

Services Overview

Call 781-750-8410 today for a free consultation



Geek Office Solutions Your IT Partner

Enabling you to spend more time on your business instead of on IT issues.

Geek Office Solutions enables your business to use the full range of information technology to more effectively run your business.

We provide four different types of services to meet your needs:

- ⇒ Immediate response to a computer problem
- ⇒ Assemble a project team for a planned IT project
- ⇒ Provide a managed service for a particular need
- ⇒ Proactive IT support where your entire Organization is supported and maintained with our revolutionary Virtual IT Dept Program - all for a fixed monthly fee.

- **Benefit from an improved IT support infrastructure**
- **Improve employee morale and productivity**
- **Supplement your staff with a team of IT professionals**
- **Flexibility in the method and when you use services**

<i>Responsive On-Demand</i>	<i>Planned Project Support</i>	<i>Managed Services</i>	<i>Proactive Virtual IT Dept</i>
Timely On-site Support	At your convenience	Monthly or annual fee	Bundled monthly fixed price
Support	Support	Support	Support
<ul style="list-style-type: none"> ◆ Server or Workstation ◆ PC or Mac ◆ Network/Internet/Email ◆ Smartphones ◆ Microsoft Applications 	<ul style="list-style-type: none"> ◆ New Office IT Setup ◆ Office Move ◆ Software Rollout ◆ Capacity Upgrade ◆ Internet Upgrade ◆ Remote access capability 	<ul style="list-style-type: none"> ◆ Business Continuity ◆ Disaster Recovery ◆ Email Management ◆ Data Security 	<ul style="list-style-type: none"> ◆ Unlimited Phone ◆ Unlimited Remote ◆ Unlimited On-site ◆ Service Monitoring & Alerting ◆ Quarterly CIO Review
Services	Services	Services	Services
<ul style="list-style-type: none"> ◆ Performance Problems ◆ Systems Down ◆ Data Recovery ◆ Desktop Optimization ◆ Training & Tutoring 	<ul style="list-style-type: none"> ◆ Project Management ◆ Network Assessment ◆ Install Hardware/Software ◆ Vendor Management ◆ Best Practices Review 	<ul style="list-style-type: none"> ◆ Automatic Backup, (Both on-site and offsite) ◆ Virus Protection ◆ Hosted Exchange ◆ Spam Filtering 	<ul style="list-style-type: none"> ◆ Patch Management ◆ Event Log Monitoring ◆ Log File Maintenance ◆ Drive Space Monitoring ◆ Printer Settings Management ◆ Backup Monitoring ◆ MS Exchange Maintenance
Security	Security	Security	Security
<ul style="list-style-type: none"> ◆ Virus/Spyware Cleanup 	<ul style="list-style-type: none"> ◆ Mass Deployment of Anti-Virus/ Anti Spyware ◆ Firewall Installation ◆ Comprehensive Backup ◆ Data Security Compliance 	<ul style="list-style-type: none"> ◆ Firewall Management ◆ VPN Management 	<ul style="list-style-type: none"> ◆ User Account Administration ◆ File Sharing Permissions ◆ Security Administration ◆ Antivirus Management ◆ Spyware/Malware Protection

If you have any IT needs, call Geek Office Solutions today at 781-750-8410, or visit our website at www.geekofficesolutions.com or email info@geekofficesolutions.com