



## 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