



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUNKU AZIZAH

YEAR : 2021

Hostname : WI652B10193A

LOCATION

- ☐ Level : 6
- ☐ Department : LS2208
- ☐ Room Name : L6-MR-002A
- ☐ Room ID : LS2208

DEVICE

- ☐ Brand : Symbol
- ☐ Model : LS2208
- ☐ Serial No : Z11BK6

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
N/A
N/A
Yes
Yes
Yes

E. REMARK

Muhammad Amir Hakim : - Scanner in good condition

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Muhammad Amir Hakim 04/05/2021 10:	Kamaliana 06/05/2021	Khairulnizam Mat Kasa 23/06/2021

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