



PRINTER & SCANNER

Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101B10004A

LOCATION

☐ Level : L1
☐ Department : Symbol LS2208
☐ Room Name : L1-ED-045
☐ Room ID : Symbol LS2208

DEVICE

☐ Brand : HP
☐ Model : Symbol LS2208
☐ Serial No : Z11AGT

NETWORK (for printers only)

☐ Local : No
☐ Network IP :
☐ Port :

TAGGING

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

SCANNER CHECKLIST

☐ Barcode Scanner ☐ Flatbed Scanner ☐ Card Reader

- Cleaning (Clean the dust and dirt by using spray cleaner and cloths)
 - Wipe Glass
 - Scanning Trip
 - Automatic Document Feeder (ADF) Duplex
- Check Cable Tidiness (Make sure the tidiness of cables)
- Check LED Signal Functioning
- Perform Device Test

Yes
Yes
Yes
Yes
Yes

E. REMARK

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Technical 15/02/2021 12:02:45	testuser 15/02/2021 12:02:45	Not Yet

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