

CNC Router Submission Instructions and Process

Note: Any jobs received through email without a Consultation will not be answered!!

Step 1: Set up a consultation with staff to confirm feasibility of your project.

If your file(s) are ready for your CNC consultation, follow the naming instructions below:

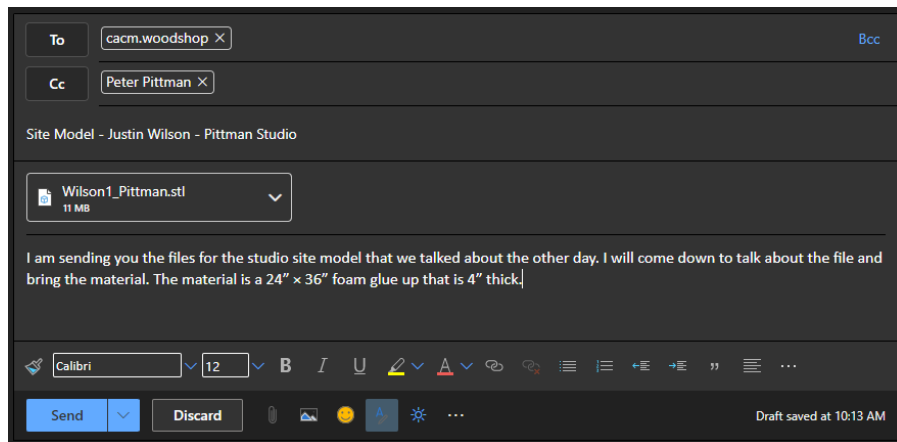
- Your file should be emailed or saved to a flash drive in the correct format
 - Files should be named in this arrangement: **Last Name(#)_Professor.stl**
 - If multiple files, number them (#)
 - Ex: smith1_pittman.stl, smith2_pittman.dwg

If sending your files through email, make sure that you send it to the **Lab email (cacm.woodshop@kennesaw.edu)** and **CC your professor plus any group members**. This will ensure that everyone knows about your project and can assist when you come into the shop. In your email, include the following information to help us determine the feasibility of your project:

- Subject line that includes a project description, your name, your professor, and class it is for
- The type of CNC job
 - 3D model (files must be saved as .stl in inches, solid object)
 - Vector cut (files must be saved as .dwg in inches)
- Material type and material size that you want to CNC

All 3D models should be the correct scale – **We will not adjust scale.**

EMAILS WITH ONLY A FILE ATTACHED WILL BE RETURNED! See image below for how to format your email:



Once your file is in, sign up for a CNC consultation [[Consultation Link](#)]. During the consultation, staff will review:

- Any potential problems with files or feasibility of the project.
- Material choices and preparation. **This is important, any material that is not approved will NOT run on the CNC. If you need assistance with material preparation, please ask staff.**
- Staff will set up a time for you to bring your materials and run the job if it has been determined that your project is suitable for fabrication using the CNC router and that you understand the requirements.

Step 2 – Running the Project and Clean-up

Use of the CNC Router is on a first ready, first served basis – working from when a project is ready to run on the machine, which means the following:

- Your materials are on site and ready to mount on the machine
- Appropriate bits are on site and ready for use. (Students may be required to provide router bits for custom work or for use on abrasive materials like MDF)
- The object file has been reviewed and an executable machine tool path code has been generated
- You will be available to load your material onto the machine and clean up the CNC at the estimated time of completion.

When the above steps are satisfied, your project will be put in the queue to run on the CNC. The shop staff will mount your materials and run your files(s). Your help with mounting materials or cleaning up between multiple file runs will be required. You will be informed via email or phone when your CNC job is completed, and you need to come clean up ASAP. The CNC and the surrounding area should be cleaned to a condition “as if your job was never run”. After an inspection of the clean-up, you must be released by a staff member before you can take your completed CNC job.