

BTEC First Diploma in Business Providing Business and Administrative Support

Introduction:

In this Assignment I want to describe the use of office equipment to meet different business requirements. I will also explain the appropriate use of office equipments types, features and functions to suit different business purposes. And at last I will analyse the contribution that office system and equipment make to the provision of business and administration support.

In this assignment I am required to additionally provide a write up on the tasks to the owners of Brassrail Limited.

Task 1

In this task I am ask to identify and fully discuss the use of at least, five types of office equipments.

There is a wide range of equipment used in office to undertake many tasks quickly and effectively such as for example:

- Printers; A printer is producing a hard (paper) copy of documents stored in electronic form. Many printers are used as a local printer and are attached by a printer cable or in most newer printers, a USB cable to a computer which works as a document source. Some printers, normally known as network printers, have built-in a network interfaces, typically wireless and can be used as a hardcopy device for any user on the network that means it is linked to several computers. Individual printers are often used to support both local and network connected users at the same time.



- Fax machines; A fax machine is a technology used to transfer copies of documents. It is operating over the telephone network. A fax machine is used to send document to people at a large distance, but meanwhile more and more businesses are using E-mails to send document to people at a large distance.



- Photocopiers; a Photocopiers is a machine that makes paper copies of documents in black and white or in colour, quickly. Many Photocopiers are also collates and staple multi page documents automatically. In businesses you can see a range from small desktop models, which just makes basic copies in black and white, to digital machines which can receive documents sent electronically from computer users to be faxed or printed

- Staplers; Staples are used with a stapler which is a type of two pronged fastener, usually metal, used for joining papers together. There are some types of staples for paper such as the heavy-duty staples, used on documents which are more than 20 pages thick. There are also speed point staples, which have slightly sharper teeth so they can go through paper more easily.



- Paper clip; A paper clip is a device which hold several sheets of paper together which means, It leaves the paper intact and can be easily and quickly removed, not like the staples, which will damage the paper unless it will be removed carefully and it will always leaves two holes in the paper.



There are many more office equipments such as computers, document and image scanner, hole punches, binders, laminators, shredders and so on.

To use office equipments you will need some knowledge. You must know:

- The different types of office equipment and what they can be used for
- Why it is important to follow manufacturers instruction when using the equipment
- How to keep waste to minimum
- How to keep equipments clean
- Why it is important to leave the equipment, ready for the next user

Now I want to describe how this office equipment meet different requirement in Brassrail Limited.

Those equipments can help Brassrail Limited to:

- Efficiency; every type of office equipment can help the business to provide Efficiency work.

- Service delivery; for example the printer or the photocopier can meet the requirement in Brassrail limited because with those equipment the business will be able to provide a efficiency service delivery to customers.
- Customer satisfaction; for example a printer or laminator will meet the requirement in the business because you can provide customer satisfaction with the right use of those equipments.
- Confidentiality; the shredder could meet the needs from the business because the right use of shredder will show that there are confidential
- Social responsibility; the computer will meet that need because you don't have to send it you can email it, that makes the environment free and you have time for other important things
- Profit maximisation, means the business is trying to maximise their income (except from charities), some of that equipment also helps you to maximise profit because it saves time and money.

Task 2

In this task I want to explain in detail why it is appropriate to use office equipment types, features and functions to suite different business purposes in covering at least five office equipment.

- Printer, makes copies of documents, such as item received in the mail or stored in the file. Many also collate and staples multi-page documents automatically
- Fax machine, is a machine which works with the telephone system. The fax machine enables you to send documents to a person in a far distance,
- Photocopiers; a photocopier has a lot of features for example the Zoom functions, which means you can make the document bigger so that disable people, who can not read the smaller letter can also read it. And that meets the business needs, because if the business provides such a service for customers the customer will be satisfied. There is also another function and that is the finishing unit function, that function will collate multi-page documents, hole punch and staples the documents, if you don't have that function on your photocopiers that will mean that you may have to collate, staple or hole punch

your documents by hand, which is more tedious and it will be wasted time in which you could have done other thinks.

- Staplers, staplers are important for businesses to staple multi page documents together so that they can know which documents belong together and so that the documents can't get mixed up.
- Paper clip, paper clips are there to clip paper documents together but different as with the stapler is that with a paper clip you can't damage the document what i mean is if you remove a staple from a document it will always live 2 holes in the document but if you use paper clips it wont happen.

Workplace computer networks have sophisticated security systems installed to block potentially dangerous of offensive content block specific types of files and restrict the activities of computer users. This is essential to prevent the system being disable by hackers, or virus, and to fulfill organizational responsibility in relation to the users of the computer system and security.