



## HD VIDEO TROUBLE REPORT

If you encounter problems operating any **KANSASWORKS** Virtual Services unit, please report the following information to Linda Weaver at [lweaver@kansascommerce.com](mailto:lweaver@kansascommerce.com) immediately:

1. DATE:
2. TIME:
3. VIRTUAL CONFERENCE ROOM NUMBER: (i.e., 1001, 1002, etc.)
4. KEY OPERATOR:
5. OTHER INDIVIDUALS WHO OBSERVED THE PROBLEM (names and contact information):
6. LOCATION(S) EXPERIENCING PROBLEM:
7. DESCRIPTION OF PROBLEM:
8. WAS CONTENT DISPLAYED OR ATTEMPTED TO BE DISPLAYED?
  - a. WHAT APPLICATION WAS USED TO SHARE CONTENT (PowerPoint, Internet Browser, etc.)?
  - b. WHICH LOCATION ATTEMPTED TO SHARE CONTENT?
  - c. WHAT LOCATION(S) COULD NOT SEE CONTENT?