**3D Printer: Standard Operating Procedure**

1. Create a 3D model with modeling software (Autodesk Inventor, SolidWorks, etc.) and save the file as a .stl

2. Use slicing software (eg. MakerWare) to open the .stl file and configure the model for printing.

3. Save the printing file onto the SD card located in a slot on the right side of the printer. Only eject the card from the printer if the printer is switched off.

4. Load the SD card into the printer while it is turned off, and then turn it on.

5. Select “Build from SD” in the printer menu and select the model you wish to print.

6. When the print has completed, wait several minutes for the plastic to cool enough to be separated from the build plate.

7. Do not use metal tools to pry a finished part from the build plate; this will damage the printer.

8. Turn off the printer when you finish using it and ensure that the SD card is back in its slot.