U3A OFFICE (THE OCTOPUS) - ACCESS

The key to the U3A Castlemaine Office is kept in a key safe at the Octopus building. The code to the key safe may be obtained from the Course Coordinators or Office Managers as needed. You will be informed when and if the code if changed. When using the key be sure to replace it in the key safe when leaving the building. Remember to lock the door, and 'slam' shut when leaving if already locked.

The key safe code is changed regularly and is highly confidential. Please do not share it around.

1. **Enter the 4-digit password**

2. **Pull down button at top of keypad**

3. **If you make a mistake pull down the 'Clear' button**

4. **Re-enter 4-digit password**

5. **Pull down button at top of keypad**

Be ready to hold/catch the key pad after you have pulled down the top button otherwise it will drop onto the ground

The **whole keypad** comes away from the holder
The office key is attached to the back of the keypad

When you have finished your business at the office please remember to replace the keypad in its holder after you have checked that the **DOOR IS SECURELY LOCKED**

1. Place the **BOTTOM** of the keypad into the holder first
2. Hold the top and enter the 4-digit number
3. Pull down the top button and push keypad in
4. The keypad will be locked in place

It is a bit fiddly but not difficult! Training can be given!

U3A OFFICE (THE OCTOPUS) - PHOTOCOPYING

Course materials are to be printed and/or photocopied in the U3A Office

Course Leaders will be issued with a Personal Identity Number (PIN) for the photocopier for each course they are conducting. It is important that the correct PIN is used for each course

As much as possible, photocopying should be carried out during the regular U3A Castlemaine office hours i.e. 9.30 to 11.30am Monday to Thursday

New Course Leaders can contact the Office Managers to arrange for photocopier (and keypad) training