

Domain

COMPUTER SYSTEM SUPPORT

UNIT ID: 2326

Title:

Install and maintain printers and scanners

Level:3

Credits:7

Purpose

This unit standard is intended for those who Install and maintain printers and scanners. People credited with this unit standard are able to identify and describe different types of printers; identify and describe different types of scanners; describe components of the printer; perform printer / scanner installation; perform printer / scanner maintenance.

This unit standard is intended for those who work as computer system supporters.

Special Notes

1. Entry information:

Prerequisites:

- None

2. This unit standard is to be delivered and assessed in the context of information and communication technology.

3. Assessment evidence may be collected from a real or a simulated workplace in which ICT operations are carried out.

4. Tools and equipment may include but are not limited to computer, external devices, storage devices and other and basic computer applications.

5. Performance of all elements in this unit standard must comply with industry standards.

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act 2007(Act No 11, 2007).
- Regulations relating to the health & safety of employees at work under schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this sub-field may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority on www.namqa.org and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Identify and describe different types of printers

Performance Criteria

- 1.1 Impact printers are described.
- 1.2 Ink dispersion printers are described.
- 1.3 Laser printers are described.
- 1.4 Solid ink and thermal printers are described.

Element 2: Identify and describe different types of scanners

Performance Criteria

- 2.1 Flatbed scanners are described.
- 2.2 Sheet-fed scanners are described.
- 2.3 Handheld scanners are described.
- 2.4 Drum scanners are described.

Element 3: Describe components of the printer

Performance Criteria

- 3.1 Characteristics of printer components are explained.
- 3.2 Installation requirements and specifications are identified and described.
- 3.3 Physical ports and printer connectors are identified and described.

Element 4: Perform printer / scanner installation

Performance Criteria

- 4.1 Printer installation plan is outlined.
- 4.2 Local or network ports and power source are connected.
- 4.3 Device drivers are installed.
- 4.4 Printer calibration is performed.

4.5 Configuration options and default settings are performed.

4.6 Print or scan test page is performed.

Element 5: Perform printer / scanner maintenance

Performance Criteria

- 5.1 Maintenance plan is created according to manufacturer's and organization's specifications.
- 5.2 Maintenance procedures are carried out in accordance with manufacturer's and organization's specifications.
- 5.3 Customer/user log book is analysed and incidents affecting performance are identified.
- 5.4 Service items are inspected and replaced.
- 5.5 Printer conditions and performances are periodically reviewed.
- 5.6 Maintenance details are recorded according to manufacturer's and organization's specifications.

Registration Data

Subfield:	Information and Communication Technology
Date first registered:	30 July 2020
Date this version registered:	30 July 2020
Anticipated review:	2025
Body responsible for review:	Namibia Training Authority