Out of order

This printer is known to be broken. Please do not send jobs to it or open its covers.

Printer: _____

Out of order since: _____

Please use instead: _____

Which is in: _____

Expected back: _____

Questions: _____

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Printer out of order sign

TEMPLATE

BEFORE YOU PUT IT UP

- [ ] Write the printer's name as it appears on its sticker and on the computer, so nobody wonders which one is meant.
- [ ] Name a printer to use instead that you know works, and say where it is in words a visitor would follow.
- [ ] Write a date for Expected back only when the service visit is booked; otherwise write Not known yet.
- [ ] Tape it over the front panel or the output tray, where people look first, and send one message to staff that says the same.
- [ ] Fill in a repair form at the same time, so the sign and the service call start together.

WHEN IT IS FIXED

- [ ] Print a test page and check it before taking the sign down.
- [ ] Take the sign down the same day, so the next sign is still believed.
- [ ] Tell the staff you told when it went out of order that it is back.
- [ ] Write the dates and the cause in the fault log, so repeat faults on one machine are easy to see.

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