



Work Area 2 Office Equipment and Technology

2.3. USE OF OFFICE EQUIPMENT TO CARRY OUT SIMPLE TASKS INCLUDING SIMPLE TROUBLESHOOTING



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Work Area Code:	2
Work area title:	Office Equipment and Technology
Unit Code:	2.3
Unit Title:	USE OF OFFICE EQUIPMENT TO CARRY OUT SIMPLE TASKS INCLUDING SIMPLE TROUBLESHOOTING
Learning Outcomes Nos:	LO006
Learning Outcomes titles:	<ul style="list-style-type: none">Demonstrate the ability to identify the proper use of office equipment to meet different simple business tasks and use this equipment, carry out simple trouble shooting in accordance with health and safety legislation and regulations.
Recommended Duration:	3 hours
Trainer:	



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What is the use of the following equipment?

Verbal Exercise



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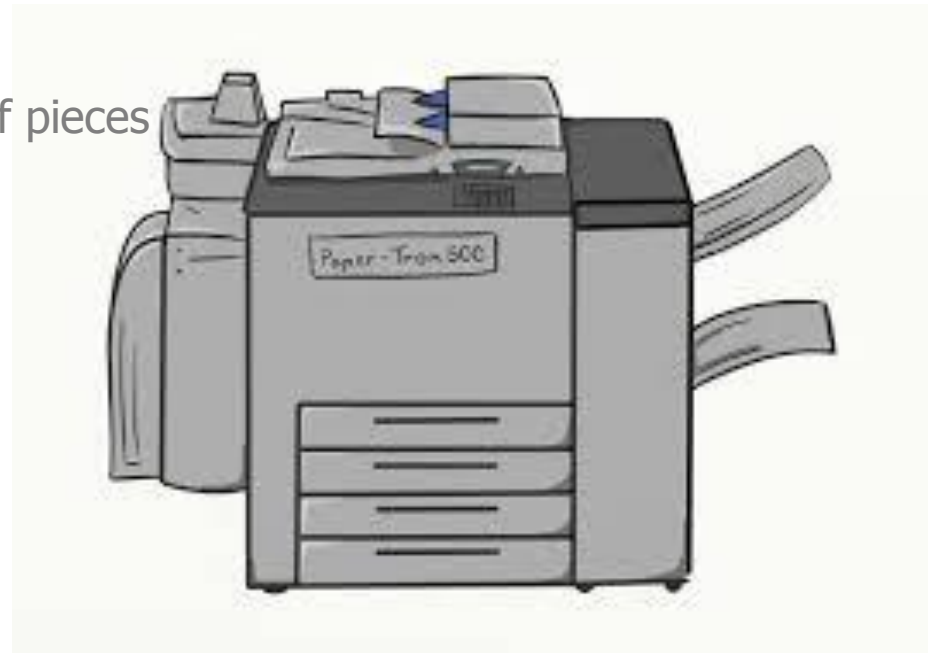


➤ Photocopier:

- To produce copies of documents or even to print a document.

➤ Binding Machine:

- Organizing and keeping a number of pieces of paper together like books.



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➤ Scanner:

- Converting a document into an electronic one.

➤ Printer:

- One of the most important pieces of equipment in an organization. All types of contracts, even the most important ones, are printed. It converts an electronic document into a paper one.



➤ Fax:

- Before the wider use of emails, the fax was one of the easiest and most popular methods of communication. Even now its use is extremely significant.



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In some cases- Multipurpose machines

- one machine that can carry out most of the tasks - except that of binding. It is a photocopier, scanner, fax sender and of course a printer.
 - the use of every single office equipment is very important.



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Matching business tasks with different equipment



Organizing and keeping a number of pieces of paper together like books.



To produce copies of documents or even to print a document.



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Matching business tasks with different equipment



To send a fax

To print a coloured document



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How do you ensure that you use equipment correctly? What do you do to maintain equipment?

Group discussion



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Office Equipment -Right and Wrong use

Correct use

- ✓ Keeping them clean
- ✓ Observing their productivity
- ✓ Performing service regularly
- ✓ Knowing some basic service techniques in case of an emergency
- ✓ Help from co-workers/ technician/ manuals/ internet

Incorrect use

- ✓ Never switching them off
- ✓ Throwing their components in the recycle bin
- ✓ Keeping them in a very warm area
- ✓ Never cleaning them



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Efficient use of equipment in different situations

- When selecting an equipment take into consideration:
 - Quality issues
 - Budget
 - other



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- Report to be printed for first proof reading

- Proof reading to be done internally
- Not too many graphics in the report

Select

- ☐ Black and white printer
- ☐ Colour printer



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Explain alternative strategies
for troubleshooting
equipment

Group discussion



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In-house Equipment troubleshooting

- „Have you tried to turn it off and on again?“
- Check power and network connections
- Paper jam /open doors
- Toner issue / Imaging unit
- Out of paper?
- Out of Staples?



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- **Printer is not printing**

- Confirm that the cable is securely plugged into the power outlet and the printer.
- Connect the interface cable securely. If it has a fastener, fasten it securely as well.
- If the cable is damaged or worn, replace it with a new one.
- Make sure the ink cartridge is full



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- **Scanner does not scan**

- The printer is turned on.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.



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Practical Exercise on troubleshooting

- Solve the issues that are presented to you



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Basic health and safety regulations

- You must ensure:
 - suitable for use,
 - maintained in a safe condition for use
 - inspected, in certain circumstances, by a competent person (this could be an employee if they have the necessary skills, knowledge and experience to perform the task) and a record kept until the next inspection.



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- appropriate 'hardware' measures,
 - eg providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment;
- 'software' measures
 - such as following safe systems of work (eg ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training about the specific equipment.



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eūpa
next

Methodological tool

Use of office equipment

EUPANEXT_LO_006_M_001



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- Review Question 1
 - List different types of office equipment and explain its use
- Review Question 2
 - Provide examples for printer troubleshooting



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- Review Question 1
 - Present correct and incorrect use of office equipment
- Review Question 2
 - Explain basic health and safety regulations



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- Different types of office equipment
 - printer
 - fax
 - binding
- Ensure appropriate use and maintenance of equipment
 - Keep clean
 - Service regularly



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- Simple troubleshooting
 - Check cables
 - Check power supply
 - Check ink (printer and fax)
 - Read manuals
 - Get help from colleagues
- Health and safety regulations
 - Suitable for use
 - Maintained
 - Inspected



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Well Done!

You have completed this unit



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