

Part 4 Practice Question 1

And this is the final stop on our tour of the office, the printing room. You can see there are 6 printers, all of which print in color or black and white. When you print documents from your computer at your station, they will be printed here. All employees receive a printing card which records the number of sheets printed. Different departments have different printing allowances, so be sure to check with your department head about those regulations. In the small room next door is an IT technician who can help you with any difficulties with the printers. Let's return to the cafeteria now and get a sandwich and a cup of coffee and you can ask me any questions you have.