


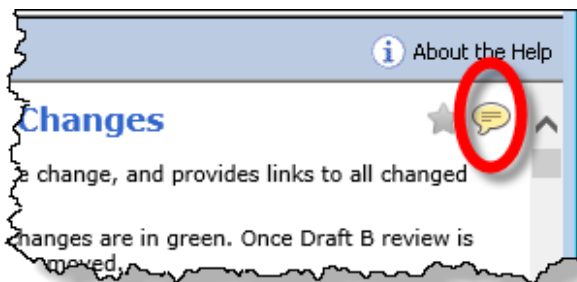
# Instructions for Reviewers


## Requirements


- Adobe Reader XI or later (Note: XI requires Win XP SP3 or Win7 and above. (Click [here](#) to download the latest version, Acrobat Reader DC)
- A browser (any kind). Ideally, it should be configured to open PDFs in Adobe Reader not in the browser's own PDF viewer. See the last page for configuration instructions.

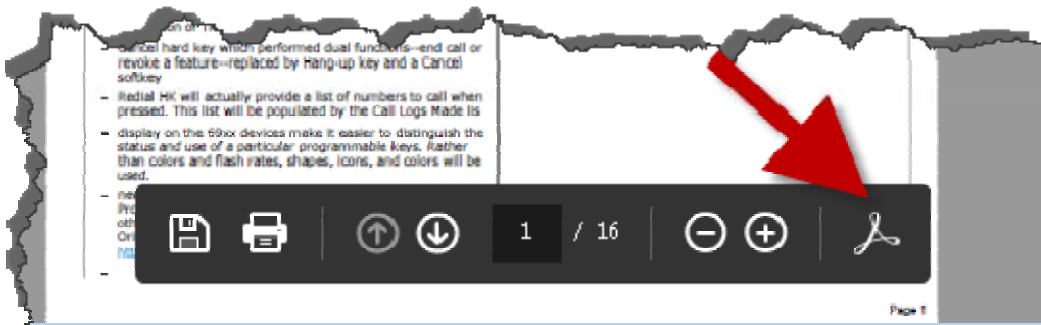
## Adding your Comments to the Help topics

- Click the  button at the top of the topic to open it in Adobe Reader.



- Use the Sticky Notes tool  and Annotations tools to mark up the document with your comments.

Not seeing the Sticky Notes tool  ? Click the button at the end of the toolbar as shown. (You may need to move the mouse down toward the bottom of the page if the toolbar isn't visible.)



## Returning the Help topic PDF to Tech Pubs

To get the commented PDFs back to Tech Pubs:

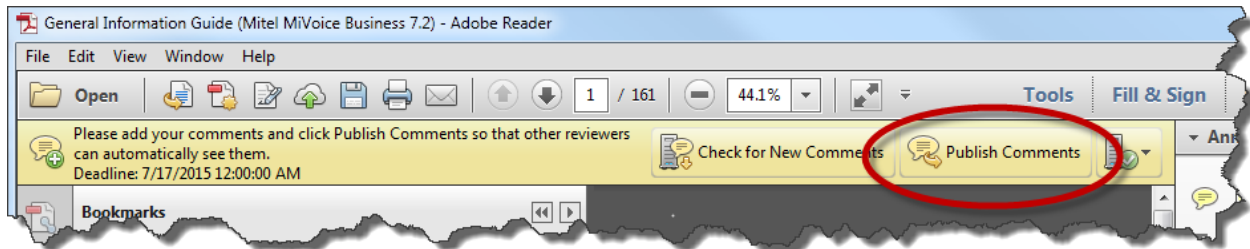
- Save a copy of the PDF to your PC, then email it to [Rene-p.Theriault@mitel.com](mailto:Rene-p.Theriault@mitel.com)

# Instructions for Reviewers

## Adding your Comments to Other PDFs

“Other PDFs” refers to documents such as the Technician’s Handbook, Engineering Guidelines and General Information Guide.

Commenting on these documents is a bit different than the Help topic PDFs. You still use the Sticky Notes tool but there’s no need to save the PDF and email it back. Instead, just click the Publish Comments button. When you’re done, close the Reader. You’ll be prompted to save the file. As mentioned, there’s no need to save unless you want a copy of the PDF for yourself.



# Instructions for Reviewers

## Configuring your browser to use Adobe Reader


### Internet Explorer

- =====
1. Open Adobe Reader.
  2. Click Edit.
  3. Click Accessibility.
  4. Click Setup Assistant.
  5. Click the first radio button, 'Set options for screen readers'.
  6. Click Next.
  7. Do not change options on Screen 2 of 4, Click Next.
  8. Do not change options on Screen 3 of 4, Click Next.
  9. On screen 4 of 4, remove the check mark on ' Display PDF documents in the web browser.

### Chrome

- =====
1. Open Chrome and enter the following into the address bar:  
chrome://plugins
  2. Disable both of the following by clicking the Disable link (which will change it to say "Enable" and gray out the plug-in details; go to the next page to see what that looks like):
    - Chrome PDF Viewer
    - Adobe Reader

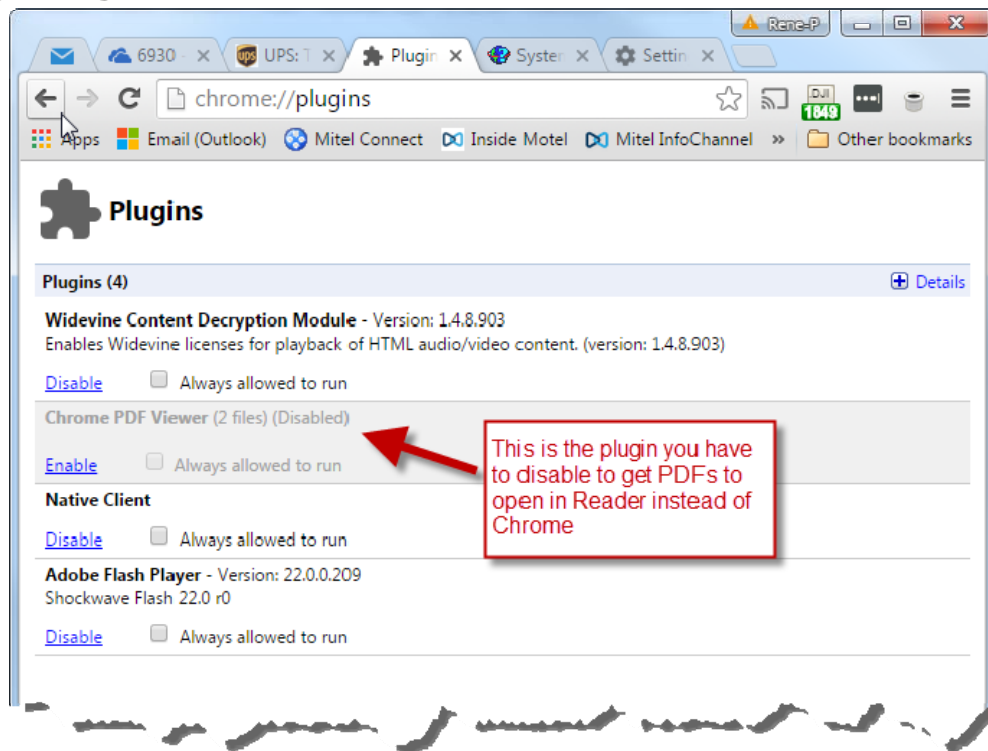
### Firefox

- =====
1. Select  (Tools) > Options.
  2. Click Applications at top of the page (or dialog box depending on the version of FF).
  3. For **Content Type:** *Portable Document Format (PDF)*, select **Action:** *Use Adobe Reader* or some variant of it depending on which version of the Reader you have. (Go to the next page to see what that looks like).

NOTE: It may be necessary to restart the browser to get the change to kick in.

# Instructions for Reviewers

## Configuring Chrome...



## Configuring Firefox...

