

**From:** [REDACTED] <[REDACTED]>  
**To:** Bebe Avdiu <[REDACTED]>  
**Cc:** [REDACTED] <[REDACTED]>  
**Subject:** Re: [REDACTED] to answer phones next week!  
**Date:** Fri, 06 Apr 2018 15:21:59 +0000

---

Thank you Bebe! that is awesome! I just sent an email with instructions also...but for sure send her your instructions also! will be very helpful!

On Apr 6, 2018, at 11:19 AM, Bebe Avdiu <[REDACTED]> wrote:

Hi [REDACTED]!

I am at the office today!

Whenever I go sit in at JE's I bring this paper I made about the phones. I do not remember off the top of my head but I have the paper at home and I can send it to you later on tonight and it's literally simple step by step instructions on "how to transfer a call" and the extensions to do so. I can send it to you and if you still need me to show you, I can stop by the house really early Monday morning and briefly go over it with you.

**Bebe Avdiu**

Legal Assistant

DARREN K. INDYKE, PLLC

575 Lexington Avenue, 4th Floor

New York, New York 10022

Telephone: [REDACTED]  
[REDACTED]

\*\*\*\*\*  
\*\*\*\*\*

The information contained in this communication is confidential, may be attorney-client privileged, and is intended only for the use of the addressee.

It is the property of Darren K. Indyke, PLLC. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited

and may be unlawful. If you have received this communication in error, please notify us immediately by return e-mail, and destroy this communication

and all copies thereof, including all attachments.

Copyright of Darren K. Indyke, PLLC - © 2018 Darren K. Indyke, PLLC – All rights reserved.

\*\*\*\*\*  
\*\*\*\*\*

On Apr 6, 2018, at 9:14 AM, [REDACTED] <[REDACTED]> wrote:

Hi Bebe! Would you be at the office today?

Maybe I can stop by and you can show me with the phone?

----- Forwarded message -----

From: [REDACTED] <[REDACTED]>  
Date: Fri, Apr 6, 2018 at 8:44 AM  
Subject: Fwd: [REDACTED] to answer phones next week!  
To: [REDACTED] <[REDACTED]>, Bebe Avdiu <[REDACTED]>

Bebe is available to help you if you need it!! :)

Begin forwarded message:

**From:** Bebe <[REDACTED]>  
**Subject:** Re: [REDACTED] to answer phones next week!  
**Date:** April 6, 2018 at 7:59:56 AM EDT  
**To:** [REDACTED] <[REDACTED]>

Oh ok! That's awesome :)  
I'm here if she's has any questions. She can always reach out

Sent from my iPhone

On Apr 5, 2018, at 7:48 PM, [REDACTED] <[REDACTED]> wrote:

Hi Bebe....Jeffrey has asked [REDACTED] to answer the phones next week....I think he wants her to learn the ropes!!! I will still reference you to receive emails however...

Thank you!!! :)