

Setting the Paper Path on the 3850 Offset Duplicator Grading Rubric

I. Safety (The student made sure to:)

1. Not allow anyone else to touch the press.	0	1	2	3	4
2. Look over the press to be sure all was safe and warned those close when they were turning it on.	0	1	2	3	4
3. Not to remove paper jams or adjust the press while it was running.	0	1	2	3	4

II. Set up the Delivery: (The student made sure that the:)

1. Receiving tray was at proper height.	0	1	2	3	4
2. Guides were jogged in.	0	1	2	3	4
3. Side guide was set correctly	0	1	2	3	4
4. Tail guide was set correctly	0	1	2	3	4

III. Set up the Register Board (The student made sure that the:)

1. Side guide was jogged all the way in.	0	1	2	3	4
2. Jogging side guide was set for the width the press sheet.	0	1	2	3	4
3. Spring side guide was set for the width of the press sheet.	0	1	2	3	4
4. Skid rollers were set for the length of the press sheet.	0	1	2	3	4

IV. Set up the Feeder (The student made sure that the:)

1. Front paper guides were set to the width of the press sheet.	0	1	2	3	4
2. Pull out rollers were set correctly.	0	1	2	3	4
3. Suction feet were set correctly.	0	1	2	3	4
4. Sheet separators were directly under the suction feet.	0	1	2	3	4
5. Paper was fanned before placing on the feed table.	0	1	2	3	4
6. Side and back guides were set correctly.	0	1	2	3	4

V. Setting the press to feed paper (The student made sure to:)

1. Turn the blowers and vacuum off.	0	1	2	3	4
2. Set the double sheet detector correctly.	0	1	2	3	4
3. Set the height of the feed table correctly.	0	1	2	3	4
4. Adjust the blower tubes correctly.	0	1	2	3	4
5. Set the blowers to correct force.	0	1	2	3	4
6. Set the vacuum to correct force.	0	1	2	3	4
7. Paper was fed through press correctly.	0	1	2	3	4

Total: _____

Grade: _____

Grade = Total + 4