



E-LEARNING

Level 2



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WA 02: Office Equipment and Technology

UNIT 2.2. Use of office equipment to carry out simple tasks and some simple troubleshooting

LO2.6: 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.

What is the use of the following equipment?



Photocopier



Binder



Scanner



Printer



Fax

How they make our lives easier



➤ Photocopier:

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

➤ Binding Machine:

- Organizing and keeping several pieces of paper together like books.



How they make our lives easier

➤ Scanner:

- Converts a paper 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.



- A multipurpose machine is a 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.

Multipurpose machine



Matching business tasks with different equipment



Organizing and keeping paper sheets together like books.

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

Matching business tasks with different equipment



To send a fax

To print a coloured document

Correct use of equipment



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

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

- When selecting an equipment, we should take into consideration:
 - **Quality**
 - **Budget**
 - **Other issues**



- A 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

- Please try to explain alternative strategies for 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?



Troubleshooting examples

- **Printer is not printing**
 - Confirm that the cable is securely plugged both 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.



- Scanner does not scan

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



- You must ensure that an equipment is:
 - 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.



- **Appropriate 'hardware' measures:**
 - E.g. 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.



Methodological Tool I



Use of office equipment

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Revision Questions

Revision Question 1

- Are you able to list different types of office equipment and explain its use?

Revision Question 2

- Are you able to provide examples for printer troubleshooting?

Revision Question 3

- Can you present correct and incorrect use of office equipment?

Revision Question 4

Can you explain basic health and safety regulations?

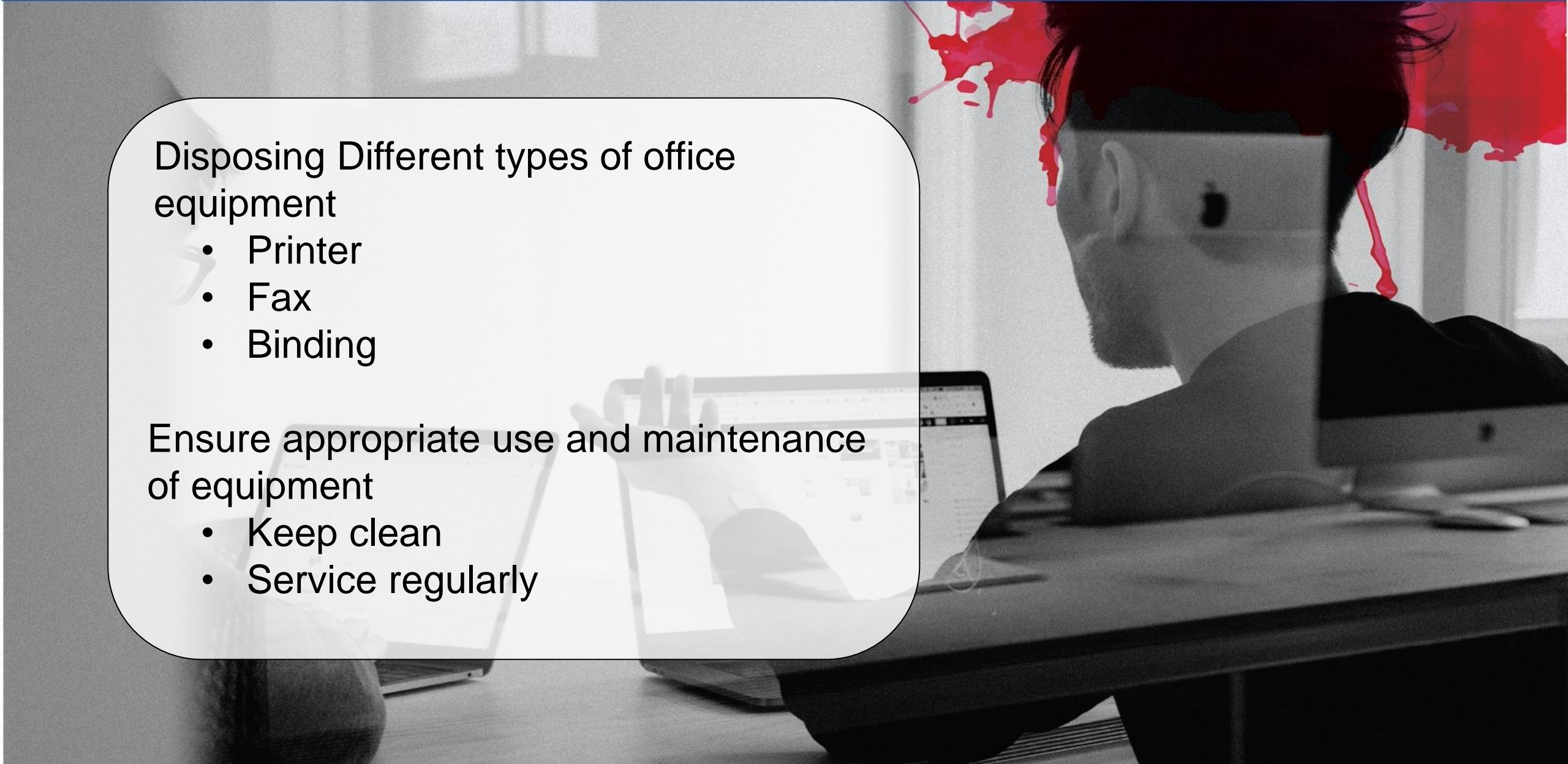
Module Key points

Disposing Different types of office equipment

- Printer
- Fax
- Binding

Ensure appropriate use and maintenance of equipment

- Keep clean
- Service regularly



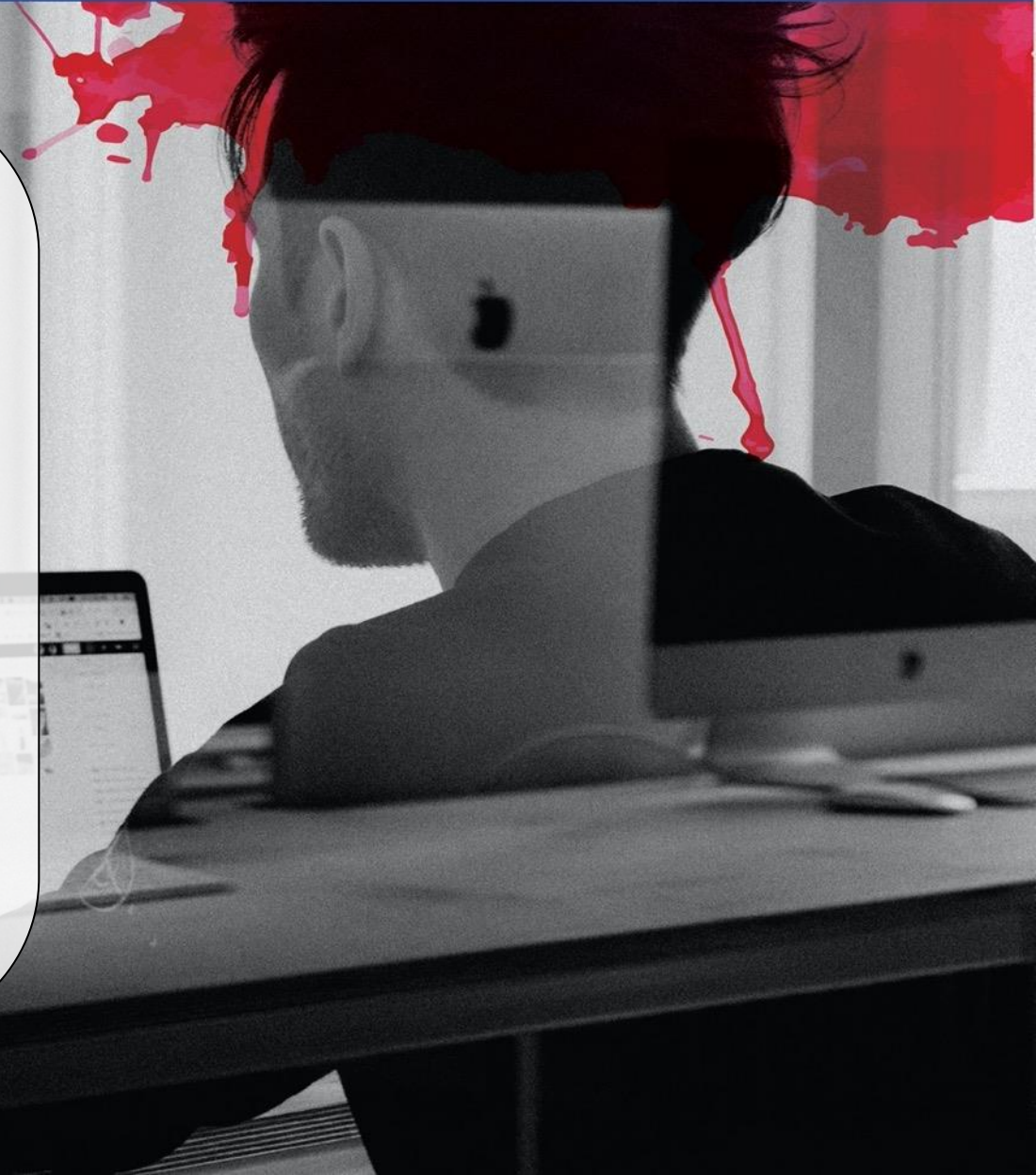
Module Key points

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





WELL DONE

You have completed Unit 2.2



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