

2022

Just the FAQs

Sun City Anthem Computer Club

Last Updated on January 1, 2022

Contents

What are the Rules for Using the Computer Club?..... 3

Is There a Class Especially for New Members?..... 3

How Do I Register for a Class? ..... 3

What Is the Procedure for Entering the Computer Club? ..... 3

What is the Sign-In Procedure When Taking a Class? ..... 3

Can I Enter the Computer Club Without My SCA Activities Card? ..... 4

Can I Enter the Computer Club With an Expired SCA Activities Card? ..... 4

What is the Procedure for Leaving the Computer Club?..... 4

Can I Bring My Non-Member Spouse In With Me? ..... 4

What are the Hours at the Computer Club? ..... 4

What Types of Computers are Available?..... 4

Which Copier or Printer Should I Use? ..... 5

What Should I Do If a Computer, Copier, Printer, Etc. Is Not Working or Needs Attention? ..... 5

Which Sun City Anthem Wifi Can I Connect To With My Wireless Device? ..... 5

Welcome to the Sun City Anthem Computer Club (SCACC). Our club is staffed entirely by volunteers... our Monitors, Board of Directors, Instructors, House Call folks, and even our Webmaster are all here strictly on a volunteer (unpaid) basis. If you are interested in joining them in order to assist others, please let us know... you are most welcome here.

Please note that the Monitor on duty is the person in charge of maintaining order and enforcing our various rules and procedures, so that we are able to keep all of our facilities running smoothly for everyone.

Membership in the Computer Club costs only \$10 a year, and includes many benefits, such as access to the latest in computer technology, and even access to experts in a wide range of computer-based fields.

<p>What are the Rules for Using the Computer Club?</p>	<p>Please commit these to memory:</p> <ul style="list-style-type: none"> <li>• <b>Keep Things Quiet.</b> No noisy conversations, no cellphone use. With the exception of training that is taking place behind the closed door of the Classroom, there should be no commotion.</li> <li>• <b>Don't Rush the Printers.</b> Wait until the printer has finished printing or copying to fish out the newly printed or copied pages.</li> <li>• <b>No Food or Drink is Allowed.</b> Bottled water (with a cap) is fine.</li> <li>• <b>Copies and Printouts are Limited to a Total of 10 Pages (Sheets of Paper) per Member, per Day.</b> Note that this restriction does not apply if the member is printing or copying information for their IRS tax return, however the member must notify the Monitor on duty of that fact before beginning their printing and/or copying.</li> <li>• <b>Trial Members May <i>Not</i> Sit In On Classroom Sessions.</b></li> </ul> <p>Please note that all activities are video-recorded and closely monitored.</p>
<p>Is There a Class Especially for New Members?</p>	<p>Absolutely; it's called "New Member Orientation" and it's typically offered once a month. This class covers a wide range of topics, including resources in our monthly newsletter, signing up for periodic email notices so that you can stay in touch with all the goings-on at our club, our website and how best to use it, information about our member meetings, getting one-on-one tutoring in your home, using our online learning tools, and so much more. This is a terrific place to get all of your questions answered, and to help us learn what additional resources we might possibly be able to provide for you. If you haven't yet taken this class, we do hope you'll do so soon.</p>
<p>How Do I Register for a Class?</p>	<p>First, log into the website at <a href="http://www.computer.scaclub.org">www.computer.scaclub.org</a> and locate the class for which you would like to register.</p> <p>When you locate the class that you would like to take, click the class name and click <b>Enroll</b> for the session in which you would like to participate.</p> <p>Please note that the Monitor on duty cannot perform this task for you; only <i>you</i> can register for a class.</p>
<p>What Is the Procedure for Entering the Computer Club?</p>	<p>Please enter using the door to the Laboratory and Sign-In by placing your SCA Activities Card face-up below the scanner on the Monitor's desk. When the scanner has successfully scanned your card number into the system, you will hear a beep and a "Thank you."</p>
<p>What is the Sign-In Procedure When Taking a Class?</p>	<p>Follow the normal procedure to enter the Computer Club, including scanning your SCA Activities Card at the Monitor's desk. Then also scan your SCA Activities Card in the Classroom. The second scanner (in the Classroom) is located in the front of the room, near the whiteboard.</p>

Can I Enter the Computer Club Without My SCA Activities Card?	Sorry, no.
Can I Enter the Computer Club With an Expired SCA Activities Card?	Sorry, no. The office (the Anthem Center Community Association Administration) that can renew your SCA Activities Card is located in the same building, in the small office nearest to the main entrance of the building.
What is the Procedure for Leaving the Computer Club?	If you have just completed a class in the Classroom, please exit using the Classroom door, rather than going back out through the Laboratory.
Can I Bring My Non-Member Spouse In With Me?	Sorry, no. If he/she has never joined the computer club, your spouse can sign up as a Trial Member, however.
Can I Bring a Guest In With Me?	You may bring a guest who is not a resident of Sun City Anthem. Please note that guests are only entitled to short-term computer usage (such as printing a boarding pass) or sending a fax. They are not entitled to any of the other Computer Club's resources or facilities. Please make sure you physically remain with your guest throughout their visit to the Computer Club.
Can My Guest Use the Fax Machine?	Yes.
What are the Hours at the Computer Club?	Our usual hours of operation are Monday through Saturday from 9:00 am to 3:30 pm. Please note that there are times when the Computer Club will be unexpectedly closed, whether for maintenance or for lack of an available Monitor. For that reason we encourage you to check via the Computer Club website before visiting to ascertain whether a Monitor is on duty before heading to the facility in person. You'll find that information on the Homepage, lower left corner beneath the heading "Today's Monitors."
What Types of Computers are Available?	<p>Members may use any of the computers <i>except for</i>:</p> <ul style="list-style-type: none"> <li>• The two computers on the Monitor's desk in the Laboratory.</li> <li>• The computers in the front of the room (situated near the whiteboard) in the Classroom.</li> <li>• Any computers specifically marked with "off-limits" tape.</li> </ul> <p>Some of the computers that the members may use can run as either Windows or Macintosh computers. If your computer is running Windows and you would like for it to run as a Macintosh computer instead, simply restart the computer by right-clicking the power button and selecting "Restart," then (while it is restarting) press and hold the <b>Alt/Option</b> button on your keyboard until the screen displays 2 large icons. Double-click the icon labeled "Macintosh HD."</p> <p>If your computer is running Macintosh and you would like for it to run as a Windows computer instead, simply restart the computer by clicking the tiny apple icon in the upper left corner of your screen, then selecting "Restart."</p> <p>The computers in the first 3 rows of the classroom, and several in the laboratory run Windows 10 in a slightly different manner (they are known as "virtual" machines). To switch between Windows and Macintosh on those computers, just drag 3 fingers either to the left or to the right on the small trackpad that is nestled up against the bottom of the screen. You can alternatively press and hold the Ctrl key, and either the left cursor arrow on your keyboard, or the right cursor arrow on your keyboard. You'll also see directions for doing so on the screen for those computers.</p>

<p>Which Copier or Printer Should I Use?</p>	<p>Please use a printer that corresponds to your location in the Computer Club... if you are in the Laboratory, send your print requests to a printer physically located in the Laboratory. If you are in the Classroom, send your print requests to a printer physically located in the Classroom.</p> <p>Please select the printer that corresponds to your color vs. black and white needs. In other words, only send your print requests to a color printer if you actually need for it to print in color.</p> <p>Each printer included in the list of available printers (when you try to queue a print job) will clearly indicate whether it is in the Laboratory (Lab) or in the Classroom (Class). For color printers, you will also see an indication (within its name) that it prints in color. You will find a paper sign taped to the front of each printer that clearly identifies it by that printer's name.</p> <p>Note that in some software applications, the list of available printers, when you try to queue something to a printer, is wider than the available space to display all the printer names. If you click on the horizontal scrollbar beneath the printers' names, you can scroll to the side to see and choose from additional printers listed there.</p>
<p>What Should I Do If a Computer, Copier, Printer, Etc. Is Not Working or Needs Attention?</p>	<p>Please notify the Monitor on duty so that he/she can notify the appropriate Computer Club officials.</p>
<p>Which Sun City Anthem Wifi Can I Connect To With My Wireless Device?</p>	<p>Please choose "SCA Guest," then either click the notification on your cellphone to "Sign Into Network" (or something to that effect, depending upon your device's specification), or else open a web browser and go to our website at <b>www.computer.scaclub.org</b>, then scroll to the bottom of the page and click to "Continue to the Internet." You may need to repeat that step several times. Note that the Sun City Anthem Guest Wifi does <i>not</i> provide a secure connection, so we encourage you not to use that Wifi connection when conducting private business, such as online banking.</p>