

Following is information for the Device Repair Depot that will be available at the Media and Technology Building. Tech staff will make every effort to fix a staff member's device as quickly as possible.

What: Device Repair Depot

When: January 4th – June 11th

Monday - 7:30 a.m. to 10:00 a.m.

Wednesday – Noon to 2:30 p.m.

Friday – 7:30 a.m. to 10:00 a.m.

Where: Media and Technology building, 4406 Okemos Rd., just behind the administration building.

Process:

1. Back up any files saved locally on your device (Desktop, C: Drive, My Documents folder, etc.) as your device may need to be swapped out.
2. Record your name, phone number, school building and the issue/problem with the device on a note.
3. At the front of the building, please ring the doorbell.
4. A tech personnel will be alerted and come to the door to help.
5. Plan on switching out your device. It is the most efficient way to limit the disruption to your work with the device.
6. If you dropped off a device and are coming to pick it up, please make sure you have been contacted by Media & Technology, otherwise it is not ready for pick-up.

Please email helpdesk@okemosk12.net with technology issues or device repair questions.

Thank you.

Department of Media and Technology