



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUNKU AZIZAH

YEAR : 2021

Hostname : WI101B10007A

LOCATION

- ☐ Level : 1
- ☐ Department : Symbol LS2208
- ☐ Room Name : L1-ED-058
- ☐ Room ID : Symbol LS2208

DEVICE

- ☐ Brand :
- ☐ Model : Symbol LS2208
- ☐ Serial No : Z11AGU

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

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Admin 03/07/2021 21:	testuser	verifier_workstation workstation

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