



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUNKU AZIZAH

YEAR : 2021

Hostname : WI652B10201A

LOCATION

- ☐ Level : 6
- ☐ Department : LS2208
- ☐ Room Name : L6-MR-005
- ☐ Room ID : LS2208

DEVICE

- ☐ Brand : Symbol
- ☐ Model : LS2208
- ☐ Serial No : Z117YA

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 26/04/2021 10:	Kamaliana 04/05/2021	Khairulnizam Mat Kasa 23/06/2021

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