KONSORTIUM proHAWK

PRINTER & SCANNER
Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE
HOSPITAL TUNKU AZIZAH

YEAR : 2021

Hostname : WI101B10006A

LOCATION
[ ] Level : 1
[ ] Department : LS2208
[ ] Room Name : L1-ED-045
[ ] Room ID : LS2208

DEVICE
[ ] Brand :
[ ] Model : LS2208
[ ] Serial No : Z12H5F

NETWORK (*for printers only*)
[ ] Local : Yes
[ ] Network IP : 1.1.1.1
[ ] Port : A.1234

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	Yes
b. Scanning Trip	Yes
c. Automatic Document Feeder (ADF) Duplex	Yes
2. Check Cable Tidiness (Make sure the tidiness of cables)	Yes
3. Check LED Signal Functioning	Yes
4. Perform Device Test	Yes

E. REMARK

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Admin 03/07/2021 21:	test	verifier_workstation workstation

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