|  |  |
| --- | --- |
| **Information Sheet 1** | **Obtaining hardware peripherals** |

# Obtaining a peripheral

The first step in obtaining a peripheral device is to **locate suppliers** of that device. Then, there are factors you need to consider about the supplier and the devices on offer, such as support provided and purchase price. This will help you to **compare** and **choose** the most appropriate supplier and the exact model of the device according to client requirements. Finally, you are ready to place an **order** for your organisation or client to purchase the device.

## Locating a supplier

There are many ways to find a supplier of peripheral equipment. Some ways include:

### Searching the Internet

### PC magazines

### Newspapers

### Brochures/advertising material

### Telephone directory

### Contacting the manufacturer directly

Manufacturers generally have their own websites. These may list major suppliers in your area. Emailing or telephoning the manufacturer may also be a way to find out names of local suppliers.

## Choosing a supplier

With so many choices of suppliers available, how do you find the right one? There are a few factors to consider:

1. How long has the supplier been operating?
2. Does the supplier offer suitable support and training?
3. Is the supplier a preferred supplier for your organization?
4. Does the supplier offer competitive pricing?

## Selecting a peripheral

Once you have selected suitable suppliers you need to contact each supplier. Information you should find out from the supplier includes:

* model and manufacturer names of peripherals that will satisfy the majority of your clients requirements
* price of each model
* Availability of each model.

You may find it helpful to keep a record of any details that you collect so you refer to this information quickly and easily.

## Placing an order

Depending on the type of organisation you work for, placing an order for a hardware peripheral device could be done in a variety of ways. In a small organisation you may be responsible for ordering the device yourself. However, in a larger organisation there may be employees who are responsible for purchasing new equipment. You may need to fill out an **order form** that can be given to the purchasing department.

Before an order is submitted, it could also be necessary to obtain final approval from senior staff.

**Sample order form**

From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Quantity** | **Description** | **Price** | **Supplier Name** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **COST** |  |
| **GST** |  |
| **TOTAL** |  |

Delivery point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget holder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to the Purchasing Department**

|  |  |
| --- | --- |
| **Information Sheet 2** | **Hardware inventories** |

# Hardware inventories

* The purpose of a hardware inventory (or registry) is to keep detailed information about all the hardware equipment within an organization.
* Every piece of hardware, including each computer and peripheral device, should be recorded on the inventory.
* There are a number of tools available to create hardware inventories. **Databases** and **spreadsheets** are often used to store the information.

Details that should be included within a hardware inventory include:

* description of hardware device
* manufacturer
* supplier
* model number
* serial number
* warranty or maintenance conditions
* components
* location
* number and identity of authorised users
* purchase price
* Date of purchase.

## Documenting peripherals used with each computer

If the peripheral is an essential part of the computer system (for example mouse, keyboard or monitor) it is logical to record information about the device within the documentation for the computer to which it is connected.

Individual computer inventories will often contain detailed information about the computer’s related hardware and software. It may also be more practical to record information about the peripheral inside the computer’s record, if the device is also permanently connected to a computer (for example a printer or scanner).

### Hardware inventory (Example 1)

#### Details for Administration Computer

|  |  |
| --- | --- |
| Manufacturer: | Dell |
| Model: | OptiPlex GX280MT Minitower—Power |
| Operating System: | Windows XP |
| Serial number: | 12345 |
| RAM: | 128 Mb |
| Hard disk space: | 160 Gb |
| Monitor: | Dell UltraSharp™ 1905FP flat panel, |
| Printer: | HP LaserJet IID |
| Keyboard: | Dell USB keyboard |
| Pointing device: | Dell USB 2-button optical mouse with scroll |

# Checking contents

When **unpacking** any peripheral device, an organized and methodical approach needs to be taken. Randomly ripping open boxes and packaging without carefully identifying each component can potentially cause many problems later on.

Below is a sample checklist for a typical inkjet printer.

* printer
* cartridge
* power cable
* USB cable
* sample paper
* feeding device
* CD driver

# Storing peripherals

Peripheral devices need to be located in a suitable environment — otherwise there may be potential problems. It is a good idea to refer to the manufacturer’s manual to determine what guidelines should be followed. When storing peripherals it is important to:

* make sure equipment is kept in ideal working conditions
* adhere to current Occupational Health and Safety guidelines
* ensure the electrical safety of the device
* consider security of the device

# Keeping equipment in ideal working conditions

* Each manufacturer will have their own recommendations on how to store their peripheral equipment.
* Some common recommendations may include:
  + Keep equipment in the correct position
  + Keep equipment away from weather, dust and other harmful material : Do not expose equipment to extreme temperatures and high humidity: Avoid storing the device in direct sunlight
  + Do not expose equipment to water or moisture

# Holding to OH&S ([*Occupational health and safety*](http://www.google.com.et/url?sa=t&rct=j&q=oh%26s%20&source=web&cd=4&ved=0CE8QFjAD&url=http%3A%2F%2Faustralia.gov.au%2Ftopics%2Fhealth-and-safety%2Foccupational-health-and-safety&ei=z-3lTs67EZGh8gPD2OHlAw&usg=AFQjCNHYSg98vwccj2BoHpxQUOPFh6OZQg&cad=rja)) guidelines

# When positioning peripherals in their permanent locations it is important to take into account many OH&S considerations as follows.

# Positioning of the monitor

It is essential to position a monitor correctly to ensure it will suit the needs of the user. Tips include:

* Try to make sure that monitor is in a position away from the glare of sunlight.
* Check that the brightness and contrast controls of the screen have been adjusted to suit lighting conditions in the room.
* The top of the screen should be the same level as the user’s eye level.

# Positioning of the keyboard

A keyboard also needs to be positioned carefully to be of adequate comfort and safety for the user. Some tips include:

* Position the keyboard directly in front of the monitor and at the same height as the mouse.
* The keyboard should allow the user’s forearms to be parallel to the floor.
* Allow space for the computer user to rest their wrists.

# Positioning of other equipment

Some general Occupational Health and safety guidelines to consider when positioning other peripheral equipment are:

* Make sure that you can reach the peripheral device and its components without having to strain your back.
* Place equipment such as scanners and printers at a suitable height so a user is easily able to reach paper trays, open scanner lids, etc.
* Make sure that equipment such as speakers is easily accessible if settings such as volume control need to be changed.

# Ensuring electrical safety

Some tips to ensure electrical safety are:

* Do not be tempted to add too many extension cables or double socket adapters to your existing electrical sockets.
* Never use damaged plugs or leads.
* If possible, ask an electrician to check the safety of your system.
* Position electrical leads where they will not cause tripping hazards to people.

# Physical security of devices

In many situations it is important to consider the physical security of the peripheral devices. Some devices, such as digital cameras, data projectors and USB drives, may not be permanently connected to a computer so it will be necessary to find a secure location to store the device. Make sure that these kinds of devices are secured in a lockable storage cupboard, cabinet or safe when not required.

# Storing consumables

The term ‘consumables’ refers to a product that is used once and then replaced.

# Paper

Paper needs to be stored in an area which is cool and dry, to prevent moisture from fusing pages together.

# Ink cartridges and toner

Make sure to store cartridges/toner in a cool dry place, away from sparks and open flames, with adequate ventilation and do not expose the device to high temperatures. Also ensure that the cartridges are not taken out of their packaging until they will be used within the printer, as the ink will dry out before use.

# CDs

When possible, make sure that CDs are kept in their protective case, to minimise the chances of being scratched. Also keep them out of direct sunlight and extreme temperatures**.**