



## QUICK REFERENCE GUIDE FOR HORIZON SYSTEMS

### Introduction

Working in Horizon Systems your everyday system for essential technology applications designed to make your business more efficient and effective. The Quick Reference Guide serves as a central hub through points of navigation for all employees, clients, and administrators. It aims to offer immediate access to critical information, procedures, and resources you'll need to quickly resolve and manage our products and services.

### Contact Information

#### Customer Office

- [Support@horizon.com](mailto:Support@horizon.com)
- [Phone: +1 800 555 1234](tel:+18005551234)
- [www.horizon.com/support](http://www.horizon.com/support)

#### Key Personnel

- [John Doe](mailto:John.Doe@horizon.com) (Support Lead)
- [Jane Smith](mailto:Jane.Smith@horizon.com) (Customer Success)
- [Mike Chen](mailto:Mike.Chen@horizon.com) (Technical Support)

### Software Installation

- **Download Software:** Visit our website to download the software package.
- **Run the Installer:** Double-click the downloaded package to initiate the installation process.
- **Follow On-Screen Instructions:** Complete the installation by following the on-screen prompts.

# QUICK REFERENCE GUIDE TEMPLATE

Ideal for both businesses and individual use, it simplifies complex information into digestible formats.



Available in MS Word



# How To Write A Reference Guide

**A Gutmann**



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