

CE/CZ3001 Admin Briefing



Lab Rules & Regulations

- › Attendance is compulsory.
- › Be punctual, more than 30 mins late is considered as absent.
- › No eating and drinking while in the lab.
- › Do not wear slippers, wear cover shoes.
- › Students who bring in their laptop and use it in the lab, ensure that the power plug has the Safety Marks or “BS1363” labels.

examples





Make up lab

- › **If you are absent for the lab session with a valid reason (MC, LOA), you are required to arrange make up as soon as possible.
For any other reason, you are advised to seek approval from your lab supervisor via email as soon as possible.**
- › **Unreasonably late reporting of absence will result in a penalty of the coursework assessment mark determined by the course coordinator.**
- › **Please approach the lab technician for the arrangement of make up lab.**



Free Access

- › You are allowed to walk-in for free access when the lab is open for schedule lab or free access session.
- › You are required to Sign-In thru the free access system at the technician counter before using the lab. Please remember to Sign-Out before leaving.

Hardware Lab Schedule

- › The schedule is posted on the notice board at the door and within the lab.

Xilinx 14.4 ISE Webpack Software

- › You can copy Xilinx 14.4 ISE webpack software & installation guide in the D: drive, folder name Xilinx14.4_ISE_DS_webpack, file size about 6GB plus.
- › You can also borrow the installation CDs from Hardware Projects Lab (N4-01c-09a), subject to availability.
- › The webpack software is tested working with Window 7 operating system. For Window 8 and above, there is a video detail in youtube on how to do the walk-around. The url link is <https://www.youtube.com/watch?v=ttPbEcNjdo8>
- › If you choose to install Xilinx 14.4 ISE webpack software in your personal laptop or computer, do so at your own risk. Neither NTU nor its staff may be held responsible for any consequence or damage.