

## New Device Information

Please read all of this information carefully, aim to have the laptop returned to us within 5 working days

### 1. What's inside the box

- Your new **Laptop**
- Your new **Laptop Bag** (optional)
- Your new **Charger** (original)
- HP/Mac Warranty info (this can be discarded)
- **Return Courier Label**

### 2. Setup your New Laptop

Please visit <https://laptopsetup.kotakureo.school.nz> on your old device

### 3. Returning your Old Laptop

**Returning a Macbook/Apple Laptop? Please ensure you have signed out of your Apple ID**

1. Please pack up the following items - using the box and materials your new laptop came in, you do not need to wipe the device
  - Your old **Laptop**
  - Your old **Laptop Bag** (optional)
  - Your old **Charger** (Please ensure it's the original charger)
2. Attach the included **Return Courier Label** to the outside of the box, covering any old address labels
3. Contact your local **Post Haste** Courier to arrange collection of the box.  
[https://www.posthaste.co.nz/contact\\_us.html](https://www.posthaste.co.nz/contact_us.html)

Need Help? Please email  
[ITSupport@kotakureo.school.nz](mailto:ITSupport@kotakureo.school.nz) or [asset.admin@kotakureo.school.nz](mailto:asset.admin@kotakureo.school.nz)