Computer Science Labs Equipment-Malfunction Reporting Form (for Coach House)

Name:__________________________________________      Date:____________________

Please check the room number and enter the ID number of the malfunctioning computer (located at the lower-right corner of the glass panel):
___ Room101A      ___ Room101B      ___ Room101C      Computer ID: _________

Is the Problem Hardware or Software Related? (check one)
____ Hardware ( Please fill in Section A )      ____ Software ( Please fill in Section B )

Section A: Hardware related problems
Please check the device(s) that is not working properly. Specify symptoms concisely:

☐ Monitor: ____________________________________________

☐ Mouse/Keyboard: ______________________________________

☐ Floppy Drive: _________________________________________

☐ CD drive: _____________________________________________

☐ Printer (specify application and printer name): ______________

☐ Other: ________________________________________________

Section B: Software related problems
Please provide a concise description of the symptom:

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