

# Booking and Using U3A Equipment

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There are a number of items of equipment available for use by Course Leaders, including data projectors and screens.

The equipment is stored in the U3A Manse room at the Uniting Church. There is a TV fixed to the wall that should not be removed. Equipment must be booked in the pink-covered Equipment Bookings book found in the grey steel cabinet in the Manse Room. Record your name, the course name, date/time needed and date/time to be returned. Equipment must be booked even if it will be used in the Manse room, the Fellowship Room, the Toy Library or the Hall at the Uniting Church complex.

Equipment must be returned promptly. Please write "RETURNED", with signature and date in the pink-covered Equipment 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, Jim Blain on email: [jim.blain@bigpond.com](mailto:jim.blain@bigpond.com) or mobile: 0411 424 403. Any equipment faults or damage must be reported promptly to Jim for attention.

## Using the Computers in the Manse

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1. When you first enter the Manse room, switch on the power boards at ALL the desks.
2. Turning on all power boards will activate the network/internet system automatically, and no further switching will be necessary.
3. Turn on as many computers as necessary using the power buttons on the machines. If a computer screen shows an error then select the option to "Start Windows Normally" and hit "Enter".
4. At the completion of a session, power down each computer in the normal manner or by just pressing the power button briefly. ***Under no circumstances should the computers be shut down by switching off the power boards.***
5. When the last computer has completed shutdown, turn off all power boards.
6. A copy of these instructions has been placed alongside the main TV screen in the Manse room.
7. Note that the Manse room is automatically booked when a computer-based course is e.g. Genealogy- on- line is accepted. Such courses have priority use of the Manse room.
8. **Note: To use the Wi-Fi only:** turn on the power board at the desk of the lone computer in the corner. The Wi-Fi password is "third3age" without the quotation marks. As long as the computer didn't startup then just switch off the power board when the class has finished, otherwise follow the shutdown procedure outlined above.

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