To: All Architecture Students

From: John Hunter and Bill Tansley

Re: Architectural Laboratory Policies and Standards For Laser Cutter Use

The School of Architecture owns and operates for student use two U.L.S. X-660 class Laser Cutters. The locations for the Laser Cutters are now in the basement of the S.o.A. off of the VSL and the S.o.A. Lab. Below you will find the Shop’s revised policies and standards for usage of the Laser Cutters:

- The Laser Cutter Room’s Undergraduate hours of operation during the semester are 10:00 AM – 12:00 AM, Monday – Thursday; 10:00 AM – 9:00 PM, Friday; and, 10:00 AM – 4:00 PM, Saturdays and Sundays. The Laser Cutter Room will be closed from 12:00 PM – 1:00 PM, Monday – Friday. Laser cutter availability For Masters Students is 24 hours /day but sign-up through the online scheduler is still required. Please think ahead and schedule your appointments accordingly so that supervisory staff can meet your needs for material processing. If there are no appointments, the Laser Room will be locked!
- The Arch. /S.o.A. Lab and Laser Room phone number is 609-258-3739. E-mail addresses for Supervisory personnel are available in the School Handbook.
- Laser Cutter usage is dependant on being an enrolled student of Princeton University’s School of Architecture.
- You must complete the S.o.A. Lab mandatory laser cutter orientation and receive and become familiar with the Laser Cutter Operations Procedures Sheet before you have user privileges and access to the online scheduler.
- Laser Cutter privileges can be revoked for any unsafe or dangerous usage – See Ops/Procedures and unsuitable materials hand-out for examples.
- If you are unsure of any default setting; positioning of your material; laser settings; or any other operational problem, please call Supervisory personnel prior to your appointment for help with cutting/etching applications on the laser cutters.
- The laser cutters are for school/faculty related work only. Any personal use must be scheduled through the School of Architecture’s Administration and can not impede on anyone else’s school/faculty related projects.
• You must use the on-line scheduler to make appointments. See website below for making an appointment:

• Appointments can only be made after completion of mandatory orientation. Please think ahead when making appointments to allow for adequate supervisory coverage.
• The person making the appointment must do cancellations and reschedules at the scheduler website.  **No trading or giving away of times will be honored!!!** Please cancel as far in advance as possible to not hold up the supervisory staff from other work.
• Scheduling is done in **1-hour increments till 5:00PM**. For longer cutting periods, 1 ½ hour increments are available after 5:00 PM. **Plan on arriving at least 20 minutes prior to your appointment for material and file preparation. Please have all files prepped / See Laser Cutter Operations Procedures Sheet For File Set-up Information.**
• If a scheduled person does not show up, the next person can start **after 10 minutes** of scheduled person’s time increment. If next scheduled person isn’t there, whoever has been waiting the longest can use the Laser Cutter up until the next scheduled person’s time slot.
• There is **no more than 10 minutes** of extended cutting beyond your time slot!
• If no one is scheduled and Laser Cutter is idle, it is on a **1st come, 1st serve basis.**
• **All cutting must be completed by 8:30 PM.**
• Saturday and Sunday hours available in **1-hour increments** starting at 10:00AM and ending at 4:00 PM for a total of 7 hours/laser cutter. Supervisory staff will be available for that entire time.

While this list is not exhaustive, it does give you the general parameters of which we operate. We encourage any questions in regards to the Arch. /S.o.A. Lab laser cutters and our only wish is for a safe, productive and enjoyable experience in regards to your laser cutting projects. Please see the Laser Cutter Materials Settings Guide on specifics in regards to types of materials and examples of power and speeds for cutting and etching applications.