



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10003A

LOCATION

- ☐ Level : 1
- ☐ Department : LS2208
- ☐ Room Name : L1-ED-027
- ☐ Room ID : LS2208

DEVICE

- ☐ Brand : Symbol
- ☐ Model : LS2208
- ☐ Serial No : Z11BJF

NETWORK (for printers only)

- ☐ Local : Yes
- ☐ Network IP :
- ☐ Port :

TAGGING

- ☐ Device ID Tag : Yes
- 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
 - b. Scanning Trip
 - c. Automatic Document Feeder (ADF) Duplex
2. Check Cable Tidiness (Make sure the tidiness of cables)
3. Check LED Signal Functioning
4. Perform Device Test

Yes
Yes
Yes
Yes
Yes

E. REMARK

Muhammad Amir Hakim : Done, no faulty found
verifier_workstation : okay good job

| SERVICED BY | ACKNOWLEDGED BY | VERIFIED BY |
|---------------------------------------|------------------------|--|
| Muhammad Amir Hakim 01/04/2021 11: | testuser 01/04/2021 | verifier_workstation workstation 01/04/2021 |

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