

## Methodological tool: Equipment training

Number of methodological Tool	EUPA_LO_039_M_001
Work Area Code and Title	WA 2: Office Equipment and Technology
Unit Code and Title	3.1 Use of office equipment to carry out tasks and to solve routine problems
Learning Outcome Number and Title	LO039 Demonstrate ability to use common office equipment such as photocopiers, printers and faxes, according to the organisational procedures in order to perform specific and more advanced tasks; recommend improvements to procedures
Objective of the methodological tool	After the completion of this exercise, learners will be able to identify the proper use of equipment, use the equipment according the manufacturer's guidelines to accomplish specific and more complex tasks and explain the use to the others.
Approximate Time needed for the completion of this exercise	60 min Dependent on the number and type of the equipment present in the training room and the number of the learners.
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input type="checkbox"/> Self evaluation questionnaire <input type="checkbox"/> Group exercise <input checked="" type="checkbox"/> Video analysis <input checked="" type="checkbox"/> Simulation <input checked="" type="checkbox"/> Practical training <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input checked="" type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> <li>1. After the lecture and discussion what the learners would like to learn the most and dependent on the equipment present in the training room, the learners are divided into groups and assigned an equipment</li> <li>2. Learners are asked to study the manual and try to perform complex tasks with the equipment – the trainer is there to assist when needed</li> <li>3. In the second part of this exercise the groups present and explain the tasks to the rest of the learners, who then have a</li> </ol>

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	chance to try to perform the tasks as well
Exercise is accompanied by	<p>The following types of office equipment (or most of them) should be available during the training:</p> <ol style="list-style-type: none"> <li>1. Computer with installed printer and scanner drivers, connection to the internet</li> <li>2. Photocopier with duplex, colour – can be part of a multifunctional device</li> <li>3. Scanner – can be part of a multifunctional device</li> <li>4. Printer with duplex, color – can be part of multifunctional device</li> <li>5. Telephone system - call transfer, put on hold and redial function</li> <li>6. Binding machines</li> <li>7. User Manuals for equipment used, preferably in local language</li> <li>8. Paper supplies and binding supplies</li> </ol>
Exercise solution	<p>Example of tasks to learn:</p> <ol style="list-style-type: none"> <li>1. The Telephone - transferring the call, putting a call on hold</li> <li>2. The Fax machine - sending a fax, receiving a fax</li> <li>3. The Photocopier/Printer–zooming in and out, collating, using different paper formats and types, finishing, brochure printing...</li> <li>4. The Scanner - colour and black and white, scanning to different formats, scanning two-sided documents</li> <li>5. Using different types of binders</li> <li>6. Setting up a projector</li> </ol>
Other comments to the trainer	<p>Trainer must be familiar with all equipment used during the training to be able to assist and explain – all equipment must be fully functional and tested prior the training</p> <p>Examples of youtube instructional videos that can be used during the training, when the equipment is not available:</p> <p>Comb Binding machine <a href="https://www.youtube.com/watch?v=1wCMDxihR5U">https://www.youtube.com/watch?v=1wCMDxihR5U</a></p> <p>Wire Binding machine <a href="https://www.youtube.com/watch?v=OMNB5r8bEsc">https://www.youtube.com/watch?v=OMNB5r8bEsc</a></p> <p>Thermo binding machine</p>

	<a href="https://www.youtube.com/watch?v=ivYcsh6SG-l">https://www.youtube.com/watch?v=ivYcsh6SG-l</a>
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