

STAFF REQUEST FOR TECHNOLOGY SERVICE AT NEFF

Rev. 1/1/09

Please return service request forms to the Technology Mailbox in Mr. Zalasars Office

Additional copies of this form can be found in the Teachers' Workroom, Staff Handbook, or on-line @ Neff's web site.

| Teacher's Information | Computer/Printer Info | Description of Service Trouble | Tech Support |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <p>COMPLETE ALL REQUESTED INFORMATION TO HELP EXPEDITE YOUR SERVICE CALL</p> | <p>Please check which of the following equipment requires a service call.</p> | <p>Briefly describe what happened before & after the problem.</p> | <p>Problems such as: School e-mail, Chancery, password issues, or connectivity issues please describe below.</p> |
| <p>Staff Name</p> <hr/> <p>Today's Date</p> <hr/> <p>Room Number</p> <hr/> <p><i>Before completing this form, please try to RESTART your computer to troubleshoot your own service problem.</i></p> | <p>Computer HISD Tag Number: (Look for a blue or red tag.)</p> <p>Computer (CPU) number</p> <hr/> <p>Example: 10004508908 or 41004508908</p> | | |
| | <p>Printer Model Number:</p> <hr/> <p>Example: HP 850C</p> | <p>Ink request Ink cartridge number</p> <p>Black _____ Color _____</p> <p>Example: 15 Black 17 Color</p> | |
| <p>Technician Use Only</p> <p><input type="checkbox"/> Carla Stowe</p> | <p>Service Request Status</p> <p><input type="checkbox"/> Call Completed</p> <p><input type="checkbox"/> Waiting on Outside Vendor</p> | <p>HISD Heat Ticket # & Date</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> | |