

## GLOWFORGE LASER CHECKLIST

Certified users should make a reservation to use the Glowforge.

Sign in at the circulation desk upon arrival and sign out when finished.

The Glowforge Laser and computer can be reserved in 2 hour blocks with a maximum of 8 hours of usage per week.

A limited amount of proofgrade materials are available for purchase at the library. Plywood, acrylic and leather are permitted. Outside materials must be approved by staff.

**ABSOLUTELY NO METAL IS ALLOWED.**

The Glowforge **MUST** be directly supervised during the entire project.

The vent must be turned on during use. Do not touch or move the laser arm inside the machine. Tell staff immediately of any problems.

Follow the posted Quick Start Guide that hangs next to the machine.

The machine will stop immediately by simply lifting the lid, pressing the teal button or pressing the “pause printing” button on the computer.

Clean up the area after completing all work and if using one of the Library's laptops, leave it on the table next to the Glowforge.