

## **CHEADLE U3A PHOTOCOPYING POLICY**

### **Photocopying Service**

If anyone is unsure how to use the photocopier Barry will help with this. Please use the contact details listed below to ask for this. Barry will do this by *ad hoc* arrangement rather than at a fixed time. There have been recent instances where the copier has been left in a poor state by people unused to sorting out paper jams, replacement of toner cartridge etc. If you are not a 'confident user' then please ask for this help. If a problem arises that you cannot solve please inform Barry. Do not leave a problem for the next user to 'discover.'

### **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. Barry will aim to keep sufficient paper in the desk drawer on the balcony with more in the computer suite storeroom. If this fails and paper runs out then Morrisons sell it by the ream (about £3) and you will have to purchase paper yourself then present your receipt and claim your expenses back from the Treasurer.

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

### 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 Barry 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.

Barry can be contacted on: 01538 755796 or mobile: 07773041236

Written by Barry Barnett/Lynn Shooter/Richard Moore 25.08.16

