



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10010A

LOCATION

- ☐ Level : 1
- ☐ Department : Symbol LS2208
- ☐ Room Name : L1-ED-059
- ☐ Room ID : Symbol LS2208

DEVICE

- ☐ Brand : Symbol
- ☐ Model : Symbol LS2208
- ☐ Serial No : Z12HGY

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 Syukri : Anda seharusnya lebih bijak
test : die ni lagi dak ni je giler kpi ni
verifier_workstation :done

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Muhammad Syukri 20/04/2021 11:	test 20/04/2021	verifier_workstation workstation 20/04/2021

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