

# Submitting 3D Prints to the Rapid Prototyping Lab

## Step 1:

To submit 3D-print jobs, please send an email to [3DPrintLab@academyart.edu](mailto:3DPrintLab@academyart.edu) with the subject line:

**FirstName LastName Date**

## Step 2:

Attach all .stl files, with each object saved as an individual .stl mesh file. If you are comfortable slicing your file, then please also include either the .3mf or .form file.

*(You do not need to slice your files if you do not feel comfortable. Our tech staff can do this for you.)*

## Step 3:

Please include the following information in the body of the message:

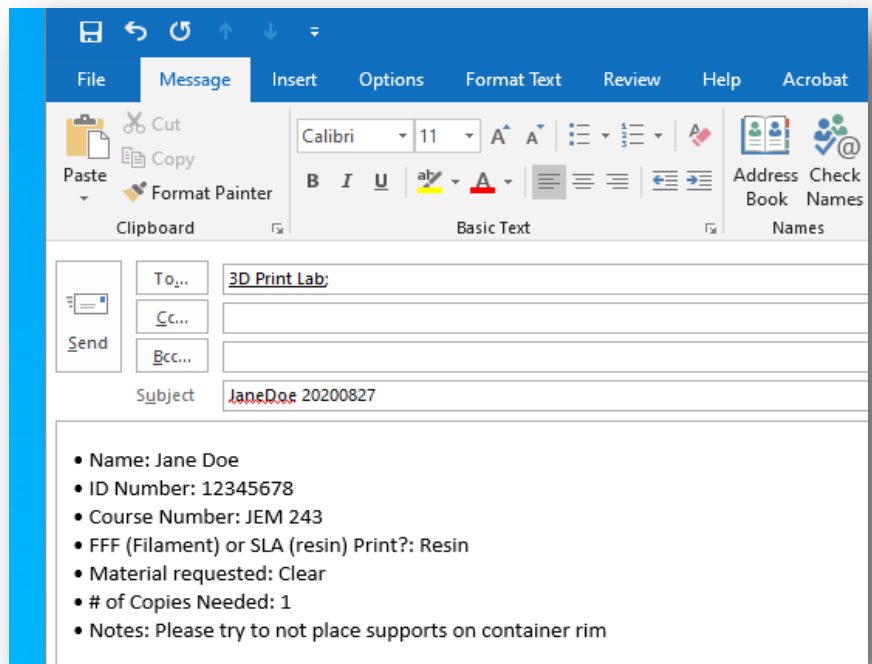
- Name: *(First and Last, as it appears on ID)*
- ID Number: (ex.0000000)
- Course Number: (ex: IND 601)
- FFF (Filament) or SLA (resin) Print?:  
*(Small delicate parts are ideal for SLA, and large chunky parts for better for FFF)*
- Material requested:  
*(White/Grey/Black Filament or Clear/Grey/Black/Flex/Elastic/Castable Resin)*
- # of Copies Needed:
- Notes: *(Ex: Please make sure the feet face down!)*

## Step 4:

You will receive a notification when your print job has begun, and another when it is ready to be picked up that details any fees that need to be paid to the lab for your print job. If there are issues with your file, you will receive a response letting you know, so please make sure to check your email regularly.

## Step 5:

The following materials and bed fees are payable upon successful completion of your print, either before or when you pick up your completed print job. For students in onsite virtual sections of JEM 243, JEM 660, JEM 333, or JEM 670, these fees are waived. For students in IND 123, 138, 180, 223, 240, 249, 263, 271, 280, 289, 323, 340, 349, 380, 440, 449, 480, 485, 494, 621, 630, 680, 730, and 773, your fees will be waived up to \$50, above which you'll pay as normal. Students are limited to PLA unless enrolled in a JEM or IND class, or by special request from their department director. Prints may be shipped within the United States for an additional fee. International shipping is not available.



Material	Rate	Bed Fee	Flat-Rate Shipping Fees *Domestic US Only*	
PLA Filament	\$0.03/g	\$3.00	Small Box	\$9
Clear, Black or Grey Resin	\$0.15/ml	\$3.00	Medium Box	\$16
Flexible or Elastic Resin	\$0.19/ml	\$3.00	Large Box	\$22
Castable Resin	\$0.30/ml	\$3.00		

# Submitting Laser Cutting Jobs to the Rapid Prototyping Lab

## Step 1:

To submit laser cutting jobs, please send an email to [laserlab@academyart.edu](mailto:laserlab@academyart.edu) with the subject line:

**FirstName LastName Date**

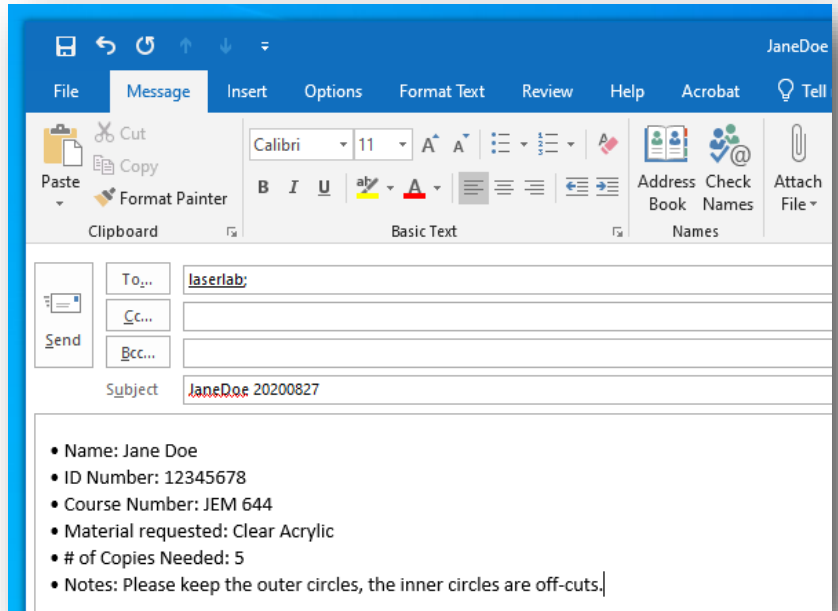
## Step 2:

Attach .ai to the email, making sure that lines that are intended to be cut are .001pt thick. All else will be etched.

## Step 3:

Please include the following information in the body of the message:

- Name: *(First and Last, as it appears on ID)*
- ID Number: (ex.0000000)
- Course Number: (ex: IND 601)
- Material requested:  
*(1/8"x12"x24" clear acrylic, 1/8"x30"x20" plywood, 1/16"x30"x20" chipboard, 1/32"x30"x20" chipboard, or 3/16"x30"x20" cardboard)*
- # of Copies Needed:
- Notes:  
*(let us know your intent, which pieces you want to keep and which are off-cuts)*



## Step 4:

You will receive a notification when your cut job is complete and ready to be picked up that details any fees that need to be paid to the lab for your print job. If there are issues with your file, you will receive a response letting you know, so please make sure to check your email regularly.

## Step 5:

The following cutting, etching and materials fees are payable upon successful completion of your cut job, either before or when you pick up your completed project. Cut fees at \$0.20/min for students in onsite virtual sections of JEM 233 and 668 are covered by course fees, and students in these sections will pay for material and shipping fees only. Cut jobs may be shipped within the United States for an additional fee. International shipping is not available.

Cut Rates by Material	Rate	Flat-Rate Shipping Fees *Domestic US Only*	
1/8" clear extruded acrylic	\$1.33/min	Small Box	\$9
1/32" chip board	\$0.55/min	Medium Box	\$16
1/16" chip board	\$0.92/min	Large Box	\$22
1/8" birch plywood	\$0.31/min		
3/16" corrugated cardboard	\$0.75/min		
<b>Etching Rate (in any material)</b>	<b>\$0.20/min</b>		