

How to check out or reserve equipment in the UW Phonetics Lab

(revision January 4, 2012: Richard Wright)

To check out or reserve equipment in the UW Phonetics Lab you must first be trained on equipment use and ethical research practices. One way to get training is to take Ling 453/553. You must also have prior approval from the lab director for any equipment use. Students and faculty who intend to conduct ongoing research should attend the weekly UW Phonetics Lab meeting. The meeting schedule is posted on the lab's website:

<http://depts.washington.edu/phonlab/>

To check out or reserve equipment, go to the "Lab Equipment Reservation" page associated with the Phonetics Lab's website:

<http://depts.washington.edu/phonlab/equipment.htm>

The calendar on this page is READ ONLY; if you need to check out or reserve equipment, you must [log in to the calendar account](#) to do so. Lab members should already know the user name and password for the account. If not, please contact [Richard Wright](#).

It is a good idea to verify that the equipment or computer you wish to use is not checked out even if you find it present in the lab or otherwise unoccupied — someone who has checked it out has priority for the use of any equipment. Pay special attention to green, red, or blue events on the calendar; these often mean that recordings are in progress or in some cases that the whole lab is in use for a meeting. Each piece of equipment has its own calendar that is color-coded. Click the small downward-pointing triangle in the upper right corner of the calendar to decipher the color-coding (shown in Figure 1).

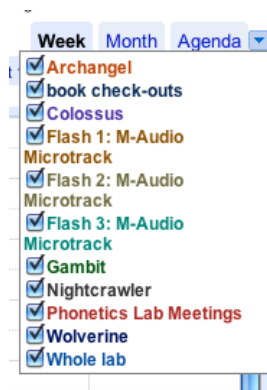


Figure 1. Pull down tab with all of the Lab's calendars and color-coding key.

1. Once you have verified that the equipment is available, log in to the Google calendar account using the Lab's username and password. An easy way to get

to the calendar account is to use the “Google calendar” button in the lower right corner of the read only calendar where you will be prompted for log in information.



Figure 2. Google Calendar log in button.

2. After you have logged in, click on the date and time slot when you want to make your reservation. In the “What” slot indicate what is happening, what equipment is used, and who you are. Here I’ve made a reservation for a 550 class recording, I’ve indicated that I’m using Gambit and the booth, and I’ve put my initials.

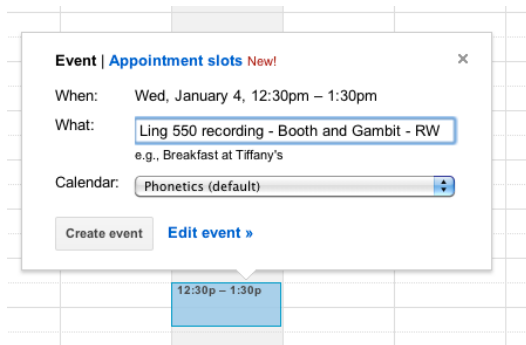


Figure 3. Calendar pop up dialogue: indicate what’s being used and who you are

3. Select the times that you want to make the reservation/check out and select the appropriate equipment’s calendar in the “Calendar” pull-down menu. Note that Google calendar defaults to the generic “Phonetics” calendar which you won’t want to use. Use the “calendar” pull down to select the appropriate piece of equipment’s calendar (shown in Figure 4 showing “Gambit/Booth” which is typical for making recordings in the lab).

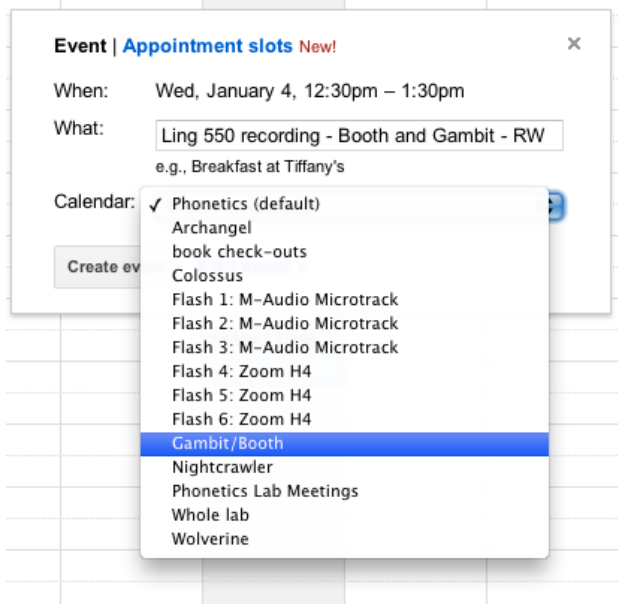


Figure 4. Use the equipment's calendar, not the "Phonetics" default

Here are a few rules about checking out or reserving equipment:

1. You must have already had appropriate training in how to use the equipment and you must have been approved to use the equipment before you make a reservation.
2. You must have been trained in ethical research conduct and lab etiquette before you make a reservation.
3. You may only reserve a computer or the booth for 2 hours max.
4. You may not make repeating reservations - only one at a time.
5. If you find that you are unable to use the equipment for the time that you have reserved, you must remove the reservation.
6. Field equipment must be checked out by a responsible faculty/staff member (currently David Nichols, Richard Wright, Sharon Hargus).
7. No eating in the lab, drinks must be covered and set well away from equipment. No eating or drinking anything in the booth.