KENNESAW STATE
U N I V E R S I T Y
COLLEGE OF ARCHITECTURE AND
CONSTRUCTION MANAGEMENT

Digital Fabrication Lab
Architecture Building
Room N315

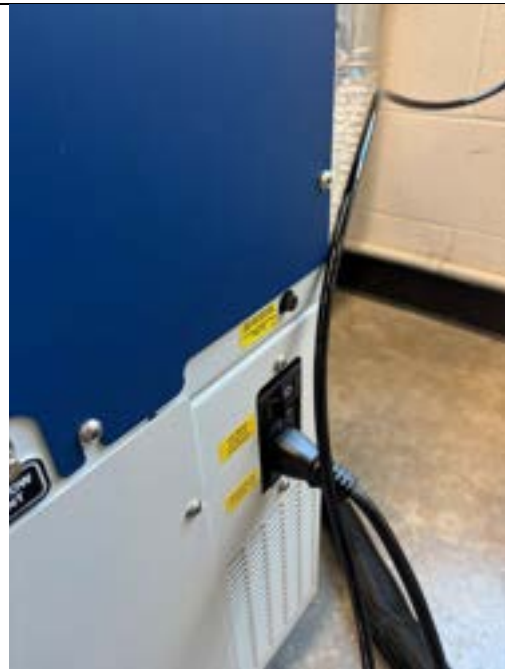Last Edited: September 9, 2025

Laser Cutter Standard Usage Guide

The following instructions are steps for sending jobs to the standard Epilog **24 x 36"** and **36 x 48"** laser cutter machines:

Starting Up Machine:

1. Login on lab PC
2. Turn on laser (right side)
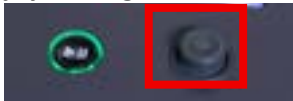

3. Turn on air assist (back wall)

Leveling the laser bed:

1. Before setting up your laser job, you need to level your bed first.
2. Load the material into the upper left corner of the laser bed.

3. On the laser control panel go to the **Focus Menu**. Do this by selecting the second icon in the bottom row.
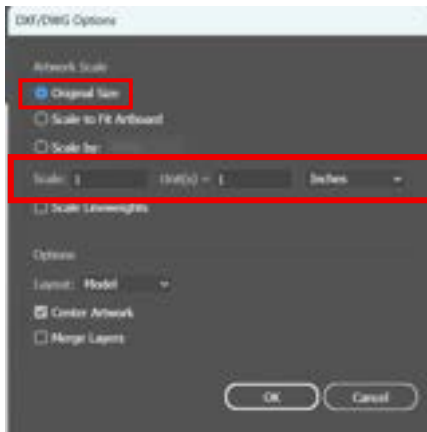
4. In the **Focus Menu**, select the **Auto Focus icon**. The laser will automatically level the bed to your material. If you need to lower your bed before putting the material in, **use the joystick right below the console.**

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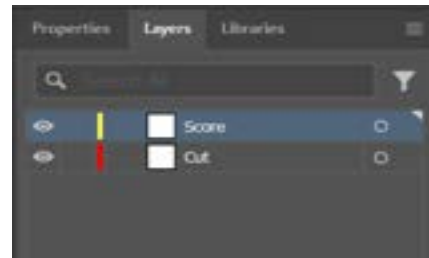
Opening Software:

1. Open **Adobe Illustrator** on PC desktop
2. Open template **.AIT file** on **desktop**
   (Laser 24 x 36" Template) or
   (Laser 36 x 48" Template)
3. Open your DWG file, make sure you have **Autodesk DWG selected as the file type** when opening.
4. Illustrator will ask how you want to import. Select **Original size** under **Artboard Scale**, make sure the **scale is at 1** and **units at 1** and in **Inches.**

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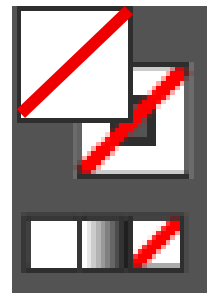
Final File Prep:

1. Keep lines within 1/8" margin of template to prevent errors
2. Have your lines set up under the **Score** or **Cut** layers
3. Consolidate lines to upper-left corner of template

4. Place cut lines into **red "laser cut" layer** and place score lines into **yellow "laser score"** layer
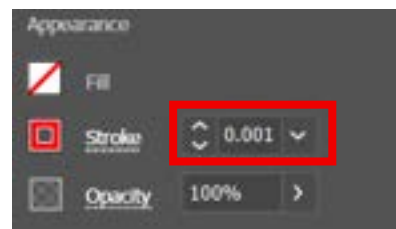
5. To have the laser see color mapping you will need to change your **Cut** and **Score** lines into different colors. You can do this by **double clicking the Stroke icon** in the left-hand toolbar.

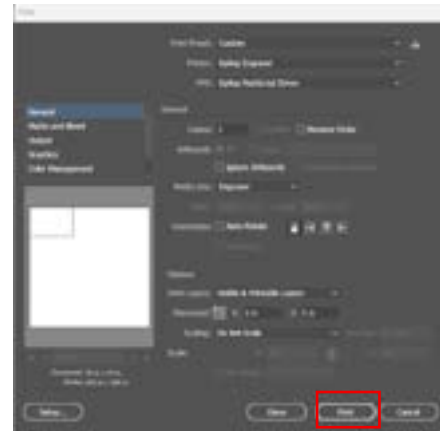6. Use **Red for Cut** and **Yellow for Score.** Make sure to have **solid fill turned off.**

7. Change all line width to **"0.001mm".** Do this by going under the **Properties tab** on the right-hand side and going down to **stroke** under **Appearance.**

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Epilog Dashboard Setup:

1. File > Print
2. **Select print** at the bottom of the page.

3. The Epilog Dashboard will pop up.

4. Select **Air Assist** at the bottom of the settings
5. Click on **Color to turn on color mapping**. This will separate out your layers. Epilog will see the colors in a black and white scale. This is fine, if the colors are different, they will separate out.

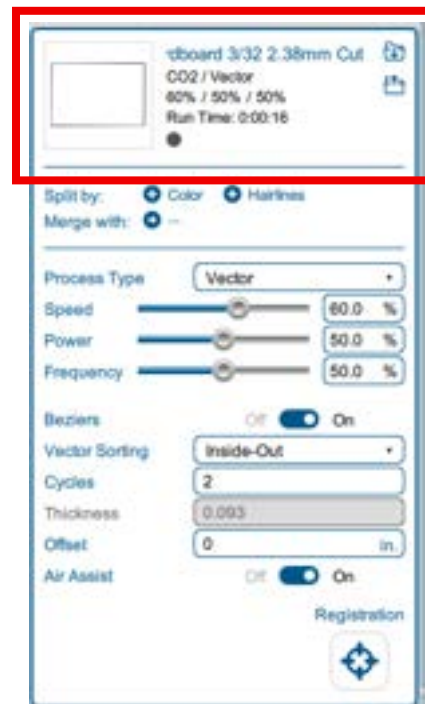6. To change settings, **click on the top folder** next to your layer name.

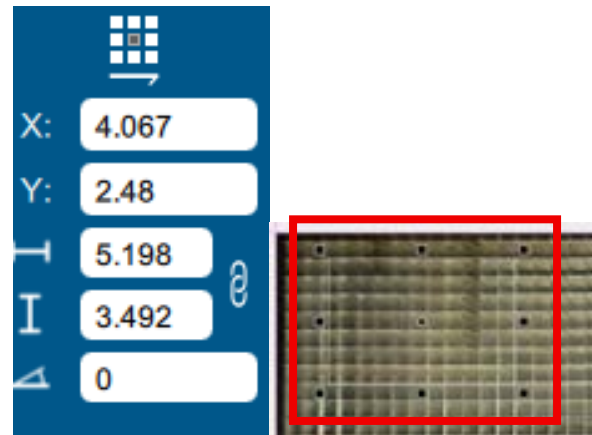7. Select either the **Cut** or **Score** setting for your material.
8. Hit **Import**.

9. **Double click on the setting** to open the menu. Here you can make any adjustments to your settings if necessary.

13. You are also able to adjust and move your design around the template using either your mouse or the tool bar on the left-hand side.

14. When ready **select Print** at the bottom of the screen.

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Starting the Sent Job:

1. Make sure the job you want to run is selected. It will be highlighted **blue.**
2. **Press the Go/Stop button** below the console to begin the job.
3. To pause a currently running job, **press the Go/Stop button again**.
4. To end and reset a paused job, press the **RESET icon** on the control panel.