

# Connect Hardware Peripherals

ICAS2014B



Ref No: DDICAS14A

## Elements of Competency

### Confirm requirements of client

- Identify client peripheral requirements and confirm in accordance with organisational standards
- Document client requirements and peripherals needed in line with organisational standards and report findings to the appropriate person
- Verify client requirements with appropriate person in line with organisational standards and reporting procedures
- Take action to ensure client support expectations are covered by vendor warranty and support services

### Obtain required peripherals

- Obtain peripherals under instruction from appropriate person
- Enter peripherals into equipment inventory according to organisational standards
- Validate that contents of delivered components and physical contents match the packing list and resolve discrepancies if necessary
- Store peripherals according to vendor/manual guidelines

### Connect hardware peripherals

- Verify the timeframe for installation schedule with the client
- Remove old peripherals if they are being replaced with minimal disruption to clients, taking into account environmental considerations and OH&S standards
- Connect new peripherals with minimum disruption to clients, taking into account operating system procedures
- Configure the computer to accept the new peripherals
- Test hardware peripherals and confirm client satisfaction, pay particular attention to possible impact on other systems and make adjustments as required

**Number of Pages** 34

**Audience** This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the elective unit of ICAS2014B Connect Hardware Peripherals.

**Prerequisites** It is assumed that participants using this manual have a basic knowledge of the use of a mouse and keyboard.

**Course Length** In a training environment this manual is suitable for approximately 4 hours.

**Course Structure** This course contains instructor lead exercises as well as examples completed at the students' own pace.

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## **Hardware Peripherals**

Keyboards

Mouse

Monitor

Printers

Sound Cards and Speakers

Modems

USB Flash Drive

Palm Pilots

Digital Cameras

Apple MAC Hardware

## **Purchasing Hardware Peripherals**

Gathering Information

Sourcing Hardware

After Purchase

Storage

## **Connecting Hardware Peripherals**

Pre Installation

Hardware Peripheral Installation

Plug and Play (PnP)

Non Plug and Play

Post Installation

## **Occupational Health and Safety (OH&S)**

Environmental Considerations