Technology Department Newsletter

Please put in a HelpDesk Ticket for any problems you have.

End of Year Announcements

As the end of the school year approaches, please make sure you follow these instructions to prepare district technology (laptops, iPads, printers, desktops, Chromebooks etc…) for the summer.

➔ Back up, Back up, Back up!

◆ Please remember to back up all your files on your PC to Google Drive and/or a USB drive. Laptops may be reloaded over the summer.

➔ Laptops and Chromebooks/iPads must be turned in on the last day of school, Friday, June 17. This includes all staff members that work in the summer. Please LABEL and turn in your laptops and Chromebooks/iPads (INCLUDING POWER SUPPLIES) to the following locations:

◆ Middle High School - Library

◆ Elementary School (both East and West) - Room 510

➔ Staff devices will only be returned for summer use if you are teaching classes for SAU3.

◆ If you are teaching over the summer, please fill out the following form and we will contact you when your device is ready to be picked up: 2022 Summer Laptop Request

◆ The device must be returned to us at the end of the class.

➔ Student Chromebook Collection

◆ You will receive totes and a class list with columns like shown below

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>CB</th>
<th>Charger</th>
<th>Case</th>
<th>Any Damage</th>
</tr>
</thead>
</table>

◆ Please check off what is returned by each student and note any damage you see

◆ Please add additional students to the bottom of the list and note
any students you do not have, are absent, or did not return anything

◆ Locations to drop off Chromebook totes:
  ● Middle High School - Library
  ● Elementary School East - Hall outside room 207
  ● Elementary School West - Room 510
  ● Dollies will be available in these rooms for moving student Chromebook totes. If you need help, please let us know.

Reminders

Voicemail to Email Back Up and Running

● The Allworx Team has finally come up with a fix to the voicemail to email feature. You will now receive your voicemails on both the server (check by phone) and email. Please remember to delete your voicemails from the server periodically so that your voicemail box doesn’t get full.

● To check your voicemail from a phone in the building:
  ○ Dial 6 followed by your extension
  ○ Enter your pin followed by #
  ○ Follow the prompts to listen to your messages

● To check your voicemail from outside the building:
  ○ Call 1-603-752-6500
  ○ Dial 6 followed by your extension
  ○ Enter your pin followed by #
  ○ Follow the prompts to listen to your messages

● If you forgot your pin please let us know and we will reset it

Help Desk Login Procedure

Due to security reasons, Mojo now requires users to sign into the helpdesk system itself.

● When you are on the new ticket screen, in the top right corner, click the words: Log in to check your tickets.

○ On the next screen, click the red Log in with Google button and log in with your SAU3 email. Then you should be able to create a ticket.