



PC Printers Assignment Checklist

Area **Competency**
N. **PC Printers**

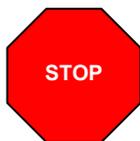
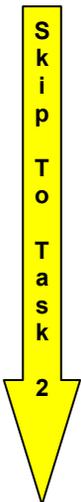
<u>Task</u>	<u>Task/Skill</u>	<u>Started</u>	<u>Completed</u>
1.	PC Printers	mm/dd/yy (/ /)	mm/dd/yy (/ /)

After you play the Introduction Video, print out the PC Printers Study Guide and Assignment Checklist. You and your instructor will use the Assignment Checklist to record your progress through this section. **Start at sub-task "a" and proceed through this portion of the checklist. Once you've completed the Pre-Test go directly to Task 2 – Servicing PC Printers.**

You will complete a series of lessons and exercises showing how impact, inkjet, and laser printers work and how to service and troubleshooting them. Study each lesson and exercise carefully while taking notes using your Study Guide. You will perform these tasks as well as know key terms regarding PC printers. When you're finished with each lesson complete the PC Printers exam. Only then will you be allowed to move on to the next module.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	1 Min	Computer Aided Instruction Source: CSS Course – PC Printers	Introduction
b.	()	1 Min	Computer Aided Instruction Source: CSS Course – PC Printers	Instructions
c.	()	2 Min	Computer Aided Instruction Source: CSS Course - PC Printers	Assignment Checklist
d.	()	10 Min	Pre-Test Source: CSS Course - PC Printers	PC Printers
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e.	()	20 Min	Exercise Source: CSS Course - PC Printers	Review
f.	()	10 Min	Performance Test	Notebook Review
g.	()		Notes Source: CSS Course - PC Printers	Study Guide
h.	()	15 Min	Exam Source: CSS Course - PC Printers	PC Printers



 Lastname, First

 Student Number

 Period

Complete each subtask in the order presented. Your supervisor will initial each subtask as it's successfully completed. You must indicate the task start and completion dates. Submit this form to the instructor as each task area is completed to receive credit.

Task Task/Skill
2 Servicing PC Printers

Started Completed
mm/dd/yy mm/dd/yy
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In the following lessons and exercises you will demonstrate how to set-up, operate, and maintain impact, inkjet, and laser printers. You will complete exercises where you will perform both operator maintenance and periodic maintenance inspections. You will also define key terms and answer a few questions regarding these types of PC printers. Be sure you have a valid Work Order before you start your work and use it to keep track of your progress as you perform each task.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	15 Min	Read Source: Impact Printers Guide	Impact Printer Technology
	()	15 Min	Exercise Source: Impact Printers Guide Unit: Exercise 1	Impact Printer Technology
	()	20 Min	Exercise Source: Impact Printers Guide Unit: Exercise 2	Impact Printer PMI
	()	15 Min	Exercise Source: Impact Printers Guide Unit: Exercise 3	Impact Printer Features/Service
b.	()	15 Min	Read Source: Inkjet Printers Guide	Inkjet Printer Technology
	()	15 Min	Exercise Source: Inkjet Printers Guide Unit: Exercise 1	Inkjet Printer Technology
	()	20 Min	Exercise Source: Inkjet Printers Guide Unit: Exercise 2	Inkjet Printer PMI
	()	15 Min	Exercise Source: Inkjet Printers Guide Unit: Exercise 3	Inkjet Printer Features/Service
c.	()	15 Min	Read Source: Laser Printers Guide	Laser Printer Technology
	()	15 Min	Exercise Source: Laser Printers Guide Unit: Exercise 1	Laser Printer Technology

 Lastname, First

 Student Number

 Period

Complete each subtask in the order presented. Your supervisor will initial each subtask as it's successfully completed. You must indicate the task start and completion dates. Submit this form to the instructor as each task area is completed to receive credit.

() **20 Min** **Exercise**
Source: Laser Printers Guide
Unit: Exercise 2

Laser Printer PMI

() **15 Min** **Exercise**
Source: Laser Printers Guide
Unit: Exercise 3

Laser Printer Features/Service

Task Task/Skill
3 **PC Printing Techniques**

Started Completed
mm/dd/yy mm/dd/yy
(/ /) (/ /)

You will learn how operating systems communicate with printers. You will also set-up a printer and configure the operating system to use it. You will also define key terms associated with PC printing techniques and answer a few questions that will test your knowledge on the subject.

<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	20 Min	Exercise: Source: Windows Printing Guide	Adding an Attached Printer

Task Task/Skill
4 **Troubleshooting Printer Problems**

Started Completed
mm/dd/yy mm/dd/yy
(/ /) (/ /)

In the following lesson and exercise you will demonstrate how to troubleshoot and repair impact, inkjet, and laser printers. Regardless of the type of printer, common problems are divided into paper transport, pigment transfer, data cable and port, or software categories. You will simulate these malfunctions and troubleshoot the cause while performing a series of exercises. You will also define key terms and answer a few questions regarding PC printer malfunctions and troubleshooting. Be sure to have a valid Work Order on hand and use it to keep track of your progress as you perform these tasks.

a.	()	15 Min	Reading: Source: Printer Troubleshooting Guide Unit:	Troubleshooting Printer Problems
()		15 Min	Exercise Source: Printer Troubleshooting Guide Unit: Exercise 1	Troubleshooting Printer Problems

