



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10012A

LOCATION

- ☐ Level : 1
- ☐ Department : Symbol LS2208
- ☐ Room Name : L1-ED-088
- ☐ Room ID : Symbol LS2208

DEVICE

- ☐ Brand :
- ☐ Model : Symbol LS2208
- ☐ Serial No : Z11BJT

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

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Technical 11/03/2021 10:34:21	testuser 11/03/2021 10:34:21	Not Yet

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