
In the office we have the following equipment:

Computer (keyboard/mouse/monitor,speakers,microphone)

Printer (laser/inkjet/dot matrix)

Scanner

Fax machine

Telephone

Overhead projector

Stapler (staples)

Punch

Stamp (stamp pad)

Coffee machine

Filing cabinet (files)

A4 paper

Drawing pins

Paper clips

Rubber

Desk

Chair

Carpet