

## CompTIA A+ 220-701 Essentials Exam, 2009 Edition

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6.2	○ Personal interruptions	3	78-92
6.2	• Dealing with a difficult customer or situation	3	78-92
6.2	○ Avoid arguing with customers and/or being defensive	3	78-92
6.2	○ Do not minimize customers’	3	78-92

	problems		
6.2	○ Avoid being judgmental	3	78-92
6.2	○ Clarify customer statements	3	78-92
6.2	▪ Ask open-ended questions to narrow the scope of the problem	3	78-92
6.2	▪ Restate the issue or question to verify understanding	3	78-92
6.2	• Set and meet expectations / timeline and communicate status with the customer	3	78-95
6.2	○ Offer different repair / replacement options if applicable	3	78-92
6.2	○ Provide proper documentation on the services provided	3	78-95
6.2	○ Follow up with customers / user at a later date to verify satisfaction	3	78-92
6.2	• Deal appropriately with customers confidential materials	3	78-92
6.2	○ Located on computer, desktop, printer, etc.	3	78-92