

**REPROGRAPHICS OPERATOR 3162**  
**TASK LIST**  
**2026**

**Reprographic Operation**

1. Powers on equipment such as printers and scanners in order to allow the machinery to warm up or “optimize” prior to beginning work.
2. Loads toner cartridges, liquid ink, or pellets into appropriate feed slots of engineering/photo printers in order to ready the machine for printing in a wide-format.
3. Lifts and loads various media such as paper bond-rolls, vinyl banner material, photopaper, or polyfilm onto a spindle in the feed drawers of engineering/photo printers in order to ready the machine for printing.
4. Positions prints onto equipment such as laminators, hydraulic cutters, or hand cutters in order to finalize requisition orders.
5. Uses keyboard and mouse computer interface in order to control scanners and printers.
6. Feeds the original to be copied into the feed table of scanner or printer in order to make a copy on that machine or to make a digital file of the material.

**Print & Scan Quality Assurance**

7. Loads digitally scanned prints into photo editing programs such as adobe creative suite and uses program functions in order to enhance the quality of the final scan or print.
8. Inspects the scanned or printed products for issues such as scratches/cuts in prints or scanner malfunctions in order to check the quality of the scan or print.
9. Calculates the percentage of reduction or enlargement of scan/print by using an electronic calculator or photo editing program in order to meet the customer's specifications.

**Customer Interaction**

10. Reviews customer's requisition form looking for information such as what is to be copied, how many copies are needed, and what the copy should look like (e.g., reduction, enlargement, media, deadlines, printers or scanners) in order to determine the appropriate type of equipment and process required.
11. Confers with the customer and/or supervisor, if needed, in order to determine what process and material is to be used to produce the desired finished product.
12. Uses phone and email in order to contact customers when their order is ready for pick-up or to receive customer requisitions.

**Inventory**

13. Maintains inventory of supplies in order to inform supervisors of when materials need to be re-stocked.
14. Reviews received requisition forms and RIP (Raster Imaging Process) servers for available jobs in order to schedule and plan job tasks.

**Equipment Maintenance**

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15. Reports equipment problems to the lead person or supervisor, such as equipment malfunctions in order to report if there is a need for major equipment repair.
16. Confers with equipment technicians in order to diagnose equipment malfunctions/failure.
17. Calibrates and maintains scanners by cleaning scanning lens/glass and loading calibration targets in order to get optimal results.

**Finalizing Products**

18. Calculates the cost of a requisition order taking into consideration the media used, size of final print(s), and time spent on order in order to properly bill customers.
19. Laminates and/or frames finished prints using laminator and edge-guards according to the customer's specification on requisition.
20. Affixes finished prints to mounting substrates in order to create posters or displays.
21. Packages the finished paper copies and wraps and numbers the copies in order to meet the specifications listed on customer's requisition form.