Task-Based Activities

QUILL Learning Network

Task Title: Table of Contents

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Learner will read a table of contents to locate specific sections.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Employees often need to review the User Guide or Manual for a product in order to identify and solve problems. Look at the “Table of Contents” for the photocopier.

Scan the “Table of Contents” for Apex Alpha Photocopier WC 341.

TABLE OF CONTENTS

Getting Started 3

Welcome to your machine 4
Upacking 5
Control panel overview 6

Installation 8
Installing cartridges 9
Loading paper 12
Machine setup options 14
Installing software 16

Using the Machine 20

Copying and Printing 21
Using the feeder tray 21
Printing from a network 22
Printing a test page 23

Sending Documents 25
Email 26
Fax 28
Scanning 30

Maintaining the Copier 34

Cleaning and Maintaining 35
Cleaning the exterior of the copier 36
Cleaning the print cartridge and contacts 37

Updating the Software 39
Updating the drivers 40
Finding more information 44

Troubleshooting 46

Common Errors 47
Document jams 48
Error Messages 50

Print Quality 53
Printing is blurry or faint 53
Paper is torn 54

Specifications 55
System requirements 55
Printer Specifications 56

Customer Care 57
Apex customer care by phone 57
Additional warranty options 58

Work Sheet

Task 1: List the four section headings in the User's Guide.

Answer:

Task 2: Which section contains information that will help fix an error with the photocopier?

Answer:

Task 3: List the two common errors that happen with this photocopier.

Answer:

Task 4: If this manual does not contain the specific information needed to solve the problem with the photocopier, who can be called for help?

Answer: