



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10002A

LOCATION

☐ Level : 1
☐ Department : Symbol LS2208
☐ Room Name : L1-ED-026
☐ Room ID : Symbol LS2208

DEVICE

☐ Brand : Samsung
☐ Model : Symbol LS2208
☐ Serial No : Z11BFL

NETWORK (for printers only)

☐ Local :
☐ Network IP : 10.10.10.10
☐ Port : 8080

TAGGING

☐ Device ID Tag :
Need Replacement : ☐ Yes ☐ No
Date Replace :
PPM Tag :

SCANNER CHECKLIST

☐ Barcode Scanner ☐ Flatbed Scanner ☐ Card Reader

- Cleaning (Clean the dust and dirt by using spray cleaner and cloths)
 - Wipe Glass
 - Scanning Trip
 - Automatic Document Feeder (ADF) Duplex
- Check Cable Tidiness (Make sure the tidiness of cables)
- Check LED Signal Functioning
- Perform Device Test

Yes
Yes
Yes
Yes
Yes

E. REMARK

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Admin 04/03/2021 09:34:31	testuser 04/03/2021 09:34:31	Not Yet

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