



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUNKU AZIZAH

YEAR : 2021

Hostname : WI652B10209A

LOCATION

- ☐ Level : 6
- ☐ Department : Symbol LS2208
- ☐ Room Name : L6-MR-009
- ☐ Room ID : Symbol LS2208

DEVICE

- ☐ Brand : Symbol
- ☐ Model : Symbol LS2208
- ☐ Serial No : Z12HBA

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

Nur Asfarina Nasuha : Relocated from L6-MR-021A

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Nur Asfarina Nasuha 03/05/2021 10:	Kamaliana 04/05/2021	Khairulnizam Mat Kasa 23/06/2021

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