



How to submit a basic 3D print request

Written By: Nicholas Bentley



INFORMATION



New Print



My Prints



Info



Testudo

DETAILS



MAKERBOT INNOVATION CENTER

STATUS

✔ The UMD MIC is operating normally.

GENERAL INFORMATION

ⓘ Please read all notices before you submit a print request.

Hours of Operation

Daily 9:00 a.m. - 7:00 p.m.

WHAT IS TERRAPIN WORKS?

Terrapin Works is the umbrella organization that the MakerBot Innovation Center operates within at the **University of Maryland**.

NOTICES

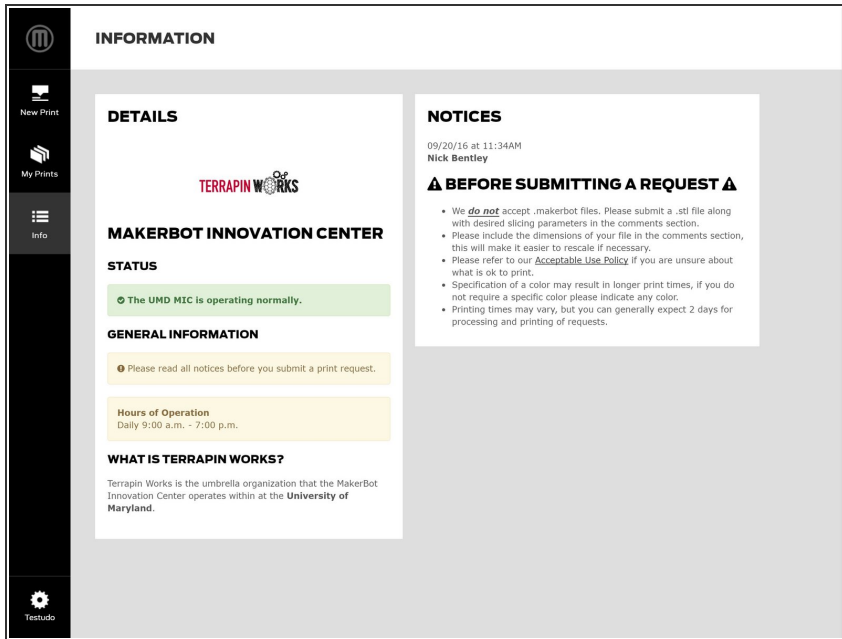
09/20/16 at 11:34AM

Nick Bentley

⚠ BEFORE SUBMITTING A REQUEST ⚠

- We ***do not*** accept .makerbot files. Please submit a .stl file along with desired slicing parameters in the comments section.
- Please include the dimensions of your file in the comments section, this will make it easier to rescale if necessary.
- Please refer to our [Acceptable Use Policy](#) if you are unsure about what is ok to print.
- Specification of a color may result in longer print times, if you do not require a specific color please indicate any color.
- Printing times may vary, but you can generally expect 2 days for processing and printing of requests.

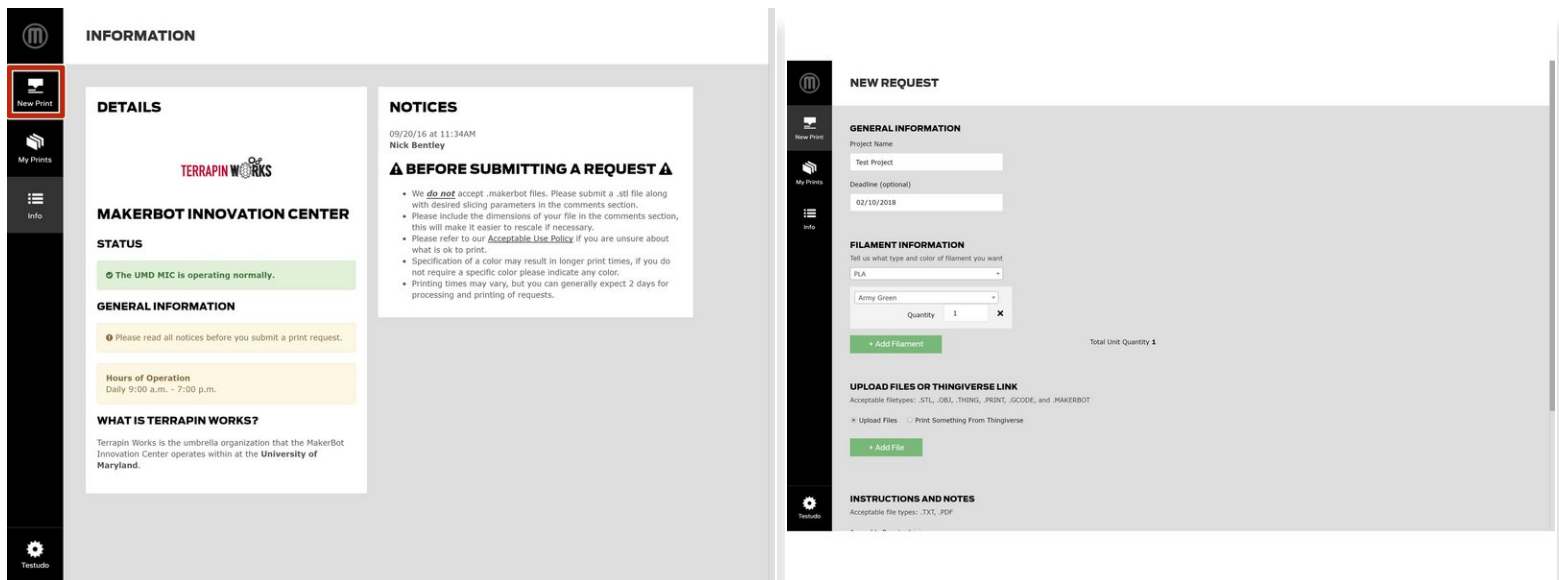
Step 1 — Log in to the Innovation Center Management Platform



- Browse to ter.ps/icmp.
- Authenticate through CAS.
- You will land on the info page of the ICMP.

⚠ Make sure you review any posted notices prior to moving forward.

Step 2 — Start a new print request



- Click the **New Print** icon in the upper left corner of the screen.
- You will be brought to the print request form.

Step 3 — Complete the print request form

NEW REQUEST

GENERAL INFORMATION

Project Name
Test Project

Deadline (optional)
02/10/2018

FILAMENT INFORMATION

Tell us what type and color of filament you want

PLA

Army Green

Quantity 1

+ Add Filament

Total Unit Quantity 1

UPLOAD FILES OR THINGIVERSE LINK

Acceptable filetypes: .STL, .OBJ, .THING, .PRINT, .GCODE, and .MAKERBOT

* Upload Files ☐ Print Something From Thingiverse

+ Add File

INSTRUCTIONS AND NOTES

Acceptable file types: .TXT, .PDF

- Complete all of the required fields and optional fields where you have the information.
- Give the request a **project name**.
- Optionally, include a **deadline**.
- Optionally, specify a preferred **filament color**.
- Upload your **STL file(s)**.
- Set the **quantity** to be printed for each uploaded file.
- Optionally, attach instructions.
- Optionally, include any notes that will help our technicians understand your request.

Step 4 — Review the print request form

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INSTRUCTIONS AND NOTES

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- Review the form for accuracy.
- Did you specify the right filament color?
- Did you set a deadline?
- Did you specify the correct quantity?

⚠️ Ensure you include the **dimensions of your part (mm please) in the **Notes** section of the request form.**

ⓘ Note that our technicians will not accept .makerbot files. **Only .STL files are accepted for printing.**

Step 5 — Confirm your print request & submit

CONFIRM YOUR REQUEST

Name: Test Request
Request: 0100059
Requestor: Testudo Terrapin
Requestor Email: umd-sw@eng.umd.edu
Deadline: n/a
Filament Type: PLA
Filament Color(s): Any Color
Assembly: Not Required
Requestor Notes: n/a

Go Back Confirm

- Review the information on the confirmation page one last time.
- Submit your print request by clicking the **green confirm button**.

Congratulations, you now know how to submit a basic 3D printing request on the MakerBot Innovation Center Management Platform. This is always where we recommend people new to working with Terrapin Works start their journey with us.