

Reprographics

Instructions: Read the sentences below carefully. Answer each question in the space provided.

1. Reprographic equipment falls into two categories photocopiers and _____.
 - a. cartridges
 - b. copiers
 - c. duplicators
 - d. printers

2. All of the following are features of a photocopier EXCEPT _____.
 - a. color copy
 - b. count
 - c. cutting
 - d. duplexing

3. Which of the following are needed in order for a photocopier to work?
 - a. electricity
 - b. paper
 - c. a and b
 - d. none of the above

4. Apart from the printers and photocopiers, name **two** other equipment that may be found in the reprographics department?

