



# ENES 100 Papercut Print Submissions

This guide will follow students through the process for proper Print submission for ENES 100 3D Prints and Laser Cutting that will Require Shipping.

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## Introduction

This guide is only intended to be used for ENES 100 Students requesting the shipping of 3D Print or Laser Cut parts in support of their ENES 100 Project. **The only two products that will be covered by this account are the Makerboth 5th Generation and Glowforge Laser cut request in this guide.** All other requests will need to be preloaded with the cost of the product requested.

Please note that you **MUST preload** your account with shipping funds prior to the request. Failure to load funds for shipping will delay print processing

## Step 1 — Preload Account with Shipping Funds

**University of Maryland Add Funds Page**

Summary | Shared Accounts | Rates | Redeem Card | Transfers | Transaction History | Recent Print Jobs | Jobs Pending Release | Web Print | **Add Funds** | Print Rooms / Fab Labs | MakerBot ICMP

Add funds to an account using a credit / debit card

Username: akret (Andrew Michael Kret)

Current Balance: \$0.00

Amount to add: \$20.00

Add value

Refund Policy  
The university's refund policy can be found [here](#).

Contact Details  
Address: 4356 Stadium Dr. #2125  
Phone: (301) 405-0514  
Email: tw-billing@umd.edu

**University of Maryland Enter Payment Amount**

Commerce Manager Payer

Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

Required fields are marked with an \*

Payment Amount

Account: Terp Works

Payment Amount\*: 20.00

Total Amount: 20.00

Payment Method\*: Credit Card

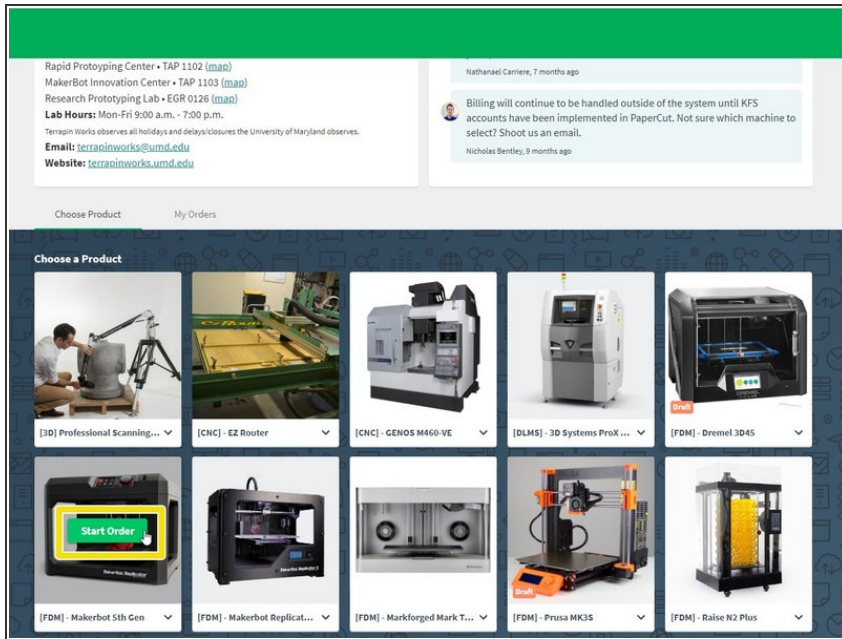
Continue Cancel

Card transactions for University of Maryland College Park are processed by Nelnet Campus Commerce, USA.

\*\*\*Please allow 2 business days for payments to post to the account.\*\*\*

- Please Visit <http://Ter.ps/addfunds> to begin the add funds process
- Login to your Account via UMD Credentials
- Once Logged in please add \$10 to your student account using the Add Funds Process pictured
- ⚠ **Please note that this \$10 fee will only cover prints within the United States. We will not be shipping internationally at this time.**
- You can verify funds on your account by viewing your current balance
- This balance will be used to process the shipping of your requested items

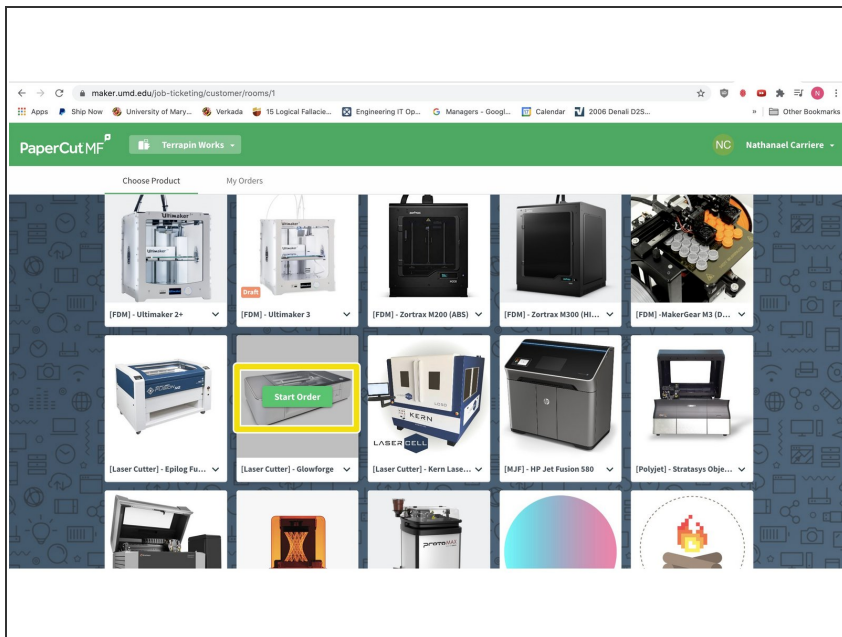
## Step 2 — (3D Prints) Start a Makerbot 5th Generation Order



**i** This is the landing page for:  
<https://go.umd.edu/submit>

- Scroll down and hover over the Makerbot 5th Generation Printer.
- Click Start a new order.

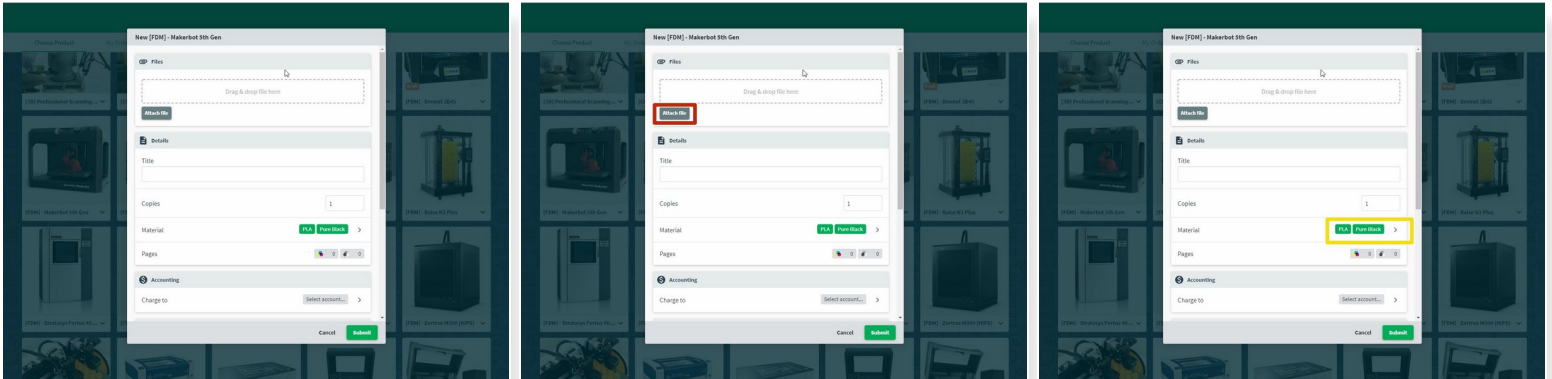
## Step 3 — (Laser Cut) Start a Glowforge Order



**i** This is the landing page for:  
<https://go.umd.edu/submit>

- Scroll down and hover over the Laser Cutter - Glowforge.
- Click Start New Order

## Step 4 — Upload your .stl or dxf files



- When you click "Start Order" a pop up will appear with prompts.
  - ⚠ Please Title your Request "ENES - 100" to ensure prompt processing. parts must fit within a 7.5in x 5in x 3in box. Please adjust size of .stl files as necessary to fit within these dimensions in order to be printed.
- Click Attach File to upload the .stl file or .dxf you intend to print/lasercut.
- Select Material and Color choice. **Please Note that color choices will not be maintained in order to allow for quick printing of parts for the class.**

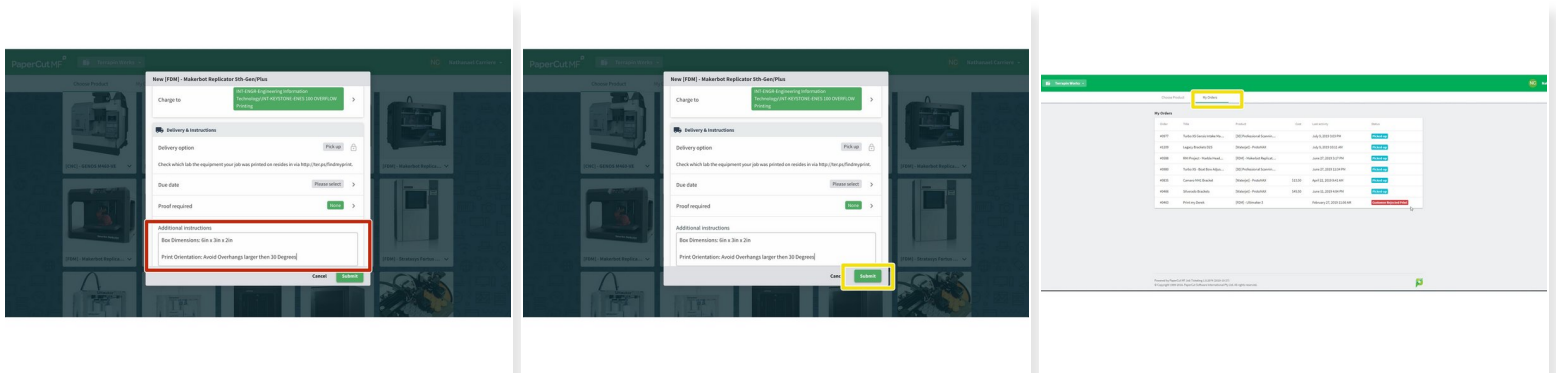


## Step 5 — Charge to ENES 100 OVERFLOW Class Account

The left screenshot shows the 'New [FDM] - Makerbot 5th Gen' form. The 'Charge to' field is highlighted with a red box. The right screenshot shows the 'New [FDM] - Makerbot Replicator 5th-Gen/Plus' form. The 'Charge to' dropdown menu is open, showing a list of accounts. The account 'INT-ENGR-Engineering Information Technology\INT-KEYSTONE-ENES 100 OVERFLOW Printing' is highlighted with a yellow box.

- Scroll down to the charge account section and Click Charge account.
- **Select INT-KEYSTONE-ENES 100 OVERFLOW Printing for your request Project in order to avoid additional charges prior to shipping of your 3D Prints.**

## Step 6 — Confirm details & submit your order



- Please be sure to include maximum box dimensions i.e. 6inx3inx2in and intended print orientation in the additional comments section.
- Click Submit
- Print Status can be reviewed at anytime using the My Orders Icon at the top of the Screen. Please pick up prints once completion notifications have been received.
- **ALL Parts once submitted will be processed within 3-5 Business Days**