Robert B. Zajonc
Experimental Laboratories

Running experiments in the
RCGD Labs at ISR
What you need to know . . .

http://www.rcgd.isr.umich.edu/rcgdlabs.htm
GETTING STARTED

Welcome to the Research Center for Group Dynamics Robert B. Zajonc Experimental Laboratories, a.k.a. RCGD Labs or Zajonc Labs. We are located in the basement of the ISR building on Thompson Street. This resource is a shared resource for all of the members of RCGD. Please read this entire document to become familiar with lab policies. These policies are not intended to make it difficult to use the labs but rather to make it possible for many to share them.

If you have questions about anything in the Zajonc Labs, please contact Nancy Exelby (5253 ISR; exelby@umich.edu; 764-2572).

Access

Access to Waiting Room doors is available through an M-Card reader. An ISR key request form must be filled out at least two business days prior to the need to gain access to the labs. Borrowing M-Cards from someone else who has access is not permitted.

Leave Waiting Room door(s) open to allow subjects to wait; shut the Waiting Room door(s) when you leave. For security purposes, never leave the Waiting Room doors open when unattended.

Reservations

Reservations are required for all rooms in the RCGD labs via the ISR Meeting Room Manager. An ISR domain account is required to obtain access to the MRM system. If you do not have an ISR domain account, talk to Nancy. Your support person can reserve rooms for you in the meantime. The MRM system is only
available from within the ISR buildings or with a VPN connection. If you will be making reservations from home, please establish a VPN connection first. (See Appendix 3)

**DO NOT** sign up for more time than is required for your experiment – there are many others that may need to use the same space at the same time.

When reserving rooms, include (1) your experiment description; (2) your contact information which includes email and/or phone; (3) do **NOT** reserve rooms for 24/7. Do **not** leave your reservation with just your name. Indicate who you are making the reservation for (faculty or RA).

**Recurring reservations:**

When creating a recurring reservation, do **not** change the End date to your last day. Enter the beginning time and the ending time; check the box next to the room; Enter your meeting information ... click the Recurrence box.

**NOTE:** If nothing happens check to see if you are blocking popups.
In the Recurrence popup box – uncheck Include weekends if you are not running on the weekend; Click the calendar icon and choose the last day you will run. Now click OK ... then [Save and Close] on the main page.

Be sure to select appropriate room(s) when reserving space. If you are running one to four people, do not reserve room 212 which has 20 computers and is designed for groups. See “Available rooms” in the Resources section of this document to select the appropriate space for your experiment.

**Computer Passwords**

All computers require a login and password. In most cases, the logins and passwords are taped to the front of the monitor. If you have any problems with passwords, contact Nancy Exelby. If you have an ISR domain account, you can use your ISR domain login instead of the generic login that is taped to the computer.

**Required Front Desk Notification of Experiment**

ISR Lab Experiment Information Sheets are required each month you are running. Return completed forms to the ISR Information Desk. If the Information Desk is closed, there
should be directions for where to turn them in. If there are no notes at the information desk, please leave the form on Nancy’s door (5253).

**Interior Door Keys**

Keys to the interior lab rooms are kept in lock-boxes in the lab. There is one lock-box next to room 248 and there is another lock-box in front of room 224. Each box has a key which opens 204, 248, 212, 220, 228 and 232.

When you arrive in the lab, open one of the lockboxes; remove the key; open your lab door(s); return the key immediately. Remember – the keys in the lockboxes are for everyone running. The combination for the lock boxes can be obtained from the lab directors.

**Do Not Disturb Signs**

There are plastic sign holders next to most interior lab doors and/or signs on the door knobs. These laminated “EXPERIMENT IN PROGRESS ... DO NOT DISTURB” signs should be turned around during your experiment so that it/they can be read. After you are finished turn the sign(s) back around to the blank side, clean up your area, turn off the lights; and shut the door(s).

**Getting your subjects into the lab**

If you are running in one of the interior lab rooms, tell your subjects to come to the ISR basement, either to Waiting Room 1 or 2 and provide directions: Enter main entrance of ISR at 426 Thompson Street, turn left and take elevators or stairs down to the basement. Exit left from the elevator or stairs; the waiting rooms are about 30 feet down on your left.
Running after hours

If you are running after ISR’s normal business hours (7:00AM-5:00PM) additional planning will be required. If there is Information Desk coverage (someone working the Information Desk) then they will open the front door and your subject(s) can proceed down to the labs. If there is no Information Desk coverage, you will need to meet all of your participants at the front door to let them in. Never prop the ISR entrance door open after hours. It would be wise for you to have a plan in place in case there is no coverage.

There is a telephone keypad inside the set of double doors at the ISR main entrance. When #001 is entered, the telephones in both waiting rooms (and room 232) will ring. If you are running in the evening when there is no Information Desk coverage, you can instruct your subjects to enter #001 on the keypad; the telephones will ring; you can answer then go meet your subject(s). We are not putting a permanent note above the keypad because we do not want random people thinking this is a way to enter the building nor do we want you to be responsible for meeting them. You may post a temporary note above the keypad while you are running, but you must remove it when you meet your last subject.

This means that you should add this information to the instructions you give to your subjects when you are running after hours. If the Information Desk is open they should follow the instructions on the door and they will be let in; if the Information Desk is not open, they should dial #001 and you will come up and let them in.
RESOURCES

ISR Duplicating Service

Copies can be made in the ISR Duplicating Center -- 160 ISR. Their hours are 7:30AM-4:45PM. You must have a short code or cash to use their services. Some of their services and prices include:

- 8½ x 11” copies machine feedable .035¢ per copy
- 3-hole paper .04¢ per copy
- Color paper, machine feedable .04¢ per copy
- Card Stock, any color, machine feedable .085¢ per copy
- Paper -- $3.40 per ream

For more prices and services check with them directly.

Digital Data Projector  (aka LCD Projector)

There is a DDU mounted in room 212 and another available (see Nancy).

Network

All of the lab computers are connected to the ISR network. They are all capable of reaching the Internet, therefore they are all able to run experiments from the Internet or from one of the ISR servers.

Printer

There is one printer in the lab. It is in room 232. This printer is provided for the use of anyone running in the lab. Paper, however, is not provided. If you are running and need to print, you should bring paper. The expectation is that most of your printed material is produced elsewhere. Remember the ISR Duplicating Service is an excellent resource.
**Saving Files**

Do not save your data to the hard drive of any computer in the lab. Periodically machines become unstable and need to be rebuilt. There will never be any hesitation to reformat hard drives in the lab. If you have saved data on a machine that becomes unstable and is reformatted you will lose your data. All users should be able to either save data to a server (all machines have access to server space) or to some other removable device.

**Software**

The following software should be installed on all windows computers:

- Adobe Reader
- DirectRT
- E-Prime
- Internet Explorer
- MediaLab
- MS Office

If you have software that is specific to your study, please contact Nancy and arrangements will be made to install the software. Be sure to allow enough time (one week or more) for this process to occur prior to when you plan to begin running.

**Supplies**

You are responsible for your own supplies. This means you obtain whatever supplies you need (yes, including paper and pencils). There are lateral file cabinets and shelves in the space near 204 and 248 that you may store your supplies in. Be sure to mark them with your name unless you are willing to share them.
Telephones

There are telephones in some rooms. These phones are for local calls only.

Waiting Room 1 and 2: 647-5622
Room 203: 764-7349
232: 647-5622
224: 647-3043

Cell phones do not necessarily work in the basement.

Available Rooms

The following room descriptions should be taken into consideration when trying to determine which room(s) is/are appropriate for specific studies. Do not reserve rooms for more time than you have subjects committed or you may be asked to give up your time.

Room 201 and 203 accessible from hall: This room are designated for special funded long-term experiments. If you would like to check on the availability of either of these two rooms you need to contact the name shown on the reservation system.

Rooms 204A-F accessible from Waiting Room 1: These small cubicles are reserved as a group. They have windows based computers. To use one of the small rooms inside 204 contact the name on the reservation system. All of the cubicle rooms are not normally being used.

Rooms 248A-F accessible from Waiting Room 1: These small cubicles are reserved individually and have both Macintosh and windows based computers.
Room 212 accessible from Waiting Room 2: This room has 20 windows based computers divided by partitions. There is a DDU projector in this room with a pull-down screen. A PowerPoint presentation may be shown using either the computer in Room 232 with a remote control device, PC #13, or a laptop. This room was designed to be used when running a larger group. Because of the types of studies that are frequently run on these computers, they require a dedicated local pc to act as a server. The two computers in room 232 are specifically for this purpose. Note: room 232 cannot be reserved but is automatically linked to the 212 reservation.

Room 232: This room is only available to groups reserving room 212. It is not available on the reserve system. The lab printer is stored in this room and available to the entire lab.

Room 228 accessible from Waiting Room 2: This room has two ceiling mounted cameras. There are no computers in this room. The design of this room is for those wishing to videotape focus groups, interviews, or something that cameras are needed for. When the cameras are needed, Room 224 will be required too.

Room 224: The control and recording devices for the cameras in Room 228 are in this room. Although this room is currently on the Reserve System, it should not be reserved for running subjects except in cases of extreme space shortages. There are two windows based computers in this room that can be used for data entry. The design for this room is to be used for multimedia projects. If you reserve
224 and someone needs to use the cameras in Room 228, your reservation will be bumped.

Room 220 accessible from Waiting Room 2: There are six windows-based computers in this room divided by partitions.

LAB ETIQUETTE

Clean up

The labs do not have nightly janitorial service. This means that it is everyone’s job to help keep it looking nice. Please pick up after yourself and your study. If a wastebasket is full, dump it in the large receptacle in the hall. If you notice a mess that you are unable to clean up, please put a note on the door at the end of the outer hall (custodian room). It is next to an exit. Our custodians are very good, but they cannot clean up a mess if they do not know about it.

Data Storage

This is an ongoing problem that we do not have a solution for. There is very limited space in the lab which means we do NOT have storage facilities for everyone’s data. You can store a limited amount of blank and completed questionnaires if you can find empty shelf space or empty file drawers. If you are stacking your papers loosely around the lab -- on top of filing cabinets, counters and on the floor, your papers are in jeopardy of being moved (possibly to the recycle bin). PLEASE store your data somewhere outside of the lab.

Food

Do not eat or have food and/or drink at the computers. If you are running a study where you are giving your participants snacks, please ask them to eat them in the Waiting Room. If
your participants show up with food, please ask them not to eat and drink at the computer stations.

**Health**

Flu germs can be spread when a person touches something that is contaminated with germs and then touches their eyes, nose or mouth. Flu germs can live for hours on surfaces like doorknobs, desks, keyboards and mice. Too bad they don't glow green, so we could see them and avoid coming in contact with them! To help stop the spread of germs, wipe the keyboard and mouse with antibacterial wipes provided prior to each subject entering the room.

**Identify your subjects**

One of the difficulties of running experiments anywhere is getting enough subjects for your sample. Every study has the same expectation of their subjects showing up and being part of their study. **Please have your list of subjects and check them off as they arrive.** If a subject arrives but is not on your list, please do NOT include them in your study. Ask them to wait in the Waiting Room until the Investigator for their study gets them.

**Moving equipment**

Don’t do it! Please! These labs are a shared resource. The equipment configuration has been created after much thought and consideration. If the configuration does not work for you and you think you need to alter it, please check with Nancy first.

**Show up**

This may sound silly, but every semester subjects show up at their assigned time and no Experimenter is there to meet them. Subjects are confused and annoyed and spend time
trying to figure out who they should contact. If you have scheduled a subject and are running late, please arrange for an assistant to show up, contact the subject (making sure that you reach them), or as a last resort, call Nancy Exelby and ask that a note be put on the door for the subject.

**PROBLEMS**

**Emergencies**

You are responsible for guiding your subjects in case of an emergency. In case of fire or other emergency that requires evacuation, please stop your experiment immediately and show them out. In case of bad weather, you may continue your experiment, but encourage them to stay until the “all clear” is given. There are emergency booklets on all bookshelves for your information (please become familiar with them).

**Computer Problems**

When a problem arises on one of the computers, please contact Nancy Exelby at 4-2572; exelby@umich.edu; cell 734-718-0852; or SRC computing at 3-7699.

Be sure to note what room the computer is in and which computer you are having an issue with. (Computers should have an identifier either on the CPU, monitor or both, i.e., RCGDLab-37.)

**Visitors**

Occasionally visitors wander in looking for paid experiments to participate in. Please tell respondents unless they have official University business, such as an assigned study
time, they should not come to nor remain at the ISR buildings. Be clear that participants are not chosen or assigned by any staff at the ISR building. If you are confronted with people attempting to get into an experiment, please ask them to go back to the source of the experiment (Psychology, School of Information, Communications, etc.). Do not send them to the information desk.
APPENDICES
**APPENDIX 1 -- FORMS**

ISR Key Request form is required to obtain M-Card access to the waiting rooms. This must be done prior to day of experiment. Please do not wait until the day you are running then try to find someone to let you in.

![Image of the form](image)

This form is available online [http://www.rcgd.isr.umich.edu/rcgdlabs.htm](http://www.rcgd.isr.umich.edu/rcgdlabs.htm) and next to Nancy’s office.
ISR Lab Experiment Information Sheet is required each month you are running experiments. Return completed forms to the ISR Information Desk. If the Information Desk is closed, there should be directions for where to go. If there are no notes, please leave the form on Nancy’s door (5253).

This form is available online [http://www.rcgd.isr.umich.edu/rgdilabs.htm](http://www.rcgd.isr.umich.edu/rgdilabs.htm) and next to Nancy’s office.
APPENDIX 2 -- LAB FLOOR PLAN
APPENDIX 3 – How to Create VPN Connection to ISR

VPN ("Virtual Private Networking") is a common technology that allows you to make a secure connection to the ISR network from anywhere on the Internet. As departments and corporations move their networks behind firewalls for security, VPN is needed to allow users to maintain access to many of their work resources. The Remote Desktop feature of Windows is one such resource that will be protected and will require VPN to use. (Note: You must be an authorized user to use this resource. If you have not been given access to VPN, this client will fail to connect.)

Instructions included below are for Windows XP, Windows Vista, and Macintosh.

VPN for Windows XP:

To download and install the ISR VPN client on your remote Windows XP computer (home computer, laptop, etc.), please follow these instructions:

1. To download VPN Client setup for Windows XP go to https://projects.isr.umich.edu/support/private/VPN-xp-client.exe

2. In order to download the setup program, you will be prompted to enter your ISR Windows (Outlook) login and password. Please include the "ISR\" prefix:
3. When prompted, choose [Run] to immediately run the quick install program and add a shortcut on your desktop. (If you see a warning that "the publisher could not be verified," this is okay. Click on the [Run] button.

![Security Warning]

4. When prompted, click [Yes] to proceed with the installation:

![ISR VPN-Test]

5. Next, select the option "My use only" and then click [OK]:

![ISR VPN-Test Selection]
Congratulations, you've now successfully installed the ISR VPN Client for Windows XP! Your VPN client should start up immediately following installation. (The install places a "Shortcut to ISR VPN Connection" shortcut on your desktop that you can use to connect in the future.)

7. Type in your Windows (Outlook) **username** and **password**, ISR in the Logon domain field (if it isn't already there) and click [Connect] and you should then be connected to the ISR VPN network!

8. From here you should be able to connect to your office computer using **Remote Desktop**. If you've never used Remote Desktop before, you can download instructions on setting it up from the SRC Computing Support Intranet site from your office computer.
**VPN for Windows Vista:**

To download and install the VPN client on your remote Windows Vista computer (home computer, laptop, etc.), please follow the instructions below:

1. To download the VPN Client setup for Vista go to: https://projects.isr.umich.edu/support/private/VPN-vista-client.exe
   Note: As you click on the link above, you will be prompted to enter your ISR Windows (Outlook) login and password. When prompted, choose [Run] to immediately run the quick install program and add a shortcut on your desktop.

2. Once installed, click on the "Shortcut to ISR VPN Connection" icon on your desktop to initiate the VPN client. You will be asked for your ISR Windows login and password. (Logon domain is ISR.) Once connected, you will be able to Remote Desktop to your PC at the ISR.

Note: Vista does not currently support "split-tunneling," so once you are connected to VPN, you might not be able to access non-UM resources until you disconnect your session.
VPN for Mac:

Select "GO" and Applications:

Next, select the "Internet Connect" icon:

Select the VPN connection icon. Enter your credentials and hit connect:
Or ... try these:

For Tiger:

**Step 1**
Go into your hard drive, and find the Applications folder

Drag the Internet Connect icon on to your Dock
(this will make turning the VPN connection on later, easier)

Click on the Internet Connect icon in the Dock

**Step 2**
Once Internet Connect has opened, go to the File Menu and select **New VPN Connection Window**

![VPN Connection](image)

**Step 3**
In the **Server Address** field, type in vpn.isr.umich.edu
In the **User Name** field, type in isr\uniqname
In the **Password** field, type in your ISR (Outlook) password
Step 4

Click the Connect button

If you've done everything correctly, the VPN Connection window should display a disconnect button and status reminder that indicates how long you've been connected via VPN

For Leopard

Network → Add → VPN
   Interface = VPN
   VPN Type = PPTP
   Service Name = give it a name
<Create>

Server Address: vpn.isr.umich.edu
Account name: isr\uniqname
Encryption: Automatic (128 bit or 40 bit) Authentication Settings (don’t change)

Advanced - check the box for (Send all traffic over VPN connection)

<Apply>

<Connect>
A few helpful LINKS

RCGD: http://rcgd.isr.umich.edu

RCGD Lab Page: http://rcgd.isr.umich.edu/rcgdlabs.htm

EPrime Help:
  http://personal.bgsu.edu/~randers/e-prime.htm
  http://psy2.ucsd.edu/~pwinkiel/KoolAid-E-Prime-Instructions.doc

Medialab

Subject Pool
  Intro Psych http://www.lsa.umich.edu/psych/undergrad/research/pool/
  Paid Subject Pool Information http://www.lsa.umich.edu/psych/research/participate/paid/