GUIDELINES ON USE OF OFFICE EQUIPMENT

1.0 Digital Cameras

1.1 The Company is in possession of two (2) digital cameras as follows:

- Panasonic Lumix LC50
- Canon IXUS 65

All cameras are kept in the Accounts Room under the care of Shirley Lim.

1.2 The cameras are intended for use strictly in connection with official business.

1.3 Any Staff who needs to use the camera could loan it from Shirley Lim by providing some pertinent details such as the project(s) intended for use, loan period, etc.

1.4 The staff is only allowed to loan one camera at a time and normally for a continuous period of not more than 3 days.

1.5 The user shall be responsible for the camera in his/her possession. In this connection, he/she should check the cameraôs condition before leaving the Accounts Room and similarly return the camera to Shirley Lim in good condition after use.

1.6 After use, the user should transfer the digital data from the camera flash card to the diskettes/CDôs before returning the camera to Shirley Lim, if the images/pictures are needed for subsequent/future use or reference.

1.7 Had the user observed or encountered any abnormality or fault during use, these should be made known to Shirley Lim for attention when returning the camera.

1.8 The users are required to handle the digital cameras with care and the following are to be observed:

- Avoid exposing the camera to moisture/water and extreme temperatures. The camera is designed for operating temperature between 32° to 104° or 0° to 40°.

- Clean the outside of the camera by wiping with a clean, dry cloth. Never use harsh or abrasive cleaners or organic solvents on the camera or any of the parts.

- Do not allow any chemicals to come into contact with the painted surface of the camera.

- Limit the continuous operation of the colour LCD for previewing pictures to less than 20 minutes. If smoke or strange smell comes from the camera, immediately turn off the camera, wait a few minutes until the camera cools and then remove the batteries.

- Always keep the camera in its bag when not in use.

2.0 Projector

3.1 The Company is in possession of a Canon LV-X2 portable projector which is kept in the Accounts Room under the care of Shirley Lim.

3.2 The projector is intended basically for use as visual aids during in-house training/dialogue sessions, meetings and dry-runs for external presentation as well as the actual presentation, where required.

3.3 The projector is available for use by the Staff on loan basis by indicating to Shirley Lim the purpose or project involved, loan period, venue of use, etc.

3.4 The projector shall be returned to Shirley Lim immediately after use. Under normal circumstances, the loan period should not exceed 2 days.

3.5 The user shall be responsible for the projector while in his/her possession. In this connection, he/she should check the projectorôs condition before leaving the Accounts Room and similarly return the projector to Shirley Lim in good condition.