

Projector and Interactive Whiteboard Support – Call Logging Instructions

East Lothian Council have a contract with Matrix Display to provide telephone and on site hardware support covering classroom projectors and interactive whiteboards. If you have a problem with the above products please refer to the Projector & Interactive Whiteboard Support Help Sheet. If the problem is still present after checking all of those points please complete the form below and call our support line on **0845 26 26 200 and press option 1.**

Contact Details

Site Name	
Contact Name	
Contact Tel	
Email	

Equipment Details

Make	
Model	
Fault Description	
Serial Number	
Room number where equipment is installed	
Approximate date of installation	

Please note that in order to provide the correct level of support we will require you to be in front of the equipment during the call.