

CHEADLE U3A PHOTOCOPYING POLICY

Photocopying Service

Pauline Ord has offered to provide a copy service for people needing only occasional copies. Procedures for the service are:

- Masters and details of numbers of copies required etc to be placed in the 'IN' folder which can be found on the desk by the photocopier by **1pm on a Tuesday**
- Completed orders for copies may be collected on a **Friday** of the same week from the 'OUT' folder which can be found on the desk by the photocopier
- The Coffee Morning can also be used as a copy network since some authorised users will normally be in attendance.

Authorised Users

Below is a list of current authorised users with an access code to the machine:

Alan Lewis	Richard Moore	Chris Mawdsley	Chris Beesley	Walter Jaggli
Lynn Shooter	Ann Mundy	Marian Corbishley	Barry Barnett	Lynn Smith
Pauline Ord	Sarah Williams	Sue Fraser		

Paper Storage

We have unfortunately experienced some difficulties with the U3A photocopier in the form of possible misuse causing serious jamming and damage to the machine together with loss of copy paper. The paper is prone to bending due to the effects of damp after the packet has been opened. A couple of reams of paper is stored in the bottom drawer of the desk on the balcony next to the photocopier. The Chairman currently delivers paper to the IT Suite.

It is essential that any unused paper is removed from the photocopier and returned to the desk drawer.

Paper Jams

In the event of a paper jam, if you cannot clear it easily by following the onscreen diagrams or instructions displayed in the wall, please contact the person responsible for the photocopier (currently Pauline Ord) by telephoning the number provided near the photocopier.

Items Left Behind

In the event of masters or copies which are left either on the copier or desk, they will be placed in the box file marked 'LEFT ITEMS'. If not claimed, they will be destroyed after 8 weeks.