



History of E&E Company Ltd.

E&E Co., Ltd is a globally integrated company specializing in providing quality products for every lifestyle. From Home Fashion to Apparel, pet products to decorative accessories, we provide strategic market and design directions, manage production and distribution for our retail trade partners. From concept to final product, our global design and product development teams collaborate with each individual customer to create and source products that not only meet their objective but consistently deliver strong profitability.

Founded in 1993, E&E has grown rapidly. Our success begins with a unique business model that offers depth and breadth of capability unmatched in the industry. Our talented design team brings originality and freshness to each fashion season by researching and understanding market and trend evolution. From licensing to private label, our collective design experience and production execution are the foundations for our success at retail. Using innovative tools and strategies, E&E creates synergies in design, global sourcing and manufacturing.

Designer Living.com was founded in 2009 by Edmund Jin as he realized the opportunity to offer branded product and designer looks at a value directly to consumers. Starting with a small product and marketing team, Designer Living initially focused on cleaning out slow-selling closeouts. Over time, the business grew and the product assortment was expanded. By tapping into the company's knowledge of best-selling patterns, Designer Living is able to offer innovative product at a reasonable price. Since those humble beginnings, Designer Living has grown into a destination website for beautiful home products at great prices.

Allworx Phone



- n Management will provide you with a work phone number along with an extension, which you will use to login to your phone.
- n To log in, locate the button next to **ACD Log In/Out**: Push down until **-ACD Login- Please Enter User Ext.** pops up on the LED Screen.
- n Type in your extension # and then push the **OK** button.
- n When **-ACD Login- Enter PIN** pops up, type in **1234** (this is the standard PIN we use to log in and out of our phones as well as access to voicemails) followed by the **OK** button.
- n When the red light disappears, that means you are logged on your phone. Please note that if you see an orange light, it means you are the only person logged into that queue. At least one person needs to be logged into this queue during work hours, so please adhere to the break and lunch schedule to ensure adequate phone coverage at all times.



Allworx Phone Logout

- n To log out of your phone, press down on the **ACD Log In/Out** until the Queue(s) you are logged into appears.
- n Push the button with the checkmark symbol on it followed by the **OK** button.
- n When **-ACD Login- Enter PIN** pops up, type in **1234** followed by the **OK** button.
- n When the red light appears, that means you are logged out of your phone.



Allworx Phone Voicemails

- n To check voicemails, locate the button next to **MSG** for the queue you are checking messages on.
- n If this button is red, it means there are messages in your voicemail inbox.
- n After you push it, **Voicemail Login Enter User Extension XXX** will pop up on your LED screen: push the **OK** button.
- n Next, the system will ask you to **Enter PIN**: type in **1234**.
- n To listen to a voicemail, use the up and down buttons to highlight one, then push the button with the check mark symbol. The same method applies if you get a message on your phone. When your message button is red, push it and follow the prompts to check your messages.



Allworx Phone Addendum

- To make outgoing calls, push **9**, then **1**, then the number of the person you are calling
- To transfer a call, hit **transfer**, the **extension #** and then **transfer** again. Please note you can only transfer calls to someone who works in our customer service department
- To place a caller on hold, push **Hold**



Allworx Phone Break & Lunch

- n If you are going on break or lunch, please log out of your phone completely.
- n If you are going to be away from your desk for less than 5 minutes, put your phone on the appropriate reason code for your absence.
- n Push the **ACD Log In/Out** and a series of break options will pop up on the LED Screen. Use the up and down buttons to choose the break appropriate to your need and then push the button with the check mark symbol: this will cease incoming calls.



Plantronics Headset PLANTRONICS

SOUND INNOVATION™

Please refer to the instructions on setting up your headpiece so that it fits you comfortably. Attaching the headset base to your phone is easy: the **longer cord** plugs into the port of the phone with the headset icon, and the **shorter cord** plugs into the base of the headset. Once everything is plugged in, please allow an hour for your headpiece to charge before using it. A solid green light on the battery icon on the base (located on the right) means your headpiece is charged. To make calls using your headset, simply push the button on the headpiece and then dial the number on your phone.



Speed Dial Numbers

Speed Dial Numbers [add new Speed Dial Number](#)

Speed #	Description	Number
350	E&E Headquarters	95104909788
353	UPS Tracers	98662788301
354	FedEx Tracers	98004633339
355	UPS General	98007425877
356	UPS Billing	918003774877