

NC State University College of Design Laser Cutter Policies

For more information, go to <http://go.ncsu.edu/lasercutter>

Only College of Design students, faculty, and staff may use the laser cutters.

The usage policies regarding the laser cutters are maintained by the College of Design Information Technology and Materials Lab Staffs. These policies were approved by Dean Malecha. They apply to all laser cutter users (students, faculty and staff.) All laser cutter users are required to sign a copy of this policy statement prior to being granted access to the laser cutters.

Users Must Attend a Certification Session Prior to Using the Laser Cutters

If you have not been certified to use the laser cutters, **DO NOT USE THEM**. Users that have not attended a certification session will be denied access. This policy extends to all users (students, faculty and staff.)

Commercial Use of the Laser Cutters is PROHIBITED!

Use of the laser cutters is for educational purposes only. Anyone found using the laser cutters for commercial purposes (including jobs for local firms or your own products) will be permanently banned from the laser cutters. Your laser cutter account will be locked. If you are later found using the laser cutters under someone else's name that person will also be banned and further, more severe, disciplinary action will be taken against you. This policy is put into place as a result of State Law and University Policy prohibiting the use of equipment paid for by State expenditures for commercial purposes of any kind.

Clean Before and After Use

All users are responsible for insuring that the laser cutters are clean before cutting and then vacuumed after use. This will help insure that excess soot and debris do not cause problems in the future.

Check With the Materials Lab Staff Before Cutting Synthetics

Some types of synthetic materials (PVC, etc.) can produce toxic gases. You should seek the advice of Jim Dean in the Materials Lab prior to cutting anything other than wood or chipboard materials.

Do Not Allow Flames or Smoke

Occasional flare-ups are expected while cutting, but if your cuts produce a large amount of smoke and soot, you need to **IMMEDIATELY** stop your cut (lift the lid), adjust your speed and power settings (increase speed, reduce power) or seek help. Excessive soot and debris can cause the laser to destroy the lens (\$250 cost for replacement).

Pay Attention While Cutting-DO NOT LEAVE THE ROOM

Watch your laser cutter while it cuts. If you notice a problem, stop the job (lift the lid). If your machine is left unattended during a cut, you will be banned from laser cutter use. If you need to leave the room for any reason, press the Pause button. The laser cutter will finish the line it is cutting and pause. To resume your cut, press the Pause button again and the laser cutter will pick up where it left off. Pressing the Start button will restart the entire file.

Do Not Touch the Lens

We have implemented the AirAssist option on the laser cutters. Please do not open the cutting head or touch the lens. If there is a problem with AirAssist, immediately contact an IT Staff member or a Materials Lab staff member.

Sign Up in No More Than Two-hour Blocks

Sign-ups now occur online from the laser cutter website. Sign up for no more than 2 hour blocks. Do not sign up to use more than one laser cutter simultaneously. Go to <http://go.ncsu.edu/lasercutter> for instructions and to make reservations.

Come Prepared to Cut

Have your design work completed before your come in to use the laser cutters. If you have a particularly large job to finish (something that will take several hours to finish), break it up into several parts.

To ask questions or report problems at anytime, send an email to design_help@ncsu.edu