

Duplicating Machine Operator
Task List (2023)

1. Operates digital and small offset presses in order to perform duplicating operations.
2. Mixes fountain solution from chemicals that repel ink in order to keep printed material from scumming/smudging, and keeps non-image clean by keeping the ink off non-image area.
3. Scoops ink from a container using an ink knife into an ink fountain and turns on the press in order to evenly distribute ink to ink rollers.
4. Puts stock/paper into feeder table/tray, sets paper tray side guides to proper measurement of paper, checks caliber for double-sheeting/thickness of paper, and sets air hose and vacuum pumps to particular weight of paper in order to set-up stock for the appropriate paper for a particular type of job can be fed through the press.
5. Checks and adjusts side-guides by turning knobs or a screw to be sure that paper is squared with head stop.
6. Puts plate on plate cylinder and secures/locks it in place in order to register a clear image onto rubber blanket cylinder.
7. Prints sample sheets of paper by running samples between the blanket and impression cylinders in order to check tension of the image cylinders that a clear image is transferred to the paper/stock.
8. Sets delivery trays by moving side-guides to appropriate size of stock in order to receive printed paper/finished product uniformly.
9. Balances the amounts of ink and water distributed onto plate by measuring and putting in the machine different amounts until correct consistency is attained in order to produce uniformly clear copies of image onto paper/stock.
10. Moves/positions copies to specification of original whenever needed in order to match customer sample or file specifications.
11. Submits samples to supervisor for approval before running the entire job by showing a copy of the sample, the original, and job-specifications in order to avoid errors and avoid waste.
12. Sets counter for the amount of sheets needed for a job in order to run the job to completion.
13. Removes plate and preserves metal plate with appropriate chemicals in order to conserve the plate for additional copies.
14. Removes fountain solution from water fountain and cleans ink rollers by draining fountain, and using proper procedures for cleaning rollers found in machine manual or as instructed by supervisor.

15. Cleans and washes blanket and impression cylinder by using procedures found in shop manual or as instructed by supervisor in order to properly maintain and service duplicating machinery.
16. Reports problems such as bad stock, bad ink, poor reproduction, and machine malfunction to supervisor/Senior Duplicating Machine Operator by showing supervisor the problem in order to prevent damage to equipment.
17. Operates high speed copier with Digital Front End (DFE) in order to perform duplicating tasks.
18. Cleans coronas with special brushes, removing all dust particles, in order to ensure that the machine will properly operate.
19. Adds toner by inserting a special tube in the high speed copier in order for the machine to make readable copies.
20. Removes and looks at oil level to ensure that the offset press has sufficient lubrication to run properly and prevent damage to equipment.
21. Wipes glass with appropriate glass cleaner and cotton pads in order to prevent scratches or damage.
22. Loads paper on blank paper tray and places originals on the glass or document handler tray to prepare for copying.
23. Makes job samples to verify that copies will be produced according to job specifications.
24. Presses appropriate buttons such as start, collate and staple in order to process the job.
25. Places all work from copier or small offset presses on designated places for pick-up and distribution of job.
26. Reads job ticket which specifies instructions for completing the job correctly; telling operator type/color of ink to be used, amount of copies to be made, and proper set-up in order to process the job as requested.
27. Receives and processes job orders received electronically via email and/or saved on CDs, diskette, Flash drives, and shared drives in order to process the job.