



## PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

## PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10003A

### LOCATION

☐ Level : 1  
☐ Department : Symbol LS2208  
☐ Room Name : L1-ED-027  
☐ Room ID : Symbol LS2208

### DEVICE

☐ Brand :  
☐ Model : Symbol LS2208  
☐ Serial No : Z11BJF

### NETWORK (for printers only)

☐ Local :  
☐ Network IP :  
☐ Port :

### TAGGING

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

## SCANNER CHECKLIST

☐ Barcode Scanner ☐ Flatbed Scanner ☐ Card Reader

- Cleaning (Clean the dust and dirt by using spray cleaner and cloths)
  - Wipe Glass
  - Scanning Trip
  - Automatic Document Feeder (ADF) Duplex
- Check Cable Tidiness (Make sure the tidiness of cables)
- Check LED Signal Functioning
- Perform Device Test

Yes  
Yes  
Yes  
Yes  
Yes

## E. REMARK

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Admin 04/03/2021 09:36:30	testuser 04/03/2021 09:36:30	Not Yet

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