

Instructions For Use of 3D Printer

1. Requestor to fill in job request form which is available at Computer Complex (CCX) or Dean's Office (DO).
2. The endorsed job request form, together with a screenshot of Model Information, is to be brought to DO (Mala/Sylvia) for payment. Only cash payment will be accepted.
3. Once payment is made, DO will stamp 'paid' on the job request form.
4. Requestor to present the 'paid' job request form to CCX (sdelimyh@nus.edu.sg) for the allocation of print job appointment (date/time).
5. On day of print job appointment, CCX (or CCX student assistant) will meet the requestor at ES2 for the printing. The 'paid' job request form must be presented to CCX for verification.
6. Once print job is completed, CCX will inform the requestor for the collection.