservation...

- **More than 2 hours** before your reservation...
  - There is no charge
- **Less than 2 hours** before your reservation...
  - You will be fined **\$2.50 per 30 minutes** of the reserved time
- **Less than 1 hour** before your reservation...

- You will be fined **\$5.00 per 30 minutes** of the reserved time