

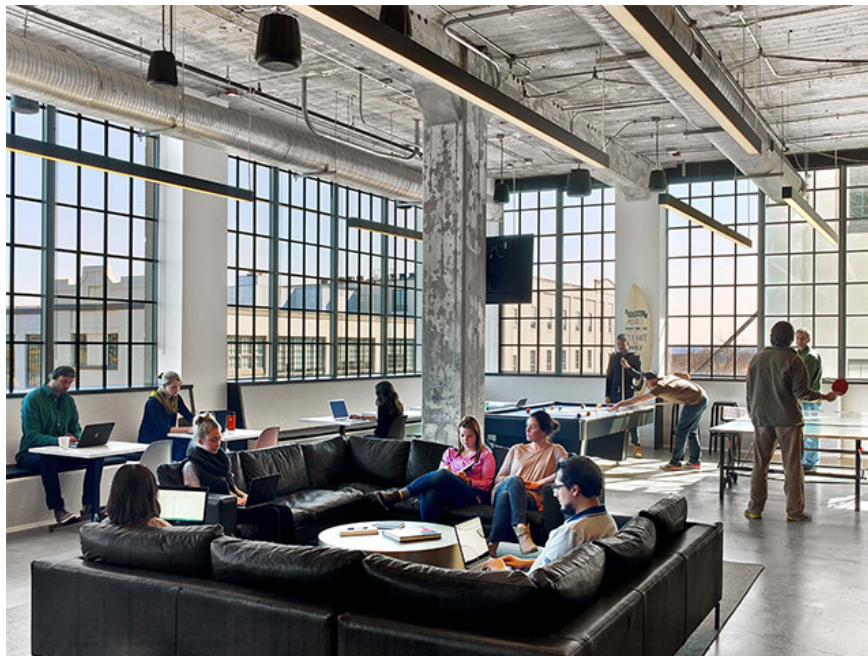
Select the location of the printer in the office

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Printers are one of the most common devices in our office, although today the size of the printers has been greatly optimized, but put it in a position that fits well. With aesthetics, being convenient in the process of use is still not an easy task. Here are 3 criteria for the location of installing a printer so that it is reasonable for your reference.

Overview of the layout of an office

First of all, we should talk a little bit about the typical layout of an office. This is also quite important because an office will usually be arranged in different working areas. Each area will have its own layout, although all are part of the same system set up by the whole office.



First, a large office will usually have a common operating area. This is the space in which most daily activities will take place. This space will often include the lobby, reception area and guest lounge (where customers and staff interact with each other). This is also the place where employees in the office gather to discuss coffee or lunch. In short, the office life will come from this area.



The second is the passive area or the actual working area. This is a place where employees work and mainly work desks, chairs as well as equipment and machinery for work. Quiet will be a most important factor in this area. In addition, the layout must also be aimed at maximizing personnel efficiency and boosting productivity.



The third is the service area. This is the space for service activities, where the common equipment is located and also the common moving area. In the past, when wireless communication technologies didn't exist and developed, the service area was often the most messy place of an office. All employees tend to be here at any time to print, to arrange and retrieve necessary documents.

Factors in selecting the location of the printer

Now, when new communication protocols are put into use every day, the work areas have no longer distinct and simultaneous differences in importance. The 'mobility' of office workers has been reduced to a minimum,

because most of them use wireless connections to communicate and communicate for convenience. They only stand up when required, for example, to print documents. Therefore, the location of equipment in the office has changed since then.

Aesthetics and tranquility: Surely no one wants a big bulky printer to be placed at the most beautiful corner of the room instead of a bonsai pot or some decorative object. In the office space there are many different equipment such as desks, reception desks, bonsai pots, filing cabinets. So choosing a reasonable location for the printer will bring harmony to the face. Aesthetic for your office. In addition, because printers and some other office equipment are often located in the service area of an office, so its location will also affect the design of ceilings and walls. Why do you say that? The reason is that large printers and other office equipment can create a lot of noise. In order to maintain an ideal environment, floors, walls and ceilings need to be treated to suppress sound capture to minimize any noise generated.



Convenience for employee mobility: This is one of the main factors that needs to be considered in planning an office properly. The central printer needs to be located in an area that all employees can easily access and use. In other words, calculating the location for the printer will help employees feel more comfortable when printing documents. Should put it in a position not too close to the desk because it will cause problems, but also not too far will make you lose time traveling. Based on the area and layout of the room, you can find the best place to go.



Minimize health effects: You may not know but there have been many warnings by scientists about regular contact, use of printers, photocopiers, and harms nearly as much as you smoke. passive cigarettes. Specifically, small ozone particles emitted from these devices will cause irritation to organs such as eyes, nose, and lungs, and cause aging of skin cells as well as headache pain if continuous exposure for a long time. .To minimize health risks from the printer, make sure the printer is located in well-ventilated, well-ventilated areas, reducing the amount of toxic gas emitted by the printer. In addition, if possible, you should place the printer in a location near a window or office corridor, at least 3m away from users, and note that when not in use, you should unplug the power supply.



The above is a reasonable printer layout in one of an office space. Look carefully at the factors to choose the location for the most effective and scientific printer!

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