This document is for students who have files ready to be reviewed for the CNC. Any files sent without materials will only be eligible for an initial review. In order to get into the CNC queue, you must have your file approved, toolpaths generated for your files, your materials ready, and have time available to load material before and clean up after the job runs.

Step 1: Stop by or email the shop to confirm feasibility of your project.

If you are ready to have your file(s) reviewed, follow the naming instructions below:

If sending your files through email, make sure that you send it the Woodshop email
: (cacm.woodshop@kennesaw.edu) for your project.

cutter: (files must be saved as .dwg in inches)

- Material type and material size that you want to CNC

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 executable machine tool path code has been generated
- You will be available to 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 may 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.