

# Technology Request Form

Name \_\_\_\_\_ School \_\_\_\_\_ Room \_\_\_\_\_ Date/Time \_\_\_\_\_

## Type of problem:

- Hardware**      \_\_\_\_\_ IBM 300GL      \_\_\_\_\_ IBM NETVISTA (White)      \_\_\_\_\_ IBM NETVISTA (Black)  
                                 \_\_\_\_\_ DELL GX1      \_\_\_\_\_ DELL GX110      \_\_\_\_\_ OTHER
- Printer**
- Software**
- Other**

**Location (computer number or location in room):** \_\_\_\_\_

**Summary of problem or need:**

**Description of error messages, if any:**

## Things you've tried to solve the problem:

- Checked to see that computer, monitor, and printer are turned on
- Checked power cords and power strip
- Checked connection from computer to printer
- Checked printer cartridge
- Checked to see that you are logged on correctly
- Restarted computer (first remove disks from all drives)

**Priority:**      \_\_\_As soon as possible      \_\_\_Next time you're here      \_\_\_When you have time

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### For Use by Technology Support Teacher

**Date received:** \_\_\_\_\_

- Issue resolved**  
Date resolved: \_\_\_\_\_  
Time spent: \_\_\_\_\_
- Referred to Technology Department**  
Date sent: \_\_\_\_\_

**Comments:**

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### For Use by Technology Department

**Date issue resolved:** \_\_\_\_\_

**Comments:**