

More Information

[Print Request Submission Instructions](#)

1. Create your own 3D design.
 - Blender is installed on all computers or use your favourite 3D software
2. Don't know how to create a 3D object?
 - choose an object from a free open source website such as [Thingiverse](#) or [YouMagine](#).
 - **Make sure to save or choose the .STL file format.**
3. Use the Cura software (found on all LNMC computers or [download the free software to your own computer](#)) to scale, rotate, and/or resize your file.
 - Print size cannot exceed the build plate size of 22 x 22 x 20 cm (220 x 220 x 200 mm)
 - **Take note of the dimensions (in millimetres) of your print.** You will need this for the request form.
 - Cura will give an estimated length of time to print the object.
 - **Print time should not exceed 6 hours (course/research prints can be longer, but not exceed 9 hours -- except in the summer months, where it shouldn't exceed 6 hours).**
 - **Print jobs cannot be printed after hours** - a longer print job will have to be assessed by staff to determine whether it is possible.
4. Once your object is ready for printing, fill out the online print request form and attach your file.
5. **Once you've submitted the form, you will receive an email with the details and a ticket number.** Retain this email, you will need it to pick up your print job.
6. Print jobs will not be released without proof of identification (student/staff card and print job number)
7. Timelines for printing will depend on the demand for the printer. Size and resolution of the print job will impact printing time, so plan your print accordingly. Other issues that factor into printing are troubleshooting, maintenance, and size of print job.
8. **Limit your submissions to a maximum of 5 at a time (course-related requests excepted).**
 - If we receive more than 5 requests from one person at a time, we will hold the rest until the first 5 are printed and picked up, then we will process up to the next 5, etc

If you have further questions about printing, please consult our FAQs below. If your question is not answered there, feel free to send us an email at lyons.newmedia@gmail.com with your questions

If the webform doesn't work for some reason, or if your file is too large, please download either the [Word form](#) or [PDF form](#), fill it out, then email it and your STL file to the Lyons Gmail account listed above.

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[Guidelines](#)

There are a few things to keep in mind as you design or look for a good object to print. Not all designs that you find on websites will work or are made for the Ultimaker printer. A 3D printer lays down filament from the bottom and

More Information

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works its way up, layer by layer. Look at the object you are wishing to print to assess whether it will print properly. Check the FAQs if you're not sure.

The PLA is not a food grade plastic and is porous. Anything that is to be used for food or drink can be printed for a prototype, but should never be used for consumption.

We will print most things for you but there are a few things that we will not print, as this is an academic space.

- We will not print anything that is or looks like:
 - a weapon or parts of a weapon
 - a sex toy - we aren't prudish, but just think what this material is made from (it is a porous material)
- This service is for printing objects for academic or personal use.
- **Lyons New Media Centre is *not* a production line or manufacturing company. Requests for the same item in larger quantities will be questioned and/or denied.**
- Be aware that some 3D models available for download online are subject to copyright and/or creative commons licensing.

All print jobs will be viewed by Lyons staff and as such, staff reserve the right to question and/or decline any print request.

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