### **Create New Support Ticket**

Opening a ticket in one of three ways will route your message to our Commio network operations center supporting our voice and text messaging solutions.

- 1. Email support@commio.com and include details of your issue (call examples, etc.)
- Access https://support.commio.com to access Commio's Zendesk and open a new ticket.
- 3. In the platform, navigate to the top-right corner and click the small ticket icon.

## **Support Hours**

## Active Support Escalation Support (Hard Down)

Monday-Thursday Monday-Thursday

7AM - 10PM ET (6AM - 7PM PT) 10PM - 9AM ET (7PM - 6AM PT)

Friday Friday-Sunday

7AM - 9PM ET (6AM - 6PM PT) 9PM ET (6PM PT) - Mon. 9AM ET (6AM PT)

Saturday & Sunday

Tickets monitored from 9AM - 9PM ET (6AM - 6PM PT).

## **Support Escalations**

Submit a ticket, or call: (877) 506-0747 Legacy teli platform users: (844) 411-1111

During on-call hours the voicemail will be checked periodically; leave a voicemail to receive a call back as soon as possible.

Do NOT reply to an old ticket if you need immediate attention on your issue. Send a NEW email to <a href="mailto:support@commio.com">support@commio.com</a> for the on-call technician to be alerted. You may also request an escalation from the technician working on your existing trouble ticket.

#### **After Hours & Weekend Hard Down Support**

#### **EMERGENCY USE ONLY:**

If you use the contact methods below and are NOT down hard, additional charges will apply.

## **Level 1 Escalation**

(877) 506-0747 or

(919) 890-0000 Option 8

Rings the on-call engineer. Please leave a voicemail if the phone is not answered right away and we will get back to you with an update as quickly as possible.

# Level 2 Escalation

Eric Ray Network Operations Manager (877) 506-0747 or (919) 890-0000 ext. 191 eray@commio.com