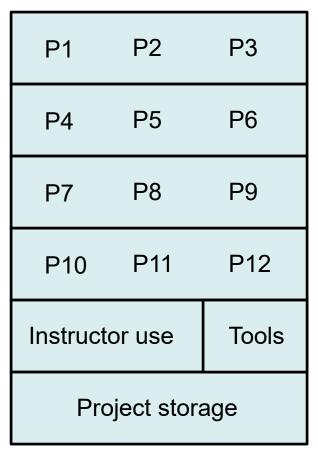# Lab and Paddle Use Policy

❑ You will have access to CTLM 123 during the semester. The lab has 13 stations to work on with a PC, a multimeter and an oscilloscope. Atmel Studio 6.2 and Matlab are available on the PCs. Our official time is 2-4 Fridays, after hours times are expected.

❑ Your paddles are located in the rightmost metal cabinet. The combination for the lock is **6-28-14**.

❑ Each paddle is labeled on top with a number. This number indicates to which group the paddle and its peripherals belong.

❑ <u>What you will check out:</u> one paddle set is composed of <u>one paddle, one AVRISP mkII programmer, and two USB cables</u>.
I will provide power supplies later in the semester (not needed until Lab 3).

❑ <u>At the end of the semester:</u> you will need to return your paddle with all of its components in good working condition. I will set up times for collecting them back and verifying the condition. Your grades will not be released if there are any problems, until you fix them (you will get an incomplete grade if problems are not resolved by the end of finals week).

Lab and Paddle Use Policy

Cabinet and paddle use

P1	P2	P3
P4	P5	P6
P7	P8	P9
P10	P11	P12
Instructor use		Tools
Project storage		

Cabinet organization

- You can take your paddle and peripherals with you and work on it with your own computer.

- Take good care of the paddles: it is your responsibility to replace anything that breaks, gets lost or burns out.

- If you will store it in the cabinet, paddles and their peripherals should be stored on shelves 1-4, in the order shown.

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Cabinet organization

- If you run into mechanical problems, you can use the tools provided to fix them. Be careful when tightening screws on acrylic: <u>overtightening will almost certainly crack the acrylic</u>.

- You can use the bottom shelf as storage for your project. Put all of your project components in a box before you store it in the cabinet.

- Always remember to lock your stuff back into the cabinet to avoid losing your paddle or project components.

- <u>Never leave the cabinet unlocked</u>.

Lab Use Policy

➢ Use the lab space and tools in a professional fashion

➢ Always clean up after yourself

➢ Treat the facilities and your peers with respect

➢ Before you leave, push the chairs under the workbenches and make sure you leave your work area clean and tidy

➢ Instances where lab use policy is not followed will lead to losing your card access to the lab