

IAV Lab User Information

Lab location and hours:

The lab is in Nimitz G91. To get to room G91, go into the library lobby and down the stairs near the periodical section. After exiting the stairwell, turn left. The lab is the first room on your left.

The Big **NO**:

You may not consume food or drinks, or use tobacco products, at the lab workstations. Don't even have them with you when you sit down to work. That's it. It doesn't matter what anybody else allows.

Keep the lab orderly:

Please clean up your workstation when you are done. This means:

- < Remove all books, papers, etc.
- < Hang up your headset and push in your chair.
- < Reshelve your videodiscs carefully, in the proper place.

About the equipment:

Never turn anything on or off. When you come to the lab, find a workstation that is already on. Check the console monitor at the end of the second bank of stations, or identify by power LEDs on computer, monitor, player. There should normally be stations waiting for use at any time. If the system has just turned a station on, you may have to wait for initialization. If for some reason stations are not turned on, you can request additional stations from the console.

While you are working, the videodisc player is controlled by the computer. The buttons on the player are locked out. Use the computer interface to control it. **DON'T** push in the player drawer. The mechanism is not robust, and pushing the drawer can easily damage it.

There are two headsets in each workstation. Use the small plastic one; the large black one is not connected to the computer system. There is a volume control on the cord of most headsets.

Rather than a mouse, there is a trackball built into the keyboard. The buttons are on the bottom edge of the keyboard, below the keys.

Please do not move equipment or reconnect cables.

Getting help:

If the equipment is defective or the software seems to be malfunctioning, **STOP WORK IMMEDIATELY** and report the problem. Use the phone on the central pillar by the console to call the lab staff at x36379 or x36380. In the evening, or if you can't reach anyone, leave voice mail or fill out a problem report as completely as possible. There's no sense in leaving a problem that will only cause trouble for others.

Please report all problems to the lab staff **B** not the library staff, not your instructor. We are the ones who can correct them, and we need to know about them.

Library personnel are not responsible for the lab. They don't know how it's set up, and they cannot help you. Your instructor probably will not be able to help you with problems, either. If a problem makes it impossible for you to complete an assignment on time, let the lab staff know and they will inform your instructor.