



## PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

## PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUNKU AZIZAH

YEAR : 2021

Hostname : WI652B10198A

### LOCATION

- ☐ Level : 6
- ☐ Department : LS2208
- ☐ Room Name : L6-MR-018
- ☐ Room ID : LS2208

### DEVICE

- ☐ Brand : Symbol
- ☐ Model : LS2208
- ☐ Serial No : Z12HA3

### 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 12:	Kamaliana 30/04/2021	Khairulnizam Mat Kasa 23/06/2021

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