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Finco Offices
2150 Symposium Road, Lebanon, OR 97355

Standard Office Manual for Employees

Version 1.0 - 2024

Introduction

Welcome to Finco Offices, a leading accounting firm serving clients across the United States. This Office Manual serves as a comprehensive guide to ensure smooth operations, maintain professional standards, and foster a positive working environment.

Office Hours

Regular Office Hours: 9:00 AM - 5:00 PM, Monday to Friday

Lunch Break: 12:00 PM - 1:00 PM

- Early closing on changes in office hours will be communicated via email.

Dress Code & Professional Appearance

- Business professional attire is expected Monday through Friday. This includes suits, dress shirts, blouses, and appropriate shoes.
- "Casual Fridays" allow for business casual attire, such as polo shirts, blouses, or dresses.
- Always present a neat and groomed appearance.

Communication & Technology Use

- Employees are provided with a company email. This should be checked at least twice a day.
- Personal use of social media, streaming, or gaming during office hours is discouraged.
- Cell phones should be kept on silent during office hours and used sparingly for personal calls.

Health & Safety Protocols

- Always wash your hands upon entering the office.
- Coughing or sneezing, especially with flu-like symptoms, please stay home.
- Emergency exits are clearly marked. Familiarize yourself with the evacuation plan posted on each floor.
- First aid kits are located in the kitchen and on the first floor.

Manual Smart Office 2 Ipad

Ying-Ying Zheng



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iOS 26 User Guide SMART FLOW GUIDES, 2025-09-30 Unlock the Full Power of iOS 26 Made Simple for Beginners and Seniors Your iPhone just got smarter faster and more capable than ever but with so many new features packed into iOS 26 it's easy to feel overwhelmed From hidden settings that boost performance to the brand new Apple Intelligence tools that help you write organize and communicate with ease this update is more than a software refresh it's a whole new iPhone experience iOS 26 User Guide A Clear Step by Step Manual to Master Your iPhone's New Features Tips and Tricks is your trusted companion to make the most of it Written in plain approachable language this guide walks you through every essential function with simple explanations and step by step instructions designed especially for beginners and seniors Whether you're setting up your iPhone for the very first time or upgrading from an older version you'll discover how to use the latest features with confidence and ease Inside you'll learn how to Install updates safely and keep your iPhone secure Explore Apple Intelligence tools for smarter everyday tasks Master Messages FaceTime and new sharing features Customize your Home Screen and widgets for clarity and speed Take better photos edit like a pro and organize your albums Stay safe online with improved privacy and scam protection Fix common problems quickly without needing expert help With clear screenshots practical tips and easy to follow steps this book transforms complicated tech into something anyone can handle No jargon no confusion just solutions you'll actually use Don't let your iPhone's best features go to waste Pick up this guide today and start using iOS 26 the smart way confidently securely and stress free

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Intelligence and AI powered tools Syncing seamlessly across your Apple devices Pro tips for protecting maintaining and upgrading your iPhone The best MagSafe accessories for efficiency and style BONUS Quick reference tables and shortcuts for faster use Why This Guide Stands Out Written in plain English this manual blends clarity practicality and precision making it perfect for beginners seniors and everyday users who want to get the most out of their iPhone 15 Pro or Pro Max without frustration Take control of your device and experience your iPhone like never before Click ORDER NOW and start your journey to mastering your iPhone 15 Pro today

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iPhone 13 Pro and Pro Max User Manual Gerard McClay,2022-07-07 The Ultimate iPhone 13 Pro Pro Max Guide Complete with Hidden Features and Top Tips The iPhone 13 Pro Pro Max can be daunting at first but look no further than this book This book will show you how to get the most out of your new iPhone regardless of whether you recently purchased your first iPhone switched from Android to iPhone or are upgrading from an earlier generation Apple has created a whole new way for you to communicate and interact with the world The iPhone 13 Pro Pro Max is the most advanced phone Apple has ever released The iPhone 13 Pro Pro Max has a plethora of features and functions which in turn can be overwhelming at times especially for new users This book is designed to help you get the most out of your iPhone and will teach you everything you need to know in order to use the phone From features such as Face ID to using the 3D camera this book will help you get the most out of the iPhone 13 Pro Pro Max In this book you ll find step by step instructions on how to

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- 2 Explore its features and functionality
- 3 How to enable and use Face ID
- 4 How to Turn on or turn off your iPhone 13 Pro Max
- 5 How to use AirDrop with your iPhone 13 Pro Pro Max
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- 8 How to quickly switch between apps
- 9 How to adjust the brightness of the screen
- 10 How to use the SIM card slot
- 11 How to lock and unlock the phone
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Shimon Y. Nof,2023-06-16 This handbook incorporates new developments in automation It also presents a widespread and well structured conglomeration of new emerging application areas such as medical systems and health transportation security and maintenance service construction and retail as well as production or logistics The handbook is not only an ideal resource for automation experts but also for people new to this expanding field *The Academy* ,1914 **Manual of Electrical Undertakings** ,1908 *The Publisher* ,1910 Manual of Electrical Undertakings and Directory of Officials ,1907 *Mergent International Manual* ,2002 **The English Catalogue of Books ...** Sampson Low,1908 **The Publishers' Circular and Booksellers' Record** ,1912 **Musical times and singing-class circular** ,1884 Moody's Industrial Manual ,1958 *British Books* ,1910 **The Economist** ,1921 **The Academy and Literature** ,1914 *To Rome and back*, ed. by W.H. Anderdon William Henry Anderdon,1877 **Lives of the early popes. St. Peter to (the time of Charlemagne)**. Thomas Meyrick,1878

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