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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