



## PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

## PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10004A

### LOCATION

- ☐ Level :
- ☐ Department :
- ☐ Room Name :
- ☐ Room ID :

### DEVICE

- ☐ Brand :
- ☐ Model :
- ☐ Serial No :

### NETWORK (for printers only)

- ☐ Local :
- ☐ 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

Admin : scanner ok

verifier\_workstation :opkay

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Admin 12/03/2021 10:39:19	testuser 12/03/2021 10:39:19	Not Yet

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