



## QUICK REFERENCE GUIDE FOR HORIZON SYSTEMS

### Introduction

Working in Horizon Systems your everyday system for essential technology applications designed to make your business more efficient and effective. The Quick Reference Guide serves as a central hub through points of attention for all employees, clients, and administrators. It aims to offer immediate access to critical information, procedures, and resources you'll need to quickly manage and manage our products and services.

### Contact Information

#### Customer Office

- [sales@horizon.com](mailto:sales@horizon.com)
- [Phone: +1 800 555 1234](tel:+18005551234)
- [www.horizon.com](http://www.horizon.com)

#### Key Personnel

- [CEO: John Doe](mailto:ceo@horizon.com)
- [CTO: Jane Smith](mailto:cto@horizon.com)
- [Customer Support Manager: Alex Lee](mailto:cs@horizon.com)

### Software Installation

- **Download the Software:** Visit our website to download the software package.
- **Run the Installer:** Double-click the downloaded package to initiate the installation process.
- **Follow the Setup Wizard:** Complete the installation by following the on-screen prompts.

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Ideal for both businesses and individual use, it simplifies complex information into digestible formats.



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# Microsoft Lync Quick Reference Guide

**SB Merriam**



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