## Sign In Sheet

Trotec and Rayjet Laser Cutter Training
CNSI Innovation Workshop
Taught by:

Class Date:

Attendees:

| Name | Group or Company | Signature |
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Training Outline:
- ❏ Overview of Printer and Printer safety
    - ❏ Capabilities of Laser
    - ❏ Parts of laser and how it works
    - ❏ Exhaust system
    - ❏ Explanation of power of laser and power/speed settings
    - ❏ Allowed/Prohibited Materials and new materials
    - ❏ Laser Safety(go through everything in SOP)
    - ❏ Show where scrap acrylic is upstairs
- ❏ On Trotec printer
    - ❏ Turn on the printer.  Explanation of buttons.
    - ❏ Explain material loading methods(honeycomb, magnets, tape, etc)
    - ❏ Demonstrate focusing Laser on material. Explain focus offset for thick materials. Have everyone practice focusing laser.
    - ❏ Use of Nitrogen vs. Air and demonstration of the system.
    - ❏ When done with Job, cleaning out particulates, turning off Nitrogen and printer.
- ❏ Walkthrough of CorelDraw
    - ❏ File type is PDF
    - ❏ Build Bed size, black for engraving, hairline red for cutting

- ❏ Print menu explanation of settings: minimize to jobsize, inner geometries first, enhanced geometries, DPI, Material Settings
  - ❏ Sending job to JobControl
- ❏ JobControl
  - ❏ Connecting to printer and placing file on crosshairs
  - ❏ Demonstrate "Outline Jobs" feature and eye symbol to show print
  - ❏ Print Job button, explain how to end a job in an emergency
  - ❏ Troubleshooting
- ❏ Creating New Material Recipes
  - ❏ Job Control Material Settings Menu
  - ❏ Creating a new user and materials
  - ❏ Explain Power vs. Speed and how to find the right values
  - ❏ Explain other settings in material recipe
  - ❏ Different colors for ordered cutting etc.
- ❏ On RayJet printer
  - ❏ Differences and similarities between printers, pros/cons
  - ❏ Explanation of MiniManager and proper, efficient use
  - ❏ Walkthrough of positioning cut where you want it
  - ❏ Troubleshooting of MiniManager
  - ❏ Show where scrap acrylic is downstairs