



# E4 LASER LAB POLICIES



## ORIENTATIONS

**All users (student or faculty) must complete the online and in-person portion of the orientation** before using the lab. The online Canvas Orientation can be taken any time after taking the General Making Center Orientation. It can be found [here](#). After the online orientation, they must schedule and complete their in-person orientation to be fully authorized to use the laser lab.



## CONSULTATIONS

To use the Laser Lab, **all users must book a consultation**. A consultation is a meeting where we will review your file and materials, before scheduling you a cutting appointment on our calendar. You are only allowed 1 cutting appointment per consultation, with a maximum length of 3 hours. If you are late by more than 15 minutes without notice, your consultation/cutting appointment will be canceled and you will have to make another consultation. Consultations do not guarantee immediate use of the laser cutters. Consultations can be made on our website [here](#).



## OPERATION

For safety reasons, please follow all directions given to you by the technician at any time. You may only use 1 machine at a time. You must remain at your machine for the duration of your cut. If you need to leave for any reason, please notify the technician beforehand. No additional time will be added to your cutting time and your machine will be paused. You may be asked to leave if you use the machine for longer than your allocated cutting appointment time.



## WORKSPACE

Food and beverages (other than water) are not permitted in the Laser Lab for safety reasons. Before leaving, please clean up any material left behind, close any windows you have opened on the computer, and log out of any online accounts.