Commio (thinQ/teli)

Support & Escalation Procedures

Create New Support Ticket

Opening a ticket in one of three ways will route your message to our Commio network operations center in support of our combined thinQ and tell solutions.

- 1. Email support@commio.com and include details of your issue (call examples, etc.)
- 2. 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
9AM - 10PM ET (6AM - 7PM PT)	10PM - 9AM ET (7PM - 6AM PT)
Friday	Friday-Sunday
9AM - 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: teli platform users: (844) 411-1111 thinQ io platform users: (877) 506-0747

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 support@commio.com for the on-call technician to be alerted. You may also request an escalation from the technician working 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 return the call immediately.

Level 2 Escalation

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