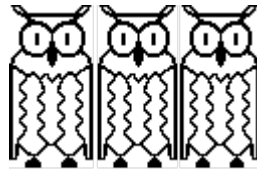


HANDBOOK FOR TUTORS

AND

ACTIVITY CO-ORDINATORS



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U3A Hawthorn Inc.

Reg. No. A0010798X ABN 41 360 939 238

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## A General Statement of Purposes

If you are a new Tutor, welcome to U3A Hawthorn.

We are passionate about positive ageing and the benefits of social and intellectual stimulation for people in the 'third age'. We hope you will enjoy being part of our efforts to foster this.

If you are not familiar with the University of the Third Age movement and its principles please take some time to read the brief introductory notes at Appendix A. In particular, note that U3A Hawthorn is run entirely by volunteers for both administration and educational components of our activities.

**Class members** attend classes for various reasons. To:

- participate in a field of interest to them,
- reinforce knowledge and skills already held
- learn, within new skill and knowledge areas.

A major motivator for both tutors and students is the mutually rewarding educational and social contact gained through organised learning structures.

Many of our members have multiple relationships with U3A Hawthorn;

as a Tutor,

as a class member,

as a volunteer, perhaps in the Office or on a Committee.

We seek to foster, in our organization, encouragement and appreciation for all our volunteers. We are, indeed, very grateful for your contribution and acknowledge that we could not provide the services and breadth of curriculum without you.

## Venues

U3A Hawthorn has its reception, office, hall and and five classrooms at the Sinclair Avenue campus, 26 Sinclair Avenue Glen Iris. Location details are on our website - including a map.

Swinburne University provides a classroom, TD304. A map of Swinburne is available on our website indicating the location of this room. Swinburne undertakes to keep the room unlocked from 9am to 5pm weekdays. If necessary call Swinburne Security to gain access. In 2017 we have the use of the room Monday to Friday.

From 2013, Boroondara Council leases the Parkview Room to us for use on Tuesdays and Thursdays [except School holidays]. This location is part of the new Camberwell Library complex situated on Camberwell Road in what was the Camberwell Civic Centre.

A number of other venues are used where a class has particular accommodation needs or when space cannot be made available at Sinclair Avenue. Some courses are also run in private homes.

### ***Sinclair Avenue: Keys and Security***

Committee members, Receptionists and Tutors have been issued keycards to access the Sinclair Avenue campus.

It is expected that the Tutor and/or Receptionist who is first and/or last to enter either the hall building or the reception building at Sinclair Avenue, or someone appointed in their stead, will ensure that the building is correctly opened in the morning and locked and secured at the end of the day.

This involves making certain that all external doors (eight sets in total) are locked by checking the external handle (the doors need to have been “double tapped”\* using the keycard and the card reader shows red) and that all air-conditioning units, AV equipment, fans and lights are turned off and the blackout blinds pulled down.

Please take particular note **during School Holidays** as a class which normally follows your class, may not be held. We have had many incidences of air-conditioners left on overnight and, worse, doors not locked.

\*Double tapped refers to making two passes of the keycard to the door’s card reader. The second pass should not be initiated earlier than some 5-6 seconds later and you should note a different, confirming tone and change of colour; from red to green for open and from green to red for closed.

## **The Office and Reception**

The Office and Reception are staffed by members who volunteer their services. Activities may include volunteer work by our Receptionists, Curriculum Co-ordinator, Database operators, Treasurer, Summer School Committee, Membership Secretary, Banking Officer and Management Committee members.

Every effort is made to record information, answer queries and provide assistance for other members, including tutors. Some of our receptionists are long-time members who are very familiar with proceedings, but some newer members may need time to address your needs, so please be patient and understanding.

Office Hours are 9.30am to 4.00pm Monday to Friday, excluding Public Holidays and the Christmas recess. Shortened hours are published for the Summer School period in January.

If you tutor a large group, it would be appreciated if you could remind class members not to 'descend en-masse' on Reception, thereby overwhelming our volunteers!

In addition, whilst we are more than happy for you to access office equipment such as the photocopier, it would be of assistance if you did not undertake large print runs [see Photocopying below].

## **Things Tutors Need to Know**

### ***Submitting a Course Proposal***

At Appendix C you will find a sample of the Course Proposal Form which all Tutors are asked to complete. It requests personal contact details for our database and also course details to assist with timetabling and with advertising of your proposed course in our Curriculum [via website, Newsletters and *Gateway News*]. Liaison is usually initially with the Program Planning Committee and, on acceptance of your proposal, with the Course Co-ordinator.

### ***Communication***

#### **EMAIL**

The new UMAS database will be used for email contact with you, informing you of new class members, withdrawals and apologies. See the section on UMAS for how you can use its capabilities to assist managing your classes.

#### **TELEPHONE**

Office volunteers are on duty from 9.30am to 4.00pm Monday to Friday (except Public Holidays, the Christmas break and with reduced hours during Summer School)

to take messages from you or your class. At other times a message can be left on the answering machine which is cleared each morning. When leaving a message, please speak slowly and repeat any call-back number. Messages can also be sent by e-mail to [mail@u3ahawthorn.org.au](mailto:mail@u3ahawthorn.org.au)

#### NEWSLETTER

Our newsletter is published four times a year.

We welcome contributions to the Newsletter from Tutors and ask that any such contribution for publication should be sent to the Office, clearly marked “Newsletter” or placed in the Editor’s intray in the Office. However, guidelines for the Newsletter stipulate that class work content is not to be submitted for publication.

The full year Curriculum is published prior to the December Newsletter, whilst curriculum updates are advised with the March, June and September newsletters. Please check the description and details of your courses as they appear in the Curriculum attached to the newsletter and in UMAS [View Courses] and ensure everything is correct. If there are any errors, please advise the Course Co-ordinator in the Office as soon as possible.

#### GATEWAY ENEWS

This is an occasional emailed newsletter aimed at providing information in a more timely fashion than is possible with the quarterly Newsletters. It currently reaches some 80% of members – those who have provided us with email addresses. You may contribute news items by contacting the Secretary.

#### ***Tutors’ Forum/Meeting***

There is usually at least one Tutors’ Forum/Meeting a year where all Tutors have the opportunity to meet and exchange ideas. In addition smaller groups may meet on a course-related basis; for example all language tutors, all current affairs tutors and/or all outdoor activities tutors. These activities are initiated amongst the tutors.

#### ***Tutors’ and Members’ Privacy***

Counselling or personal advice by tutors must not be given under the aegis of U3A Hawthorn with regard to personal financial affairs, medical and psychological issues or religious and political doctrines.

It is up to tutors to decide if they will give their phone numbers to class members. We also suggest that tutors consult class members before releasing class members’ contact details. It is U3A policy not to hand out numbers of our members (including

tutors and office bearers) to casual enquiries. Receptionists will take a message and pass it on to the tutor, asking them to contact the enquirer.

### ***Self-Promotion***

Tutors are not to promote, or permit to be promoted, any activity or undertaking from which the Tutor or any other member of U3A Hawthorn stands to gain financially or in kind.

In particular Tutors and guest speakers are not permitted to sell their own books or other material at classes or through the organization. This prohibition does not include the recovery of out of pocket costs for printed class material.

If any doubt exists, please contact the Program Planning Committee through the Office.

### ***Anti-Discrimination Legislation***

Tutors are reminded that Australia has a number of laws relating to anti-discrimination. These include:

- Age Discrimination Act 2004 (nb. This does not preclude U3As from specifying age limits)
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

Tutors should remain aware of this legislation when distributing class material, or making or allowing offensive statements during class discussions.

U3A Hawthorn will not countenance any intended or unintended group activity which expressly or implicitly includes racial, religious, sexual vilification or bias which impedes the equal opportunity rights of people.

Tutors must not use U3A Hawthorn for the purpose of promoting or recruiting for religious, political or similar purposes.

### ***Occupational Health and Safety***

All of us at U3A Hawthorn need to be consciously aware of any potential risk or threat to personal health and safety of our members. It is imperative that we understand and implement policies and practices in line with 'best practice'. Even seemingly simple things, like electrical extension cords running across the floor, may result in serious injury. Please be actively vigilant in setting up or altering arrangements of furniture and equipment.

## ***Insurance***

In summary, U3A Hawthorn has public liability insurance that protects the Committee, Office Holders and Tutors against claims that might be made against them. The policy only applies to activities that have been approved by the Committee of U3A Hawthorn. As a consequence if you are contemplating any activity that falls outside the approved Curriculum it is essential that you advise the Course Co-ordinator so that Committee approval is obtained. This includes any off-site visits, trips or excursions to be run as U3A Hawthorn functions.

There is also Individual insurance which covers Tutors and Office Bearers whilst undertaking their classes or acting in their tutoring or other official role. There is no such insurance for individual members who do not have an official position within U3A Hawthorn. They may, however, seek to make financial claims by civil action.

Any questions you have relating to insurance matters should be directed to the Secretary.

## ***Injury or Accident***

In the event of any injury or accident occurring on or about premises which are used for our classes, whether or not the person is a member of U3A Hawthorn, please notify the Office and also complete an **Incident Report Form** [Appendix B] so that details are recorded.

First Aid kits are located in Reception and in the Kitchen. A defibrillator is available at Reception.

## ***In Event of Fire***

All doors to the buildings at Sinclair Avenue can be opened from the inside even when locked from the outside.

Battery operated Exit Lights are installed at all exits and will illuminate in case of power failure.

Fire extinguishers are installed in the Hall and in the Office.

In the event of emergency at Swinburne, follow the site instructions and the direction of Swinburne staff.

For other venues, please familiarise yourself with their emergency procedures. These will most likely be summarised on signs erected on the premises.

## **Class Administration**

### ***School Holidays***

As a Tutor you can choose whether you wish to take classes over the state school holidays or not. Some tutors prefer to arrange their holidays out of school holidays. You are asked to inform your class and Reception of the dates when your classes will not take place (or if the classes will continue led by someone else). Classes not meeting during state school holidays are published in the Curriculum and on UMAS with the code NCSSH [no class State School Holidays].

### ***Outdoor Activities (e.g Walking, Cycling, Birdwatching, Digital Photography)***

Participants in these activities are required to sign a risk acknowledgment statement regarding their participation in the organized activity. A member may not participate until they have signed and submitted such a statement. Where trips, excursions or similar events are to be undertaken as part of a U3A class, prior approval must be sought from the Committee of Management.

### ***Maximum Class Size***

The Tutor is asked to stipulate a maximum and minimum class size for the course to run. This will, of course, also depend on the room size. Book groups and language groups tend to be no more than 17 excluding the tutor.

When there is a waitlist it will be managed by the Course Co-ordinator with Tutor advice. Tutors should be aware that not everyone enrolled attends every class, especially over the winter months, so some attrition should be expected.

Tutors do not need to enrol in their own class on UMAS. In fact, doing so decreases the number of members able to enrol!

### ***Attendance Sheet***

We need to know who attends each class in case of an accident or emergency event. At any time, you can print a **Class Attendance List** showing the members enrolled in your class by using the UMAS Membership System [see under UMAS]. The Course Co-ordinator will provide an attendance list prior to a class starting if the tutor does not have a computer or needs assistance with using UMAS. At each session please put a tick (✓) against the names of those in attendance; A = apology; N = no attendance; X = withdrawn from class. Some Tutors appoint a Class Facilitator to undertake this and other small tasks on their behalf.

At the end of the course, we ask that you return the sheet to the Office.

If people turn up without having joined U3A Hawthorn, or without having formally enrolled in the class, it should be politely pointed out that **only enrolled financial**

**members** can attend classes and that the formalities can be attended to at the Office. This does not apply to specially invited presenters or to a class for which an exception has been granted.

It should also be noted that attendance at a continuing class in an earlier year **does not** mean automatic enrolment for the following year. Applications to enrol must be completed each year for each course the member wants to attend – usually via UMAS or with assistance from staff at the Office. It would be appreciated if, during the last weeks of a year-long class, you remind members of the need to pay their membership fee for the following year and enrol in the courses of their choice – all of this may be done online.

If a new attendance sheet is required, please advise the Office and return the completed sheet or you can download your own attendance sheet from the UMAS database.

### ***Apologies for Absence***

Members may apologise directly to the Tutor or by phone/email to the Office. If the absence is expected to be of short duration (one or two sessions), no action is usually taken. For longer absences, the Office will pass the apology to the Tutor by email (or by phone to tutors without emails).

If your class has a **waiting list** please advise the Office of any unexplained long term absences so that appropriate action can be taken to fill a vacancy from the waiting list.

### ***Badges***

Please remind class members that they are expected to wear their badges at all times. New badges can be obtained from the Office. The front of the badge records the membership number and there is space provided on the back to name a family member or close friend and their phone number for use only in the event of an emergency.

### ***Excursions***

The Office should be notified when an excursion, or any other class activity at an unscheduled location, is being planned. The date, destination, expected duration and names of members attending should be advised.

### ***Functions involving Liquor***

If you are intending to hold a function, such as an end of year celebration, which involves liquor it will be necessary to consider the licensing requirements which apply. Advice must thus be given to the Secretary at least 6 weeks prior to the

function to ensure approval is granted and if necessary the Licence issued before the function can be held. If no charge is to be levied then approval can be granted by the Secretary under current arrangements with the City of Boroondara. Approval must still be sought in advance of holding such an event.

### ***Changes to your Course***

Changes to the description of a course, an alteration to the minimum or maximum size of your class, or a request for another venue should be made in writing to the Course Co-ordinator, care of the Office. In fact, any change in your plans needs to be notified.

### ***Waiting Lists***

Popular classes will often have a waiting list of members wishing to join.

To assist us in administering a waiting list for your class, please notify the Office of any class member withdrawing, failing to attend without advice, or of any decision you make to increase the numbers for your class.

The waiting lists are maintained in chronological order of entry and the Course Co-ordinator will arrange to fill notified vacancies from the waiting list.

Tutors are reminded that open invitations to ‘friends and relatives’ may not be given, nor to non-enrolled members, unless specific approval has been given for an event or occasion.

## **UMAS – Online Membership System**

The UMAS system has been introduced at U3A Hawthorn to provide members and potential members with more direct information and access to enrolments online. It has required some modifications in the processes which U3A Hawthorn has followed in the past, but it also offers great benefits and convenience for members and Tutors. Those members without computer access or confidence using computer systems will be supported by the office.

As a Tutor/Convenor, you have a special security status on the UMAS system which enables you to gain information about the course(s) that you tutor/convene.

### ***To login***

Use your Member No (or email) and your password (initially your password has been set as the last 4 digits of your landline phone number - or if no landline, then your mobile). You should immediately change it – now a minimum of 5 characters.

- Review your details using **View Member Details**. You can edit these to make any changes and on the edit page you can also change your password – and it is recommended you do this to make it more secure.
- **View Courses** and select courses (or excursions, lectures etc) you wish to enrol in – not including those you tutor. Note, you need to **Confirm Selections** and this will take you to a new page. **Finalise** your selection and you will receive a confirming email that you are enrolled or waitlisted. Once you have enrolled you should then click on **View Member Details** and scroll to the section headed **Enrolments and Subscriptions**. There you will see that the activity/course has been added to your other courses.
- If there is a fee for the activity eg an excursion, you will find a blue Pay Invoice button has been placed beside the listing. Click on the button to proceed to pay online using your credit card with PayPal or, If you wish to pay at Reception, print 2 copies of the Invoice and bring them with you. One will be returned to you as a receipt.

#### **Additional features for Tutors:**

- Emails - You can send emails to all those enrolled in your course (including sending an attachment) who have provided an email address. You can only email to the whole class from UMAS, not to individual members. Click on **Send Emails**, select the **Enrolments** tab, then down beside the green **Send Enrolment Emails** button you select your class in the dropdown box labelled “Choose a Course”. Going back up the screen, overwrite the default REPLY TO address with **your** email address –if you want members to reply to you personally. Then complete the Subject and Body of the email. Attach any file using the **Browse** button and then click on the green **Send Enrolment Emails** button to send the email.
  - Reports - You can obtain a printout of those enrolled in your course including their contact details by selecting **Reports** from the leftmost grey menu. Then select the **Enrolments** tab. Beside the green button labelled **List Enrolments** you can select your class and then click on the green button. You can display the report to the screen and then print as required.
- You can also print out an attendance roll for your course. Lower on the page you will see a green button labelled **Attendance List**. Again, you need to select your class and then also enter a date range – which can be 1/1/17 to 30/11/17 – you do not have to enter actual dates of your classes as these are already on the system. The date range will be used to label each column of the roll.

Please note:

- There may be some people in your course who do not have an email address and so would need to be contacted by phone – you will know this by looking at member details on LIST ENROLMENTS.
- Your email has not been made available to Members – it is up to you to give members of your class the ability to reply directly to you by putting your email to replace database@u3ahawthorn.org.au on the first line of any email – otherwise any replies will go to the database team.
- If you do not wish to use these features, you can put a request into Reception to notify course members or obtain a roll etc. This will not be done by Reception – it will be passed on to the Database volunteers or the Course Co-ordinator to be completed when they are in the office.
- Usually people in your course will let you know if they are going to be absent. Any apologies which come to Reception will be emailed to you.
- Anyone withdrawing from your course needs to contact Reception – this cannot be done on-line as the Course Co-ordinator may need to manage waitlists.
- People are not permitted to attend a course without being a financial member of U3A Hawthorn and enrolled in that course. It is important that tutors inform the Course Co-ordinator if there is someone attending who is not enrolled, or conversely, if someone enrolled in the course fails to attend or sent an apology to the tutor (for more than 3 consecutive classes) – especially if there is a waitlist for the class.

### **Waitlists:**

Only some courses have waitlists. Waitlists can apply for 2 reasons:

1. If the number of people enrolled in the course reaches the maximum set by the tutor when the course details were first determined. Members can only enrol up to that number and then they will be automatically waitlisted for the course. They will know on the website (**View Courses**) how many other people are waitlisted.
2. If a course requires a skill or knowledge level for entry and the applicant needs to be assessed by the tutor. This applies to continuing languages and music performance courses particularly, but any tutor may request this for their course.

These 2 types of waitlists are managed differently:

1. If a position becomes available due to a withdrawal or the tutor's decision to take additional students, the Course Co-ordinator will speak with the first person on the waitlist (ie the person who was earliest on the waitlist) to see if they still wish to join the course and will then change their status from waitlisted to enrolled. An automatic email will be sent to the tutor informing him/her.
2. When a person puts in an application for one of these skills, or 'restricted entry' courses, the Course Co-ordinator will contact the tutor and ask him/her to either approve the application or make contact with the person to assess the skill level and then get back to the Course Co-ordinator with a yes/no to enable the enrolment to occur or to have the application declined. The tutor is not able to accept a person into the course online – this must be done by the office.

## **Class Conduct**

### ***Punctuality***

Class members should be punctual to prevent disruption to the class. If someone is habitually late, tactfully remind them that they are expected to be on time.

### ***Sinclair Avenue Access***

Please inform and remind class members that the only classes to use the double (south western) doors are those meeting in the Hall. Classes in the North Room are requested to use only the northern door and classes in the South Room are to use only the southern door. This applies to both entering and leaving and will show courtesy to classes using rooms other than your own. Access to the kitchen should be via the external door rather than through the hall.

### ***Appointment of Class Facilitator***

If your class has more than 15 members enrolled, it is suggested you appoint a class facilitator to mark the roll and perform other duties. For much larger classes, perhaps two facilitators would be appropriate. (see Appendix E for the Role of the Class Facilitator).

### ***Participation***

Tutors have a responsibility to ensure that class members have the opportunity to express an opinion or viewpoint – within reason. No class member should be permitted to dominate class discussions. If you experience any difficulties in this area, please attempt to discuss the issue with the person involved first. If necessary you may raise the matter with a member of the Committee or refer the matter to

the Office so we can arrange a discussion with a member of the U3A Executive. (See Appendix F Expectations and Etiquette for Members).

### ***Finishing Times***

Please finish each session on time. A period of fifteen minutes is allowed between classes for changeover. Bear in mind that the next class may need setup time, including furniture re-arrangements and AV and they cannot begin that until your class vacates the room.

### ***Mobile Phones***

Please ask all attendees to switch off their mobile phones or to seek your permission in real anticipation of receiving an emergency call.

### ***Noise Transmission***

We have to accept the fact that the construction of the building at Sinclair Avenue does not allow full soundproofing of the classrooms. In consultation with Council officers we have done what we can, but tutors and class members must always be mindful of others.

This is particularly so for classes amplifying music or guest speakers and for people using the kitchen facilities whilst a class is in progress in the Main Hall.

### ***Change of Enrolment***

If a class member wishes to change their enrolment, please remind them that they can perform most enrolment tasks online using UMAS. For withdrawals from a class, however, refer them to the Office where changes to the database can be requested.

### ***Cancellation of a Class***

If you need to cancel a class, please notify the Office as soon as possible. The Receptionist will email class members so that they don't turn up unnecessarily. As a Tutor you also have the ability to email the class members in a group email using UMAS.

### ***Microphones***

For large classes in the Hall at Sinclair Avenue, we have microphones available. These are wireless microphones; one headset/bodypack, one lapel mike/bodypack and three hand-helds which can be used as 'roving mikes' for people asking questions. They can also be mounted on either a tabletop stand or floor stand for more static purposes. All microphones require 2 AA batteries and the battery status is indicated by a 3 bar graph on the mike's LCD screen. The headset and lapel mikes require 2 AA batteries, located in the bodypack. Both types of microphone have an ON/OFF switch which you must press/hold for 2 seconds for activation. To access

the switch on the bodypacks the front panel needs to be swung out and down. Also note that the bodypack has a mute switch on the top so ensure this is not accidentally engaged. The wireless microphone receivers are in the black road-case which requires to be turned on via the two powerpoints on the wall beside it.

Rechargeable NiMh AA batteries are supplied and a recharging unit is located beside the black RoadCase. Please take out batteries after use and place them in the recharger, whilst taking recharged batteries for use. The Recharging Unit turns off automatically when batteries are fully charged. Do not insert Alkaline batteries! Our experience with these Sennheiser microphones is that, should rechargeable batteries run out whilst the microphones are in use, a loud 'pop' will be generated in the sound system. It is thus recommended that newly charged batteries be used and any batteries showing only 1 bar of charge should be immediately replaced.

There is a hearing (induction) loop installed in the Main Hall for wearers of hearing aids with a T switch. The loop functions automatically when the Audio system is switched on. We urge you to use roving microphones for all questions so that the hearing loop can broadcast the sound to those with impaired hearing.

It is important that all Tutors, Class Facilitators and other class members designated by their Tutor should be trained in the use of the audiovisual equipment before attempting to use it.

Please request training in their use before your classes commence.

It is just as important that those who have not been trained should not try to operate the equipment and thus potentially cause expensive damage.

### ***AV Equipment in the Smaller Classrooms***

Detailed instructions for the use of the equipment in the smaller classrooms - Room 1 & 2, West Room, North Room and South Room - is provided in each room. They can also be downloaded from the website under FORMS. If you are planning to use the AV facilities, please make sure you have been trained and had a run through prior to the day of your class.

In the event of equipment failure or malfunction at Sinclair Avenue, please report the problem to the Office.

## DATA PROJECTORS

In the Main Hall a ceiling-mounted data projector is installed to project onto the wall behind the rostrum. Video inputs are made via a small patch-panel beside the AV Roadcase.



There are 2 HDMI inputs, one of which, by default, is connected to the BluRay Sony disc player in the roadcase. The second has an HDMI cable supplied which can be connected to a laptop or the the red Elmo document Visualiser. Both video and audio from the laptop can be sent over the HDMI but you may need to select those output options in the Control Panel of your laptop [for the Display Device and the Audio Device controls].

The VGA cable has a separate audio cable [3.5mm miniplug] which you can connect to the Headphone socket of your laptop. This enables VGA video and audio to be sent. In both cases [HDMI and VGA/audio the sound is sent to the main audio mixer panel and controlled with the right-most fader of the mixer panel, labelled MP3.

To play audio from mp3 players, ipods, ipads or iphones use the 3.5mm plug and cable connected to the mixing desk and controlled via the fader labelled MP3.

Control of the Dataprojector is via the white Epson remote control. The blue button provides on/off. HDMI is one of the options of the VIDEO source whilst VGA is Computer 1 on the COMPUTER source. Once a video signal is connected it can be automatically found by using the **Source Search** button. For more details consult **Appendix G**.

## LCD DISPLAYS WITH DVD IN SOUTH, WEST ROOMS AND ROOMS 1 AND 2

There is a separate document outlining the use of the AV facilities in these rooms. A laminated copy is provided in each room and a downloadable copy is provided on the website under FORMS.

## PORTABLE CD/CASSETTE PLAYERS

There are portable CD and cassette players stored in the Main Hall Store Room. These have inbuilt speakers and only need connecting to a 240V power point.

### 35MM SLIDE PROJECTOR

There is a Kodak Carousel slide projector in the Main Hall Store Room together with blank carousels. It has a wired remote control.

### DOCUMENT VISUALISER

A Document visualiser is available for use. It is basically a video camera mounted on a flexible gooseneck which can be used to project images via the data projector onto the wall. Full details are in **Appendix H** at the end of this document.

### OVERHEAD TRANSPARENCY PROJECTOR

There is a projector available for those wishing to use transparencies.

### HALL TABLES



#### Features:

- Tilting table top
- Rolling, lockable, castors

#### Use:

- To un-tilt the table from vertical, lift the locking bar by pulling evenly with both hands well spread out and then rotate the top 90°. To return the table to the vertical tilted position, locate the locking bar under the table top and pull it towards you and then rotate the top 90°. It's best to use two hands held wide apart whilst pulling evenly.
- Lock castors once table is in position. **Ensure castors are unlocked before moving the table.**

### Whiteboards

Whiteboards should be cleaned after use. Please use the **correct whiteboard markers** which are supplied. Anything marked PERMANENT is definitely not such a marker! Please notify Reception if new markers or erasers are required. The mobile whiteboard for use in the Hall (kept in the storeroom) has **lockable castors**. Please ensure they are unlocked before attempting to move the whiteboard [castor tab; down is locked – up is unlocked] otherwise strain on the stand may lead to its collapsing. [This has already happened once!].

### ***Photocopying***

There is a photocopier in the Office which may be used to copy class notes. Class members should be charged 5c per page (side) and the money paid in at the Office. It is up to Tutors to decide how this is managed. Some request an initial levy from class members. Please note that if you use this system it will be your responsibility to reimburse members who withdraw from the course. You should also arrange reimbursement if the funds collected exceed the amount required for photocopying. We request that you limit jobs to 200 pages per copy session. If you require larger volumes of copying we would ask that you consider using a commercial copying service [e.g. Officeworks]. Please be aware of, and compliant with, copyright legislation. U3A Network Victoria does pay copyright fees on behalf of all U3As so, in general, fair use is acceptable.

### ***Class Materials and Equipment***

Requests for additional equipment or class materials may be addressed to the Secretary for consideration by the Committee of Management.

### ***Kitchen Facilities***

Classes are welcome to use the kitchen facilities in the main kitchen or the kitchenette in the office building to make hot or cold drinks and, particularly if holding a class function, may use the kitchen appliances which include a microwave, induction hotplates, fan-forced oven, dishwasher and several size urns.

Tea and instant coffee is free, but a charge of 50c per cup is made for the coffee capsule machine coffee or plunger coffee. An honesty jar is provided. If your class regularly uses the kitchen you might consider having someone designated to ensure the facilities are left clean and all cups etc washed and replaced in cupboards.

Please ensure that the kitchen is left clean, dishes are washed and put away and all scraps are placed in provided bins.

You are also requested to ensure that any teatowels or tablecloths that are used are taken home, washed, and returned to the kitchen for others to use.

Please don't allow class members to access the kitchen through the hall when a class is in progress.

### ***Emergencies***

The Emergency Triple 0 Service [dial 000] should be contacted for any life-threatening medical emergency or for attendance of the fire service or police. When you dial the number you will be asked to nominate which service you want and you

should then stay on the line until you are connected to the appropriate authority. You will then be questioned about the location and nature of the emergency.

There is a phone in the Hall beside the AV roadcase and in the Office, but it may be expedient to place such a call by mobile phone. If you don't have one then a class member may assist.

You should note the location of the following fire extinguishers;

### **Kitchen**



Immediately through the hall door into the kitchen located below the bench running below the serving hatches. This is a B (E) class dry chemical extinguisher for use in oil, liquid or electrical fires.



This fire blanket is located on the east kitchen wall to the right of the dishwasher. Suitable for smothering flames.

### **Main Hall**



This extinguisher is located beside the western double doors – main access into the hall.

It is an ABE dry chemical extinguisher suitable for paper, wood, textile, oil, liquid and electrical fires.

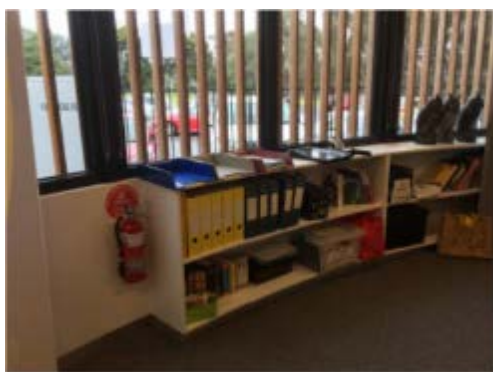
NB. There are no extinguishers in either the North or South rooms.

## External



There is a fire hose located in a grey cabinet beside the gates to the carpark.

## Office



There is an extinguisher located in the Office on the west wall under the windows facing the carpark

It is an ABE dry chemical extinguisher suitable for paper, wood, textile, oil, liquid and electrical fires.

## Emergency Evacuation

Exit doors for all buildings have exit signs with emergency lighting.

**North Room** – exterior exit door to the north.

- Interior door to the Hall; exit via doors described below.

**Hall** exterior exit door to the west [main double doors and similar double doors to the north west.

- Interior door to the south corridor [toilets]; exit via south door
- Interior door to the kitchen; exit via south kitchen door

**South Room** – interior door to the east [toilets]; exit via south door

- Interior door to the Hall; exit via doors described above.

There is no central alarm system nor PA system for broadcasting alerts or emergency evacuation tones. Tutors are asked to assist with orderly evacuation as deemed necessary and to alert members in other rooms, including the kitchen and the toilets.

## Assembly Areas

The preferred assembly area is the **main car park**, but, depending on the location and nature of the emergency, an alternative assembly area is to the north of the Main campus building. Tutors are asked to ensure all members of their class are accounted for in the assembly area.

## APPENDIX A: WHAT IS U3A?

U3A stands for University of the Third Age. There are U3As all over the world.

U3A is a learning cooperative of older people which encourages healthy ageing by enabling members to share many educational, creative and leisure activities. In Victoria there are close to 100 individual, autonomous U3As whilst there is also a State-level body which assists with promotion and Government liaison for funding.

### What is the Third Age?

The Third Age refers to the period of time after the First Age of childhood and the Second Age of employment and parental responsibility. The Third Age is often called "the age of active retirement".

### Why are we called U3A?

A U3A is a university in the original sense of the word: a community of people devoted to learning.

### How did U3A start?

U3A is a world-wide organisation. It began in France in 1972, when legislation was passed that required universities to provide more community education. In 1973 a highly-rated gerontology course was provided by Toulouse University for local retired people, a course which was extremely successful and which led to the formation of what was to be the first U3A. This organisation was open to anyone over retirement age; no qualifications or examinations were required and fees were kept to a minimum.

The idea spread rapidly throughout France and then to Belgium, Switzerland, Poland, Italy, Spain and across the Atlantic to Quebec and California. When U3A surfaced in Great Britain (in Cambridge), however, the "model" was to undergo a significant change. Whereas in the French model there were strong ties to the universities, which decided upon, structured and presented most of the courses, in the British model these university ties were to disappear.


### Who can join U3A?

Although it is called a 'university', being in your Third Age is the only qualification needed to become a member. No educational qualifications are required or given. Those who teach and those who learn are all members of U3A.

### How is a U3A run?

U3A members organise their own activities by drawing on the skills of one another. Like-minded members from all walks of life are encouraged to form study groups and share their knowledge with fellow members, all on a voluntary basis. U3As all over Victoria share the same philosophy but each is autonomous and develops its own character. Each U3A's program of educational and recreational activities develops from the interest of its members and the resources of its community. An elected Committee of Management provides leadership and direction for the organisation.

## APPENDIX B: ACCIDENT/INCIDENT REPORT

 <b>HAWTHORN</b> UNIVERSITY OF THE THIRD AGE	ACCIDENT / INCIDENT REPORT
<p>This report must be completed when any accident or incident involving a person has occurred in relation to any U3A course or activity, whether on U3A rented premises or elsewhere, and regardless of whether an injury or illness is apparent as a result. The report must include sufficient details of the accident or incident and the surrounding circumstances. The report can be prepared by the person involved or another person who knows the facts (such as a witness to the event) and should be completed as soon as possible after the event. This report will provide U3A Hawthorn with a record of the event in the case of any insurance claim arising from the accident or incident.</p>	
Date and time of accident/incident:	
Name of person involved (including contact details if known):	
Location of accident/incident (including U3A class or activity details):	
Describe fully the nature of the accident/incident:	
Describe any injury/illness as a result of the accident/incident:	
What medical or other assistance, if any, was given following the accident/incident:	
If possible indicate the names and contact details of at least 2 people who witnessed the accident/incident:	
Name of the person preparing this report (please give contact details):	
Date of this report:	

If space is insufficient for any entry please continue on the back of the sheet. Please forward completed report to Secretary, U3A Hawthorn, 26 Sinclair Avenue, Glen Iris, 3146

## APPENDIX C: TUTORS' COURSE OFFER FORM



### NEW COURSE OFFER FORM

*(For new full year courses and short courses)*

*Please complete and return to the Course Co-ordinator at the U3A Office*

Name:

Address:

Telephone:

Mobile:

Email:

Suggested name of Course:

Outline of course content:

How long do you envisage this course would be eg 3 sessions, full-year, 10 weeks?

If it is a short course do you have a time of year preference?

If you have not been a tutor at U3A Hawthorn previously - What is your interest and/or experience/expertise with this topic? *Please use overleaf to provide detail.*

*Your course offer will be tabled at the Program Planning Committee and a member of the committee will be in touch with you. Details of dates, time and days will be negotiated at a later date by the Course Co-ordinator.*

## APPENDIX D: REIMBURSEMENT OF EXPENSES FORM



**HAWTHORN**  
UNIVERSITY OF THE THIRD AGE

U3A Hawthorn Incorporated  
Reg. No. A 0010798X, ABN 41 360 939 238  
26 Sinclair Avenue, Glen Iris, Vic. 3146

Cheque No:

Phone: (03) 9821 0282  
Email: mail@u3ahawthorn.org.au

Date: .....

### CHEQUE REQUISITION / AUTHORITY TO PAY / CLAIM FOR REIMBURSEMENT

Please draw cheque payable to:


**OR** pay by bank transfer to:

Bank Details for direct credit:	
Account Name: _____	
BSB ____ - ____	Account Number _____

Details of payment required: (Attach supporting invoices, receipts, etc.)

Date	Details	\$
Order No:.....		

Charge to:

Category

Sub-category  
(if any)

Class

Amount \$


Requisitioned by: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX E: CLASS FACILITATOR ROLE

The Class Facilitator is a person who has agreed to welcome and assist a new Tutor for their FIRST class session and if required remain as a contact person for the duration of the course. They should also encourage class members to assist in the class operation and tidy-up. The role is vital so when absent please nominate someone else to take up this role.

### (FIRST SESSION) WELCOME NEW TUTOR

- Arrive early, prior to class commencement (say 20 mins)
- Collect class roll from the Office if necessary
- Look out for the Tutor and take them to the classroom
- Check that Tutor has all necessary equipment
- Assist in arranging the room as required
- Arrange photocopying if required (5c/side)
- Ask the Tutor whether they would prefer to introduce themselves  
OR for the Facilitator do it (Name of Tutor & topic & relevant background).
- At start time, introduce the Tutor
- Circulate the class roll for marking
- AV training to be arranged thru the Office (tutor & a class helper)
- Check how to open up / lock up (even if class is in the middle of the day)  
as class prior / after may have been cancelled.  
A key card to open up / lock up can be borrowed from the office.

### CLASS (END OF SESSION) TIDY-UP

- Make sure equipment used is returned to correct storage place
- If the kitchen has been used ensure all items are clean and stored properly
- If room set-up has been altered, class assists in leaving furniture in correct position.  
Main Hall – tables folded & stored, chairs stacked (back facing into room) against the end wall.  
(trolley enters from back of stack)
- Exit the room 15 minutes prior to the commencement of the next session

### IF LAST CLASS FOR THE DAY

- Pull down all blinds
- Turn off lights in Main Hall.
- All air con & fans off
- Secure external doors (notify Office if cannot lock)

### ONGOING CLASS SUPPORT (if necessary)

- Assist in any way Tutor requires
- Collect money for photocopying and take to Office
- Where Tutor has tasks, facilitator should ask class members to assist
- End of course thankyou and class gift if appropriate.

## APPENDIX F: EXPECTATIONS AND ETIQUETTE FOR CLASS MEMBERS

The success of a voluntary organisation is dependent on the cooperation and goodwill of all members. It is expected that members should be able to feel comfortable in their class environment and to participate and enjoy the course offerings and facilities that U3A Hawthorn has to offer. The following are the Committee's expectations of members regarding enrolment and class attendance.

### **Part A                      Regarding Your Enrolment**

1. When you are notified of your enrolment in a class there is a clear expectation that you will attend the class.
2. Should you subsequently not wish to, or be unable to take up an offered enrolment, you should notify the U3A Hawthorn office in writing as soon as possible so that the position might be offered to another member.
3. If after the class commences you are unable to attend one or more sessions because of illness, holiday or for any other reason, it is expected that you will inform the tutor of your absence. Failure to do this may lead to the cancellation of your class enrolment.

### **Part B                      Attending Classes**

When attending classes, please be mindful of the following:

1. Class members are expected to be at the class venue by the scheduled starting time and to assist when necessary with setting up the classroom and, at the conclusion of the class, putting away materials etc and leaving the room tidy and ready for the next class.
2. Mobile phones must be on silent or turned off during classes.
3. Some class discussions may focus on topics which some members may find sensitive. Please be mindful of the opinions, values, and attitudes of others, and respect their points of view, which may be contrary to your own. This is especially important when matters of race, religion, sexual orientation, and political persuasion are concerned.
4. If the manner of a member of your class is offensive (language, aggression, racist etc) the tutor should be advised and the matter discussed in class.
5. A tutor has the right to ask a class member to withdraw an inappropriate comment.
6. Class members are expected to co-operate with the tutor as requested for the good management and enjoyment of the class.
7. When questions or comments are invited, please respond without extensive stories, opinions or life experiences. All questions and comments should go through the tutor or meeting chair, and the microphone used where available.
8. With the exception of guide dogs, pets are not permitted within the buildings of U3A and of other venues.

### **Corridors**

Lights in the corridors, such as between Reception and the West Room and outside the South Room are activated by electronic sensor. They should come on automatically. There is no switch to turn them off. They will time out.

### **Rooms One and Two and South Room**

Fluorescent lights are activated by a movement sensor in the ceiling. Normally, the lights will come on when you enter the room.

If someone preceding you has switched the lights off then it will be necessary to switch them on again, in which case they will go back to automatic sensor mode. You can leave them on when you exit the room.

There is a light switch just inside the door on the left.

The switch is not a normal “on/off” switch which physically rocks from one position to another.

To switch to the on position, depress the switch and quickly release it. It will spring back to its original position.

There is a dimmer built in to the light switch. If you hold the switch the lights will begin to dim. You can release the switch at any level of brightness. They will then stay at that brightness [even after timing out and being reactivated again by the sensor] until the dimmer is used again To un-dim the lights [if someone has dimmed them] hold the switch in and release when the lights have reached full brightness.

During each “press - hold – release” sequence, the lights will change in one direction [dim or undim]. You need to release the switch to toggle between these modes.

Please note the position of the sensor in the image below. If the fan blades are obscuring it the lights may not come on as you enter. Try moving to where you can clearly see the sensor. You could also try moving the fan blades by turning them on and off so they rotate out of the way!



← opaque dome on the right

## West Room

Fluorescent lights are activated by a movement sensor in the ceiling. Normally, the lights will come on when you enter the room.

If someone preceding you has switched the lights off then it will be necessary to switch them on again, in which case they will go back to automatic sensor mode. You can leave them on when you exit the room.

There is a light switch just inside the door on the left and another one to the right of the double doors.

The switch is not a normal “on/off” switch which physically rocks from one position to another.

To switch to the on position, depress the switch and quickly release it. It will spring back to its original position.

There is a dimmer built in to the light switch. If you hold the switch the lights will begin to dim. They will stay at that brightness until the dimmer is used again. To undim the lights [if someone has dimmed them] hold the switch in and release when the lights have reached full brightness.

During each “press - hold – release” sequence, the lights will change in one direction [dim or undim]. You need to release the switch to toggle between these modes.

Please note the position of the sensor in the image below. If the fan blades are obscuring it the lights may not come on as you enter. Try moving to where you can

clearly see the sensor. You could also try moving the fan blades by turning them on and off so they rotate out of the way!

## North Room

Fluorescent lights have no sensor and require to be manually switched on when entering – and switched off when the class leaves.

The light switch to the left of the door into the hall is an ordinary “on/off” toggle.

The light switch to the left of the external door has been disconnected. [There was a complicated dimmer system with a preset level. This has been disabled]

## Hall

There are three banks of fluorescent lights.

**The first bank** consists of a row of lights at the north [projection screen] end of the hall.

These are controlled by one of two light switches; the first to the right of the door into the storeroom at front of the hall. The second is to the left of the corridor running past the South Room.

The switch is not a normal “on/off” switch which physically rocks from one position to another.

To switch to the on position, depress the switch and quickly release it. It will spring back to its original position.

There is a dimmer built in to the light switch. If you hold the switch the lights will begin to dim. They will stay at that brightness until the dimmer is used again. To undim the lights [if someone has dimmed them] hold the switch in and release when the lights have reached full brightness.

During each “press - hold – release” sequence, the lights will change in one direction [dim or undim]. You need to release the switch to toggle between these modes.

Please note that these lights are **not motion detecting** and it is necessary to turn them off when exiting the hall

**A second bank** consists of a row of lights running along the west of the room (wetlands side). They have the same sort of dimming light switch, located to the left of each of the western double doors.

Please note that these lights are **not motion detecting** and it is necessary to turn them off when exiting the hall

The rest of the lights covering the body of the hall make up **a third bank**. These have the same type of built-in dimmer as the others.

There is only one light switch and it is located to the left of the door into the corridor for the South Room.

Please note that these lights are **not motion detecting** and it is necessary to turn them off when exiting the hall.

**Thus, when exiting the hall, there are three banks of lights to be turned off.**

## APPENDIX G: USING THE EPSON DATAPROJECTOR - HALL

A ceiling mounted data projector was installed in the Hall in 2016.

The cables to connect to this projector come from the wall in the corner of the room, behind the sound equipment and speaker.

### To use the data projector with a laptop computer

1. Check the power point on the wall to the right of the roadcase is turned **ON**. It should always be left turned on for battery recharging.
2. Put the laptop on the projector stand. Plug in the laptop to power supply.
3. Attach either the cable with the **blue plug** (VGA) from the wall to the laptop computer, or the HDMI cable. [NB. There is an extension cable for the VGA and, if attached, it will be a “black plug”!]
4. If you are wishing to use sound from the computer as well as visuals via the VGA cable, attach the cable with the **green plug** to the headphone jack on the computer. [HDMI carries both video and audio]. Switch on both the powerpoints on the wall to the left of the roadcase to turn on the sound system. Then switch on the speakers using the switch above those powerpoints – almost at eye level. Use the *DVD/VHS* fader for volume of HDMI or *MP3* fader for green cable from laptop headphone socket.
5. Turn on the computer
6. Turn on the data projector using the **white Epson remote control** which is sitting on top of the white cupboard (blue button). Wait until the blue screen appears on the wall – this may take a minute.
7. Use the **white Epson remote – press Source Search** on top right – to link computer with the data projector. This may take a minute. HDMI input is labelled *video* whilst VGA is *computer* on the remote although there are several of each to choose from.
8. It is best to use a **remote control to operate the laptop** so that the speaker can move around the room or speak from the lectern.
  - The remote and USB for this is kept in the top drawer of the 3 drawer cabinet along with the microphones. It’s in a black pouch.
  - Plug the USB into one of the USB plugs on the computer
  - Use the small black remote to operate
  - Turn this black remote on via the **on/off switch on the side**
  - The top buttons on the front of the remote advance or reverse the slides
  - The button above with the green line is a laser pointer.
  -

### To turn off after use:

- Turn off data projector – **white remote – press OFF** button – will need to be pressed **twice** and screen on the wall will disappear.

- Close down PPT presentation and turn off computer using **shut down button on bottom left of screen.** Remove USB.
- Remove cords from laptop – leave blue and green cords on the black trolley, remove power cord from computer (2 parts – cord and power pack). If U3A computer, put cords in computer bag with laptop and return it to the office
- Turn **off black presenter's remote using the ON/OFF** switch on the side of the remote and return to black pouch with the USB inserted back into the body of the remote control. Put back in top drawer of microphone cabinet.
- **Turn off the speakers at the wall switch first, then 2 powerpoints below it, for the roadcase.** Leave power on at the wall of the switch to the right of the microphone cabinet to allow batteries to be recharged.

**Please note – when using the sound system please check that**

**no leads are caught in the lid or door when closing.**

#### **To use the data projector to play a DVD or CD disk**

1. Check the power point on the wall to the right of the microphone storage cabinet is turned **ON**. It should always be left turned on.
2. Turn on the data projector using the **white Epson remote control** which is sitting on top of the microphone storage cabinet (blue button). Wait until the blue screen appears on the wall – this may take a minute.
3. Use the **2 powerpoints at the bottom of the wall to the left of the roadcase** to turn on the sound system.
4. Turn on the speakers using the switch on the wall above those powerpoints [labelled speakers].
5. Find the **Black Sony remote and use with the SONY DVD player** (the top device on the roadcase shelves). The remote is kept on the microphone storage cabinet.
6. To open the DVD tray on the player use the eject button on either the remote or the player. Insert a DVD/CD disk and close the disk drawer.
7. Use the **white Epson remote – press Source Search** on top right – to link computer with the Sony DVD player. [It will be an HDMI source]. This may take a minute.
8. The DVD should either start playing or display a menu.
9. If a menu is displayed, select the required option with the Sony remote – arrows and use the Enter key at the centre of the NSEW navigation keys. This will also allow selection of a track from an audio CD.
10. Volume control is on the mixer panel *DVD* slider. Also check setting of Master Sliders (yellow) or Epson projector volume control.

11. Usually the DVD aspect ratio and size will be set automatically to best choice. You can overrule this using the Epson remote control Menu to set to 4:3 or 16:9. Return to NATIVE when finished.

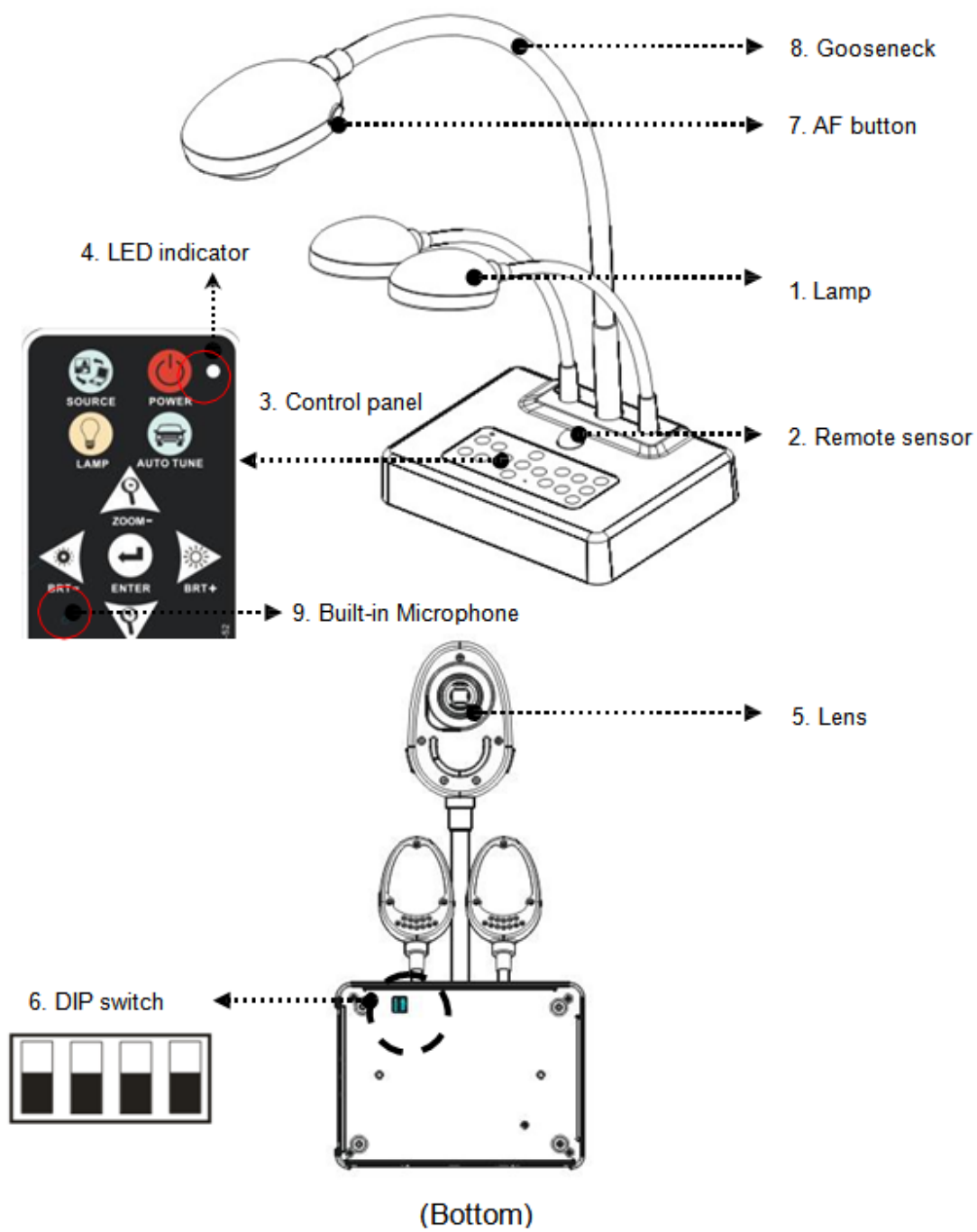
**Note:** The Epson remote control has its own volume control. Please do not leave this set to 0 as others will have difficulty determining the reason for lack of sound from the audio system!

**To turn off after use:**

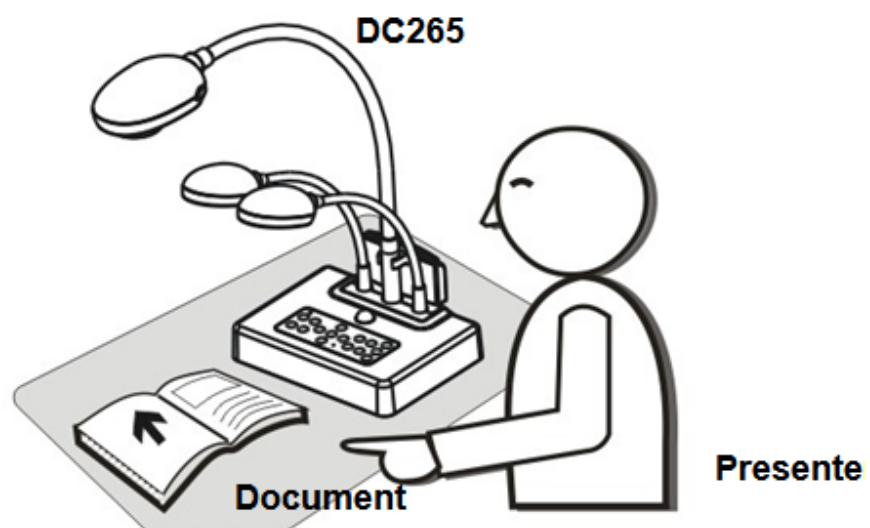
1. Turn off data projector – **white remote – press OFF** button – will need to be pressed twice and screen on the wall will disappear
2. **Turn off the speakers first, then the two powerpoints** whilst leaving power on at the wall of the switch near the microphone storage cabinet.

**Please note – when using the sound system please check that  
no leads are caught in the lid or door when closing.**

APPENDIX H: LUMENS DOCUMENT VISUALISER

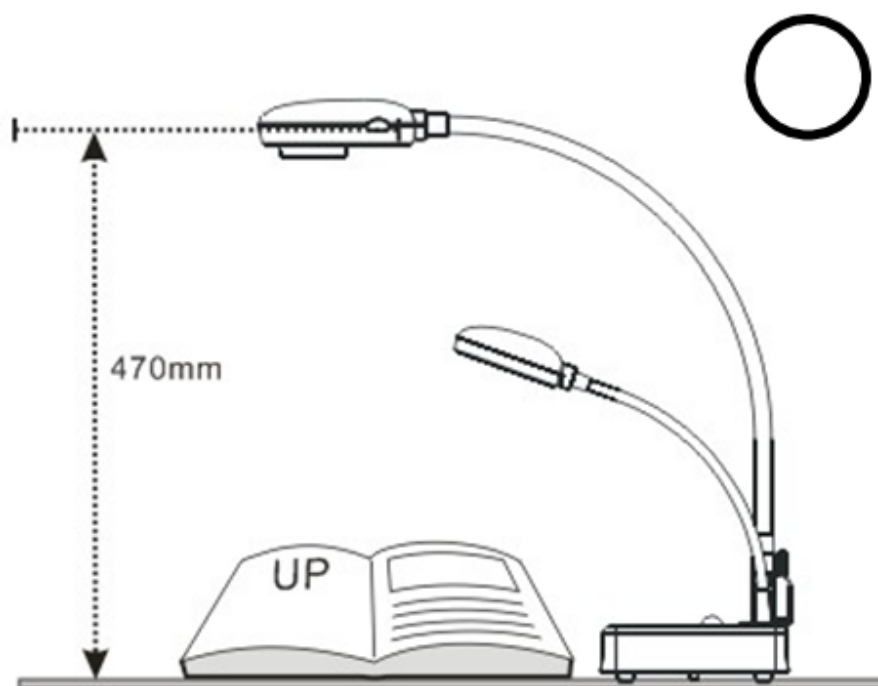


### 3.1 Relative position of the presenter and DC265

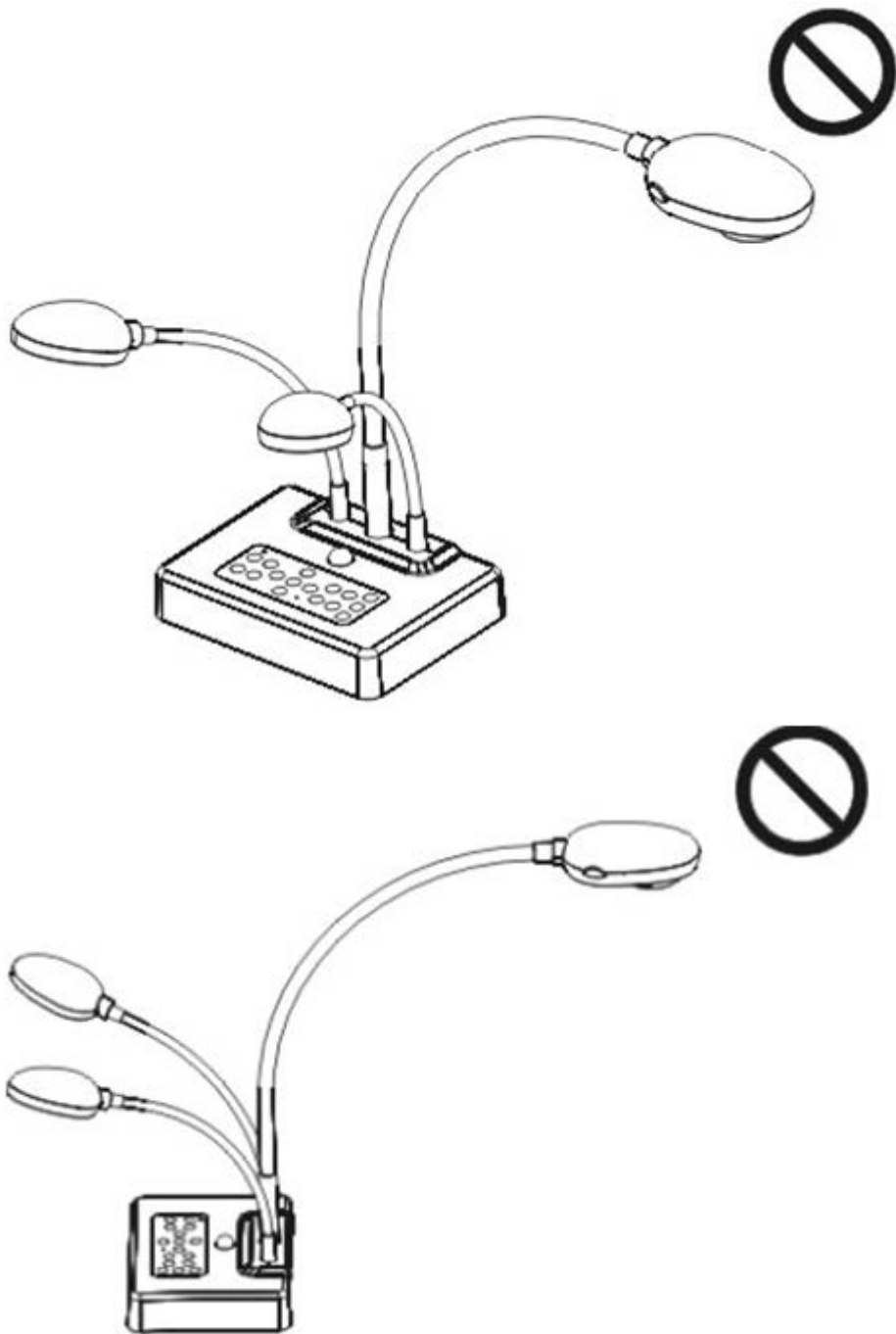


### 3.2 Recommend distance

\* About 470 mm distance between camera and the desktop is recommended.

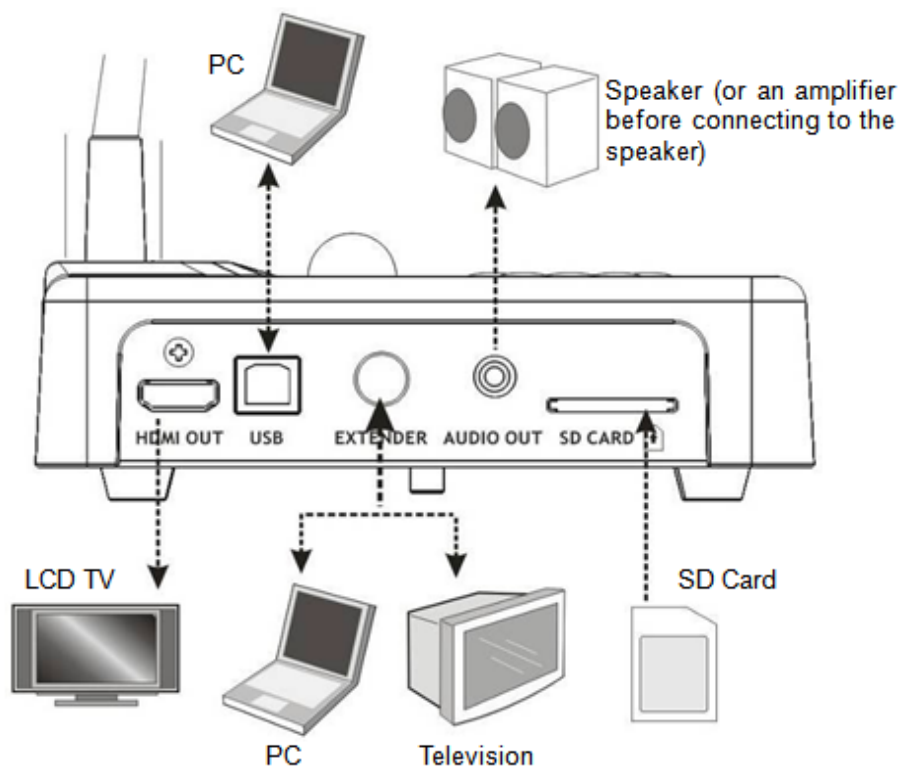
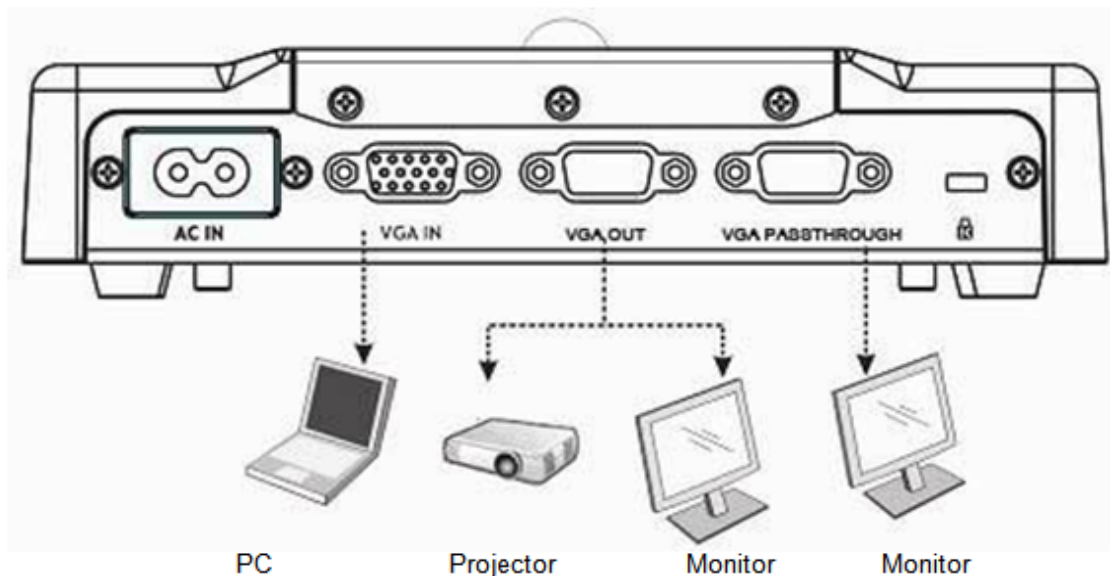


### 3.3 Incorrect use



## Chapter 4 Installation and Connections

### 4.1 System diagram



## 4.2 Mounting the DC265 at desktop

1. Please set up the DIP Switch settings first. Refer to [Chapter 5 “DIP Switch Settings”](#) in the DC265 user manual.
2. Please refer to the [Base Installation Guide](#) for installation instructions for all parts.

## 4.3 Connecting devices

### 4.3.1 Step 1: Plugging in the power outlet

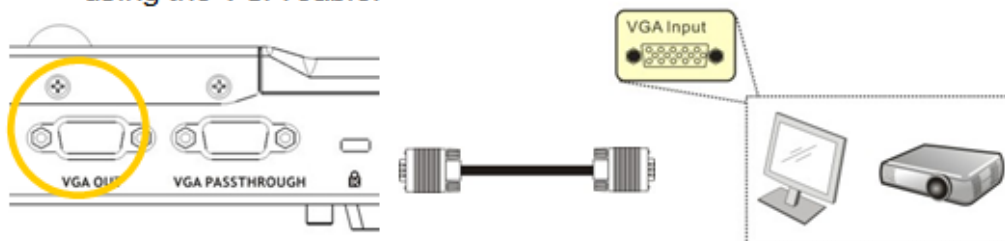


<Note> Appearance of power cord may vary with countries/regions.

### 4.3.2 Step 2: Connecting with components

#### ➤ Connecting to a projector

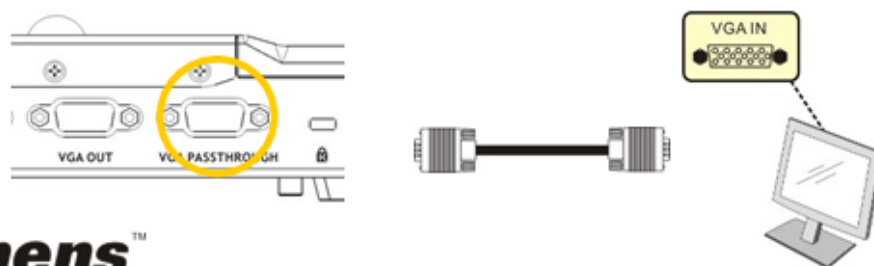
- Connect the VGA OUT on the DC265 to the VGA IN on the projector using the VGA cable.



#### ➤ Connecting to a monitor

- Use VGA cable to connect VGA PASSTHROUGH connector on DC265 to the VGA IN connector on a monitor.

**[Note]** The VGA PASSTHROUGH connector only outputs VGA IN signals.

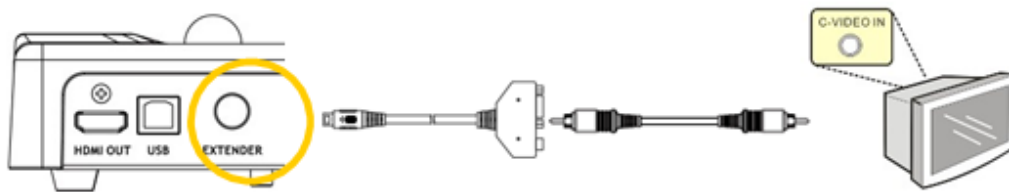


**Lumens**<sup>™</sup>

English - 13

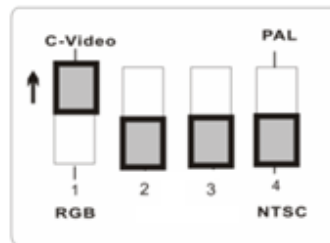
## ➤ Connecting to a TV

1. Using EXTENDER adapter and C-Video cable to connect EXTENDER of DC265 to a C-Video of TV.

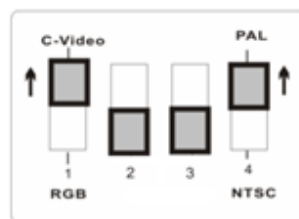


### 2. Adjust DIP Switch Setting

- NTSC: America, Taiwan, Panama, Philippine, Canada, Chile, Japan, Korea and Mexico



- PAL: Country/region not listed above:



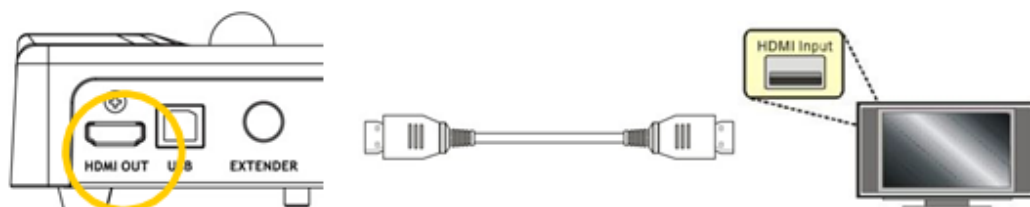
<Note> OSD is not available in C-Video. Functions such as [Menu] / [Rotate] / [PAN] / [Source] / [Record] / [Capture] / [Delete] / [PBP] / [Slide Show] are not available on control panel and the remote control.

<Note> VGA output is not supported once *C-Video* output is enabled.

3. DIP Switch setting will not be available until restarting the DC265

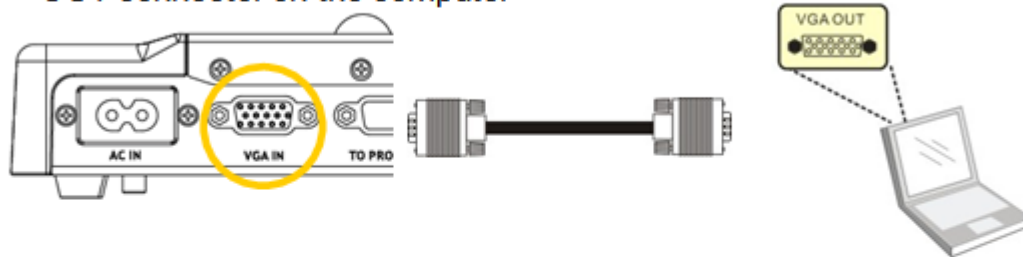
## ➤ Connecting to a LCD TV/ PDP

- Using the HDMI cable to connect a LCD TV/ PDP



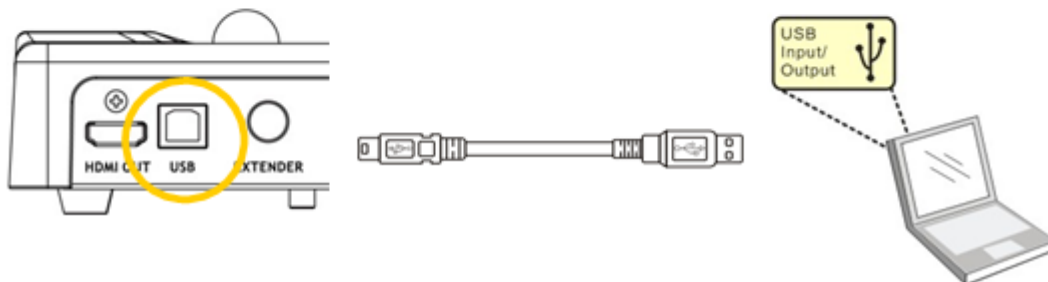
### ➤ Connecting to a computer

- Use VGA cable to connect VGA IN connector on DC265 to the VGA OUT connector on the computer

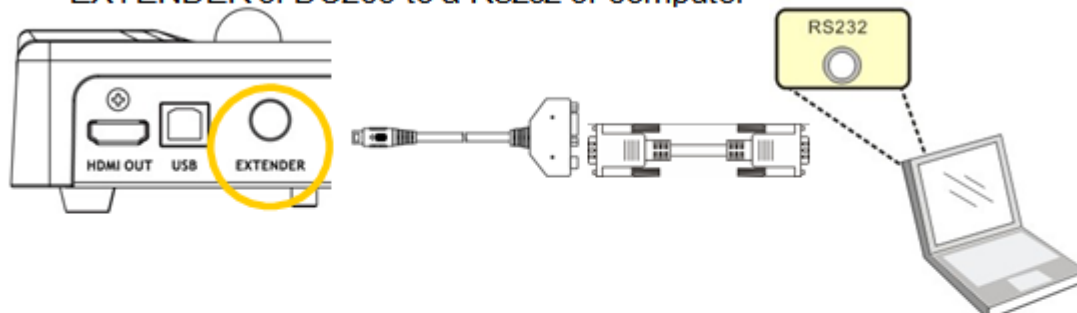


- Using the USB Cable

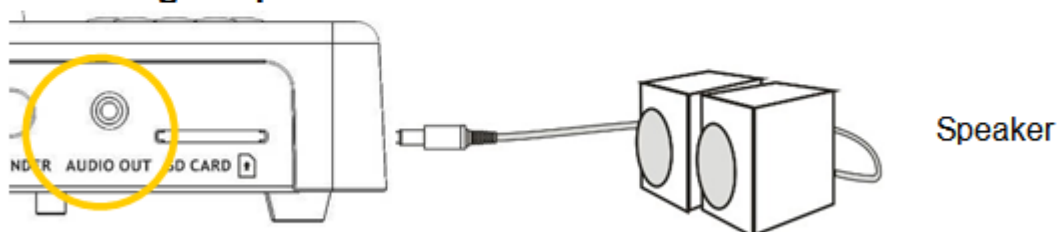
Connect to USB port then install the supplied **Ladibug™** program. Please refer to the [DC265 User Manual](#)



- Using the EXTENDER adapter and RS232 Cable to connect EXTENDER of DC265 to a RS232 of computer

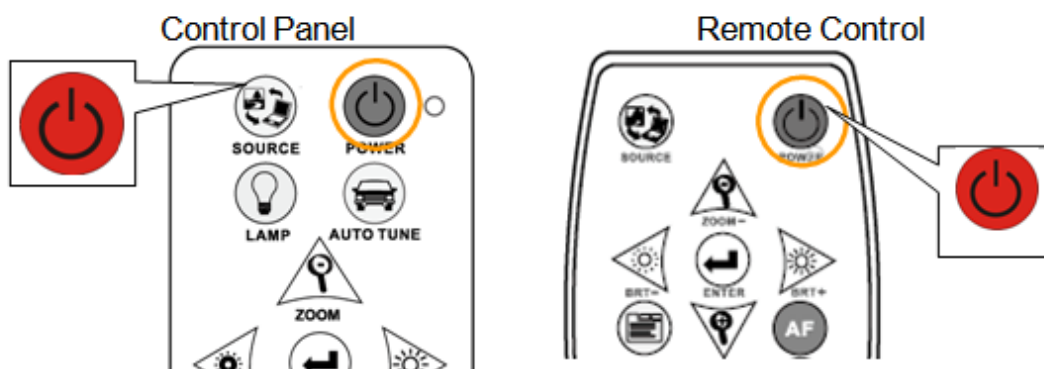


### ➤ Connecting to speaker



**<Remark>: Or connect to an additional amplifier before connecting to the speaker.**

## 4.4 Start using the DC265

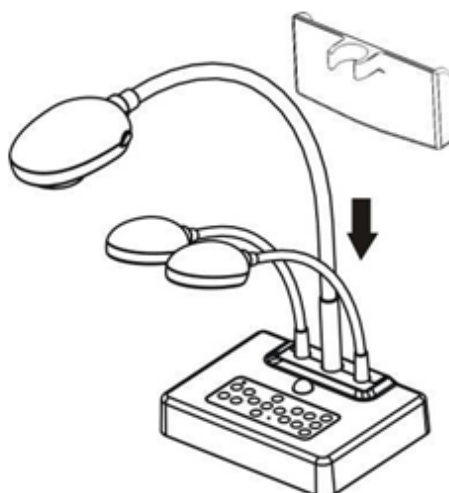


- When using the **remote control**, aim at the receptor on the DC265, and press the power button.
- Once DC265 is turned on, the LED on the **control panel** will flash a few times and stay lit. Please contact your distributor if the LED is not on.

<Note> Once the password page is shown, please key in the password. If you forget it, please contact your distributor or the service center.

## 4.5 Installing remote control holder

Insert the holder over the gooseneck of the camera and push it down.



## Chapter 7 Descriptions of major functions

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### 7.1 I would like to switch image sources

Live image is the default of image source. Press [Source] on the **remote control** or **control panel** to change:

1. Live images (default)
2. SD card (priority) or internal memory
3. Computer.

### 7.2 I would like to make text clearer and photos more colorful

Photo is the default. You can change setting via the **remote control** or **control panel**.

- [Photo](default): for viewing photos or text with photos and will make the photos more colorful.
- [Text]: for viewing text files and will make the text clearer.
- [Gray]: for viewing black and white photos and will make the grayscale differentiation more distinct.

**If you use the remote control or the control panel:**

1. Press [MENU] to enter the setting menu.
2. Press [▶] or [◀] to select [Display].
3. Press [▼] to select [Photo/Text].
4. Press [▶] or [◀] to select [Photo/Text/Gray] (Refer to the description above).
5. Press [MENU] to exit.

### 7.3 I would like to zoom in /out of images

1. Press [Zoom +] on the **remote control** or **control panel** to zoom in.
2. Press [Zoom -] on the **remote control** or **control panel** to zoom out.

### 7.4 I would like to use the auto focus

1. Press [AF] on the **remote control**.

2. Press the **AF button** on the camera head of main unit.

## 7.5 I would like to adjust the brightness

**If you use the remote control or the control panel:**

1. Press [BRT +] to make it brighter.
2. Press [BRT -] to make it darker.

## 7.6 I would like to turn on/ off the lamp

1. The default of lamp is turn on. Press [Lamp] on the **control panel** to turn off.

## 7.7 I would like to automatically adjust the image to have best brightness and focusing performance

1. Press [Auto Tune] on the **control panel**.

## 7.8 I would like to capture images

### 7.8.1 Setting the quality of captured images

1. Press [Menu] on the **remote control** or **control panel** to enter the setting menu.
2. Press [▶] or [◀] to the [Storage].
3. Press [▼] to find [Image Quality].
4. Press [▶] or [◀] to select among [High/Medium/Low].
5. Press [Menu] to exit.

### 7.8.2 Setting continuous capture

1. Press [Menu] on the **remote control** or **control panel** to enter the setting menu
2. Press [▶] or [◀] to the [Setting] menu.
3. Press [▼] to find [Capture].
4. Press [▶] or [◀] to select [continuous].
5. Press [▼] to find [Capture Time]. Press [▶] or [◀] to select time settings.
6. Press [▼] to find [Capture Interval]. Press [▶] or [◀] to select time settings.
7. Press [Menu] to exit.

### 7.8.3 Capturing and saving images

1. Press [Capture] on the **remote control** or **control panel** .  
<Note> If the capture mode is set to [continuous], press [Capture] to capture images continuously, press [Capture] again to exit.

### 7.9 I would like to view captured images

1. Press [Source] on the **remote control** or **control panel** to display thumbnails of all captured images.
2. Press [▲] or [▼] or [▶] or [◀] to select the thumbnail you want you view.
3. Press [Enter] for the full-screen display of the image.
4. Press [▶] or [◀] to turn to the previous/next image.
5. Press [Source] to exit.

### 7.10 I would like to delete captured images

1. Press [Source] on the **control panel**.
2. Press [▲] or [▼] or [▶] or [◀] to select the thumbnail you want you delete.
3. Pressing [Delete] will open a [Delete File] window.
4. Press [▶] or [◀] to select [Yes] (The default value is No).
5. Press [Enter] to delete the selected photo.
6. Press [Source] to exit.

### 7.11 I would like to automatically delete the captured images whenever it is turned off (Auto Erase)

1. Press [Menu] on the **remote control** or **control panel** to enter the setting menu.
2. Press [▶] or [◀] to access the [Advanced] menu.
3. Press [▲] or [▼] to [Auto Erase].
4. Press [▶] to select [On].
5. Press [Menu] to exit.
6. It will automatically delete all captured photos when it is turned off.

## 7.12 I would like to record videos (Record)

### 7.12.1 Setting the image quality

1. Press [Menu] on the **remote control** or **control panel** to enter the setting menu.
2. Press [▶] or [◀] to the [Storage].
3. Press [▼] to [Image Quality].
4. Press [▶] or [◀] to select among [High/Medium/Low].
5. Press [Menu] to exit.

### 7.12.2 Recording motion images

1. Press [Record] on the **remote control** or **control panel** to start recording videos.
2. Press [Record] again to stop recording.
3. Record sounds with the built-in microphone of the control panel.

### 7.12.3 Playing videos

1. Press [Source] on the **remote control** or **control panel** to display thumbnails of all video recorded.
2. Press [▲] or [▼] or [▶] or [◀] to select the thumbnail you want you view.
3. Press [Enter] for full-screen play.
4. Press [▶] or [◀] to turn to the previous/next video.
5. Press [Source] to exit.

**[Note] Only the MOV files recorded can be played and live sound output is not available; additional amplifier can be connected to the PHONE port.**

## 7.13 I would like to switch a part of the live image (PAN)

**If you use the remote control or the control panel:**

1. Press [PAN] to enter the image pan mode
2. Press [▲] or [▼] or [◀] or [▶] to move and view the partial enlarged images.
3. Press [PAN] to exit the partial enlarged mode.

## 7.14 I would like to play the slides (Slide Show)

### 7.14.1 Setting the slide show effect

1. Press [Menu] on the **remote control** or **control panel** to enter the setting menu.
2. Press [▶] or [◀] to access the [Storage] menu.
3. Press [▼] to find the [Slide Show Effect].
4. Press [▶] or [◀] to select image switch mode between [Off / Shutter / Right / Down / Side / Open].
5. Press [Menu] to exit.

### 7.14.2 Setting delay time

1. Press [Menu] on the **remote control** or **control panel** to enter the setting menu.
2. Press [▶] or [◀] to access the [Storage] menu.
3. Press [▼] to find the [Delay].
4. Press [▶] or [◀] to select image switch mode between [0.5 Sec / 1 Sec / 3 Sec / 5 Sec / 10 Sec / Manual].
5. Press [Menu] to exit.

### 7.14.3 Activating/Stopping the slide show

<Notes>Images over 8 MB, cannot be played. Whilst playing, the [Rotate] function can be activated to rotate the images.

#### Remote control:

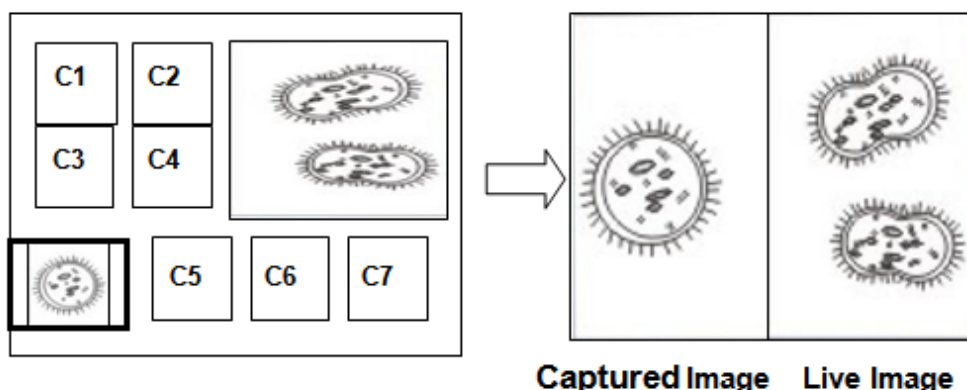
1. Press [Slide Show] to start playing.
2. Press [Slide Show] again to stop playing.

#### Control panel:

1. Press [Menu] to enter the setting menu.
2. Press [▶] or [◀] to access the [Storage] menu.
3. Press [▼] to find [Slide Show]
4. Press [Enter] to play.
5. To stop playing, repeat steps 1 to 4.

## 7.15 I would like to compare images (Compare live images with captured images) (PBP, Picture by Picture)

This function will compare and contrast a live image with a captured image.



#### **Remote control:**

1. Press [PBP] to enter the PBP (Picture by Picture) photo selection screen.
2. Press [▲] or [▼] or [▶] or [◀] to select the files to be compared.
3. Press [Enter] to activate the image comparison.
4. Press [▶] or [◀] to move the images (captured images only) leftward/rightward.
5. Press [Menu] again to return to image thumbnails.
6. Press [Source] to exit.

#### **Control panel:**

1. Press [Menu] to enter the setting menu.
2. Press [▶] or [◀] to access the [Display] menu.
3. Press [▼] to find [PBP]
4. Press [Enter] to enter the PBP (Picture by Picture) photo selection screen.
5. Press [▲] or [▼] or [▶] or [◀] to select the files to be compared.
6. Press [Enter] to activate the image comparison.
7. Press [▶] or [◀] to move the images (captured images only) leftward/rightward.
8. Press [Menu] again to return to image thumbnails.
9. Press [Source] to exit.

### **7.16 I would like to resume the factory default setting (Factory Reset)**

1. Press [Menu] on the **remote control** or **control panel** to enter the setting menu