

Request for Technical Assistance

For prompt response, please see instructions in box below.

Location/Room: _____
Staff Member: _____
Date Submitted: _____

Equipment Type:

- | | |
|---|--|
| <input type="checkbox"/> Windows (Compaq) | <input type="checkbox"/> Wish List (details below) |
| <input type="checkbox"/> Windows (Other) | <input type="checkbox"/> Printer (Model # _____) |
| <input type="checkbox"/> Mac OS (iMac) | <input type="checkbox"/> Floppy Drive |
| <input type="checkbox"/> Mac OS X | <input type="checkbox"/> Data Projector |
| <input type="checkbox"/> Display/Monitor | <input type="checkbox"/> Other (details below) |

Description of problem/request (include sounds, odors, etc):

Technical Support Team Use Only

Date Received: _____ Date Responded: _____

Machine Serial #: _____ Machine DB #: _____

Problem Summary:

Problem Solution:

<p><i>Instructions:</i></p> <ul style="list-style-type: none">◆ Name and Location are critical to prompt response.◆ Please be as thorough with this information as you can.◆ Problem Description will help determine the most appropriate action.◆ Place completed form in Lynnette Cowser's box.
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Resolved Date: _____
Tech: _____