

**Unit Title:** Using Fax Machines And Photocopiers  
**Unit Level:** Level 1  
**Unit Credit Value:** 3  
**GLH:** 27  
**LASER Unit Code:** WJD393  
**Ofqual Unit Code:** D/505/0827

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use a fax machine for specified purpose.	1.1	Ensure fax machine is set up correctly to send faxes.
		1.2	Prepare front cover with the relevant information.
		1.3	Insert front cover and other pages into fax machine.
		1.4	Dial the recipient number.
		1.5	Send faxes.
		1.6	Ensure fax machine is ready to receive faxes.
		1.7	Receive faxes.
		1.8	Distribute faxes to the correct recipient complying to the organisational confidentiality policy.
2.	Be able to recognise and resolve problems with the fax machine.	2.1	Identify problems with the fax machine.
		2.2	Resolve problems with the fax machine.
3.	Be able to prepare the photocopier for use.	3.1	Follow the manufacturer's instructions and health and safety regulations when using the photocopier.
		3.2	Ensure any previous settings have been cleared.
		3.3	Check for sufficient paper levels in the trays before use.
		3.4	Input correct settings for the task.
4.	Be able to perform photocopying tasks.	4.1	Use exposure glass to produce the correct number of copies of single pages.
		4.2	Use automatic feeder to produce the correct number of copies of multiple pages.
		4.3	Use the sort and staple function for multi-page photocopying tasks.

**Assessment Guidance:**

NA

**Additional Information:**

NA