I. General Information

1. Office Rm #s and who is in them:

1. Rm 171: Damien Rontani
2. Rm 183: Kristine Callan, Seth Cohen, Joel Greenberg, Hannah Guilbert, David Rosen, Yunhui (Rena) Zhu
3. Rm 185: Bonnie Schmittberger, Meizhen Shi

2. Office Phone #s:

1. Rm 171: 919-660-2506
2. Rm 183: 919-660-2512
3. Rm 185: 919-660-2508

3. Dan's Office and Phone #:

1. Rm 187, 919-660-2511

4. Lab Rm #s and who is in them:

1. Rm 165: Quantum Communication – Hannah, Ken, Meizhen
2. Rm 175: Cold Atom Trapping – Bonnie, Joel
3. Rm 179: Quantum Electronics, Chaos – Damien, David, Kristine, Seth, Rena

5. Work stations in lab:

1. Rm 165: Three Windows machines, one connected to project space, Labview, C/C++, Python, Matlab (No Mathematica)
2. Rm 175: One Windows machine, connected to project space, Labview
3. Rm 179: Two Windows machines, connected to project space, Labview

6. Printers/Locations:

1. LW 19, (B/W) – Rm 174
2. LW 15, (Colour) – Rm Front Office

7. Google Calendar:

1. Purpose: The google calendar is a shared calendar that is used for scheduling group events, such as group meetings and seminars. It also serves as a reservation system for the Agilent Scope. This scope is highly used within the group, so please sign-up using the gmail calendar before you take it. For access to the calendar contact any of the current group members.

II. Purchasing

1. **Funding Codes: how to use them**

    1. When you want to purchse an item for your lab or project, you pay with Dan's credit card. You must then fill out a procurment form (see below for link) with your project's fund code on it and how much the item(s) cost. This way, although there is one credit card that all group members use, the different projects can get charged separately. Dan will give you the fund code for your project, which you will keep until the project ends or you switch projects. Keep the credit card and project fund code in a safe place and do not share or email it without Dan's permission.

2. **Procurment sheet (http://www.phy.duke.edu/research/photon/qelectron/links.php)**

    1. ***For Purchases under 3000$ ***
    2. Information: Every purchase made must have a copy of the reciept and a procurment form filled out for it. Keep one copy and turn one copy each into Elena Musty and Angela Garner. Total = 3 copies.

3. **Purchasing Form:**
    1. ***For purchases over 3000$ ****
    2. Purchasing forms can be found in Rm 183 in the Product Manuals drawer on the right under "Blank Purchasing Forms". These need to be filled out by *you*, signed by *Dan*, and taken to the *Purchasing Department*.

III. Posters

1. Sign up for FIP (Fitzpatrick Institure for Photonics) by emailing August Burns (august.burns@duke.edu). This allows us to print poster on campus for free for all FIP events.
2. PhD Posters (www. phdposters.com)
    1. 24 hr turn-around
    2. On-campus pick-up (http://maps.duke.edu/building/165)
    3. PDF preferred (also takes .ppt) **make sure to print out a PDF of your poster on a general printer before sending the file in***
    4. ~ 40-60$ for a 36 x 42" poster
    5. Standard sizes: 36 x 42", 42 x 42"
3. Fedex Kinkos
    1. 24 hr turn-around
    2. Location: 9th St.
    3. Accepts many formats (PDF, PPT, DOC etc)
    4. ~60-80 $
    5. Custom and Standard Sizes

IV. Project Space

1. Create personal folder on project space and locate your project's folder under "DanProjects"
2. Make available to see and add/edit fiels under "Properties -> Permissions"
3. **ALWAYS** update with current results, papers calculations etc.
4. All *talks* go in /presentations
5. All *papers* go in /papers
6. All experimental data must go on project space. Must have readme file in every directory to explain data format, experimental details, and lab notebook page to refer to

V. Group Meetings

1. When: Every other week on Monday 1:30-2:30 pm (See website for updated schedule)
2. What: Group meeting typically consist of Journals and/or Short talks
    1. Journals: When you join the group you get assigned a journal on optics, electronics, nonlinear dynamics, chaos, or some combination of these. Each group meeting we scan our journal over the past month (maybe two months) to see if there are any relavent articles relating to the research that anyone in the group does. If you find an article relating to group research, print copies of the abstract for everyone and bring them to group meeting. At group meeting give a brief summary of the article, what you found interesting about it, and why it might be relavent to what we do.
    2. Short talks: Before presenting at conferences or meetings we usually use the group meeting to practice presenting the talk that we will give. It's helpful to get feedback from other group members and to also practice giving talks. Even if we don't have a conference we often will give short research talks updating the rest of the gorup on our project and the process we have made and what issues we are facing.
3. Where: Rm 298

VI. Equipment

1. Agilent Scope: Sign-up on Google Calendar
2. Lasers:
    1. Rm 165: Coherent, 4W, Pulsed @ 120MHz, 355 nm, Class IV
    2. Rm 165: Omicron CW, 405 nm, Class IV
    3. Rm 175:
    4. Rm 179:
3. Machine Shop:
    1. The machine shop is located in Rm 051 in the physics building. It is run by Richard Nappi (rnappi@phy.duke.edu)
    2. Classes are ofference in order to be able to work in the machine shop. It is

recommended if you are working in the group to take the class. Email Richard for class times and sign-up.
3. For websites where we buy most of our equipment see “Links” at the side of the page
4. Key to stockroom to buy some parts (various electronics, cables, etc)

VII. Safety

1. Laser Safety Office Link (http://www.safety.duke.edu/radsafety/laser.asp)
2. Chemical & Environmental Safety Office Link (http://www.safety.duke.edu/)
3. Must take online certification for laser safety to work in the lab. Check with Joel/Hannah about how/when to take it.

VIII. Who to Ask

1. Group Meetings: Seth
2. Laser Safety Officer: Joel
3. Chemical Hygene and Safety Officer: Hannah
4. Outreach: Kristine
5. FIP: Bonnie, Hannah
6. Website: Kristine, Hannah, Joel