



**Task Title: Table of Contents**

OALCF Cover Sheet – Practitioner 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.

<b>TABLE OF CONTENTS</b>	
<b><i>Getting Started</i></b> _____	<b>3</b>
<b>Welcome to your machine</b> _____	<b>4</b>
Unpacking _____	5
Control panel overview _____	6
<b>Installation</b> _____	<b>8</b>
Installing cartridges _____	9
Loading paper _____	12
Machine setup options _____	14
Installing software _____	16
<b><i>Using the Machine</i></b> _____	<b>20</b>
<b>Copying and Printing</b> _____	<b>21</b>
Using the feeder tray _____	21
Printing from a network _____	22
Printing a test page _____	23
<b>Sending Documents</b> _____	<b>25</b>
Email _____	26
Fax _____	28
Scanning _____	30
<b><i>Maintaining the Copier</i></b> _____	<b>34</b>
<b>Cleaning and Maintaining</b> _____	<b>35</b>
Cleaning the exterior of the copier _____	36
Cleaning the print cartridge and contacts _____	37
<b>Updating the Software</b> _____	<b>39</b>
Updating the drivers _____	40
Finding more information _____	44
<b><i>Troubleshooting</i></b> _____	<b>46</b>
<b>Common Errors</b> _____	<b>47</b>
Document jams _____	48
Error Messages _____	50
<b>Print Quality</b> _____	<b>53</b>
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Paper is torn _____	54
<b>Specifications</b> _____	<b>55</b>
System requirements _____	55
Printer Specifications _____	56
<b>Customer Care</b> _____	<b>57</b>
Apex customer care by phone _____	57
Additional warranty options _____	58

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## Work Sheet

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

Answer:

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

Answer:

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

Answer:

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**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:

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## Answers

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

Answer:

- Getting Started
- Using the Machine
- Maintaining the Copier
- Troubleshooting

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

Answer: Troubleshooting

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

Answer: Document jams, error messages.

**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: Call (phone) Apex customer care.

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

\_\_\_\_\_

Learner (print):

\_\_\_\_\_