**How to Use the 3D Printer or 3D Scanner**

**The CELT multimedia specialist will operate all the equipment for you. Please follow these steps to ensure a smooth experience:**

1. **Prepare Your Files or Object:**
	* For 3D printing, bring your design file (STL or OBJ format) on a USB drive or email it to us in advance.
	* For 3D scanning, bring the object you wish to scan. Make sure it is clean and fits within the scanner’s size limits.
2. **Book Your Session:**
	* Schedule a time to meet with our multimedia specialist (celt@clayton.edu). This ensures personalized assistance and equipment availability.
	* Let us know in advance if you have any special requirements or questions.
3. **Consultation and Setup:**
	* During your session, our multimedia specialist will review your design file or object with you and discuss your project goals.
	* The multimedia specialist will handle all aspects of setting up and operating the 3D printer or scanner.
4. **Printing or Scanning Process:**
	* The multimedia specialist will start and monitor the printing or scanning process. You are welcome to observe and ask questions.
5. **Finishing and Collection:**
	* Once your print or scan is complete, the multimedia specialist will handle any necessary post-processing (such as removing supports or cleaning up files).
	* You will be notified when your finished print or digital scan is ready for pickup.

**Questions?** Please contact our multimedia specialist before your visit for more information or to discuss your project needs. We look forward to helping you bring your ideas to life!

CELT@clayton.edu

678-466-4190