

UNIT

17

Reprographics

REVIEW QUESTIONS

PART A

Complete the following sentences by filling in the blanks.

1. Some digital cameras can take multiple pictures in a row; this is called _____.
2. _____ duplicating is a lithographic process used to produce copies that closely resemble commercial printing.
3. Larger organizations place _____ where there seems to be the greatest need for them.
4. The _____ is the copier feature that sorts photocopies into sets.
5. The person especially appointed in an organization to be responsible for maintaining the copier is the _____ operator.
6. The term _____ is used to describe the process where text is entered into a special unit and is processed so that it can be used in camera-ready copy.
7. The _____ copier is computer-based and can be programmed to automatically perform certain tasks.
8. The two basic technologies in image processing are analog and _____.
9. A/An _____ is a piece of finishing equipment that allows sets of documents to be presented attractively.
10. _____ or numeric codes are sometimes allocated to control copier use.

PART B

Indicate your answer by circling True or False in each of the following.

1. Copiers are easy to use; therefore, there is no need for training and/or procedures manuals. True or false?
2. Among the three-dimensional objects photocopiers can handle are half sheets of paper and photographs. True or false?

3. The self-diagnostic feature means that you yourself can identify what is wrong with the machine and there is no need for a service call. True or false?
4. *Micrographics* is the term used to describe any kind of copying or duplicating process. True or false?
5. Offset duplicators are the type of copier in greatest use today. True or false?
6. Image editing means you can delete elements of an original in the copying process. True or false?
7. Pencil is a better writing medium than pen for sharp reproduction. True or false?
8. Camera-ready copy means text and graphics have been pasted into page layouts ready for printing. True or false?
9. The name given to equipment that collates, binds, and staples is *diminishing equipment*. True or false?
10. Commercial copying services can most easily be located by consulting your area Yellow Pages. True or false?

PART C

Answer the following questions in the space provided.

1. List four features of a typical convenience copier.

2. List five features found on photocopiers.

3. How can a business monitor copier use, and what methods are available to achieve this?

4. Why might a very large corporation purchase high-speed copier-duplicators and establish several key operators in a central location to manage them?

5. What advantage does a high-speed copier have over a convenience copier?

6. Describe the capabilities of an intelligent copier.

7. When might an organization use a commercial copying service?

8. List five basic considerations that should be kept in mind when you are purchasing reprographic equipment.

9. What are the three possible alternatives for handling your copying and duplicating requirements?

10. Briefly describe the following photocopier features: photomode, toner saving, margin shift, multi-function memory.

CALCULATIONS

Insert the answers to the following calculations in the spaces provided.

1. For your central copier room, you need to order: 12 boxes of paper @ \$43.79, six toner cartridges @ \$119.99, three boxes of labels @ \$30.95, 1 degausser kit @ \$249.95, 12 pads of lined paper @ \$0.99 each, and two large garbage cans @ \$15.99 each. Add 7% GST. What is the total cost of your order before PST?

2. Is it better to rent or lease a photocopier? The monthly cost to purchase a copier is \$250; the cost of renting is \$200, plus \$0.04 per copy. Assuming you make 1500 copies in both cases, which is cheaper, and by how much?

3. How much more would you spend making 5000 digital offset copies at 5 cents each rather than photocopying at 2.25 cents a copy?

4. Your copy centre is the major centre for your company and as a result uses a tremendous amount of copy paper. Your recent order totalled \$2945.88. Terms are 2/10, N30. If you pay within 10 days, what will your discount be in dollar terms?

5. Your copy centre provides copy services to a number of departments. Last month, Sales and Marketing made 1876 copies; Human Resources, 897; Advertising, 675; and Employment, 1598. What was the total number of copies made? What percentage was each department?

RESEARCH ACTIVITIES

1. Monitoring the use of photocopiers in offices is an important economic consideration. Several monitoring techniques exist, each with its own particular advantages and disadvantages. Consult reference sources, review magazines, talk to friends in business, and even consult the staff in your school or college office to learn of monitoring procedures and devices used. Present your findings in a written report.
2. Small photocopying/printing service outlets are everywhere. Visit one and find out exactly what services it offers. What equipment does the company have, how big a job can it handle, what is the smallest job the firm will accept? Is pick up and delivery available? Does it have a printed price list? What finishing services are available?

Arrange this research topic so that several firms are contacted by different students. Then present your findings in an oral report.

3. You can purchase, lease, or rent photocopy equipment. What choice would you make? Compare a piece of equipment over a two-year period. Be sure to compare installation, service, paper, supplies, and unit printing costs. Present your findings in a written report.
4. What effect does on-line storage and presentation of materials have on the reprographics industry? Present your findings in an e-mail to your instructor.
5. Good-quality copies result from top-quality originals. Find or produce a document printed on a laser printer, a dot matrix printer in draft mode, a dot matrix printer in NLQ mode, an inkjet printer or typewriter, and any other printer to which you may have access. Make photocopies of your documents. Mount your originals and copies and identify them. In a final comment, draw some conclusions about the results of your experiment.
6. Certain health and safety precautions should be taken in relation to reprographics equipment. Investigate this area and establish a set of "rules" to follow about the chemicals used, the location of the equipment, and the installation of the equipment. (Do your best to include copies of any hazardous chemical symbols you uncover in your research.) Present your findings in a written report.
7. Many varieties of photocopiers exist.
 - a) Review recent editions of business magazines and familiarize yourself with the makes, models, and features of the equipment advertised or on which articles have been written.
 - b) Find out from four local businesses what type of equipment they have purchased. See if you can ascertain why they made the choice(s) they did and if they have been pleased. Check the equipment used in your school or college also.Present your findings in a written report.
8. Because of advances in electronic distribution systems, hard copies of documents may not be as widely used. Look into the future and, after reading and consulting with equipment manufacturers and vendors, make a few predictions. A thought to get you started is that reference books might be produced on CD-ROMs only or be available on the Internet. Present your findings in an oral report.
9. Intelligent copiers are quite popular. Who makes them? What do they cost? What do they do? Present your findings in an oral report.
10. Canadian copyright laws do not permit the photocopying of an author's published work without permission. Research other important aspects of the law and summarize your findings in an oral presentation. This is an important topic so you should include a handout describing the Do's and Don'ts of photocopying.

ON-THE-JOB ACTIVITIES

1. Each month you tally the count sheets for your centralized copy centre. This helps you to forecast what paper supplies you need to have on hand at any time. The following

are the department usages expressed as a percentage of the total monthly copies made. Calculate the copies made by each department for each month.

Department	Percentage of Total					Total Copies
	Jan	Feb	Mar	Apr	May	
Advertising	10	12	11	12	16	1548
Human Resources	15	5	25	23	15	1284
Production	4	23	21	14	12	594
IT	12	15	12	13	12	654
Administration	10	11	2	10	13	3254
Sales	32	30	25	26	25	2810
Shipping	17	4	4	2	7	458

2. Calculate the total number of copies per department for Activity 1 above.

- Administration _____
- Advertising _____
- Human Resources _____
- IT _____
- Production _____
- Sales _____
- Shipping _____

3. Using the information contained in your *Pitman Office Handbook* or other current reference source, produce a chart that describes the following copier features:

- auto feeding
- self-diagnostics
- photomode
- image editing
- remote diagnostics
- reduction/enlargement
- multi-function memory
- dual-page book copying
- highlight colour

4. From the data you gathered in Research Activity 7, create a document that compares the functionality, advantages, and disadvantages of each of the copiers you researched.

5. Your company has just opened a centralized photocopy service. Create a form for use in that department to record all incoming requests. The form is needed so that a tally of quantities, costs, time taken to complete jobs, and a host of other details that occur to you can be maintained.

6. Certain principles must be followed in both the preparation of the original and the operation of the machine in order to obtain the best possible photocopy.

Produce a "Guideline to Effective Photocopying." Keep your points short and easy to read. Be sure to deal with the difficulty of creating an original from several sources (i.e., a cut-and-paste job). You might consider inserting examples of acceptable and unacceptable copy segments.

7. Using your DTP skills, create a flyer to announce the new photocopy service you are starting next month. Create your company's name and logo. Announce your services, prices, etc., and include a special opening offer.

WHAT WOULD YOU DO?

In the space provided, indicate what you would do in the following situations.

1. The office junior always makes three extra photocopies just in case they are needed.

2. One of your co-workers is using the copier to make personal copies.

3. You are the department head. You notice that the department photocopier has become the socializing spot.

4. The photocopier is being used when cheaper copying possibilities exist.

5. You know that copyright laws exist, but you need only six copies of an article on time management tips in this month's *Business* magazine, one for each manager.

6. A senior citizens' home for which you do volunteer work does not have a copier, and you would like to use the office copier to run off a few items.

7. You need to make 250 copies of a half-page handout for employees taking a safety seminar.

8. You need to make two extra copies of an urgent instruction to department heads that you have keyed on your computer.

9. You need to make 2000 copies of a form letter to potential customers.

10. You need to make five copies of a transparency for your salespeople to use in their presentations.

11. You notice two co-workers trying to repair a piece of reprographic equipment. His tie is hanging down into the equipment as is her gold neck chain.

12. You are using a photocopier and you notice that the copies are too faint to read.

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13. You are using a laser printer and you notice that the copies are too faint to read.

14. You are using a photocopier and the paper will not feed through the machine.

15. You are using a photocopier and you notice that only part of an original will fit onto the copy paper.

16. Your job entails copying originals of various sizes. You are wasting a considerable amount of time changing paper cassettes.

17. Each year you have to send home insurance policy renewal notices to your 2000 customers. Last year, you hired a temporary worker to key the addresses on the envelopes. This year you have a computer in your office.
