



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

Task Title: TableOfContents_E_A2.2

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	
<i>Getting Started</i> _____	3
Welcome to your machine _____	4
Unpacking _____	5
Control panel overview _____	6
Installation _____	8
Installing cartridges _____	9
Loading paper _____	12
Machine setup options _____	14
Installing software _____	16
<i>Using the Machine</i> _____	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
<i>Maintaining the Copier</i> _____	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
<i>Troubleshooting</i> _____	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

Apex Alpha Photocopier WC341 Page 1

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:
