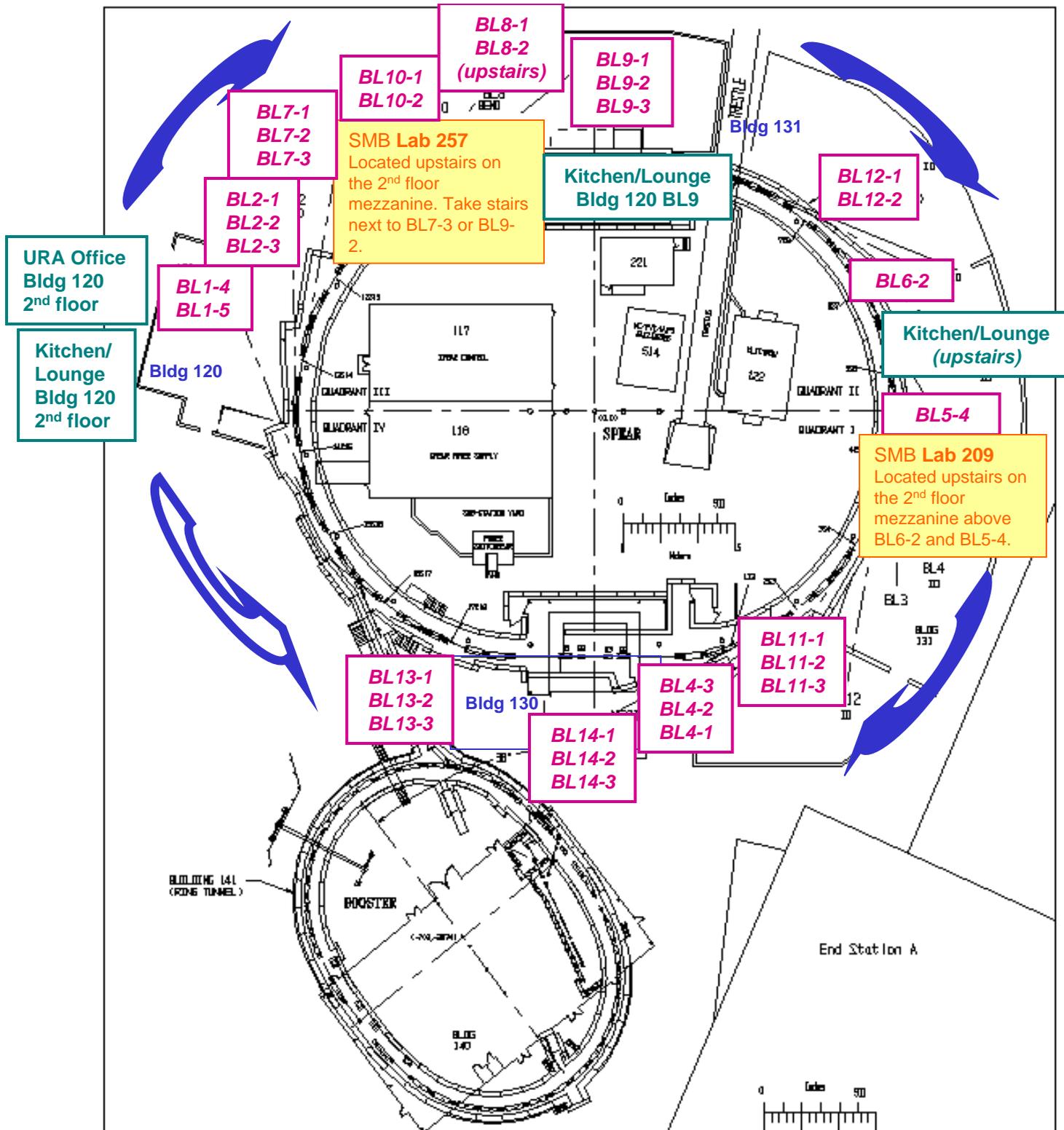


WELCOME TO SSRL.

The following information is provided to help you get acquainted with our facility. Additional information is available on the user resources section of our website: http://www-ssrl.slac.stanford.edu/user_administration.html



REST ROOMS are located on the second and third floors of Bldg. 120, first floor near BL1-4, on the mezzanine near BL8-1 and above BL6-2. **SHOWERS** are located on the mezzanine near BL8-1 and above BL6-2. **USER KITCHENS AND LOUNGES** are located at the top of the main stairwell in Bldg. 120, near BL9 and on the mezzanine near BL6-2. Please date and put your name on all food stored in the kitchen and refrigerators. Clean up the kitchen after use, and remove your food before your leave. Soda and snack food vending machines are located in the Bldg. 120 kitchen and in the BL9 kitchen. Recycling containers are located near the entrance to Bldg. 120, in the kitchens, and at several other locations. Consumption and/or storage of alcoholic beverages at SLAC is prohibited.

To use the **PAGING SYSTEM** for Buildings 120, 131, 130 and surrounding areas, dial "161" from any phone, then state your message and contact information. This message will simultaneously broadcast over the loud speakers.

There will always be a **DUTY OPERATOR** available during the user run. Duty operators can be paged by using the general building paging system "161" or by calling 4040 (650-926-4040).

Any questions that the Duty Operator cannot answer can be directed to the rotating **BEAM LINE PROGRAM MANAGER**, both of which conduct a daily 3 pm tour of the experimental floor during the user run. For individual beam line problems, Program Managers are on-call and can be contacted from 8 am to 10 pm Monday through Friday, and 8 am to 5 pm Saturday, Sunday and holidays. Contacts to the Program Manager outside of normal working hours must be done through the Duty Operator. Computer support is not routinely available after hours, but after hours failures may be directed to the person responsible for the computer system at the discretion of the Program Manager.

BEAM LINE DOCUMENTATION is provided at each experimental station. Software documentation is available from Ellie Fazli (ext. 3038).

TELEPHONES are available at each beam line, the direct dial number should be printed on the telephone and on beam time notification forms. For internal calls, dial only the last 4 digits. For local calls (including 408, 415, 650, 510 area codes), dial 9 first to get an outside line, then dial the local number. Long distance calls should be charged to your calling card or credit card. A few offices at SSRL have international capability, and arrangements can be made to use these phones if necessary. Please see someone in User Administration for help.

FAX and COPY MACHINES are located in the Building 120 mail room. The number to the fax machine is 650-926-3600. Another copy machine is located in Building 131 near BL 6 and 5.

The **SLAC CAFETERIA** and visitor center are located atop the hill across from the main entrance to SLAC and the Sector 17 gate. The cafeteria is open for breakfast from 6:30-9 am and for lunch from 11:30 am-1:30 pm, Monday-Friday.

VISITOR GUIDES including information on local restaurants, recreation, entertainment, shopping and transportation can be found on the shelves in the Bldg. 120 User Lobby. Contact User Administration for more information.

The Stanford Marguerite provides FREE SHUTTLE SERVICE to several locations in the Palo Alto area. The SLAC line operates Monday-Friday (except holidays) between SLAC, SU Science & Engineering Quad, West Campus Residences, and Hoover Tower every 40 minutes from 7:30 am-6 pm. A SLAC shuttle operates Monday-Friday (except holidays) between the Palo Alto train station and SLAC from 6:41 am-8:15 am and again from 3:20 pm-5 pm. More information on Stanford transportation can be found at: <http://transportation.stanford.edu/marguerite/MargueriteSched.shtml>. For information on other Bay Area bus and train schedules, call CalTrain 800-558-8661, SamTrans 800-660-4287, or 408-321-2300 for other Bus and Light Rail Routes.

Users may obtain a **STANFORD UNIVERSITY GUEST CARD** to gain access to many of the libraries on the Stanford campus (allows on-site use, but not borrowing privileges unless an exception is granted by the library privileges desk). Users can also access Stanford recreation facilities (except the Golf Course) by taking the Guest Card to the Arrillaga Family Sports Center and obtaining an orange athletic ID card from the Department of Athletics. See Michelle Steger for more details.

MEDICAL SERVICES are available from the SLAC Medical Department (ext. 2281), in the A&E Building, Room 137, from 8 am-4:30 pm during the work week. In case of after hours accidents or emergencies, dial 9-911 for paramedic response.

SSRL has a small supply of commonly used items which can be checked out and charged to user accounts. To use the system you must know the proposal spokesperson's name and user account number (user account numbers may be obtained from Michelle Steger in User Administration). The stockroom is located on the ground floor of Building 120 near the main stairwell and is open from 7 am to 4 pm Monday through Friday. The Duty Operator can assist users after regular hours; however, you are encouraged to use the stockroom during normal business hours. Items may also be obtained from the SLAC Stores by contacting Todd Slater (Ext. 2066). A catalog for SLAC stores is available in the SSRL stockroom. SLAC stores is located in Building 81, hours are 7-11:30 am and 1-4 pm. For additional information about stockroom or shipping, contact Glenn Kerr or Milo Lewis.

Users are encouraged to participate in the activities of the **SSRL USERS' ORGANIZATION AND THE EXECUTIVE COMMITTEE (SSRLUO-EC)** which meets periodically throughout the year. For more information, contact Cathy Knotts (650-926-3191; knotts@slac.stanford.edu) or the SSRLUO-EC Chair.