



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUNKU AZIZAH

YEAR : 2021

Hostname : WI101B10002A

LOCATION

- ☐ Level : 1
- ☐ Department : LS2208
- ☐ Room Name : L1-ED-026
- ☐ Room ID : LS2208

DEVICE

- ☐ Brand : Samsung
- ☐ Model : LS2208
- ☐ Serial No : Z11BFL

NETWORK (for printers only)

- ☐ Local :
- ☐ 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

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Admin 23/06/2021 10:	testuser 06/07/2021	verifier_workstation workstation 06/07/2021

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