

# U3A OFFICE - located at the Manse

## PHOTOCOPYING

Class materials can be printed and/or photocopied in the U3A Office. Class Leaders will be issued with a Code/Personal Identity Number (PIN) for the photocopier for each class they are conducting. It is important that the correct PIN is used for each class.

As much as possible, photocopying should be carried out during the regular U3A Castlemaine office hours i.e. 9.30 to 11.30am Monday and Wednesdays. New Class Leaders can contact the Office Coordinator to arrange for photocopier (and keypad) training

## ACCESS

The key to the U3A Castlemaine Office is kept in a key safe with the other Manse keys. The Office door must be kept locked at all times, apart from when the Office is in use.

**The key safe code may be changed occasionally and is highly confidential. Please do not share it around.**

When you have finished your business at the Office please make sure that the office **DOOR IS SECURELY LOCKED.**