



PROCEDURES MANUAL

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PREVENTIVE MAINTENANCE OF PRINTERS

I. OBJECTIVE

This procedure clearly defines the process of the maintenance of printers.

II. SCOPE

This covers the entire **VALENCIA CITY WATER DISTRICT's** printers.

III. RESPONSIBILITY AND RESOURCES

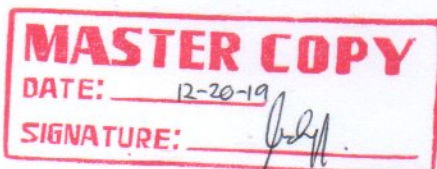
MIS personnel

IV. DEFINITION OF TERMS

V. REFERENCE DOCUMENTS

VI. RECORDS GENERATED

PM maintenance form, computer and printer master list.



Prepared by:

[Handwritten Signature]
Process Owner

Approved by:

[Handwritten Signature]
General Manager



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PREVENTIVE MAINTENANCE OF PRINTERS

VII. PROCEDURE DETAILS AND FLOW

Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
<pre> graph TD START([START]) --> CheckCables[/Check Cables/] CheckCables --> ReferChecklist[Refer to checklist] ReferChecklist --> AllItemsPassed{All checklist items passed?} AllItemsPassed -- No --> Repair[Repair] AllItemsPassed -- Yes --> IsPrinterDusty{Is the printer dusty?} IsPrinterDusty -- Yes --> DoCleaning[Do the cleaning] IsPrinterDusty -- No --> InkLevels{Is the ink levels of the cartridges and ribbons okay?} InkLevels -- Yes --> RefillReplace[Refill/Replace] InkLevels -- No --> TestPrint[Test Print] TestPrint --> END([END]) </pre>	<p>1.1 Check printer cables and printer drivers installed in the computer.</p>	<p>Online Resource</p>	<p>Pater C. Cuizon</p>	<p>N/A</p>
	<p>2.1 Print a test page to check if the printer is functional.</p> <p>2.2 Check if the printer accumulates dust and chipped papers.</p> <p>2.3 Do the Blowering and brushing to remove dirt, dust and particles.</p> <p>2.4 Check for the ink levels, cartridges ribbons and replace or refill if necessary.</p> <p>2.5 Print a test page to verify its print output quality.</p>	<p>Online Resource</p>	<p>Pater C. Cuizon</p>	<p>Preventive maintenance checklist form.</p>

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