

STUBBINGTON



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Registered Charity No. 1172173

Policy for Multimedia Equipment

Rationale

This Policy is written to address the usage, management and maintenance, of the multimedia equipment owned by Stubbington U3A.

Equipment

The following multimedia equipment is owned by Stubbington U3A:

- 14" laptop installed with Windows 10 Operating System,
- USB mouse
- Presenter Remote (a wireless device with buttons and a laser pointer)
- Portable DVD Writer
- Huawei Mobile Wi-Fi
- Three Mobile Sim Card
- Computer speakers
- High Definition (HD) projector
- 4 Socket Cable Reel 10M
- Portable Audio Amplifier
- Flat Screen TV
- 5m HDMI Cable
- Printer
- Projector Screen(s)

Note: Two different size projector screens are available.

The full list of equipment bag contents is detailed in Annex A.

Connecting Cables

To aid set-up all cables have colour-coded labels.

Software

Windows 10 Anniversary Edition Operating System is installed plus default applications for:

- viewing pictures - Photos
- playing video clips – Films & TV
- playing music – Groove Music

Note: These applications are the Windows 10 default settings.

A licensed copy of Microsoft Office is installed to open:

- PowerPoint presentations
- documents
- spreadsheets
- movie & media player
- cyberlink power DVDs

Three (3) internet browsers are available:

- MS Edge (default browser) (replaces MS Internet Explorer)
- Chrome
- Firefox

Viruses

The laptop has antivirus software installed to detect and remove any virus automatically.

Users shall guard against importing malware on to this laptop, i.e. software which is specifically designed to disrupt, or damage, a computer system.

Users

The equipment can be used by any Interest Group Leader, or Group Member, for any U3A associated activity and at the Monthly Meetings.

Users must not leave equipment unattended in public places and not left in sight in a car (refer to Insurance below)

Users are responsible for exercising good judgement regarding appropriate use of this laptop.

Before returning the laptop to the Multimedia Equipment Coordinator Users should, where possible, remove any files they have stored during the loan period. (refer to Data below)

Users must avoid illegal, or inappropriate, use, including contravening copyrights, and using illegal or unlicensed software.

Data

The confidentiality and integrity of data stored on this laptop cannot be guaranteed. All data, files and software stored on this laptop become the property of Stubbington U3A and may be removed without warning.

Users shall ensure that confidential data has been removed before the laptop is returned.

Users cannot assume that files left on the laptop will be available for later meetings. For permission to permanently hold files on the laptop, please consult the Multimedia Equipment Coordinator.

Laptop Accounts

Administrator

The laptop Administrator is the Multimedia Equipment Coordinator This account is PIN code controlled.

User

The PIN code, to sign-in to the User account, can be acquired from the Multimedia Equipment Coordinator at the time of loan.

Insurance

The Multimedia Equipment is covered, when being appropriately used by Group Leaders, Group Members, or the Multimedia Equipment Coordinator, and also, when in their custody, by the U3A Public & Products Liability Insurance policy.

Recovery Drive

A 16Gb Laptop Recovery Drive is held by the Multimedia Equipment Coordinator.

Multimedia Equipment Coordinator

The Multimedia Equipment Coordinator is responsible for:

Maintaining an inventory of all computer, electronic and associated equipment held by the group.

Ensure all Multimedia Equipment, that has a mains power cable, and is over one (1) year old, has an annual Portable Appliance Test (PAT) (see below).

Ensure the laptop(s), other computer equipment and associated software held by the group, is maintained in a safe condition.

Advise Interest Group Leaders of equipment availability.

Advise the Executive Committee of equipment requirements and replacement.

Note

If any users of the equipment notice faults or damage, they must report it to the Multimedia Equipment Coordinator.

Portable Appliance Test (PAT)

There is no statutory, or U3A, requirement for mains operated portable appliance testing (PAT), e.g. laptop, projector, computer speakers. However, some venues require any mains operated portable equipment, used on their premises, to have current PAT certification. To safeguard members Stubbington U3A Executive Committee have adopted the policy of all mains operated portable equipment, over one (1) year old, to be PAT tested iaw Annex B and has the appropriate certification label.

A register of equipment requiring Annual PAT testing is to be kept by the Multimedia Equipment Coordinator.

Dates

This Policy was originally adopted by the Committee on 17 November 2016.

It was reviewed and amended: October 2019

Date next Review: October 2020

ANNEX A

Contents of the three (3) equipment bags are as follows:

Laptop Bag Contents (with carry strap)

- 1 x ACER Swift 3 Laptop with Mouse USB
- 1 x Laptop Power Cable & Adapter
- 1 x Wireless Mouse
- 1 x HDMI Cable
- 1 x Large Black Mouse Mat
- 1 x USB DVD Writer
- 1 x Wireless Presenter

Projector - Optoma HD141X

- 1 x Projector
- 1 x User Manual & Quick Start CD
- 1 x Remote Control with 2 batteries
- 1 x HDMI Cable
- 1 x Mains Lead
- 1 x HDMI to VGA Adapter
- 1 x USB Adapter Cable
- 1 x 3.5mm Mini-Jack Audio Cable

Laptop Speakers – B&W MM-1

2 x Speakers

1 x Remote Control with Battery

1 x Set of Instructions

1 x Mains to Adaptor Cable

1 x 2-pin Mains to Adaptor Cable

1 x Mains Adaptor

1 x USB / Speaker Cable

1 x Audio Extension Cable

1 x USB Extension Cable

1 x Spare Battery

ANNEX B

Portable Appliance Testing

Annex B1 Portable Appliance Register

Annex B2 Electrical Inspection and Testing

Equipment is to be visually inspected by the Multimedia Co-ordinator and permanent custodians of equipment iaw Annex B1. Permanent custodians to be notified by Multimedia Co-ordinartor when inspection is due. Annex B1 is to be updated by Multimedia Co-ordinator.

Equipment requiring formal testing is to be arranged by Multimedia Co-ordinator using a certified authority. The certificate issued by the authority is to be retained by the Multimedia Co-ordinator.

ANNEX B1

Key

MMC = Multimedia Co-ordinator

V = Visual

T = Certified Testing

Ref	Description	Location	Test Required	Date	Result/Action	Next Test due
1	ACER LAPTOP	MMC	V			30/06/20
			T			30/06/23
2	LENOVA LAPTOP	TREASURER	V	30/06/18	/	30/06/20
			T	30/06/18	/	30/06/23
3	PROJECTOR	MMC	V	30/06/18	/	30/06/20
			T	30/06/18	/	30/06/23
4	USB HUB	MMC	V	30/06/18	/	30/06/20
5	LAMINATOR	M MORDEN	V	30/06/18	/	30/06/20
			T	30/06/18	/	30/06/23
6	SPEAKER	MMC	V	30/06/18	/	30/06/20
			T	30/06/18	/	30/06/23
7	PORTABLE AUDIO	S SIMPSON	V	30/06/18	/	30/06/20
			T	30/06/18	/	30/06/23
8	PRINTER	S SIMPSON	V	03/02/19	/	30/06/20
			T			30/06/23
9	TV	J WATSON	V	30/06/18	/	30/06/20
			T	30/06/18	/	30/06/23
10	EXTENSION LEAD	MMC	V	30/06/18	/	30/06/20
11	MIFI	MMC	V	30/06/18	/	30/06/20

ANNEX B2

Electrical Inspection and Testing

For Low Risk Environments only the following indicates whether or not user checks, visual inspection or electrical testing (PAT) is required and the suggested inspection and testing intervals.

It is easy to determine whether or not a piece of electrical equipment is double insulated (see below); look on the electrical label for a symbol of a square within a square either printed or embossed on the device.

	Equipment/ Environment	User Check	Formal Visual Inspection	Combined Inspection and Testing
1	Battery Operated (Less than 20 volts)	NO	NO	NO
2	Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	NO	NO	NO
3	Information Technology; e.g. Desk Top Computer, VDU Screen	NO	YES (2 – 4 years)	NO (if double insulated) YES Otherwise (up to 5 years)
4	Photocopiers, FAX Machines. NOT hand held. Rarely moved	NO	YES (2 – 4 years)	NO (if double insulated) YES Otherwise (up to 5 years)
5	Double insulated equipment NOT hand held. Moved occasionally e.g. fans, projectors, table lamps	NO	YES (2 – 4 years)	NO
6	Double insulated equipment; hand held e.g. some floor cleaners	YES	YES (6 months – 1 year)	NO
7	Earthed equipment (class 1) e.g. electric kettles, some floor cleaners	YES	YES (6 months – 1 year)	YES (1 – 2 years)
8	Cables (leads) & plugs connected to earthed equipment. Extension leads (mains voltage)	YES	YES (6 months – 4 years) (Depending on type of equipment connected to)	YES (1 – 5 years) (Depending on type of equipment connected to)

DOUBLE INSULATION OF ELECTRICAL APPLIANCES

An appliance which is double insulated has the whole of the inside contained in plastic, underneath an outer casing. If anything goes wrong with the appliance, no live conductor can touch the outer casing because of the insulating plastic