

## Use office equipment

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### Overview

This standard is about how to use a range of office equipment (such as photocopiers, faxes, binders, laminators, printers or PCs), applying the necessary standards of health and safety and operating practice. It is for people that have access to and regularly use the listed equipment. If you are aware of how to use all your equipment it will assist you in ensuring you can carry out your job effectively and efficiently.

When you have completed the standard you will be able to demonstrate your understanding of and ability to:

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## Performance criteria

You must be able to:

1. Locate and select the equipment and resources needed for the task
2. Follow manufacturer's and organisational operating instructions and health and safety requirements for different equipment
3. Use resources efficiently, following all environmental and sustainability guidelines
4. Keep the equipment clean and hygienic
5. Deal with equipment and resource problems according to manufacturer's and organisational procedures
6. Report problems you cannot deal with personally to the appropriate person
7. Confirm the final work product meets the agreed requirements
8. Produce the work product within agreed timescales
9. Leave the equipment, resources and work area ready for the next user

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### Knowledge and understanding

You need to know and understand:

1. The different types of office equipment, their features and what they can be used for
2. How to choose equipment and resources that are appropriate for the task
3. The reasons for following manufacturers' and organisational instructions when operating equipment
4. How to use different types of office equipment safely
5. The reasons for keeping waste to a minimum and how to do so
6. The reasons for keeping equipment clean and hygienic
7. The reasons for following manufacturers' instructions and organisational procedures when dealing with equipment faults
8. The types of equipment and resource faults you are likely to experience and the correct way of dealing with these
9. The purpose of meeting work standards and deadlines
10. The purpose of leaving equipment, resources and work area ready for the next user to agreed requirements
11. Organisational environmental and sustainability guidelines and why they are important

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