

# How do I book a vinyl cutter?

Vinyl cutting times can be booked via the [ORB](#).

- To book a collection time visit [ORB](#) on your laptop or desktop and select [Find Rooms and Spaces](#).
- Students will be asked to complete an online quiz the first time they book the vinyl cutter on the [ORB](#).
- Please book a morning or afternoon slot to use the vinyl cutter.
- It is essential you arrive promptly so there is enough time for you to complete your job. Please bring your files with you on a USB to the appointment. We are currently only accepting .ai illustrator files that have been exported into .dxf format.
- Artboards and/or files should be labelled with the corresponding material/colours to be vinyl cut.
- Payment will need to be made via the [Estore](#). After the job finishes a technician will inform you of your total cost depending on amount of material used.
- For any queries or specialist support please email [3dworkshop.lcc@arts.ac.uk](mailto:3dworkshop.lcc@arts.ac.uk) before you book

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