



Business and Administration Level 2 NVQ - Unit 221

Use Office Equipment

Outcome 1: Know about different types of office equipment and its uses. 1.1: Identify different types of equipment and their uses.

Telephone – Used to make and receive inbound/outbound calls. **Franking Machine** – Used to price outgoing mail

Printer – Used to print documents

Scanner – Used to scan documents to a user

Computer – Mainly used for Microsoft applications, email and the internet **Shredder** – Used to shred private and confidential documents that may not be used by others. **1.2: Describe the different features of different types of office equipment** **Telephone** – A telephone maintains a few different features rather than just receiving and making calls. At work the phones that we use are often different to the standard telephone you would find at home. On our telephone we have a few extra buttons than a standard home phone. On our work phones we have 'DND' which is an abbreviation for Do Not Disturb, which once activated, any calls that comes to my phone it will not ring out loud.

The purpose of this is that if busy and unavailable to take calls this can be activated. Another feature is a loud speaker function, which is useful for when talking to clients you can have both hands free to write, as it is not easy to hold a telephone and write at the same time. **Computer** – The computer can be used for many different things. There are many different purposes for a computer, they can vary from producing documents, sending information to the printer, browsing the internet and managing applications. At work, one of the main reasons we use a computer every day is that we can monitor the security surveillance through the PC and we can see who enters and leaves the building with a magnetic key which must be scanned to use the doors to the building. **Scanner** – The scanner has different features that come in useful in an office environment. When hard copy documents have been signed or written on they can then be scanned and saved as a soft copy on the network drive.

A scanner also can photocopy documents producing a 2nd copy of an original, which is helpful in an office environment when someone provides an original document, a 2nd copy can be produced and stored for proof then the original can be given back to the person. **1.3: Explain why different types of equipment are chosen for tasks** In an office there a many different types of equipment which are used to carry out specific tasks.

Some of the equipment used is time efficient and keeps us safe from losing on set deadlines. For example at the front office everyday post is passed to reception to then be sent out. The Franking machine saves a lot of time and money. If the franking machine wasn't used in the business a lot of time would be wasted putting an individual stamp of every letter that must be sent. Using a computer for many different reasons and tasks is important in an office. All documents are produced

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