

# Introduction



## Instructor Led Training

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Chapter 1-Exercise A

## Cell Phones and Pagers

Take a break from the office today.  
Please turn off your pagers  
and cell phones or  
put them in silent/vibrate mode.



Chapter 1-Exercise A

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## Schedule

- 8:00 Start
- 10:00 – 10:15 morning break
- 12:00 - 1:00 lunch
- 3:00 - 3:15 afternoon break
- 5:00 Finish

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## Who Knows Where?



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## Introductions

☞ Get to know your Instructor

## Introductions

- ☞ What is your **name**?
- ☞ What do you **do**?
- ☞ What **experience** do you have with Equitrac Office / Express?
- ☞ What **specific topics** did you come here to learn today?

## Important Web Sites

<ftp://ftp.equitrac.com>

<http://partners.equitrac.com>

<http://equitracuniversity.equitrac.com>

## Questions?

