EE Lab Equipment Trouble Report

Please troubleshoot your work to eliminate the possibility of user error. If you are reasonably certain that the equipment is faulty, complete this form and submit it to the Lab Manager. (Use the envelope posted on the bulletin board outside the Digital Lab.) If it pertains to a portable device, attach this form to the unit and bring it to the Tech Room.

Reported by: _____   Email:_____   Phone: _____   Date: _____Time:_____

Location of Faulty Equipment: (lab name and workstation #) _____

Faulty Equipment (be sure to identify exactly which machine it is) _____

Describe problem encountered. Be specific! (Include details about what you were trying to do with it, what settings were selected, what you did to correct the problem, why you're sure it's not user error, etc):