# Dunbar Magnet School
# Technology Work Order Form

( form available at www.mcpss.com/dunbar click on Forms)

E-mail to ldreaper@mcpss.com

Or Place in Mrs. Dreaper's box

Please follow these simple troubleshooting steps BEFORE completing this form.

a. Make sure all plugs and cables are plugged in securely to the computer and wall
b. Make sure on/off switches are set to ON position and green lights are glowing
c. Restart your computer

**Teacher/Staff Member:**_____
**Room #:**_____ **Date:** _____ **Time:** _____
**Computer Property No.** _____ **Computer Serial No.:** _____
Circle Type: IBM Desktop Compaq Desktop IBM Notebook Multimedia Projector

1. Cannot login to the Novell network.
   __Red Novell window does not appear when computer is started.
   __Password has expired
2. __Printer does not print. Describe problem.
   _____
3. __Need the following software loaded: (Please Circle)
   Novell STI Microsoft Office
   Athena Accelerated Reader STAR
   Other: _____
4. __Monitor does not work properly
   __no video __screen jumps __Other_____
5. __Multimedia projector does not work. Describe problem _____
   _____
6. __Mouse __Keyboard not working properly. Describe problem:_____
   _____
7. __School InSites Problem
   __Need password reissued
   __Need assistance with setting up. Describe _____
   _____
8. E-mail problem. Describe_____
9. __Floppy Drive __CD-ROM __USB Port Does not work.
10. Other_____
    _____
    _____
    _____

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(To be completed by Dunbar Technology Team member and returned to returned to Dreaper)

Team Member assigned_____ Action Date _____
Action Taken: __Arey Jones called Order #:_____
__MCPSS Work Order Order #:_____
__Other_____
_____

Date order completed_____