

Soft Phone Login Procedure

The soft phone application requires a unique login for each interviewer. The login will register your account with our phone system.

STEP 1: The soft phone application will automatically start when you turn on your PC. You will see the following login screen.



STEP 2: Enter your **Username** and **Password**, and press **Login**. This information will be provided to you.

Additionally, you may check the **Remember Settings** checkbox to save this information. The soft phone login will remember your username and password for all future logins.

An unsuccessful login will display the message “**Invalid username or password**”. A successful login will start the phone. You will see the phone display state “Ready”.



If you have any problems, please contact Wes Whitmore at ext. 150 (soft phone) or 614-442-7350. You may also email Wes at whitmore@chrr.osu.edu.

Created on 5-30-07 by Wes Whitmore.