



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUNKU AZIZAH

YEAR : 2021

Hostname : WI652B10192A

LOCATION

- ☐ Level : 6
- ☐ Department : LS2208
- ☐ Room Name : L6-MR-002
- ☐ Room ID : LS2208

DEVICE

- ☐ Brand : Symbol
- ☐ Model : LS2208
- ☐ Serial No : Z12LR1

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

Muhammad Syukri : Device ok

| SERVICED BY | ACKNOWLEDGED BY | VERIFIED BY |
|-----------------------------------|-------------------------|-------------------------------------|
| Muhammad Syukri 27/04/2021 10: | Kamaliana 30/04/2021 | Khairulnizam Mat Kasa 21/06/2021 |

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