

RETURN INSTRUCTIONS

LEASED DEVICES CHECKLIST

READ ME:

Enclosed please find your replacement laptop. Your device has been set up and is ready for you to complete the set up as below. The instructions for returning your old expiring device are also included below.

Thank you,
The Asset Administration Team

YOUR REPLACEMENT DEVICE

The box/parcel you have received includes the following:

- ☐ Laptop
- ☐ Laptop Bag
- ☐ Original Charger Cable/Wall Plug
- ☐ Return Courier Label
- ☐ Printed instructions (this form)

PLEASE COMPLETE THE FOLLOWING FOR SET UP OF NEW DEVICE

Now that you have checked the above, please complete these steps:

- ☐ Turn on your laptop
- ☐ Have the phone you need for Multi-Factor Authentication (MFA) ready
- ☐ Follow instructions on the attached Ko Taku Reo Laptop setup

Any issues, please contact [IT Support](#).

PREPARE YOUR OLD DEVICE FOR RETURN

Follow these instructions very carefully. Return label is included.

- Sign out of any and all cloud based apps-especially iCloud! This is **very important!**
- Be sure any "Find My" apps have the returning device removed.

Using the box and packing materials from the new device, please pack up the following for return :

- ☐ Laptop
- ☐ Original Charger cable and wall plug – **YOU WILL BE CHARGED IF THESE ARE NOT RETURNED**
- ☐ Old laptop bag

You have 5 working days to organise the return of the device. The return label is attached to this form.

Please phone your local Post Haste Courier area to arrange collection of the return.

Please contact us at asset.admin@kotkureo.school.nz if you have any questions or need any support in this.

Thank you!