

# 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?

