



## PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

## PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10005A

### LOCATION

☐ Level : L1  
☐ Department : LS2208  
☐ Room Name : L1-ED-033  
☐ Room ID : LS2208

### DEVICE

☐ Brand : Symbol  
☐ Model : LS2208  
☐ Serial No : Z11AG9

### NETWORK (for printers only)

☐ Local : Yes  
☐ Network IP :  
☐ Port :

### TAGGING

☐ Device ID Tag : Yes  
Need Replacement : ☐ Yes ☐ No  
Date Replace :  
PPM Tag :

## 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

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Technical 08/03/2021 15:30:09	testuser 08/03/2021 15:30:09	Not Yet

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