Information for New Students

Intelligent Mechatronics Laboratory

110 Cummington street, room 337.
(617) 358-1232

1) Safety

- Don't work with power equipment alone (machine tools, electronics, etc.).
- Keep the lab benches clean and the floors clear.

2) Emergency contacts

BU Police: 353-2121 **Office of Environmental health and Safety: 353-7233**

- A folder with a list of emergency numbers (fire, chemical spill, flood, etc.) is available in the room (on the same wall as the circuit breaker to its left).
- All accidents must be reported to Prof. Dupont or Baillieul.

3) Weekly meetings

- Group meeting – 10 am on Friday in the IML Lab (room 337). Be prepared to discuss what you have been working on during the week.
- Individual meetings are to be set up in advance with Prof. Dupont.

4) Appearance

- Please help keep the lab clean: visitors who fund our research or collaborate on new projects, etc., visit the lab regularly.
- Do not clutter the common areas (around shared computers, etc.).

5) Computer accounts

- Lab group's computers.

- Windows machines, all are shared, feel free to use any machine.
- You can have accounts on all machines, our local Sys. Admin (Thomas) will set them up for you.
- Research related uses have priority. Other uses are acceptable provided they don't interfere with the research (e.g. by using extensive disk space).
- Do not forget to backup your work regularly!!

- Grad students can get computer accounts on ACS and CONDUCTOR-AM:

- ACS: your e-mail account
- CONDUCTOR-AM: the computer system of the AME department (110 Cummington street, room 410). Mostly UNIX machines. You can have access to Matlab with all the toolboxes, Mathematica, Latex, etc. Also, two new PC's with Word, PowerPoint, Excel, and Corel Draw are available.

- For any computer related questions you should contact the Office of Information Technology located in 111 Cummington street (353-2780) or David Campbell (353-3952):

6) Printer

- Two laser printers and one color fax/scanner/copier/printer are available in the lab. Feel free to use it. Avoid wasting the toner by printing non-research 'ink consuming' applications.
- Two laser printers are located in the grad lab (110 Cummington Street, room 410).
  1- Hp Laserjet 4MP with IP address: 128.197.50.249
  2- Color laser jet with IP address: 128.197.50.241
- A printing service is also available on ACS (basement of 111 Cummington Street). You are limited to a printing quota each semester.

7) Other useful resources

- The AME department (110 Cummington Street, room 101) can lend you some equipment for a short period of time (the application has to be research related). Among them, 8mm camcorder, digital camcorder, video projector, etc…
- The Computer Graphics Laboratory Scientific (Room 203, 111 Cummington Street, 353-9063) offers video editing software and a frame grabber card.
- Two machine shops can be used:
  1) The AME machine shop is located in the basement of 110 Cummington Street. Ask Jo Estano (353-6653) for help/advices and permission to use the machines.
  2) The Scientific Instrument Facility (353-5056), 3 Cummington Street, room B09. The SIF employs 7 senior experimental machinists. The SIF can be used to professionally machine your design. Note, this service is not free!

8) Postal mail

Pick up mail from your mailbox in the grad. computer lab (110 Cummington street, room 410)
Your address:

<your-name>
Boston University
Aerospace and Mechanical Engineering
110 Cummington Street
Boston, MA 02215, USA

9) Lab Phone

- IML lab: (617) 358-1232.
- Answer the phone professionally, e.g. "Boston University IML Lab" – calls may be from vendors, prospective employers, etc. Plan to answer more calls than you receive.
- To make long distance calls related to your research (call a vendor, etc.), you will need to ask Prof. Dupont for a long distance phone code.
- Please use a phone card to make personal long distance calls from the lab phone.

10) Fax number

- (617)-353-5866, pick up and send at the copy room of 110 Cummington street, room 101.
- Be sure to have incoming faxes marked "Attention <your-name>"

11) Photocopies

- Department machine (110 Cummington street, room 101). Ask Prof. Dupont for a copy code. For research only!!

12) Key

- In order to access the building (110 Cummington Street) your BU ID card needs to be activated. Ask the front desk at 110 Cummington Street (room 101).
- A copy of the access key to room 337 can be obtained at the front desk (room 101)

13) Account numbers and purchasing

- To purchase supplies and equipment you need to ask Prof. Dupont for approval.

14) Lab responsible

- Prof Baillieul office: 353-9848, email: johnb@bu.edu
- Prof. Dupont office: 353-9596, email pierre@bu.edu

15) People you will get to know

- Jim Langell (353-3069): Responsible for overall departmental administration.
- James Bransford (353-4995): Handles operational budget, responsible for grant and contract administration, and serves as purchasing/vendor liaison for the department.
- Liz Katz (353-2812): Graduate students program administration and International Scholars and Students Office liaison
- Jo Estano (353-6653): responsible for operation, maintenance, and safety of all departmental instructional laboratories. Contact Jo is you want to do some machining.
- David Campbell (353-3952): Responsible for the graduate computer lab (room 410).