



# Technology Work Order

## Bamberg School District One

*All Hands Supporting Education*

3830 Faust St. Bamberg, S.C. 29003  
Phone: (803)245-3053 • Fax: (803)245-3056

***Before you turn in a work order, try the basic troubleshooting steps below.  
If the issue persists, give this work order to the media specialist and we will  
address your problem as soon as possible.***

- Examined the cables, connectors, and power cords to make sure they're plugged in securely
- Made sure power strip or a surge protector is on and that it works
- Checked to see if anyone else is having a similar problem such as getting internet or email.
- Force quit programs that are not working (ctrl+alt+delete)
- A simple reboot (turn computer off and then back on)
- Other: \_\_\_\_\_

TEACHER NAME	SCHOOL	ROOM NUMBER	COMPUTER WITH THE COMPUTER <small>THE TEACHER SHOULD PLACE A POST-IT NOTE ON THE COMPUTER WITH THE ISSUE.</small>

DETAILED DESCRIPTION OF PROBLEM <small>(Example: Computer Will Not Open PDF Files)</small>	WHEN THE PROBLEM OCCERS <small>(Example: When I download PDF from website)</small>	ANY DISPLAYED ERROR MESSAGES <small>(Example: Error Path Not Found)</small>

**Your Request Is Important To Us.**

We will do our best to resolve any technical issues as quickly as possible.