

Administer Network Peripherals

ICAS3121B



Ref No: DDICAS21B

Elements of
Competency

Install peripherals to a network

- 1.1 Plan the location of **peripherals** to provide appropriate services to **users** and to take into consideration **OH&S standards**
- 1.2 Connect peripherals to network, using vendor-approved method and technology
- 1.3 Connect **peripherals** to computers in the **network** using parallel, serial or other direct connection methods
- 1.4 Add **peripheral** accessories or upgrades to **printer** such as memory or high-volume paper trays
- 1.5 Test **peripherals** for correct operation

Configure peripheral services to manage peripherals

- 2.1 Install **software** required to manage local and **network-connected peripherals**
- 2.2 Use meaningful names for **peripherals** and control queues
- 2.3 Configure security and access to allow appropriate **users** to make use of **peripherals**
- 2.4 Configure workstation for **peripherals** to allow **applications** to work with **peripherals**

Administer and support peripheral services

- 3.1 Assign priority to control queues
- 3.2 Use **peripheral** management **software** supplied as part of the **network operating system** or by third parties
- 3.3 Create templates for use on the **network**
- 3.4 Configure settings on the network to create maintenance schedules, usage logs, and cost centre usage statistics
- 3.5 Demonstrate to the **user** the methods for using **peripheral** services from their **application** or workstation

Maintain peripherals and fix common problems

- 4.1 Establish and follow a regular maintenance schedule as recommended by **peripheral** manufacturer
- 4.2 Replace **consumables** and **components** when required
- 4.3 Fix **peripheral** mishaps and malfunctions
- 4.4 Monitor **peripheral** usage and traffic and recommend additional peripherals if needed
- 4.5 Determine failures of **peripheral** services or devices and rectify as required

Number of Pages 110

Audience

This manual is aimed at people who are studying the Certificate III in Information & Communications Technology ICA30105. It covers the core unit of ICAI3021B Administer Network Peripherals. This manual is a learning resource and is not an assessment tool. An

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Assessment Tool & Marking Guide is available for this manual separately.

**Prerequisites &
Corequisites
Course Length**

Nil

In a training environment this manual is suitable for approximately 20 hours.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace.

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Network Hardware Peripherals

Hardware Peripherals

Printers

Scanners

Speakers

Input Equipment

Standard Modems

High Speed Modems

Cabling

USB Flash Drive

External Hard Drives

PDA

Web Cameras

Uninterruptible Power Supply

(UPS)

Apple MAC Hardware

Connecting Hardware Peripherals

Pre Installation

OH&S Guidelines

Lighting

Ventilation

Ergonomic Setup

Installation and Movement

Environmental Considerations

Printer Cartridges

Packaging

Disposal

Uninstalling Previous Hardware

Installation

Reducing the Risk of Damage

Installation Steps

Plug and Play (PnP)

Non Plug and Play

Post Installation Checks

Testing Hardware

Loading Peripheral Accessories

Default Printer

Printer Properties

Configuration and Administration

Security Access

Print Priorities

Usage Logs

Excess Usage

User Instruction

Support Documentation

The Delivery Plan

One on One Instruction

Basic Communication skills

Sample Session Plan

User Templates

Templates in Word 2003

Creating a Template

Creating the Fillin Fields

Adding the Fillin Text

Viewing Fields

The Second field

Field Options

The Third field

Date and Time fields

Printer Settings

Saving the Template

Using the Template

Templates in Word 2007

Creating a Template

Creating the Fillin Fields

Fillin Text

Viewing Fields

The Second field

Field Options

The Third field

Date and Time fields

Printer Settings

Saving the Template

Using the Template

Maintenance

Hardware Maintenance Schedule

Cleaning

Servicing

Malfunctions

Replacement Diagnosis

Replacing Hardware Components

Installation