



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101P20002A

LOCATION

- ☐ Level : 1
- ☐ Department : M402dn
- ☐ Room Name : L1-ED-019
- ☐ Room ID : M402dn

DEVICE

- ☐ Brand : Model
- ☐ Model : M402dn
- ☐ Serial No : PHCND23795

NETWORK (for printers only)

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

TAGGING

- ☐ Device ID Tag :
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

Technical : test
verifier_workstation :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