



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10001A

LOCATION

- ☐ Level : 1
- ☐ Department : LS2208
- ☐ Room Name : L1-ED-019
- ☐ Room ID : LS2208

DEVICE

- ☐ Brand : HP
- ☐ Model : LS2208
- ☐ Serial No : Z11AHN

NETWORK (for printers only)

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

TAGGING

- ☐ Device ID Tag :
- 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

Technical : test

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Technical 22/04/2021 14:	testuser 22/04/2021	verifier_workstation workstation 22/04/2021

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