



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101P20004A

LOCATION

- ☐ Level : 1
- ☐ Department : LaserJet Pro 400 M402dn
- ☐ Room Name : L1-ED-019A
- ☐ Room ID : LaserJet Pro 400 M402dn

DEVICE

- ☐ Brand : HP
- ☐ Model : LaserJet Pro 400 M402dn
- ☐ Serial No : PHCNF26727

NETWORK (for printers only)

- ☐ Local : No
- ☐ Network IP :
- ☐ Port :

TAGGING

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

PRINTER CHECKLIST

☐ Laser Printer ☐ Label Printer

1. Cleaning (Clean the dust and dirt of the printer by using spray cleaner and cloths)
2. Check Cable Tidiness (Make sure the tidiness of cables)
3. Check Functionality of the followings :-
 - a. Loading Paper Functioning
 - b. Roller Functioning
 - c. Ready LED Signal Functioning
5. Perform Test Print
6. Output Configuration Attach

Yes
Yes
Yes
Yes
Yes
Yes
Yes

E. REMARK

test : baik korg
verifier_workstation :test

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Mohamad Haziq Fitri 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