

How to become an Authorized Tier 2 User

-Authorizations happen between 11am-1pm, seven days a week.

-To set up an authorization appointment please email

laserlab@newschool.edu

What happens during the authorization procedure. We will ask you to?

1. Set up a file in Autocad or Illustrator using the three different cut or etch parameters.
2. Send file from Autocad or Illustrator to Control Panel/driver using the proper settings.
3. Choose correct material settings.
4. Set Z height.
5. Turn on compressor
6. Press play.

All the steps must be completed with a comfortable understanding of the software and machine operations and with little or no help from the technician. Please respect our staffs time and only apply if you have good understanding of the entire process and will be able to operate machines completely independently during your future use . **This is not a training session but rather a practical examination.**

How to become a authorized user in Tier 2. (After you pass the authorization procedure)

1. Your reservation must be made at the laser lab with a technician. They will have access to the full calendar and be able to directly add you when you show that your have Tier 2 authorization.
2. If there's a machine available when you visit we will put you on that machine immediately.
3. We'll need to know how long the job will take and a range of your availability to schedule an appropriate reservation (3 hours maximum).
4. Consult the approved materials lists in the lab and on the website. You'll be responsible to demonstrate that your material is one that has been approved.
5. You may have 1 reservation on the calendar at a time.

Please remember that Tier 2 privileges can be taken away if student's skills, knowledge and adherence to lab policies, or respect for lab systems and patrons, do not reflect the Tier 2 authorization requirements. The Tier 2 authorized student is responsible for their own project and we will not allow group machine use.