Carnegie Mellon University

School of Art

Reservation Guidelines for Laser Cutters and CNC Router

School of Art (SOA) facilities and equipment are primarily for the use of students (including students from other schools who are currently registered for SOA Classes) who have been authorized via lab orientation training by **Digital & Physical Computing Technician, Jenna Boyles** (jboyles@andrew.cmu.edu)

Use of the laser cutters and CNC router outside of class time is granted only through the SOA reservation system. We do not accept walk-ins. This ensures student assistance and supervision of trained monitors and staff technicians.

CANCELLATION POLICY: Please be prepared and on time for your reservation. Come with your file(s) and material ready. It is **not** the responsibility of the staff to design your file for you. If you are over 15 minutes late or do not have your file ready, you may forfeit your reservation at the discretion of the staff on duty.

Click on the links below to reserve and for additional information:

EPILOG Laser Cutter Reservations and Information

BOSS Laser Cutter Reservations and Information

CNC Router Reservations and Information

Last Updated 10/12/2026

EPILOG **Laser Cutter -** Doherty Hall C316

→ Max material dimensions: 32” x 20”
→ Max material thickness: ¼”
→ File Setup Type: Adobe Illustrator (export as .ai)

The Epilog Fusion is a **45 watt** laser capable of cutting and etching acrylic, hard and softwoods, plywoods, masonite, cardboards, papers, leather, and 100% wool or cotton.

For laser cutting, files may be prepared using any vector based software. If you have never used the laser cutters before and anticipate needing assistance from a monitor, it is most efficient to arrive with an Adobe Illustrator file.

Students can reserve up to **1 hour of 30 minute sessions per day** on either the Boss or Epilog laser cutters and are limited to **3 hours** of reservation time per week. Students in need of additional time for complicated projects should contact the **Digital and Physical Computing Technician.**

Link to full lab policies and guidelines: Laser Lab Policies + Guidelines.docx

WHAT TO BRING:

- For laser cutter review the: Illustrator Laser Cutting Checklist
- Check the List of Approved Materials
- **DRESS APPROPRIATELY** Wear proper clothing and PPE. CNC and Laser Lab users must also comply with SOA Shop Safety guidelines by wearing proper close-toed footwear and clothing, as well as the provided PPE for each machine.

Click here to make Epilog reservations

BOSS Laser Cutter - Doherty Hall C316

→ Max material dimensions: 55” x 35”
→ Max material thickness: ¼”
→ File Setup Type: Adobe Illustrator DXF (export as .dxf)

The BOSS LS-3655 is a 100 watt laser capable of cutting and etching acrylic, hard and softwoods, plywoods, masonite, cardboards, papers, leather, and 100% wool or cotton.

For laser cutting, files may be prepared using any vector based software. If you have never used the laser cutters before and anticipate needing assistance from a monitor, it is most efficient to arrive with an Adobe Illustrator file.

Students can reserve up to **1 hour of 30 minute sessions per day** on either the Boss or Epilog laser cutters and are limited to **3 hours** of reservation time per week. Students in need of additional time for complicated projects should contact the **Digital and Physical Computing Technician.**

Link to full lab policies and guidelines: Laser Lab Policies + Guidelines.docx

WHAT TO BRING:

- For laser cutter review the: Illustrator Laser Cutting Checklist
- Check the List of Approved Materials
- **DRESS APPROPRIATELY** Wear proper clothing and PPE. Laser Lab users must also comply with SOA Shop Safety guidelines by wearing proper close-toed footwear and clothing, as well as the provided PPE for each machine.

Click here to make BOSS reservations

CNC Router - Doherty Hall D200B

→ Max material dimensions: 48” x 48”
→ Max material thickness: 2”
→ File Setup Type: Adobe Illustrator (export as.ai) or Rhino (export as .dxf or .3dm)

RhinoCam is only available on the PC in the CNC room and the PCs in the Physical Computing classroom (DH B305). Your instructor or trained CNC staff will assist you in generating and posting toolpaths. If you are a student in an SIS course that meets in B305, **be sure to save and bring a copy of your working Rhino/RhinoCam (.3dm) file along with your gcode file to your reservation**, so the working file can be approved and any necessary adjustments can be made.

All CNC users **must** make a reservation to use the machine. You can reserve **up to 2 hours of 60 minute sessions per day** and are limited to **4 hours** of total reservation time per week. Students in need of additional time for more complex projects should contact the Digital and Physical Computing Technician.

→ Link to full lab policies and guidelines: CNC Router Policies + Guidelines.docx

WHAT TO BRING:

- Review the **CNC Router File Checklist**. If it is your first time using the CNC router, or you have a more complex file, consult with the technician or your professor prior to booking a reservation. Make sure you understand how to prepare a file and what you plan to accomplish.
- Have your material with you. Check the **List of CNC Approved Materials**.
- **Wear proper clothing to your appointment.** CNC users must comply with SoA Shop Safety guidelines by wearing proper close-toed footwear and clothing, as well as the provided PPE (eye and hearing protection).

Click here to make CNC reservations