

## MEANING OF OFFICE EQUIPMENT AND MACHINE

A machine does a pre – set task without any human intervention while equipment is used by humans to complete the task.

## DEFINITION OF OFFICE EQUIPMENT

Office equipment is materials or articles needed in in an office for the performance of office duties. Examples are filing cabinets, manifold, cash box, file tray, telephone, handset, stapler, punch etc.

## MEANING OF OFFICE MACHINE

Office machine are sets of automated devices that are used to perform different jobs in the office. Office machine are vital aids to office works. Examples are typewriter, word processing machine, Duplicating machine, Dictating machine, Calculating machine, Accounting machine, Computer, Fax, teleprinting machine etc.

## TYPES OF OFFICE MACHINE AND EQUIPMENT

The types of office machines and equipment are divided into two such as: Manual and Electrical etc.

1. Manual: Typewriter, perforator, stapler, duplicating machine.
2. Electrical: Electric typewriter, photocopier machine, computer, canning machine, fax and teleprinting machine.

## FACTORS TO BE CONSIDERED IN CHOOSING OFFICE MACHINE

1. The need for the machine: There should be a need for the machine in the firm and the work it is meant to process before choosing to buy it.
2. Choosing the appropriate machine: Once the firm's need of a machine has been determined, then, the type of machine needed can be chose.
3. Operational process: The machine should be easy to operate by the user quickly and effectively.
4. Cost of the machine: The cost of the machine to be chosen should not be too expensive compared with the volume of works. It is capable of performing to ensure a production level that will yield profit.
5. Maintenance of the machine: The machine should not be too difficult to maintain.

## STATE THE ADVANTAGES AND DISADVANTAGES OF OFFICE MACHINE

### Advantages of office machine

1. Time saving
2. Save energy
3. Produce neat jobs
4. Minimizing frauds
5. Promote accuracy
6. Promote efficiency

### Disadvantages of office machine

1. Cost: Some of the office machines are too expensive to purchase abd to maintain
2. Obsolescence: Office machine may become obsolete at the invention of new ones. Also machine depreciates with time.

3. Distraction: Office machine that are noisy do distract the attention of workers from full concentration on their job.
4. Trained and experienced operator required: if there are no trained and experiences operators to handle the machines, the machines may be redundant or get spoilt.

### DEFINITION OF TYPEWRITER

It is a machine with keys which enable the user to produce oriented documents characters instead of writing. The users of typewriters are the copy typists, audio typists, shorthand and typist or personal secretary.

### TYPES OF TYPEWRITER

Typewriter are divided into two, namely

1. Manual typewriter
2. Electrical typewriter

### EXPLAIN THE TYPES OF TYPEWRITER

1. MANUAL TYPEWRITER: A manual typewriter is one that types with the aid of one's energy alone
2. ELECTRICAL TYPEWRITER/WORD PROCESSOR: This is the one that types with the aids of electricity with modern technology; the word processor is a sophisticated variation of the automatic electric typewriter.

### CARE OF THE TYPEWRITER

1. Keep the machine free from dust by covering it when not in use.
2. Clean the typewriter face once in a while.
3. Clean the typewriter under the supervision of your teachers
4. Avoid moving typewriters except under the supervision of your instructor/teachers.
5. Remove any oil or dirt with soft cloth.