KONSORTIUM proHAWK

PRINTER & SCANNER
Update and verify inventory by checking and ticking boxes below

PLANNED PREVENTIVE MAINTENANCE
HOSPITAL TUANKU AZIZAH

YEAR : 2020

Hostname : WI101P20002A

LOCATION
[ ] Level : 1
[ ] Department : LaserJet Pro 400 M402dn
[ ] Room Name : L1-ED-019
[ ] Room ID : LaserJet Pro 400 M402dn

DEVICE
[ ] Brand :
[ ] Model : LaserJet Pro 400 M402dn
[ ] Serial No : PHCND23795

NETWORK (*for printers only*)
[ ] Local : Yes
[ ] Network IP :
[ ] Port :

TAGGING
[ ] Device ID Tag : Yes
   Need Replacement   [ ] Yes [/] No
   Date Replace :
PPM Tag :

PRINTER CHECKLIST

[/] Laser Printer   [ ] Label Printer

1. Cleaning (Clean the dust and dirt of the printer by using spray cleaner and cloths)	Yes
2. Check Cable Tidiness (Make sure the tidiness of cables)	Yes
3. Check Functionality of the followings :-	Yes
a. Loading Paper Functioning	Yes
b. Roller Functioning	Yes
c. Ready LED Signal Functioning	Yes
5. Perform Test Print	Yes
6. Output Configuration Attach	Yes

E. REMARK

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Technical 09/03/2021 16:59:32	testuser 09/03/2021 16:59:32	Not Yet

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