


Logging into Central Processing Phone

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<b>CLIA Lab Director:</b>  Dr. Gregory Pomper	<b>LAB DEPARTMENT:</b>  Central Processing Lab	<b>CONTACT:</b>  Central Processing Lab

**Procedure:**

1. The Central Processing phone located in accessioning, closest to the white board is used to log in to the phone system after Client Services hours and on weekends.
2. Press the Login button on the phone.
3. Dial 7-1810. A green light will appear beside the AUX button.
4. Press Auto In. A green light should appear next to Auto In. You are now logged in to receive phone calls in the laboratory. This means that calls coming to the main lab number, 336-716-2610, will ring in Central Processing.
5. On weekdays when the Client Services office is staffed, Client Services employees will log off the Central Processing phone and log in on the Client Services phone(s).
6. On weekend days when a Client Services staff member is working, phones will be logged in both in Client Services and Central Processing.