

# RAD Lab Users Manual

(for anyone who sits in the RAD Lab or uses its resources)

## Use of the RAD Lab

The RAD Lab is used by UCB students, faculty, staff, industrial members, and visiting scholars. All occupants must agree to these policies and procedures. Guests may use the facility, on a space available basis, only when accompanied by current occupant and only for purposes consistent with the AMP Lab or LoCal project. The RAD Lab is open 24X7 with entry controlled by electronic card keys. We are a \*quiet space\* culture. Please take cell phone outside the RAD Lab completely; and conversations inside meeting rooms. **It is the responsibility of every RAD Lab member to keep our lab clean, presentable and professional place to work.**

## Access Cards/Entry Control

Access is granted by card key, issued only to registered users (approved by faculty) by the administrative staff. To gain card key access, pick up a form from facilities on the 3rd floor of Soda, fill out the form, have it signed by either administration or your RAD Lab sponsor and return it the facilities office. Please allow 3 days for your card key to be activated. **IMPORTANT: Do not allow anyone you do not know to follow you into the facility. If you see a suspicious person, ask them who they are working with or who their adviser is. If you are not comfortable, notify RAD Lab staff.**

## The RAD Lab is divided into the following areas:

- Workstation Area: This area has 60 cubicles to provide a comfortable work environment through generous allocation of workspace. Please respect your neighbors. Each cubicle has a computer monitor, adapters, and a permanent file cabinet. The lab is a quiet work/study area. Please be considerate of noise levels in cubicle area. If you are being bothered ask the people to move as opposed to leaving.
- Priority given to those with reservations (*SEE BELOW FOR MEETING ROOM RESERVATION SYSTEM*)
  - 465B Lounge: This room is used as a waiting room and for casual meetings.
  - 465D Small Conference Room: Seats up to 5. Features a teleconference phone and large computer monitor.
  - 465E Medium Meeting Room: Seats up to 6. Features a teleconference phone and projector
  - 465F Small Conference Room: Seats up to 5. Features a teleconference phone and large computer monitor.
  - 465G Small Conference Room: Seats up to 5. Features a teleconference phone and large computer monitor.
  - 465H Conference Room: The meeting room table can fit up to 18 people at it, and depending where other people sit, this room can fit 25-30
  - 465HA Telephone Room: Seats up to 2. Features a teleconference phone.
  - 468K Small Meeting Room: Seats up to 3 people. Features a teleconference phone and large computer monitor.
- Kitchen: Features: refrigerator, microwave oven, capresso coffee machine, coffee/tea and beverages for use by all. Please keep this area clean and make sure the refrigerator is stocked with soda and juice (communal project).
- Bikes Area: we have a designated area with bike racks, please put your bikes in that area. Note: the racks are for day use only and NOT for multi-day storage.

### **Meeting Room Usage**

Meeting rooms are not to be used as a quiet place to do individual work; there is too much demand. A meeting room is designated for a group more 2 or more people interacting in a meeting related to AMP Lab or LoCal Project research, or TA meetings for courses directly related to the lab. If you are using a meeting room "solo" and you see someone outside who is clearly looking for a meeting room, **you should proactively get up and yield the room. Please clean meeting room after using (e.g., throwing away papers, putting markers back) and dispose of food in the kitchen garbage can.**

### **Meeting Room Reservation System**

Priority is given to those with reservations.

To make a reservation, please go to: <http://radlab.cs.berkeley.edu/rooms/day.php> - login as "radlab" with the password "465". Note: include your email address in the comments section, or your reservation could be removed.

### **Library**

Our library is a shared resource and books are to be returned when not in use, *i.e. don't check out a book and then leave it sitting on your desk for days when you no longer are referring to it. Also if you need it on a regular basis, you should have your own copy.* The library materials may be taken out of the facility, for overnight loan with permission from the owner, by Lab occupants only but must be returned the following morning. All library materials removed from the library must be returned promptly when finished. Please refer all questions and/or problems to the RAD Lab Administrative Staff.

### **Instant Messaging**

Rule of thumb: your IM status reflects your interruptibility status; i.e. if your IM status is "Working" or "Unavailable", that implies you should not be disturbed in person either.

For more information: [http://radlab.cs.berkeley.edu/wiki/Internal/Instant\\_Messaging](http://radlab.cs.berkeley.edu/wiki/Internal/Instant_Messaging)

### **Temporary Internet Access for Guests (AIRBEARS)**

If a RAD Lab guest needs internet access, we are currently keeping AIRBEARS print outs between the 2 printers in the kitchen.

### **Travel reimbursement, conference registration**

For all information go to *\*resources\**: [https://amplab.cs.berkeley.edu/wiki/administrative\\_resources](https://amplab.cs.berkeley.edu/wiki/administrative_resources)

### **RAD Lab Google Global Calendar**

The AMP Lab Project and the LoCal Project have global gmail calendars. If you cannot access these calendars, or would like to add a meeting to them, please email your gmail address to [radlab-admin@eecs.berkeley.edu](mailto:radlab-admin@eecs.berkeley.edu) and we'll add you.

### **Activities**

*For updated schedules, please go to the AMP Lab Google Calendar*

Social Talks

Mastergeek Theater

Machine Learning Tea

Hack Night

**IMPORTANT: If you organize or are involved in an activity , it is your responsibility to make sure the space is cleaned up after.**

### **Refrigerator Policy**

1. Place your name and date on everything you put in the refrigerator. NOTE: Any item more than more 7 days old will be disposed.
2. Make sure your food is securely wrapped before placing it in the refrigerator.

3. Do not store Containers (especially liquid ones) that are over 1 quart in size, (i.e., soda, milk, juices etc) in the refrigerator or freezer.
4. Do not change the temperature of the refrigerator.
5. Do not store a large amount of anything (like your groceries, or multiple lunches for yourself). We all need to be able to use it.

### **RAD LAB IT**

For all information regarding RAD Lab technical support: [http://radlab.cs.berkeley.edu/wiki/Internal/Summary/Technical\\_Support](http://radlab.cs.berkeley.edu/wiki/Internal/Summary/Technical_Support)

For any general questions or concerns regarding the technical support, contact radlab-support@eecs.berkeley.edu (tech staff trouble ticket system)

### **RAD Lab Mailing Lists**

- amp-announce@cs.berkeley.edu - announcements to EVERYONE related to RAD Lab (radlab-announce is the logical union of radlab-research and radlab-space)
- amp-research@cs.berkeley.edu - for AMP Lab technical discussion and announcements of research related meetings.
- lo-cal@cs.berkeley.edu - for LoCal Project technical discussion and announcements of research related meetings.
- radlab-space@cs.berkeley.edu - people with desks in the RAD Lab space, good for announcements about space
- radlab-chat@cs.berkeley.edu - list for general chat. Starts with the same group of people as -announce, but you may opt out of -chat.

## **General setup checklist for new RAD Lab members**

- Cardkey access (fill out form with facilities and have signed)
- Added to correct mailing lists (IT)
- Added to RAD Lab IM group on EECS Jabber server (IT)
- Paperwork for getting pay or credit (undergrads only)
- If necessary, access to R cluster and/or Millennium (eg for scm.millennium, IT)
- If necessary, credentials for running Amazon AWS experiments using RAD Lab AWS account (RAD Lab Administration)

**RAD Lab User Agreement**

I, \_\_\_\_\_, a student, faculty member, staff member, visiting industrial researcher or visiting scholar have read the RAD Lab Users Manual on \_\_\_\_\_ and agree to follow the policies, procedures and guidelines contained therein.

\_\_\_\_\_  
Signature