## iPad Generation

Is you iPad out of order? The 1st step towards getting it repaired is determining what generation it is.

**Take a look at the charging port.**

The iPad 1 has a **completely silver casing**, and the iPad itself does not have a camera.

## Step By Step

1. **Staff** - Inform the administration or secretary.
2. **Administration** - Approve or deny the iPad repair.
3. **School Secretary** - Enter a requisition in Munis with the following information:
   - **Vendor #** - 109250 (Dr. Cellphone - Sugarland)
   - **Product** – IPAD3TS (for an iPad3 or iPad4 cracked glass) IPAD2TS (for iPad2 cracked glass)
   - **Budget Object Code** - 6249-09
   - **Price** - $120 – iPad 3 or 4  $100 – iPad 1 or 2
   - Please refer to Quote #00007644 - iPad3 or iPad4 or Quote #00007650 - iPad 1 or 2 in the Description
   - Please record the iPad Serial Number and Location (teacher/room/campus etc) in the Description
4. Once a PO is generated please **tape the PO** to the front of the iPad
5. Place a **Label on the BACK** of the iPad and include the following information
   - Campus Name (if not engraved)
   - Teacher Name
6. **Give the iPad to your CITS.** iPads will be delivered to the vendor every Friday afternoon and returned to the CITS the following Friday for delivery to your campus during the next scheduled CITS visit. This means a two week turn around for the campus.

If you need your iPad repaired more quickly you may deliver the iPad with the attached PO directly to Dr. Cell Phone in Sugar Land.

**Dr. Cell Phone**

15950 Lexington Blvd  
Sugar Land TX  
281-494-0136