

ZEBRA BARCODE PRINTER PREVENTIVE MAINTENANCE CHECKLIST					
PM DATE	PERFORMED BY	PRINTER NAME	SERIAL NUMBER	LOCATION	NEXT PM
1. Clean the outside surface of the printer with a lint free cloth and Isopropyl Alcohol.					
2. Clean the Interior. Power OFF the printer and clean. Pay attention of dirt, adhesives, debris of printheads, platten roller, sensors, snap plate and the cutter module. Follow through the manuals when cleaning the printer parts.					
3. Cleaning the Printhead, Platen roller, snap plate using lint free cloth and IPA. Sensors cleaning using brush/vacuum.					
4. Inspection Checklist. Follow through the list below when doing the printer inspection. Repair/replace parts as noted on previous steps. (Note: Put appropriate initial/s on action done. (Adjust(A), Inspect(I), Replaced (R), Defective (D)).					
Parts		Action	Remarks		
Printhead					
Platten roller					
Ribbon take-up spindle					
Ribbon supply spindle					
Media supply hanger					
Media supply guide					
Outer media guide					
Other part/s					
5. Barcode Integrity Check. Request to operator to send print jobs on the barcode and check barcode integrity. Follow through the list when doing the barcode integrity check. Put OK on the quality column when desirable barcode print quality is achieved on each item. Attach the print-out P2 label at the back of this checklist.					
Parts		Quality/Settings	Remarks		
Alignment					
Printhead Pressure and Balance					
Darkness					
Print Quality (scan the label)					
TECHNICAL REPORT / RECOMMENDATION					