PRINTER & SCANNER

KONSORTIUM proHAWK

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE
HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI652B10191A

LOCATION
[ ] Level : 6
[ ] Department : LS2208
[ ] Room Name : L6-MR-002
[ ] Room ID : LS2208

DEVICE
[ ] Brand : Symbol
[ ] Model : LS2208
[ ] Serial No : Z12LR0

NETWORK (*for printers only*)
[ ] Local : Yes
[ ] Network IP :
[ ] Port :

TAGGING
[ ] Device ID Tag :
   Need Replacement :   [/] Yes [ ] No

SCANNER CHECKLIST

[/] Barcode Scanner   [ ] Flatbed Scanner   [ ] Card Reader

1. Cleaning (Clean the dust and dirt by using spray cleaner and cloths)	
a. Wipe Glass	Yes
b. Scanning Trip	Yes
c. Automatic Document Feeder (ADF) Duplex	Yes
2. Check Cable Tidiness (Make sure the tidiness of cables)	Yes
3. Check LED Signal Functioning	Yes
4. Perform Device Test	Yes

E. REMARK

Muhammad Syukri : Device ok

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Muhammad Syukri 27/04/2021 10:	Kamaliana 30/04/2021	Khairulnizam Mat Kasa 10/05/2021

NOTE: This PPM Form is computer generated and no signature is required