

# 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 1 room at the Uniting Church. There is a TV fixed to the wall that should not be removed. Equipment must be booked in the 2019 Equipment Bookings book found in the grey steel cabinet in Manse 1. 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 2019 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 on email: [u3acm.equipment@gmail.com](mailto:u3acm.equipment@gmail.com). Any equipment faults or damage must be reported promptly for attention.

## Using the Computer in Manse 1

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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. Internet access and WiFi starts automatically with the computer. If the computer screen shows an error then 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.
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 automatically booked when a computer-based course is accepted. Such courses have priority use of Manse 1.
7. **Note: Wi-Fi is only** available in Manse 1 when the computer is turned on. The Wi-Fi password is "*third3age*" without the quotation marks.

Updated January 2019