

LAPTOP REPAIR DROP OFF INSTRUCTIONS

Please Follow these Instructions to ensure a timely repair to your SJC School Laptop.

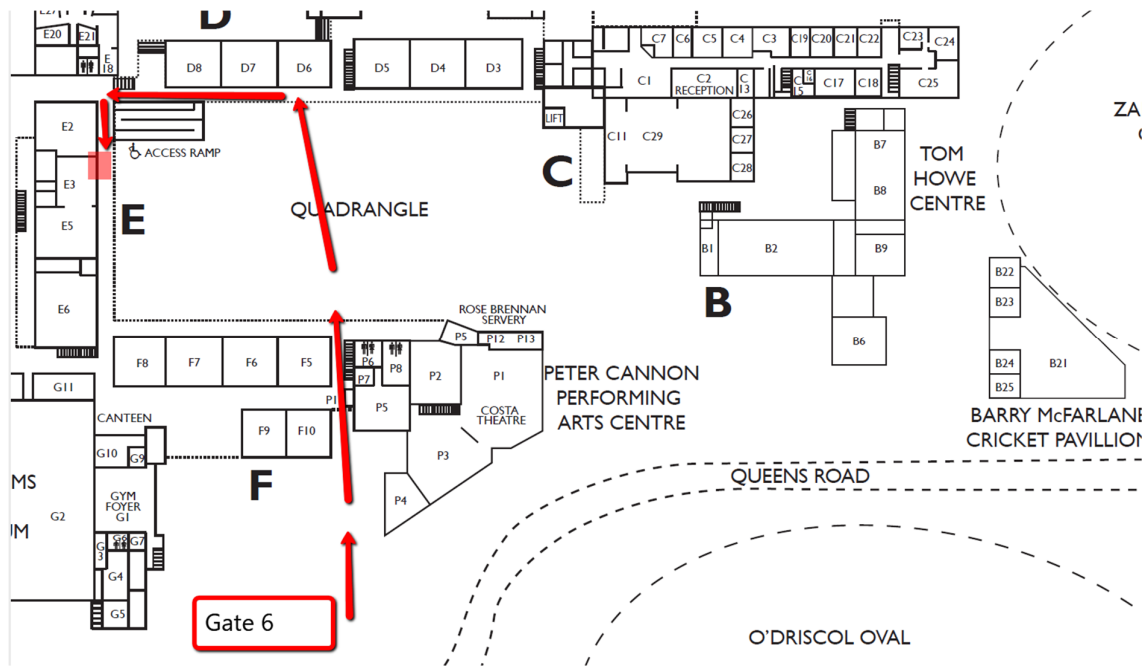
In preparation for the repairs

- The laptop has all surfaces cleaned down with a damp (not wet) cloth.
- No one touches the laptop for 24 hours after the clean down.
- Placed in its School Supplied Bag.

Drop Laptop to SJC Main Campus

The ICT dept of SJC are providing secure locked drop boxes (lockers) for Students and Parents to deliver school laptops to the ICT team for repairs. The Locker is under 24-hour CCTV surveillance.

Please Enter using Gate 6 at the Edmund Rice Campus and Follow the arrows.



The Red mark indicates the location of the Locker.



Locker: **G**

Lock

Combination:

3-5-3

Use the supplied code to open the assigned locker and place laptop to be repaired into locker and return the lock and check it is locked.

Please advise the ICT Helpdesk on 52268174 ASAP once you have dropped laptop into the lockers.

Repaired Laptops will be returned to the same locker and code for Pick-up. You will be notified by phone when this occurs. ICT will monitor the lockers unclaimed laptops after 24hrs will be taken back to ICT for storage and you will need to reschedule a pick up.