

## **Laser Engraver checklist – DO NOT SKIP ANY STEP**

- “Rabbit” on Green Name Tag**
- Request Key from Active Foreman**
- Sign into Laser Logbook, include time you start *(2 hr limit)***
- Remove & Fold Cover *(do not leave on top of Laser)***
- TURN ON CHILLER**
- Launch LightBurn software *(computer takes a minute)***
- Load your project from your thumb drive**
- Laser Engraver ignition switch *(allow Laser to reset)***
- Autofocus Wood to be engraved *(lower Z-Axis first)***
- Set Origin for your Wood, using Red Dot Pointer**
- TURN ON AIR ASSIST – *side of Laser cabinet by computer***
- Send project from LightBurn to Laser Engraver**
- TURN ON EXHAUST FAN – *(foot pedal on top chiller)***
- Engrave project(s) – NEVER LEAVE LASER UNATTENDED**
- Remove wood, clean any mess, DELETE FROM MEMORY**
- TURN OFF EXHAUST FAN**
- TURN OFF AIR ASSIST**
- TURN OFF LASER ENGRAVER – remove Key**
- TURN OFF CHILLER**
- Save your files on YOUR THUMB DRIVE *(not on computer)***
- REMOVE PERSONAL THUMB DRIVE *(Leave it, Lose it)***
- Close LightBurn, Shut Down Computer, and Log Out time**
- Unfold and Replace Cover *(fuzzy side down)***
- Replace curtain around Laser Engraver & turn off lights**
- Return Key to Active Foreman**

You can print your own copy of checklist and bring with you.

<https://kcvwg.org/wp-content/uploads/Laser-Engraver-checklist.pdf>