Booking and Recording of U3A Equipment Use

There are a number of items of equipment available for use by Class Leaders, including data projectors, laptop PC's, a portable speaker and screens.

The equipment is stored in the U3A Manse Equipment Store, which is located opposite the door into Room1. The key for this room, marked 'E' is located in the Key Safe with the other Manse keys. There is also a key for the steel cabinet.

In Room 1 there is a TV and computer which should **not be moved** from Room1. There are important notices re instructions for use, posted on the wall.

Equipment must be booked in the 2020 Equipment Use/Bookings book found in the grey steel cabinet in the Equipment store. Record your name, the class name, date/time needed/taken and date/time to be returned. Equipment must be booked and its use recorded, even if it will be used in a Manse room, the UC Fellowship Room, the Toy Library or the Hall at the Uniting Church complex.

If equipment is used without a booking, its use must still be recorded in the Equipment Use/Bookings book.

Equipment must be returned promptly. Please write "RETURNED", with signature and date in the 2020 Equipment Use/Bookings book, adjacent to the original booking, to indicate that the equipment has been returned.

This equipment is for use in your classes. If you have any questions, wish to have training on using the equipment, or want to make comments about the equipment, please contact our U3A Property and Equipment support officer on email: u3acm.equipment@gmail.com. Any equipment faults or damage must be reported promptly for attention

Using the Computer/TV in Manse Room 1

1. When you first enter the Manse room, switch on the power board at the desk.

2. Turn on the computer using the power buttons on the computer. If the computer screen shows an error then:

    o   select the option to "Start Windows Normally "and hit "Enter".

3. At the completion of a session, power down the computer in the normal manner or by just pressing the power button briefly. **Under no circumstances should the computer be shut down by switching off the power board.**

4. When the computer has completed shutdown, turn off the power board and at the wall power socket.

5. A copy of these instructions has been placed alongside the main TV screen in the Manse room.

6. Note that Manse 1 room is preferentially booked when a computer-based class is accepted. Such classes have priority use of Manse 1.

7. **Note: Wi-Fi is available to all Manse rooms, if needed for Class use.**