FLUXLABS

WALL POSTER · GETTING HELP

Need IT help? Here's who to call.

Fill in your IT support's details, hang it where everyone can see it, and problems get fixed faster.

IT support company or person _____

Phone (anything urgent) _____

Email or support website _____

After hours number _____

Our hours of support _____

Account or customer number _____

Have this ready

- [ ] Your name and the best number to call back
- [ ] Which computer, printer or phone has the problem
- [ ] What you were doing when it happened
- [ ] Any error message (a phone photo of the screen is perfect)

Call right away, don't email, if

- You clicked something in an email and now something seems wrong.
- A screen says your files are locked or asks for payment.
- Passwords, bank details or money are involved.
- More than one person is down, or the whole location is offline.

Never too small to ask.

A quick question today can save a long day later. Asking costs nothing. Guessing can cost a lot.