

Introduction:

No office is complete without technology. This means every office should have computer, fax machine, photocopiers etc.

These machines are important for fast and easy method of communication.

potent! Our passion.

كان بيكاسو ذات يوم في أحد الأسواق
فراة امرأة فقالت له: سيد بيكاسو

CHAPTER4 **Technology & Equipments**

1. Changes made by technology:

World is developing, technology is changing all the time. Which caused to:

- Large improvement in the productivity of workplace condition
- Environment of workplace (workers' safety, welfare benefit, business ethics
- Communication between employees and employers, training, technology, investment and productivity

2. Effects of technology:

- a) **Equipment:** office spaces have become much smaller. Equipment is much smaller, lighter and requires less power: (examples)
- **Computer:** word processing, prepare accounts, access for databases software, presentations software.
 - **Internet:** transfer of information by phone line or wireless or satellite, connect to anyone in anywhere

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- **Email:** fastest way of communication between people / organization anywhere in the world.
- **Telephone system:** way of communication between various branches, departments sections and offices.

2. Effects of technology:

b) Office Furniture: become a very popular choice, includes the paint (modern style)

c) Office Appearance: designed and built for comfort:

- More windows and lightning
- Furniture is more modern
- There is a trend for open spacing and height of cubicle walls is being reduced

مرتضى علي عبدالجبار



مصطفى يوسف



خليفة علي الزياتي

3. Management information system:

- Is a planned system of collecting, processing, storing data.
- Allow managers to make decisions for successful operation.
- Consist of computer resources, people, and procedures.

MIS Classified as performing 3 functions:

- Generate reports
- Answer what-if questions asked by management
- Support decision making

4. Office equipment:

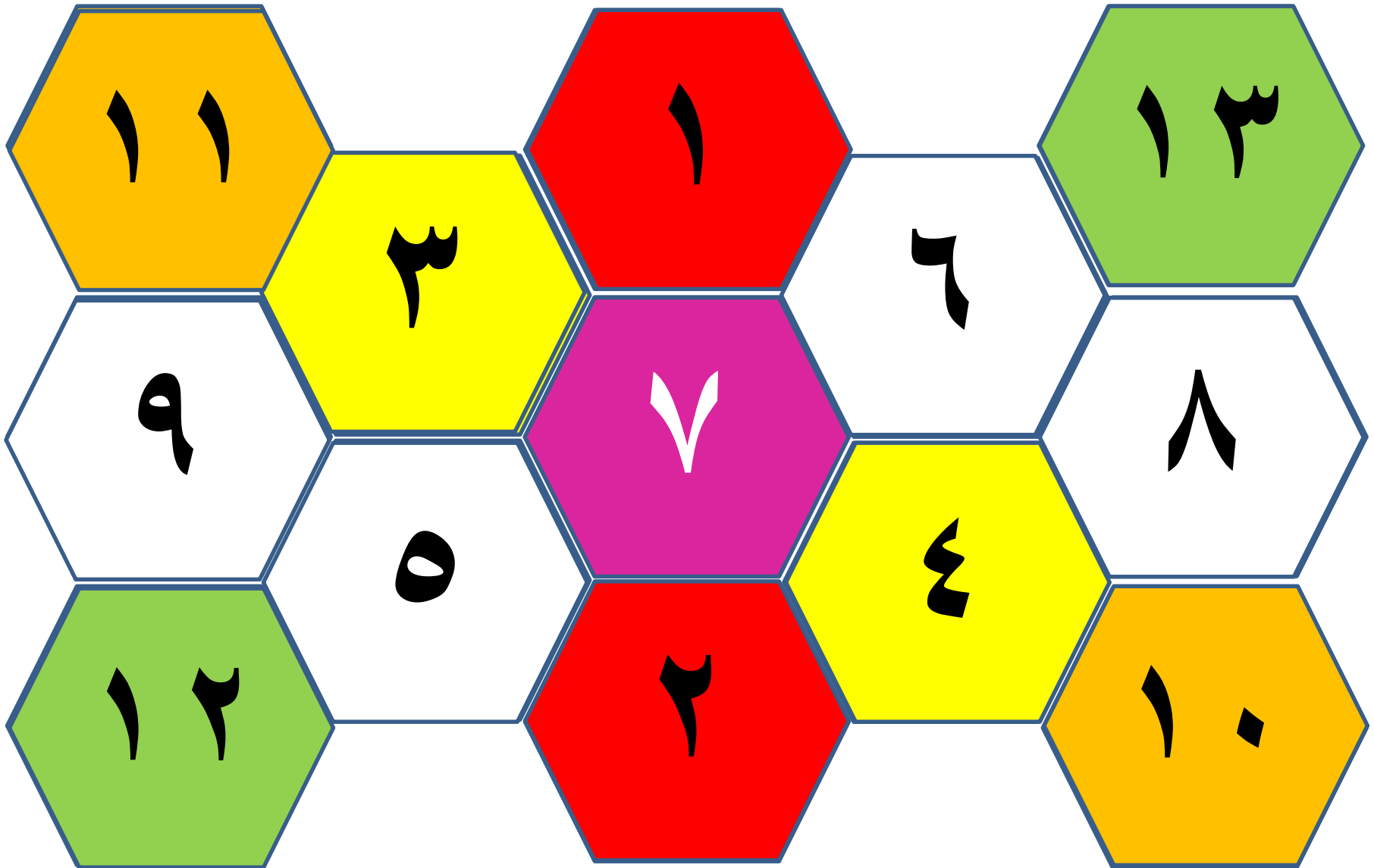
Used for stapling or stitching set of papers or documents together. There are 2 types (manual – electrical)	Electric Stapler
Used for making holes on the edge of the paper. Come in 2 or 3 or 4 hole choices	Hole Punch
Punches holes and binds the papers using plastic rings.	Paper Binder

4. Office equipment:

Confidential documents and useless files are shredded (cut into small strips) using shredding machine	Shredding machine
Used for reading strips of microfilms. It enlarges small pictures on tv like screen	Microfiche reader
Used for making copies of documents in black and white or colored.	Photo - copiers

4. Office equipment:

Used to transfer copies of documents from one office/person to another using phone lines	Fax Machine
A device that optically scans images, printed text, handwriting or an object, and converts it into a digital image	Scanner
Connected to a computer, it projects a large image (picture) or video of what is shown on a computer screen	Multi-media projector



Use the following information to fill the Maintenance Register given:-

On **11th June 2015**, Future Company bought (**Xerox Photocopy**) for **Finance Department**, the check-up has been made *in order* to the following dates:

✂ 1st September 2015, changed the cartridge by Ali Nasser.

✂ 22nd August 2015, changed the broken drawer of paper by Reyad Khalil.

✂ 8th October 2015, changed a small damage part by Ali Nasser.

✂ 18th September 2015, replaced the cleaning cartridge by Reyad Khalil.

MAINTENANCE REGISTER

Machine Type: Xerox Photocopy // Date Purchased: 11th June 2015 //

Department: Finance Department ... //

Date of Maintenance	Action/Recommendation	Maintenance by	Signature
22 August 2015	changed the broken drawer of paper	Reyad Khalil	
1 September 2015	changed the cartridge	Ali Nasser	
18 September 2015	replaced the cleaning cartridge	Reyad Khalil	
8 October 2015	changed a small damage part	Ali Nasser	

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