

OFFICE EQUIPMENT

1. Office equipment are machines, tools or devices that facilitate or simplify the activities in an office.
2. An office equipment is any office item which is operated either manually, mechanically or electronically to aid the office worker perform his duties faster, neater and more efficiently.
3. Office equipment consists of tools, machines and equipment needed to perform the jobs in an office.

TYPES OF OFFICE EQUIPMENT

1. Typewriter
2. Computer
3. Stapler
4. Perforator
5. Photocopy machine
6. Filing cabinet
7. Franking machine
8. Addressing machine
9. Shredding machine
10. Fax machine
11. Duplicating machine
12. Printer
13. Scanning machine

IMPORTANCE OF OFFICE EQUIPMENT

1. It improves work appearance.
2. It saves time, energy and labour
3. It makes the work interesting
4. It helps to prevent fraud.
5. It brings about uniformity of work
6. It reduces stress.

USES OF OFFICE EQUIPMENT

1. **COMPUTER**
The computer is an electronic device which accepts, processes, stores and retrieves information when needed.
2. **DUPLICATING MACHINE**
Duplicating machine is a mechanical device used in producing several copies of a document by means of stencil.
3. **PHOTOCOPY MACHINE**
It is used to produce exact copies of originals.

4. **FILING CABINET**
The filing cabinet is used in the office to store documents in an orderly manner for easy retrieval.
5. **PERFORATOR**
A perforator is a small mechanical device for punching holes in documents.
6. **FRANKING MACHINE**
A franking machine is used to affix impressions of postage stamps on an envelope.
7. **LAMINATING MACHINE**
This is an electronic machine which is used to provide a transparent coating for important documents so that they can be water resistant.

CARE OF OFFICE EQUIPMENT

1. Thorough cleaning with spirit.
2. Covering the machines like typewriters and computer after use.
3. Lubricating machine that need to be lubricated.
4. Keep solids or liquids away from office equipment.
5. Dusting the machines with a long soft brush on a regular basis.
6. Instructions on manual should be followed.
7. Employees should be trained on the correct use of office equipment.