

THE LAWRENCE - TECH ORDERING MATRIX

<p>Items departments are allowed to purchase</p>	<ul style="list-style-type: none"> • DVD's & CD's • Flash/Thumb Drives • Keyboards • Mice • Power Strips • All non-computer Tech Equipment items
<p>Items departments <u>are not</u> allowed to purchase</p>	<ul style="list-style-type: none"> • Computer:Desktop/Laptop/Exh/Events • External Hard Drives • Internal Hard Drives • iPads, Tablets, and Chromebooks • Laptop Accessories: Batteries, Power Supply, Display Adapters • Monitors • Printers • Projectors • Scanners • Webcams <p>NOTE: For Networking Supplies, please consult with Anna Maurer, LHS Systems Administrator</p> <ul style="list-style-type: none"> • Routers • Servers • Switches • Wireless & Network Devices

COMPUTER REPAIR GUIDELINES:

<p>LHS COMPUTERS</p>	<p>LHS staff <u>will not</u> be reimbursed for costs incurred for computer/laptop repairs performed by a non-authorized vendor.</p>
<p>If a repair is needed:</p>	<ul style="list-style-type: none"> • Consult with Anna Maurer at annam@berkeley.edu for initial assessment • Please provide the computer serial # to verify warranty status • NOTE: Regardless if the system can be repaired or not, please make sure you have copied all LHS Data to Drive, and personal data to an external source. • If your computer is no longer under warranty and not repairable, your department will be advised to purchase a replacement • If your computer is still under warranty: <ul style="list-style-type: none"> ○ ITCS will assess and either send out for repair, completely wipe the hard drive and reinstall the image, or the system will be reformatted and tossed ○ NOTE: Mac Users: please make sure to sign out of any Apple iCloud accounts and turn off Find My Mac
<p>PERSONAL COMPUTERS</p>	<p>NOTE: Repair or replacement costs for personal computers are not reimbursable.</p> <p>Please consult with ITCS, if LHS data needs to be retrieved from a damaged personal computer. Note: Personal computers for work may not adhere to campus Minimum Security Standards for Networked Devices (MSSND).</p>

Any questions? Please feel free to contact Maria Martinez at alta.martinez@berkeley.edu. Thank you.