

**From:** Bebe Avdiu <[REDACTED]>  
**To:** [REDACTED] <[REDACTED]>  
**Cc:** "[REDACTED]" <[REDACTED]>  
**Subject:** Re: [REDACTED] to answer phones next week!  
**Date:** Fri, 06 Apr 2018 16:12:16 +0000

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awesome! will do =)

**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 12:11 PM, [REDACTED] <[REDACTED]> wrote:

Bebe, [REDACTED] may need help with emails as well...my auto reply will state both of your emails as my back up... cc me on mails like you always do!

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

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[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!!! :)

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