

CHECKLIST TO BECOME AN OCEAN HILLS COMPUTER CLUB CERTIFIED VOLUNTEER

To be certified one must:

- § Be a member in good standing with the Computer Club.
- § Be willing to assist other members and residents during "Help Sessions", at least 4 hours per month
- § Demonstrate ability in the below items:
 - q Be familiar with the room configuration of computers, printers, scanners, monitors, paper supplies and procedures and rules for gaining access to the room.
 - q Be familiar with turning on/off all devices.
 - q Be familiar with logging issues into the Issues Log Book.
 - q Be familiar with accessing and assisting others with clearing out any updating of programs on each individual computer. (Note that updating of software and operating systems is the sole responsibility of PCM tech support).
 - q Be familiar with how to access the various browsers on all 3 systems (PC's, IMAC's and IMAC's w/Windows)
 - q Be familiar with how to print on both printers on all 3 systems.
 - q Be familiar with booting up the training computers and the related Sony 46-inch monitors, either Left, Right or both.
 - q Be familiar with navigating to Windows Explorer, my computer and the control panel on PC's.
 - q Be familiar with navigating to Finder, System Preferences and applications.
 - q Be familiar with download procedures for the PC's and IMAC's.
 - q Be familiar with Webmail and printing from Webmail.
 - q Be familiar with accessing major Applications on PC's and IMAC's

And last but not least:

- § Make sure users follow the room rules.
- § Be courteous and helpful.

Also, remember a resident must be a Computer Club member to partake in any of the classes or workshops.