

From: [REDACTED] <[REDACTED]>
To: [REDACTED] <[REDACTED]>
Cc: Bebe Avdiu <[REDACTED]>
Subject: Re: [REDACTED] to answer phones next week!
Date: Fri, 06 Apr 2018 16:10:02 +0000

Bebe, I have asked [REDACTED] and you to please cc me on any emails so I keep abreast of what is happening as well...

On Apr 6, 2018, at 12:06 PM, [REDACTED] <[REDACTED]> wrote:

Appreciate your help!
Looking forward to the picture from Bebe;)

On Fri, Apr 6, 2018 at 11:27 AM Bebe Avdiu <[REDACTED]> wrote:

Haha I just got your detailed email as well. I'm sure you will do fine [REDACTED]! =) Whatever [REDACTED] sent def is good info. I'll send you the paper I have and that should makes things clearer as well ... I have it all arrowed out! EX: "phone rings —> [REDACTED] —> HOLD —> extension: talk to JE —> hang up" lol and then I believe I have instructions for conference call and other stuff as well.

I do have lots of phone numbers if JE doesn't give it to you that I can provide (we'll try not to bother [REDACTED] on vacay as much as we can! =) We got this!)

And again, let me know after I send you the picture tonight if it's still not clear and you just need to do a test run or whatever and Ill stop by Monday morning and help you out

Bebe Avdiu
Legal Assistant
DARREN K. INDYKE, PLLC
[575 Lexington Avenue, 4th Floor](#)
[New York, New York 10022](#)
Telephone: [REDACTED]
[REDACTED]

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On Apr 6, 2018, at 11:21 AM, [REDACTED] <[REDACTED]> wrote:

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]

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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!!! :)