



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUNKU AZIZAH

YEAR : 2021

Hostname : WI652B10195A

LOCATION

- ☐ Level : 6
- ☐ Department : LS2208
- ☐ Room Name : L6-MR-006
- ☐ Room ID : LS2208

DEVICE

- ☐ Brand : Symbol
- ☐ Model : LS2208
- ☐ Serial No : Z12H8Y

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
N/A
Yes
Yes
Yes

E. REMARK

Muhammad Syukri : Device ok

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Muhammad Syukri 27/04/2021 15:	Kamaliana 30/04/2021	Khairulnizam Mat Kasa 23/06/2021

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