Task: How to log into Central Extension at SVI

Solution:

Here's how to log in:

1. Press "login" (if the screen is in sleep mode press any key to wake it up)
2. Enter the user's Central extension and press Enter
3. Enter the Central logon password: 7222
4. You'll see a message asking if you want to take over the extension. Press Continue to take it over
5. **NOTE**: This logs their central phone out so if it's a shared phone they might not want to do it because other users at central would not be able to use the phone

To logoff the extension when they're finished working at SVI:
1. Press the Home button
2. Scroll down to "Log Out"
3. Press Select
4. Press Log Out
5. Press Clear to clear the extension out of the Extension field
6. Press Enter twice. This will make the phone ready for the next user to log in
7. The user's central phone will automatically log back into the extension once they log out of the SVI phone

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