



## 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 : M402dn
- ☐ Serial No : PHCND23795

### NETWORK (for printers only)

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

### TAGGING

- ☐ Device ID Tag : Yes
- 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

testuser : pc okay good bdk2 ni buat keje

verifier\_workstation :test

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Technical 19/04/2021 11:	testuser 19/04/2021	verifier_workstation workstation 20/04/2021

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