



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10004A

LOCATION

☐ Level : L1
☐ Department : Symbol LS2208
☐ Room Name : L1-ED-045
☐ Room ID : Symbol LS2208

DEVICE

☐ Brand : HP
☐ Model : Symbol LS2208
☐ Serial No : Z11AGT

NETWORK (for printers only)

☐ Local : No
☐ Network IP :
☐ Port :

TAGGING

☐ Device ID Tag : Yes
Need Replacement : ☐ Yes ☐ No
Date Replace :
PPM Tag :

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
Technical 15/02/2021 12:02:45	testuser 15/02/2021 12:02:45	Not Yet

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